

*This meeting is being held via telephonic attendance*

**AGENDA  
FINANCE COMMITTEE  
Village of Hoffman Estates  
February 22, 2021**

**7:00 p.m. - Board Room**

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

**I. Roll Call**

**II. Approval of Minutes – January 25, 2021  
February 8, 2021 (Special)**

**REPORTS (INFORMATION ONLY)**

1. Finance Department Monthly Report.
2. Information System Department Monthly Report.
3. NOW Arena Monthly Report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

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

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

**FINANCE COMMITTEE  
MEETING MINUTES**

**I. Roll call**

**Members in Attendance:**

**Gary Pilafas, Chairperson  
Michael Gaeta, Trustee  
Gary Stanton, Trustee  
William McLeod, Mayor**

**Telephonic Attendance:**

**Anna Newell, Vice Chairperson  
Karen Mills, Trustee  
Karen Arnet, Trustee**

**Management Team Members  
in Attendance:**

**Rachel Musiala, Acting Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Mgr.  
Joe Nebel, Director of Public Works  
Paul Bilodeau, Fire Chief  
Ric Signorella, CATV Coordinator  
Patti Cross, Assistant Corporation Counsel  
Bev Romanoff, Village Clerk**

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

**II. Approval of Minutes – December 14, 2020**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Finance Committee minutes from December 14, 2020. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**I. Request authorization to enter into an Installment Purchase Contract (Lease) Financing agreement with JPMorgan Chase Bank, N.A. for the financing of approximately \$2 million of vehicle purchases.**

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

Motion by Mayor McLeod, seconded by Trustee Stanton, to enter into an Installment Purchase Contract (Lease) Financing agreement with JPMorgan Chase Bank, N.A. for the financing of approximately \$2 million of vehicle purchases. Roll call vote taken. All ayes. Motion carried.

**2. Request authorization to:**

**A) Award a contract for purchase of four new amplifiers for the NOW Arena public address system to Visua, Neenah, Wisconsin, in an amount not to exceed \$20,627.67; and**

**B) Waive bidding and award a contract to install four amplifiers to Visua, Neenah, Wisconsin, including installation and start up in an amount not to exceed \$3,964.53; in the total amount of \$24,592.20.**

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

Mr. Koplin and Mr. Gibbs answered questions from the Board about the request.

Motion by Mayor McLeod, seconded by Trustee Stanton, to a.) award a contract for purchase of four new amplifiers for the NOW Arena public address system to Visua, Neenah, Wisconsin, in an amount not to exceed \$20,627.67; and b.) award a contract to install four amplifiers to Visua, Neenah, Wisconsin, including installation and start up in an amount not to exceed \$3,964.53; in the total amount of \$24,592.20. Roll call vote taken. All ayes. Motion carried.

**REPORTS (INFORMATION ONLY)****1. Finance Department Monthly Report for November and December**

The Finance Department Monthly Report for November and December was received and filed.

**2. Information Systems Monthly Report for December**

The Information Systems Monthly Report for December was received and filed.

**3. NOW Arena Monthly Report for December and January**

The NOW Arena Monthly Report for December and January was received and filed.

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:35 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

**I. Roll call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

- Rachel Musiala, Acting Village Manager**
- Dan O’Malley, Deputy Village Manager**
- Arthur Janura, Corporation Counsel**
- Patti Cross, Asst. Corporation Counsel**
- Suzanne Ostrovsky, Asst. to Village Mgr.**
- Peter Gugliotta, Director of Dev. Services**
- Kevin Kramer, Director of Economic Dev.**
- Alan Wenderski, Director of Engineering**
- Patrick Seger, Director of HRM**
- Ric Signorella, CATV Coordinator**

**Management Team Members  
Via Telephonic Attendance:**

- Mark Koplín, NOW Arena**
- Ben Gibbs, NOW Arena**
- Jim Donohue, Senior Planner**

The Finance Committee meeting was called to order at 7:56 p.m.

**NEW BUSINESS**

- I. Request authorization to waive bidding and purchase three tents for the Village Green/Beer Garden from Kata Tent via eBay auction, sole source provider, in an amount not to exceed \$28,000.**

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

Ben Gibbs addressed the Committee and reported that the Beer Garden has flourished and exceeded \$300,000 in gross sales in 2019 and in 202, despite the pandemic, the Beer Garden generated nearly \$500,000 in gross sales and over \$50,000 in profit during the summer of 2020.

Ben reported that there is a new trend of “micro weddings” due to indoor venues not being able to host wedding receptions. Staff is proposing to purchase a seasonal tent that would be available from May through September for wedding receptions. Arena staff researched various types of tents and found a unique design that is currently being used all over Great Britain with much success. The tent is far more attractive than traditional event tents and are suitable for hosting a micro wedding. Arena staff found three slightly used tents from a business in California that set up the tents only once but the business closed due to the pandemic. The tents are offered on eBay for \$28,000.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to waive bidding and purchase three tents for the Village Green/Beer Garden from Kata Tent via eBay auction, sole source provider, in an amount not to exceed \$28,000. Voice vote taken. All ayes. Motion carried.

**II. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 8:15 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

\_\_\_\_\_  
Date

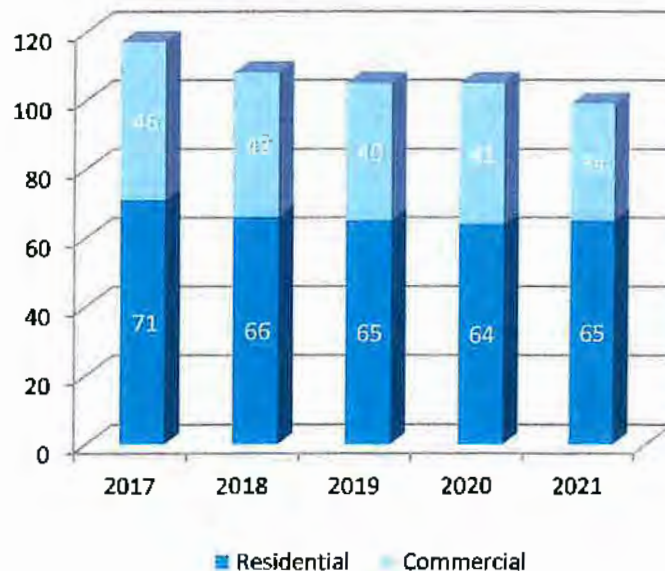


## DEPARTMENT OF FINANCE MONTHLY REPORT JANUARY 2021

### Water Billing

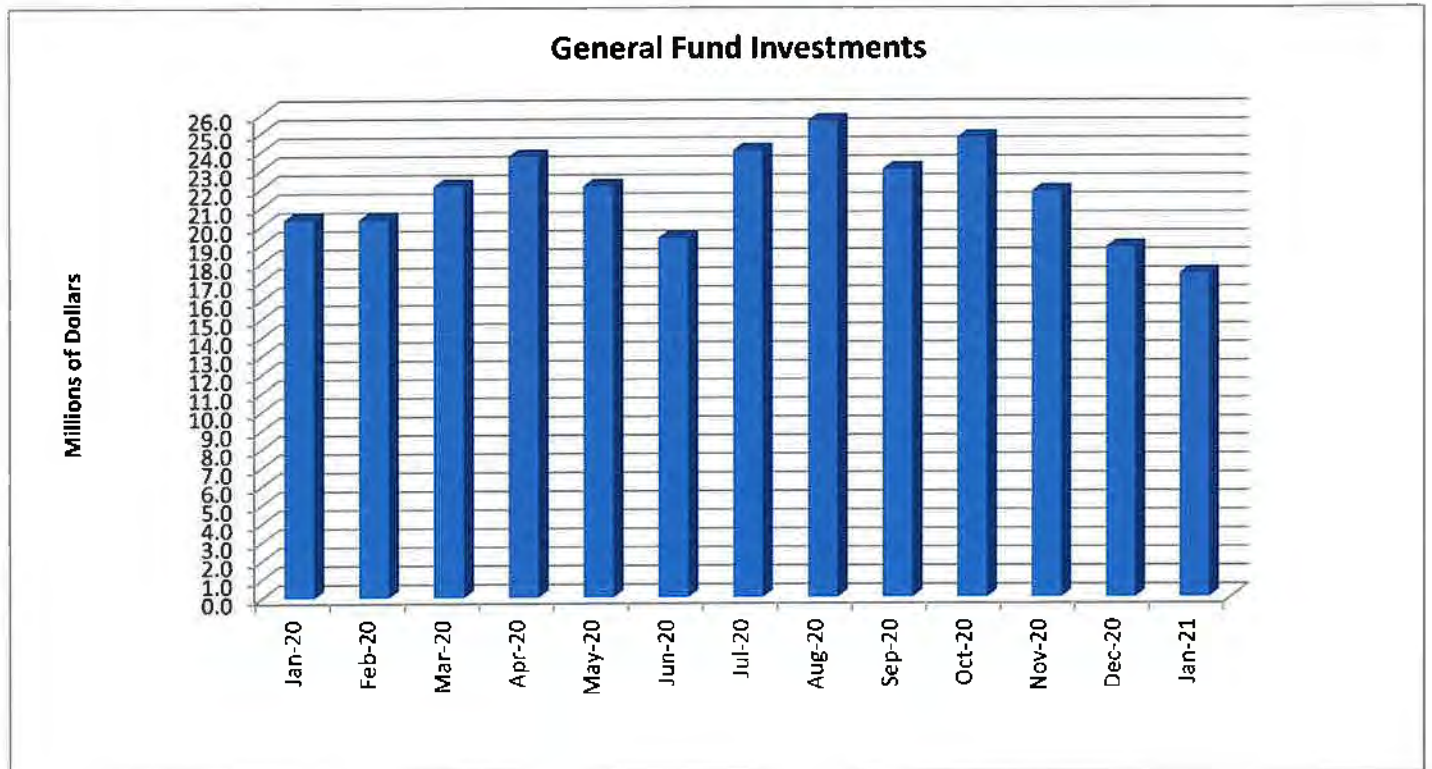
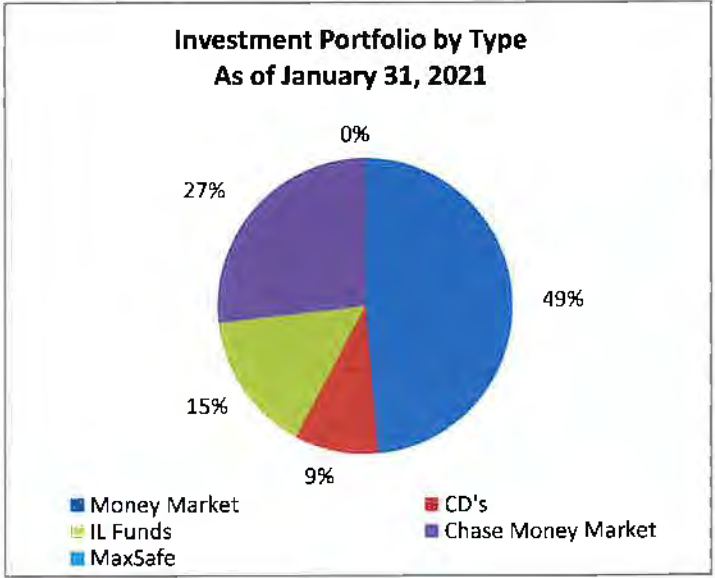
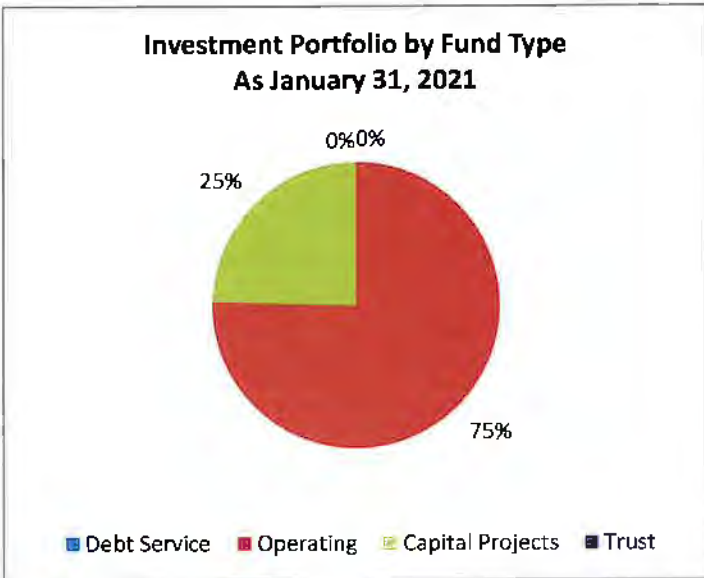
A total of 14,820 residential water bills were mailed on January 1st for November's water consumption. Average consumption was 4,399 gallons, resulting in an average residential water bill of \$63.82. Total consumption for all customers was 99 million gallons, with 65 million gallons attributable to residential consumption. When compared to the January 2020 billing, residential consumption increased by 1.6%.

**Total Water Consumption  
Month of January**



## Village Investments

As of January 31, 2021, the Village's investment portfolio (not including pension trust funds) totaled \$53 million. Of this amount, \$40 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$13 million is related to debt service, capital projects and trust funds.



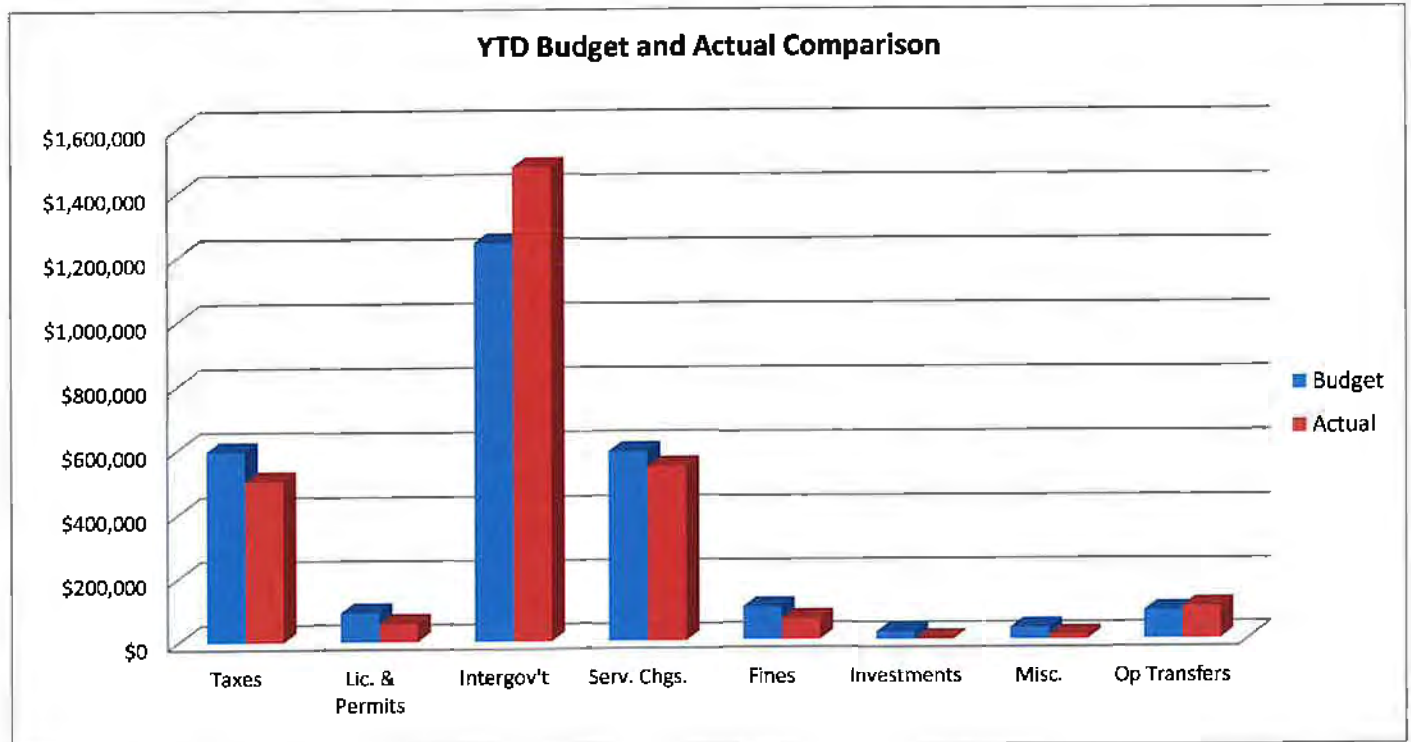
## Operating Funds

### General Fund

For the month of January, General Fund revenues totaled \$2,763,219 and expenditures totaled \$3,382,207 resulting in a deficit of \$618,988.

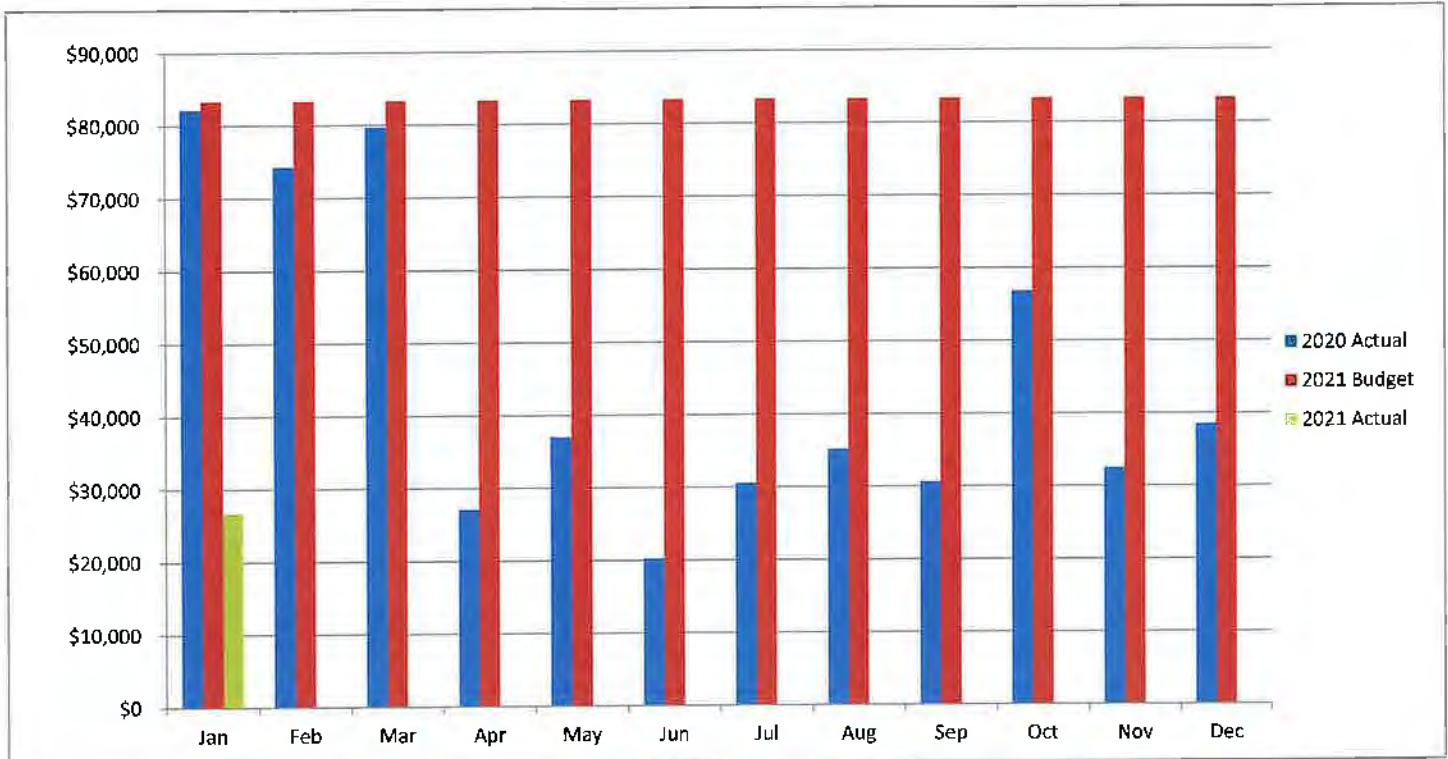
**Revenues:** January year-to-date figures are detailed in the table below. Taxes are under budget due to low hotel lodging activity resulting in lower tax remittance. Licenses and Permits are under budget due to decreased building permit activity. Intergovernmental is over budget from replacement taxes being received this month. Fines and Forfeits are under budget because of a distribution delay from the County for traffic violations. Investment income is under budget due to lower interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 594,132	\$ 502,644	-15.4%
Licenses & Permits	90,500	57,708	-36.2%
Intergovernmental	1,240,309	1,475,350	19.0%
Charges for Services	589,892	544,590	-7.7%
Fines & Forfeits	102,167	66,011	-35.4%
Investments	22,917	1,684	-92.7%
Miscellaneous	36,758	14,018	-61.9%
Operating Transfers	87,833	101,214	15.2%
TOTAL	\$ 2,764,508	\$ 2,763,219	0.0%



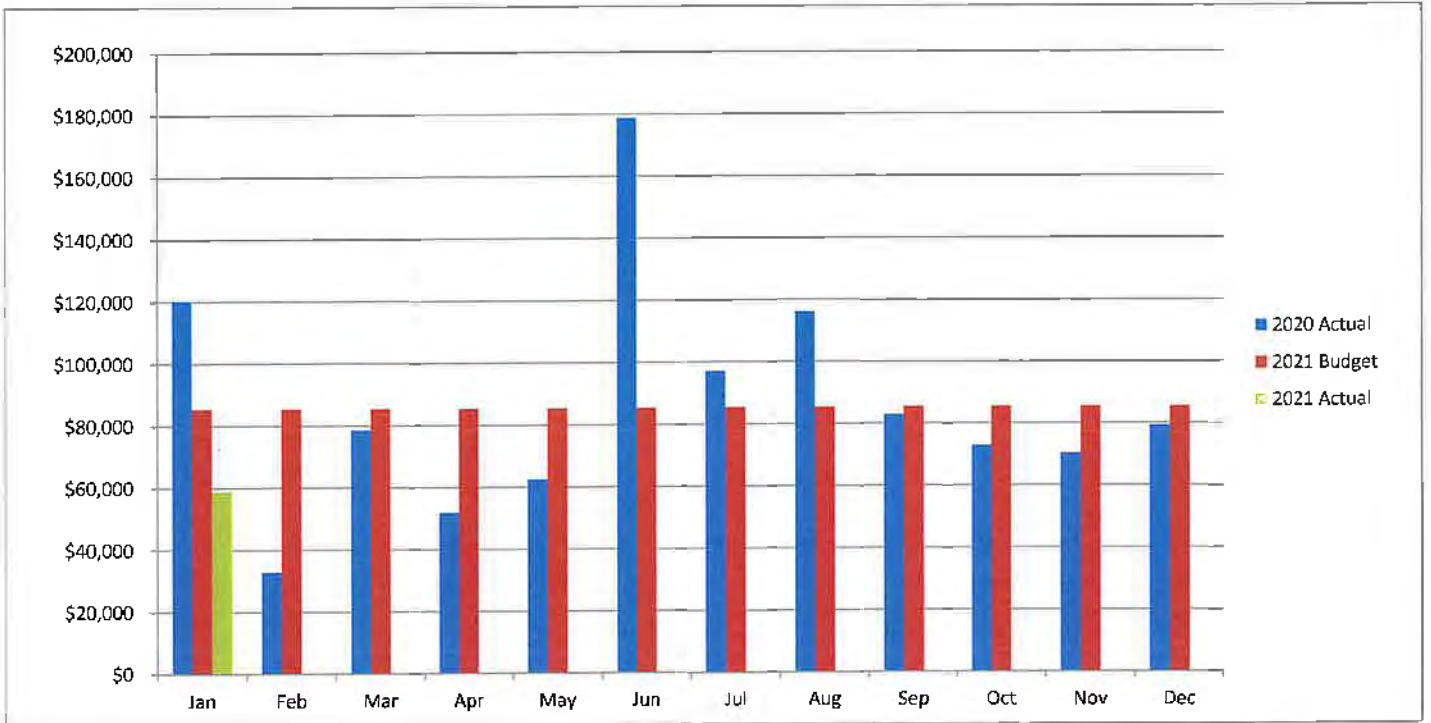


## Hotel Tax



<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 82,223	\$ 83,333	\$ 26,728	\$ (56,605)
Feb	74,298	83,333		
Mar	79,749	83,333		
Apr	27,149	83,333		
May	37,036	83,333		
Jun	20,225	83,333		
Jul	30,572	83,333		
Aug	35,212	83,333		
Sep	30,656	83,333		
Oct	56,884	83,333		
Nov	32,499	83,333		
Dec	38,497	83,333		
<b>YTD Totals</b>	<b>\$ 545,000</b>	<b>\$ 1,000,000</b>	<b>\$ 26,728</b>	

## Real Estate Transfer Tax

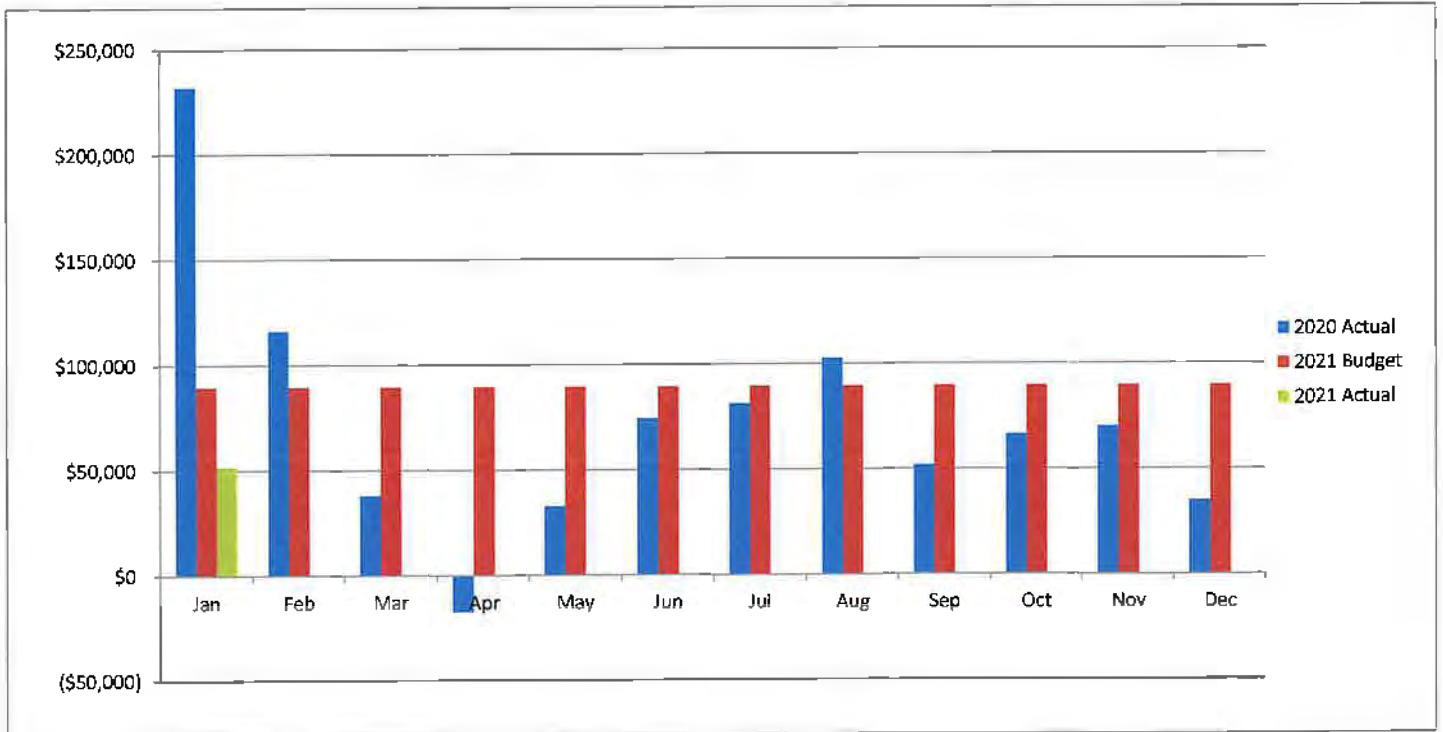


<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 120,255	\$ 85,417	\$ 58,874	\$ (26,543)
Feb	32,846	85,417		
Mar	78,510	85,417		
Apr	51,799	85,417		
May	62,570	85,417		
Jun	178,754	85,417		
Jul	97,057	85,417		
Aug	116,011	85,417		
Sep	82,776	85,417		
Oct	72,718	85,417		
Nov	70,306	85,417		
Dec	79,274	85,417		
<b>YTD Totals</b>	<u>\$ 1,042,876</u>	<u>\$ 1,025,000</u>	<u>\$ 58,874</u>	



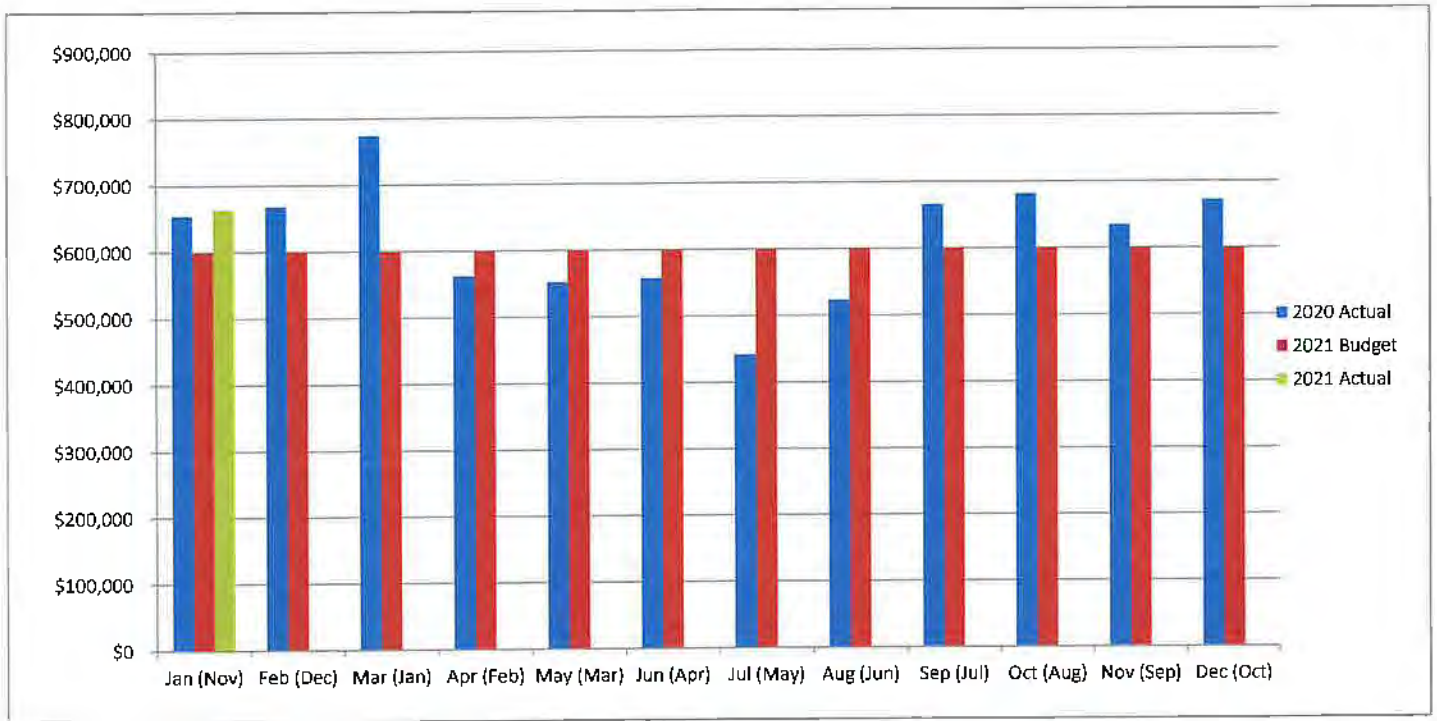


## Building Permits



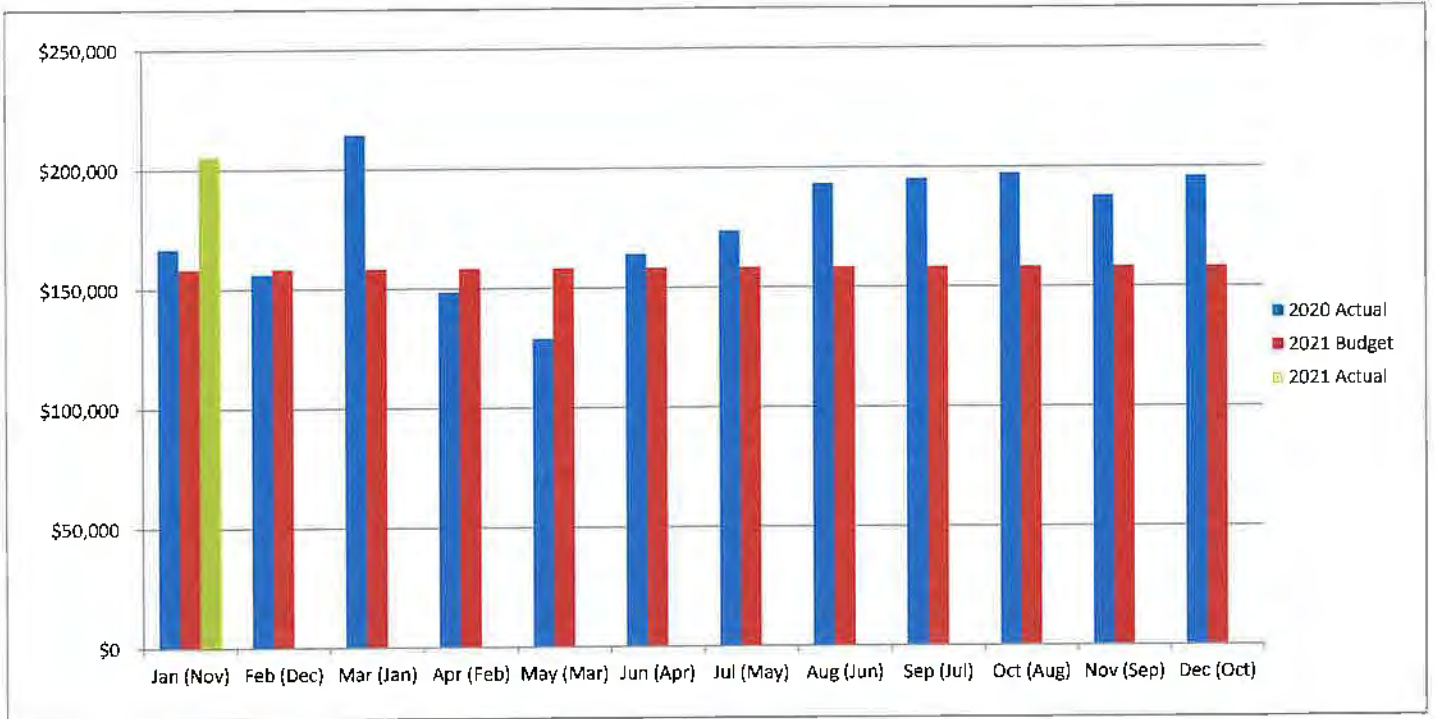
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 231,652	\$ 89,583	\$ 51,733	\$ (37,850)
Feb	116,033	89,583		
Mar	37,924	89,583		
Apr	(17,384)	89,583		
May	32,716	89,583		
Jun	74,446	89,583		
Jul	81,259	89,583		
Aug	102,554	89,583		
Sep	51,740	89,583		
Oct	66,397	89,583		
Nov	70,095	89,583		
Dec	34,922	89,583		
<b>YTD Totals</b>	<b>\$ 882,355</b>	<b>\$ 1,075,000</b>	<b>\$ 51,733</b>	

## State Sales Tax



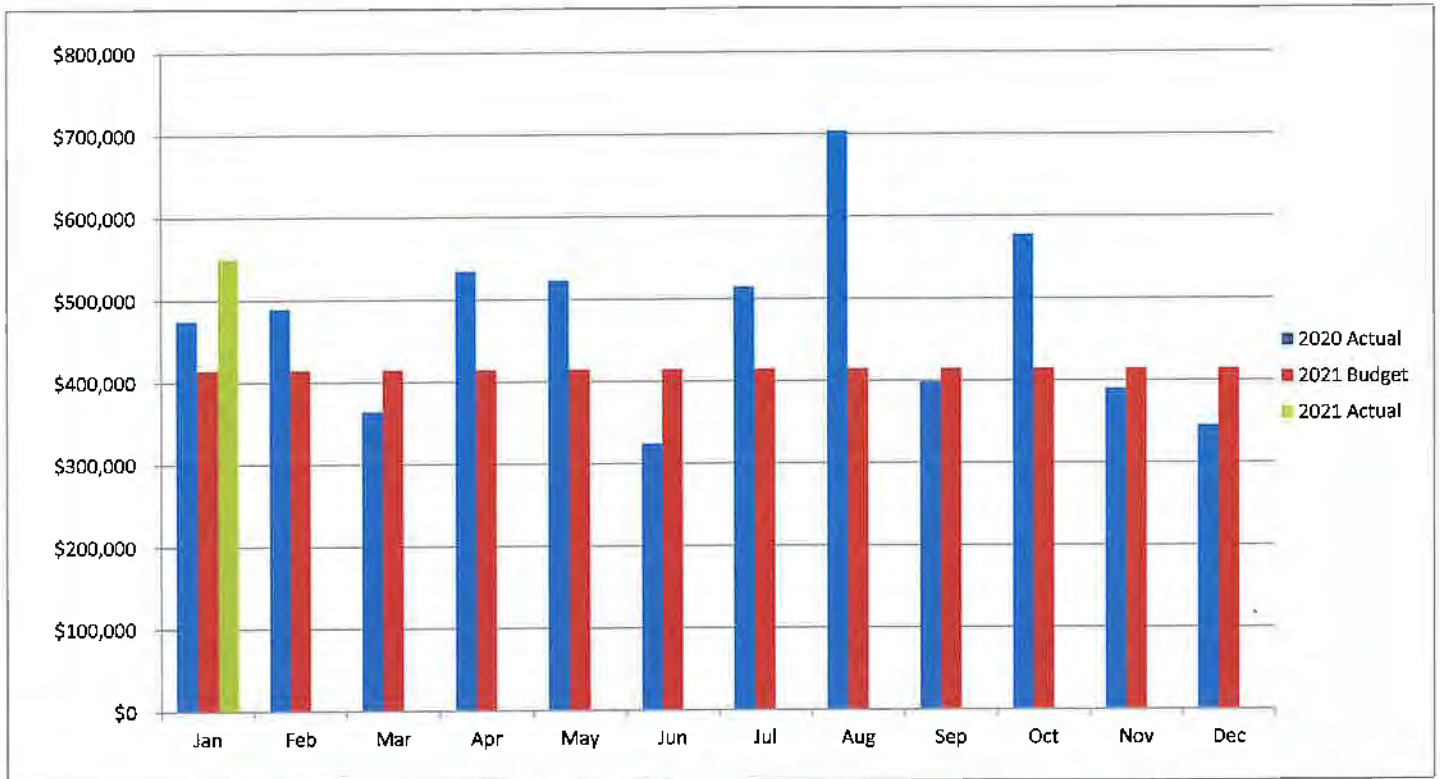
<u>Month Received (Liability Period)</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan (Nov)	\$ 654,701	\$ 600,000	\$ 664,123	\$ 64,123
Feb (Dec)	668,077	600,000		
Mar (Jan)	774,498	600,000		
Apr (Feb)	561,888	600,000		
May (Mar)	552,432	600,000		
Jun (Apr)	557,618	600,000		
Jul (May)	441,480	600,000		
Aug (Jun)	523,019	600,000		
Sep (Jul)	666,044	600,000		
Oct (Aug)	681,270	600,000		
Nov (Sep)	635,102	600,000		
Dec (Oct)	672,172	600,000		
<b>YTD Totals</b>	<b>\$ 7,388,298</b>	<b>\$ 7,200,000</b>	<b>\$ 664,123</b>	

## Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<b>Cumulative Variance 2021 Actual vs. Budget</b>
Jan (Nov)	\$ 166,765	\$ 158,333	\$ 205,303	\$ 46,970
Feb (Dec)	156,234	158,333		
Mar (Jan)	214,375	158,333		
Apr (Feb)	148,444	158,333		
May (Mar)	129,000	158,333		
Jun (Apr)	164,096	158,333		
Jul (May)	173,719	158,333		
Aug (Jun)	193,198	158,333		
Sep (Jul)	195,046	158,333		
Oct (Aug)	197,230	158,333		
Nov (Sep)	187,809	158,333		
Dec (Oct)	195,938	158,333		
<b>YTD Totals</b>	<b>\$ 2,121,851</b>	<b>\$ 1,900,000</b>	<b>\$ 205,303</b>	

## Income Tax



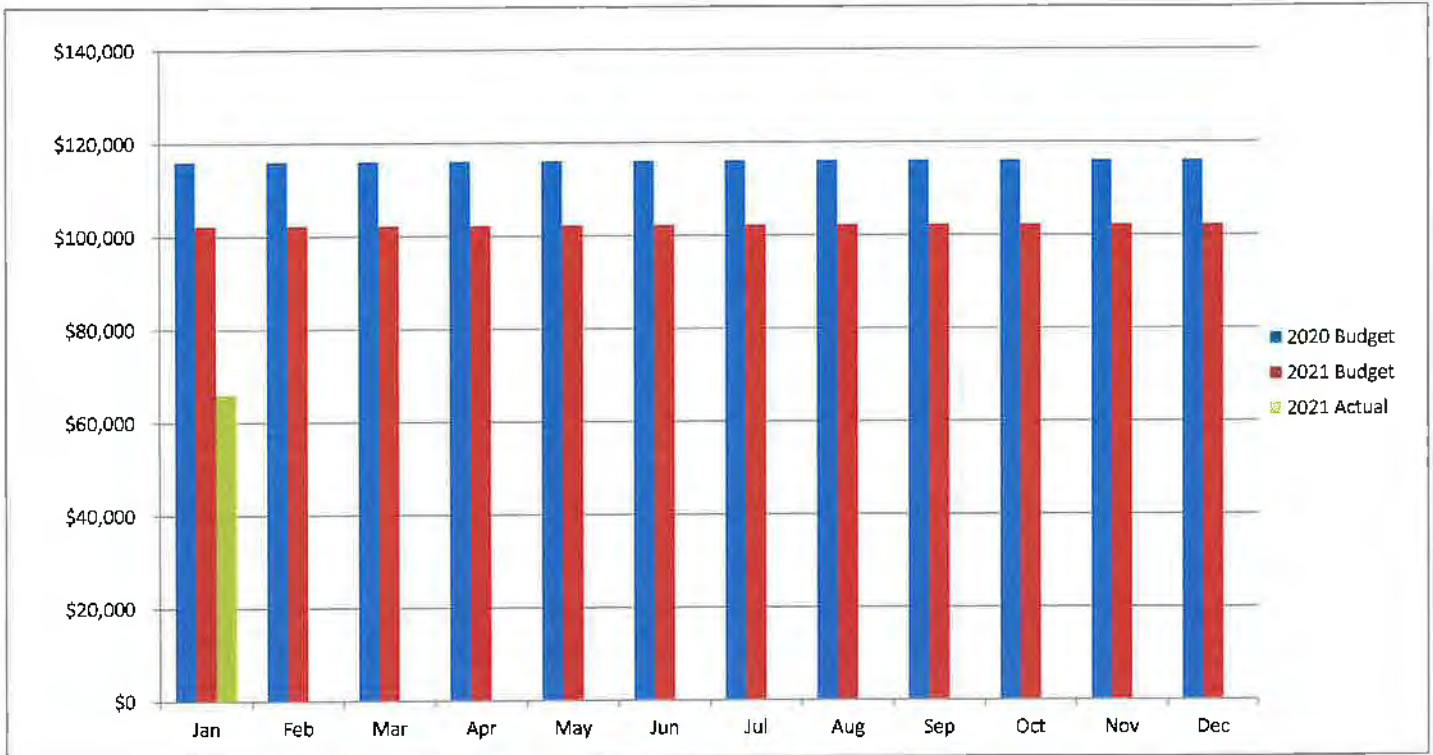
2019-2020		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2020 Actual</u>
Jan	Dec-19	\$ 474,910
Feb	Jan-20	489,288
Mar	Feb-20	363,834
Apr	Mar-20	534,381
May	Apr-20	523,208
Jun	May-20	324,080
Jul	Jun-20	514,626
Aug	Jul-20	703,605
Sep	Aug-20	398,672
Oct	Sep-20	577,312
Nov	Oct-20	390,094
Dec	Nov-20	345,364
<b>YTD Totals</b>		<b><u>\$ 5,639,374</u></b>

2020-2021			
Month			
<u>Received</u>	<u>2021 Budget</u>	<u>Liab Pd</u>	<u>2021 Actual</u>
Jan	\$ 414,583	Dec-20	\$ 550,235
Feb	414,583	Jan-21	
Mar	414,583	Feb-21	
Apr	414,583	Mar-21	
May	414,583	Apr-21	
Jun	414,583	May-21	
Jul	414,583	Jun-21	
Aug	414,583	Jul-21	
Sep	414,583	Aug-21	
Oct	414,583	Sep-21	
Nov	414,583	Oct-21	
Dec	414,583	Nov-21	
	<b><u>\$ 4,975,000</u></b>		<b><u>\$ 550,235</u></b>

**Cumulative  
Variance  
2021 Actual  
vs. Budget**  
\$ 135,652



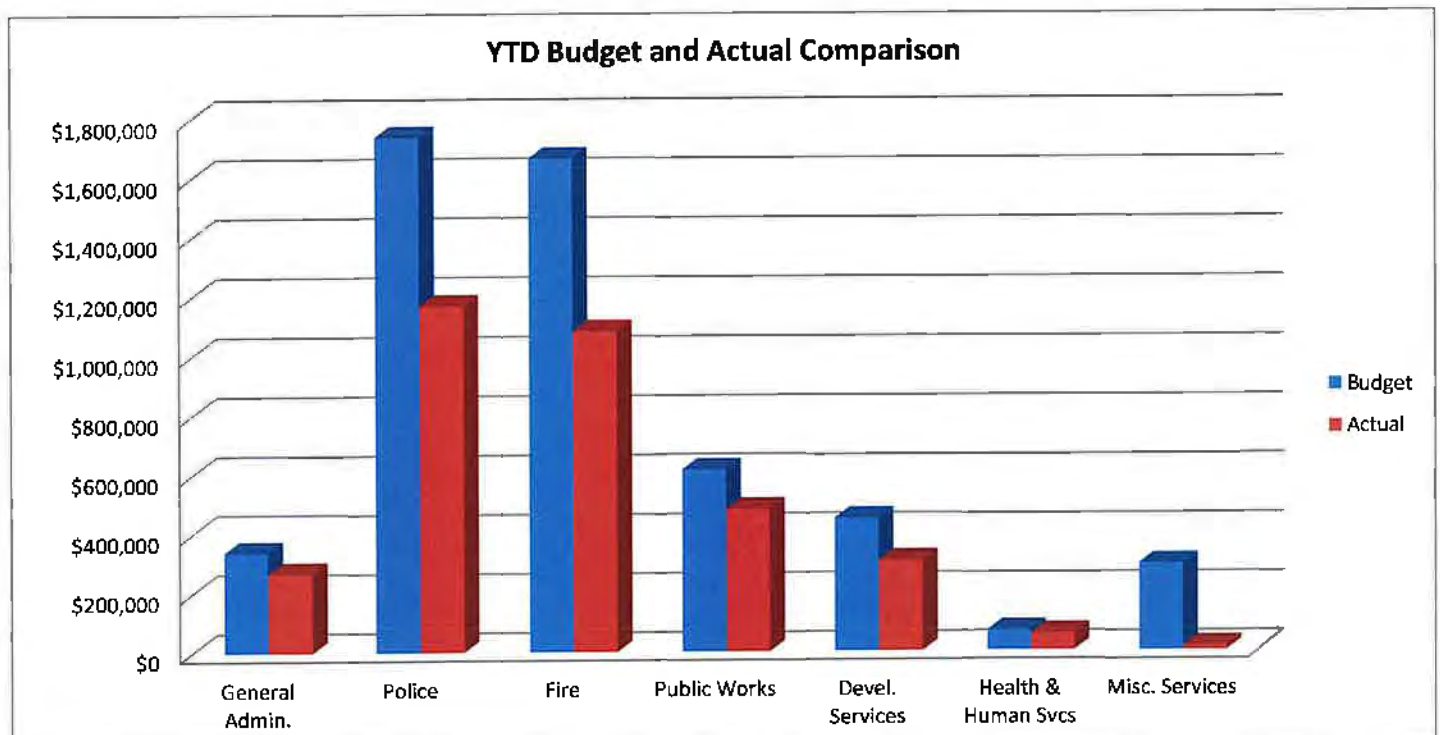
## Fines



<u>Month Received</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 116,017	\$ 102,167	\$ 66,011	\$ (36,156)
Feb	116,017	102,167		
Mar	116,017	102,167		
Apr	116,017	102,167		
May	116,017	102,167		
Jun	116,017	102,167		
Jul	116,017	102,167		
Aug	116,017	102,167		
Sep	116,017	102,167		
Oct	116,017	102,167		
Nov	116,017	102,167		
Dec	116,017	102,167		
<b>YTD Totals</b>	<b>\$ 1,392,200</b>	<b>\$ 1,226,000</b>	<b>\$ 66,011</b>	

**Expenditures:** General Fund expenditures in January were \$1,784,113 below the budgeted figure of \$5,166,320. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Communications is over budget because of the annual postage expense for the Village's Citizen Newsletter. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 34,287	\$ 22,511	34.3%
Administration	55,573	20,790	62.6%
Legal	43,879	8,759	80.0%
Finance	96,385	87,898	8.8%
Village Clerk	19,607	16,239	17.2%
HRM	46,564	35,381	24.0%
Communications	21,346	34,130	-59.9%
Cable TV	14,982	12,081	19.4%
Emergency Operations	7,123	31,465	-341.7%
Police	1,737,927	1,170,032	32.7%
Fire	1,665,198	1,083,441	34.9%
Public Works	613,252	480,997	21.6%
Development Services	448,404	306,451	31.7%
H&HS	67,404	57,503	14.7%
Miscellaneous	294,390	14,529	95.1%
<b>TOTAL</b>	<b>\$ 5,166,320</b>	<b>\$ 3,382,207</b>	<b>34.5%</b>



## Department News

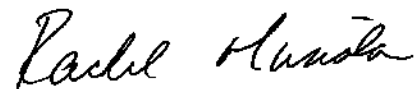
During the month of January, the following training sessions were attended by Finance staff:

- Participated in the Shuttered Venue Operators Grant webinar. This webinar provided information on potential pandemic-relief funds related to the NOW Arena (Finance Director and Assistant Director).
- Attended the Illinois Financial Forecast Forum day-long seminar (Finance Director).
- Participated in Shedding Light on Your Single Audit: 2020 Compliance Supplement & Updates webinar put on by the Village's audit company. This webinar discussed funding sources that need to be considered for an annual single audit and how to account for those funding sources (Assistant Director).

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

- The Village recently received notification that our applications for the FEMA allowable COVID-19 expenses have been approved. The allowable expenses were very limited, basically only PPE used by First Responders. Of our total \$61,256.48 expenses submitted, which \$45,942.36 could have been reimbursed back to the Village (FEMA reimbursable share is 75%), we are receiving \$43,692.64.
- Coordinated a bond rating update conversation with Moody's (Finance Director and Assistant Director).
- Attended IPBC Finance Committee monthly meeting (Finance Director).
- Attend the Northwest Central Dispatch Board meeting (Acting Village Manager).
- Attended the JEMS Board meeting (Acting Village Manager).
- Attended multiple IGFOA Professional Education Committee planning meetings (Finance Director).
- Attended the quarterly Fire Pension Board meeting (Finance Director and Treasurer).
- Attended the quarterly Police Pension Board meeting (Finance Director and Treasurer).
- Staff worked hard on the final 2021 Budget document for the GFOA Budget Award submittal as well as 2020 audit preparations. Audit fieldwork begins March 1.

Respectfully Submitted,



Rachel Musiala

## MONTHLY REPORT STATISTICS

January-21

	Jan-21	YTD Jan-21	Jan-20	YTD Jan-20	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	220	220	483	483	-54.5%	-54.5%
Amount	\$ 28,358	28,358	\$ 61,955	61,955	-54.2%	-54.2%
Internet Sales						
Number	2,708	2,708	2,549	2,549	6.2%	6.2%
Amount	\$ 356,138	356,138	\$ 300,530	300,530	18.5%	18.5%
Total						
Number	2,928	2,928	3,032	3,032	-3.4%	-3.4%
Amount	\$ 384,496	384,496	\$ 362,485	\$ 362,485	6.1%	6.1%
Credit Card Company Fees						
General Fund	\$ 37	37	\$ 37	37	0.0%	0.0%
Water Fund	4,127	4,127	3,410	3,410	21.0%	21.0%
Total Fees	\$ 4,163	\$ 4,163	\$ 3,447	\$ 3,447	20.8%	20.8%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	35	35	119	119	-70.6%	-70.6%
Amount	\$ 68,151	68,151	\$ 120,854	120,854	-43.6%	-43.6%
Invoices Paid						
Number	58	58	90	90	-35.6%	-35.6%
Amount	\$ 141,240	141,240	\$ 139,947	139,947	0.9%	0.9%
Reminders Sent						
Number	18	18	5	5	260.0%	260.0%
Amount	\$ 19,181	19,181	\$ 10,960	10,960	75.0%	75.0%
<b>Accounts Payable</b>						
Checks Issued						
Number	284	284	388	388	-26.8%	-26.8%
Amount	\$ 1,274,511	1,274,511	\$ 1,681,298	1,681,298	-24.2%	-24.2%
Manual Checks Issued						
Number	13	13	45	45	-71.1%	-71.1%
As % of Total Checks	4.58%	4.58%	11.60%	11.60%	-60.5%	-60.5%
Amount	\$ 11,784	11,784	\$ 71,640	71,640	-83.6%	-83.6%
As % of Total Checks	0.92%	0.92%	4.26%	4.26%	-78.3%	-78.3%
<b>Utility Billing</b>						
New Utility Accounts	72	72	101	101	-28.7%	-28.7%
Bills Mailed / Active Accounts	15,716	15,716	15,733	15,733	-0.1%	-0.1%
Final Bills Mailed	72	72	101	101	-28.7%	-28.7%
Shut-Off Notices	933	933	1,225	1,225	-23.8%	-23.8%
Actual Shut-Offs	-	-	95	95	-100.0%	-100.0%
Total Billings	\$ 1,824,504	1,824,504	\$ 1,859,845	1,859,845	-1.9%	-1.9%
Direct Debit (ACH) Program						
New Accounts	55	55	99	99	-44.4%	-44.4%
Total Accounts	4,857	4,857	4,336	4,336	12.0%	12.0%
As % of Active Accounts	30.90%	30.90%	27.56%	27.56%	3.3%	12.1%
Water Payments Received in Current Month						
Total Bills Mailed	15,716	15,716	15,733	15,733	-0.1%	-0.1%
ACH Payments	4,857	4,857	4,336	4,336	12.0%	12.0%
ACH Payments-% of Total Bills	30.90%	30.90%	27.56%	27.56%	12.1%	12.1%
On-line Payments (Internet Sales)	2,029	2,029	1,881	1,881	7.9%	7.9%
On-line Payments-% of Total Bills	12.91%	12.91%	11.96%	11.96%	8.0%	8.0%
Over-the-phone Payments	470	470	538	538	-12.6%	-12.6%
Over-the-phone Payments-% of Total Bills	2.99%	2.99%	3.42%	3.42%	-12.5%	-12.5%
Mail-in Payments	8,112	8,112	9,010	9,010	-10.0%	-10.0%
Mail-in Payments-% of Total Bills	51.62%	51.62%	57.27%	57.27%	-9.9%	-9.9%

**WATER BILLING ANALYSIS**  
**January 31, 2021**

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

<u>Month Billed</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
January	4,538	4,403	4,342
February	4,486	4,480	4,234
March	3,845	3,916	4,020
April	4,206	4,227	4,423
May	4,213	4,051	4,504
June	4,633	4,326	5,114
July	4,505	4,395	5,545
August	5,439	5,438	5,718
September	4,782	4,952	6,155
October	4,379	4,157	4,777
November	4,147	4,087	4,298
December	4,170	4,096	4,191
January	4,403	4,342	4,399
13 Month Average -	4,442	4,375	4,748
% Change -	-2.7%	-1.5%	8.5%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>			
	<u>Jan-20</u>	<u>Jan-21</u>	<u>% Change</u>	<u>Jan-20</u>	<u>Jan-21</u>	<u>% Change</u>	
Residential	14,806	14,820	0.1%	Residential	\$ 61.02	\$ 63.82	4.6%
Commercial	927	896	-3.3%				
Total	15,733	15,716	-0.1%				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Jan-20</u>	<u>Jan-21</u>	<u>% Change</u>	<u>Jan-20</u>	<u>Jan-21</u>	<u>% Change</u>	
Residential	64	65	1.6%	Residential	64	65	1.6%
Commercial	41	34	-17.1%	Commercial	41	34	-17.1%
	105	99	-5.7%		105	99	-5.7%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of January 31, 2021

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		5,419,728.81			0.085
Illinois Funds - Veterans Memorial	05/01/92		313.97			0.085
Veritex SDA	11/07/08		7,153,872.75			1.500
CD with PMA	08/22/13		4,850,000.00	4,850,000.00	4,862,576.87	0.375
			<u>17,423,915.53</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		51,711.38			0.085
Chase Money Market			4.86			
			<u>51,716.24</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,371.61			0.085
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		55,983.03			0.085
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		845.42			0.085
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,975.78			0.085
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		9,805.44			0.085
Veritex SDA	11/07/08		3,779.84			1.500
			<u>13,585.28</u>			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		11,257.44			0.085
Veritex SDA	02/10/11		259,475.82			1.500
			<u>270,733.26</u>			
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		38,586.26			0.085
Veritex SDA	01/07/09		3,464,790.50			1.500
			<u>3,503,376.76</u>			
<b><u>Prairie Stone Capital</u></b>						
Illinois Funds	08/22/91		774,512.23			0.085
Veritex SDA	02/10/11		241,545.96			-
			<u>1,016,058.19</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of January 31, 2021

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		1,530,001.57			
Chase Money Market	03/06/18		1,140,092.02			1.490
Veritex SDA			907,590.40			1.500
			3,577,683.99			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,255.21			0.085
Veritex SDA	01/07/09		248,503.81			1.500
			249,759.02			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		23,463.91			0.085
Veritex SDA	01/07/09		71,265.55			1.500
			94,729.46			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,315.78			0.085
Veritex SDA	11/07/08		328,481.03			1.500
			331,796.81			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		10,255.03			0.085
Veritex SDA	11/07/08		753,116.15			1.500
Chase Money Market	03/06/18		6,245,335.20			1.490
			7,008,706.38			
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Veritex SDA	09/13/17		3,085,434.81			1.500
<b><u>Water and Sewer-2019 Bond Projects</u></b>						
Veritex SDA	09/13/17		810,540.08			1.500
<b><u>Sears Operating</u></b>						
Illinois Funds			29.05			
<b><u>Sears Centre</u></b>						
H.E. Community Bank-MaxSafe			659.31			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		16,450.66			0.085
Veritex SDA	11/07/08		2,176,421.47			1.500
			2,192,872.13			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of January 31, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		81,152.27			0.085
Veritex SDA	11/07/08		611,137.89			
			692,290.16			
<b><u>EDA Special Tax Alloc.</u></b>						
Veritex SDA	11/07/08		5,476,725.70			
Chase Money Market	03/14/19		5,600,951.10			
			11,077,676.80			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,619.65			0.085
Chase Money Market			1,000,262.43			
Veritex SDA	11/07/08		114,985.79			1.500
			1,122,867.87			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		119,115.54			0.085
Chase Money Market			200,052.50			
			319,168.04			
<b><u>2019 Capital Project Fund</u></b>						
Veritex SDA	09/13/17		44,990.42			1.500
<b>Total Investments</b>			\$ 52,957,765.43			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			8,167,750.04	15.42		
IMET			0.00	-		
IMET Convenience Fund			0.00	-		
Chase Money Market			14,186,698.11	26.79		
CD with PMA			4,850,000.00	9.16		
HE Community Bank-MaxSafe			659.31	0.00		
Bank of New York Money Market			0.00	-		
Veritex at PMA			25,752,657.97	48.63		
			\$52,957,765.43	100.00		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b>Percent Invested</b>		
Illinois Funds			7,393,237.81	18.09		
IMET			0.00	-		
HE Community Bank-MaxSafe			659.31	0.00		
Chase Money Market			8,585,747.01	21.01		
CD with PMA			4,850,000.00	11.87		
Veritex at PMA			20,034,386.31	49.03		
			\$40,864,030.44	100.00		



**STATEMENT OF INVESTMENTS-VILLAGE**  
**As of January 31, 2021**

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$39,959,077.35		
Total Investments - Debt Service Funds				\$0.00		
Total Investments - Trust Funds				\$0.00		
Total Investments - Capital Projects Funds				\$12,998,688.08		
Total Investments - All Funds				\$52,957,765.43		

**OPERATING REPORT SUMMARY**

**REVENUES**

**January 31, 2021**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	-	-	-	-	16,314,510	0.0%	
Hotel Tax	83,333	26,728	83,333	26,728	1,000,000	2.7%	
Real Estate Transfer Tax	85,417	58,874	85,417	58,874	1,025,000	5.7%	
Home Rule Sales Tax	250,000	277,151	250,000	277,151	3,000,000	9.2%	
Telecommunications Tax	92,000	83,469	92,000	83,469	1,104,000	7.6%	
Property Tax - Fire	-	-	-	-	4,287,700	0.0%	
Property Tax - Police	-	-	-	-	5,437,670	0.0%	
Other Taxes	83,382	56,421	83,382	56,421	1,000,580	5.6%	
Total Taxes	594,132	502,644	594,132	502,644	33,169,460	1.5%	
Business Licenses	-	5,668	-	5,668	350,000	1.6%	
Liquor Licenses	-	-	-	-	275,000	0.0%	
Building Permits	89,583	51,733	89,583	51,733	1,075,000	4.8%	
Other Licenses & Permits	917	307	917	307	11,000	2.8%	
Total Licenses & Permits	90,500	57,708	90,500	57,708	1,711,000	3.4%	
Sales Tax	600,000	664,123	600,000	664,123	7,200,000	9.2%	
Local Use Tax	158,333	205,303	158,333	205,303	1,900,000	10.8%	
State Income Tax	414,583	550,235	414,583	550,235	4,975,000	11.1%	
Replacement Tax	20,983	49,953	20,983	49,953	251,800	19.8%	
Other Intergovernmental	46,409	5,737	46,409	5,737	556,910	1.0%	
Total Intergovernmental	1,240,309	1,475,350	1,240,309	1,475,350	14,883,710	9.9%	
Engineering Fees	25,000	-	25,000	-	300,000	0.0%	
Ambulance Fees	182,500	111,640	182,500	111,640	2,190,000	5.1%	
Police Hireback	31,250	37,829	31,250	37,829	375,000	10.1%	
Lease Payments	42,204	69,775	42,204	69,775	506,450	13.8%	
Cable TV Fees	40,000	36,963	40,000	36,963	765,000	4.8%	
4th of July Proceeds	-	-	-	-	87,750	0.0%	
Employee Payments	133,333	135,571	133,333	135,571	1,600,000	8.5%	
Hireback - Arena	12,146	-	12,146	-	145,750	0.0%	
Rental Inspection Fees	50,000	70,481	50,000	70,481	275,000	25.6%	
Other Charges for Services	73,458	82,330	73,458	82,330	881,500	9.3%	
Total Charges for Services	589,892	544,590	589,892	544,590	7,126,450	7.6%	
Court Fines-County	10,000	-	10,000	-	120,000	0.0%	
Ticket Fines-Village	29,167	12,640	29,167	12,640	350,000	3.6%	
Overweight Truck Fines	500	500	500	500	6,000	8.3%	
Red Light Camera Revenue	54,167	47,953	54,167	47,953	650,000	7.4%	
Local Debt Recovery	8,333	4,917	8,333	4,917	100,000	4.9%	
Total Fines & Forfeits	102,167	66,011	102,167	66,011	1,228,000	5.4%	
Total Investment Earnings	22,917	1,684	22,917	1,684	275,000	0.6%	
Reimburse/Recoveries	12,500	5,184	12,500	5,184	150,000	3.5%	
S.Barrington Fuel Reimbursement	2,500	1,987	2,500	1,987	30,000	6.6%	
Shaumburg Twn Fuel Reimbursement	2,500	1,594	2,500	1,594	30,000	5.3%	
Other Miscellaneous	19,258	5,253	19,258	5,253	231,100	2.3%	
Total Miscellaneous	36,758	14,018	36,758	14,018	441,100	3.2%	
Total Operating Transfers In	87,833	101,214	87,833	101,214	1,054,000	9.6%	
<b>Total General Fund</b>	<b>2,764,508</b>	<b>2,763,219</b>	<b>2,764,508</b>	<b>2,763,219</b>	<b>59,886,720</b>	<b>4.6%</b>	<b>8.3%</b>

**OPERATING REPORT SUMMARY  
REVENUES**

January 31, 2021

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
<b>Water &amp; Sewer Fund</b>							
Water Sales	1,664,496	1,500,386	1,664,496	1,500,386	19,973,950	7.5%	
Connection Fees	1,667	-	1,667	-	20,000	0.0%	
Cross Connection Fees	3,167	3,227	3,167	3,227	38,000	8.5%	
Penalties	8,333	5,559	8,333	5,559	100,000	5.6%	
Investment Earnings	3,333	40	3,333	40	40,000	0.1%	
Other Revenue Sources	6,292	3,358	6,292	3,358	75,500	4.4%	
Capital Projects	-	61	-	61	2,005,000	0.0%	
<b>Total Water Fund</b>	<b>1,687,288</b>	<b>1,512,631</b>	<b>1,687,288</b>	<b>1,512,631</b>	<b>22,252,450</b>	<b>6.8%</b>	<b>8.3%</b>
<b>Motor Fuel Tax Fund</b>	<b>248,917</b>	<b>172,284</b>	<b>248,917</b>	<b>172,284</b>	<b>2,987,000</b>	<b>5.8%</b>	
Community Dev. Block Grant Fund	53,415	-	53,415	-	640,980	0.0%	
Asset Seizure Fund	83	7,652	83	7,652	1,000	765.2%	
Municipal Waste System Fund	244,766	233,130	244,766	233,130	2,937,190	7.9%	
NOW Arena Operating Fund	352,152	185,913	352,152	185,913	4,225,820	4.4%	
NOW Arena Activity Fund	397,443	160,000	397,443	160,000	4,769,310	3.4%	
Stormwater Management	69,617	45,729	69,617	45,729	835,400	5.5%	
Insurance Fund	133,582	124,522	133,582	124,522	1,602,980	7.8%	
Roselle Road TIF	25,167	7	25,167	7	302,000	0.0%	
Barrington/Higgins TIF	50,478	12	50,478	12	605,740	0.0%	
Lakewood Center TIF	33,466	-	33,466	-	401,590	0.0%	
Higgins-Old Sutton TIF	3,587	-	3,587	-	43,040	0.0%	
Higgins/Hassell TIF	25,013	-	25,013	-	300,150	0.0%	
Information Systems	111,454	109,666	111,454	109,666	1,337,450	8.2%	
<b>Total Spec Rev. &amp; Int. Svc. Fund</b>	<b>1,749,138</b>	<b>1,038,915</b>	<b>1,749,138</b>	<b>1,038,915</b>	<b>20,989,650</b>	<b>4.9%</b>	
<b>TOTAL OPERATING FUNDS</b>	<b>6,200,933</b>	<b>5,314,764</b>	<b>6,200,933</b>	<b>5,314,764</b>	<b>103,128,820</b>	<b>5.2%</b>	<b>8.3%</b>
<b>2015A &amp; C G.O. Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,576,650</b>	<b>0.0%</b>	
2015B G.O. Debt Service	-	-	-	-	123,900	0.0%	
2016 G.O. Debt Service	-	-	-	-	436,700	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	177,550	0.0%	
2018 G.O. Debt Service	12,000	12,000	12,000	12,000	2,863,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>7,314,700</b>	<b>0.2%</b>	<b>8.3%</b>
<b>Central Rd. Corridor Fund</b>	<b>17</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>200</b>	<b>0.5%</b>	
Hoffman Blvd Bridge Maintenance	125	5	125	5	1,500	0.4%	
Western Corridor Fund	62,500	62	62,500	62	750,000	0.0%	
Prairie Stone Capital Fund	833	60	833	60	10,000	0.6%	
Central Area Rd. Impr. Imp. Fee	13	-	13	-	150	0.0%	
Capital Improvements Fund	149,675	202,880	149,675	202,880	1,796,100	11.3%	
Capital Vehicle & Equipment Fund	63,577	63,482	63,577	63,482	762,920	8.3%	
Capital Replacement Fund	167	6	167	6	2,000	0.3%	
2015 Project Fund	-	0	-	0	-	N/A	
Road Improvement Fund	549,050	1,493,026	549,050	1,493,026	6,588,600	22.7%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>825,956</b>	<b>1,759,523</b>	<b>825,956</b>	<b>1,759,523</b>	<b>9,911,470</b>	<b>17.8%</b>	<b>8.3%</b>
<b>Police Pension Fund</b>	<b>583,839</b>	<b>66,474</b>	<b>583,839</b>	<b>66,474</b>	<b>7,006,070</b>	<b>0.9%</b>	
Fire Pension Fund	513,008	70,206	513,008	70,206	6,156,100	1.1%	
<b>TOTAL TRUST FUNDS</b>	<b>1,096,848</b>	<b>136,680</b>	<b>1,096,848</b>	<b>136,680</b>	<b>13,162,170</b>	<b>1.0%</b>	<b>8.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>8,135,736</b>	<b>7,222,968</b>	<b>8,135,736</b>	<b>7,222,969</b>	<b>133,517,160</b>	<b>5.4%</b>	<b>8.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**January 31, 2021**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
<b>General Fund</b>							
General Admin.							
Legislative	34,287	22,511	34,287	22,511	411,440	5.5%	
Administration	55,573	20,790	55,573	20,790	666,880	3.1%	
Legal	43,879	8,759	43,879	8,759	526,550	1.7%	
Finance	96,385	87,898	96,385	87,898	1,156,620	7.6%	
Village Clerk	19,607	16,239	19,607	16,239	235,280	6.9%	
Human Resource Mgmt.	46,564	35,381	46,564	35,381	558,770	6.3%	
Communications	21,346	34,130	21,346	34,130	256,150	13.3%	
Cable TV	14,982	12,081	14,982	12,081	179,780	6.7%	
Emergency Operations	7,123	31,465	7,123	31,465	85,480	36.8%	
<b>Total General Admin.</b>	<b>339,746</b>	<b>269,254</b>	<b>339,746</b>	<b>269,254</b>	<b>4,076,950</b>	<b>6.6%</b>	<b>8.3%</b>
<b>Police Department</b>							
Administration	126,184	83,503	126,184	83,503	1,514,210	5.5%	
Juvenile Investigations	50,618	27,779	50,618	27,779	607,420	4.6%	
Tactical	101,305	57,845	101,305	57,845	1,215,660	4.8%	
Patrol and Response	1,043,244	684,936	1,043,244	684,936	12,518,930	5.5%	
Traffic	98,136	28,552	98,136	28,552	1,177,630	2.4%	
Investigations	131,437	82,401	131,437	82,401	1,577,240	5.2%	
Community Relations	542	-	542	-	6,500	0.0%	
Communications	47,509	95,018	47,509	95,018	570,110	16.7%	
Canine	17,853	11,615	17,853	11,615	214,230	5.4%	
Special Services	14,937	-	14,937	-	179,240	0.0%	
Records	25,927	23,855	25,927	23,855	311,120	7.7%	
Administrative Services	80,236	74,529	80,236	74,529	962,830	7.7%	
<b>Total Police</b>	<b>1,737,927</b>	<b>1,170,032</b>	<b>1,737,927</b>	<b>1,170,032</b>	<b>20,855,120</b>	<b>5.6%</b>	<b>8.3%</b>
<b>Fire Department</b>							
Administration	76,858	45,887	76,858	45,887	922,300	5.0%	
Public Education	6,322	2,601	6,322	2,601	75,860	3.4%	
Suppression	818,720	538,849	818,720	538,849	9,824,640	5.5%	
Emer. Med. Serv.	709,165	481,788	709,165	481,788	8,509,980	5.7%	
Prevention	50,766	14,279	50,766	14,279	609,190	2.3%	
Fire Stations	3,367	37	3,367	37	40,400	0.1%	
<b>Total Fire</b>	<b>1,665,198</b>	<b>1,083,441</b>	<b>1,665,198</b>	<b>1,083,441</b>	<b>19,982,370</b>	<b>5.4%</b>	<b>8.3%</b>
<b>Public Works Department</b>							
Administration	31,975	28,919	31,975	28,919	383,700	7.5%	
Snow/Ice Control	153,408	204,903	153,408	204,903	1,840,890	11.1%	
Pavement Maintenance	44,018	24,638	44,018	24,638	528,210	4.7%	
Forestry	90,138	54,686	90,138	54,686	1,081,650	5.1%	
Facilities	96,732	48,522	96,732	48,522	1,160,780	4.2%	
Fleet Services	100,697	60,211	100,697	60,211	1,208,360	5.0%	
F.A.S.T.	16,208	9,580	16,208	9,580	194,500	4.9%	
Storm Sewers	14,422	9,466	14,422	9,466	173,060	5.5%	
Traffic Control	65,656	40,073	65,656	40,073	787,870	5.1%	
<b>Total Public Works</b>	<b>613,252</b>	<b>480,997</b>	<b>613,252</b>	<b>480,997</b>	<b>7,359,020</b>	<b>6.5%</b>	<b>8.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**January 31, 2021**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Development Services							
Administration	35,212	33,693	35,212	33,693	422,540	8.0%	
Planning & Transportation	53,233	47,159	53,233	47,159	638,790	7.4%	
Code Enforcement	134,493	119,105	134,493	119,105	1,613,920	7.4%	
Engineering	101,606	86,427	101,606	86,427	1,219,270	7.1%	
Economic Development	123,861	20,067	123,861	20,067	1,486,330	1.4%	
<b>Total Development Services</b>	<b>448,404</b>	<b>306,451</b>	<b>448,404</b>	<b>306,451</b>	<b>5,380,850</b>	<b>5.7%</b>	<b>8.3%</b>
Health & Human Services	67,404	57,503	67,404	57,503	808,850	7.1%	8.3%
Miscellaneous							
4th of July	734	734	734	734	155,070	0.5%	
Police & Fire Comm.	8,513	92	8,513	92	102,160	0.1%	
Misc. Boards & Comm.	20,299	7,378	20,299	7,378	243,590	3.0%	
Misc. Public Improvements	264,843	6,325	264,843	6,325	3,178,120	0.2%	
<b>Total Miscellaneous</b>	<b>294,390</b>	<b>14,529</b>	<b>294,390</b>	<b>14,529</b>	<b>3,678,940</b>	<b>0.4%</b>	<b>8.3%</b>
<b>Total General Fund</b>	<b>5,166,320</b>	<b>3,382,207</b>	<b>5,166,320</b>	<b>3,382,207</b>	<b>62,142,100</b>	<b>5.4%</b>	<b>8.3%</b>
Water & Sewer Fund							
Water Department	1,102,568	995,765	1,102,568	995,765	13,230,810	7.5%	
Sewer Department	192,333	148,460	192,333	148,460	2,308,000	6.4%	
Billing Division	73,483	70,008	73,483	70,008	881,790	7.9%	
Capital Projects Division	-	-	-	-	3,560,860	0.0%	
2015 Bond Capital Projects	-	-	-	-	422,500	0.0%	
2017 Bond Capital Projects	-	-	-	-	1,435,620	0.0%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
2019 Bond Capital Projects	-	-	-	-	622,530	0.0%	
<b>Total Water &amp; Sewer</b>	<b>1,368,383</b>	<b>1,214,232</b>	<b>1,368,383</b>	<b>1,214,232</b>	<b>22,709,750</b>	<b>5.3%</b>	<b>8.3%</b>
Motor Fuel Tax	1,277,592	1,277,592	1,277,592	1,277,592	3,480,000	36.7%	
Community Dev. Block Grant Fund	2,779	2,779	2,779	2,779	585,550	0.5%	
Asset Seizure Fund	23,791	35,180	23,791	35,180	285,490	12.3%	
Municipal Waste System	248,263	62,735	248,263	62,735	2,979,150	2.1%	
NOW Arena Operating Fund	357,765	162,249	357,765	162,249	4,293,180	3.8%	
NOW Arena Activity Fund	397,443	-	397,443	-	4,769,310	0.0%	
Stormwater Management	42,354	-	42,354	-	508,250	0.0%	
Insurance	147,810	789,189	147,810	789,189	1,773,720	44.5%	
Information Systems	145,621	65,746	145,621	65,746	1,747,450	3.8%	
Roselle Road TIF	139,003	-	139,003	-	1,668,040	0.0%	
Barrington/Higgins TIF	1,087	-	1,087	-	13,040	0.0%	
Lakewood Center TIF	33,466	-	33,466	-	401,590	0.0%	
Higgins-Old Sutton TIF	3,587	-	3,587	-	43,040	0.0%	
Higgins/Hassell TIF	420	-	420	-	5,040	0.0%	
<b>TOTAL OPERATING FUNDS</b>	<b>9,355,683</b>	<b>6,991,910</b>	<b>9,355,683</b>	<b>6,991,910</b>	<b>107,404,700</b>	<b>6.5%</b>	<b>8.3%</b>
2015A G.O. Debt Service	-	-	-	-	3,576,650	0.0%	
2015 G.O. Debt Service	-	-	-	-	123,900	0.0%	
2016 G.O. Debt Service	-	-	-	-	437,200	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	177,550	0.0%	
2018 G.O. Debt Service	-	-	-	-	2,863,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,315,200</b>	<b>0.0%</b>	<b>8.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**January 31, 2021**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Western Corridor Fund	33,333	33,333	33,333	33,333	400,000	8.3%	
Prairie Stone Capital Fund	56,667	2,500	56,667	2,500	680,000	0.4%	
Western Area Traffic Imp.	-	3,638	-	3,638	-	N/A	
Capital Improvements Fund	168,444	87,429	168,444	87,429	2,021,330	4.3%	
Capital Vehicle & Equipment Fund	63,477	11,089	63,477	11,089	761,720	1.5%	
Capital Replacement Fund	58,333	58,333	58,333	58,333	700,000	8.3%	
Road Improvement Fund	554,635	-	554,635	-	6,655,620	0.0%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>934,889</b>	<b>196,322</b>	<b>934,889</b>	<b>196,322</b>	<b>11,218,670</b>	<b>1.7%</b>	<b>8.3%</b>
Police Pension Fund	613,029	645,531	613,029	645,531	7,356,350	8.8%	
Fire Pension Fund	553,209	565,370	553,209	565,370	6,638,510	8.5%	
<b>TOTAL TRUST FUNDS</b>	<b>1,166,238</b>	<b>1,210,901</b>	<b>1,166,238</b>	<b>1,210,901</b>	<b>13,994,860</b>	<b>8.7%</b>	<b>8.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>11,456,810</b>	<b>8,399,133</b>	<b>11,456,810</b>	<b>8,399,133</b>	<b>139,933,430</b>	<b>6.0%</b>	<b>8.3%</b>



# 2021 JANUARY MONTHLY REPORT

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### January Synopsis

- With the upcoming training for the Community Development implementation, a significant amount of time was spent on planning and setting up training and the user accounts, in addition to testing the progress of fixes for reported issues in the software.
- The beginning of the year brings work related to preparing databases for the New Year. We focused on creating electronic tax returns for Business Taxes and making sure calendars had 2021 Holidays entered for assignment and date calculation purposes.

### CentralSquare/GovQA Support Cases

- Investigated the cause of a system-wide CentralSquare Outage, which was found to be caused by router issues.
- Worked with Support to correct the name on the CentralSquare account for a new employee for which we were given an incorrect name. They had to recreate the account.
- The issue of phantom Req/PO approval emails was finally resolved in January, and they have stated there should not be a recurrence of this issue.
- Opened and closed case to remove old Cognos Images related to Police.
- Opened and closed case to have Cognos image updated.
- Opened and closed case to have users password reset.
- Opened and closed case to add a new Fire Department Employee.
- Opened and closed case to add two new Fire Department Employees.
- Created report showing all the Read Only UB Accounts.

### Project Activities

- Facilitated the creation of the Training Agenda and sent appointments to each session for each attendee. In total there were more than 20 staff members attending to training sessions.
- Continued to test the various applications and processes in Community Development.
- Worked with CentralSquare Project Manager to resolve remaining before training commences. There are still issues outstanding, that will be addressed in the coming days.
- Created data file of Parcel Owners for GIS to use to populate the database. This will make this information available within Community Development.
- Added Owners to approximately 120 locations in CommunityPLUS in order to provide the ownership data to GIS.
- Attended a Fee/Valuation discussion for Community Development.



- Set up Permit Fees and Valuations in a sandbox and met with Development Services to provide support to the team in how the fees could look on the front end.
- Met with Project Consultant to assist with Password Resets for users for training.
- Met with Project Consultant to discuss some of our Permit Fees.
- Continued testing the open GIS issues.
- Reviewed and Loaded December Deductions for Open Enrollment processing.

## Work Orders

- Assisted staff in setting up Activities on the FinancePLUS landing screen to streamline the Leave Request Approval Process.
- Created Tax Returns for all Businesses required to pay Business Taxes to the Village for all Tax Codes, Food & Beverage, Package Liquor, Hotel, Municipal Motor Field, and Wholesale Vehicle Auctions.
- Entered holidays into CommunityPLUS and GovQA.
- Applied Pet Licensing Penalties.
- Applied GP Licensing Penalties
- Applied HB/LQ/BL Licensing Penalties.
- Updated Cognos inspection report for Fire Inspector.
- Created new inspection due date Cognos Letter with updated inspection guidelines due to COVID.
- Deleted a Lockbox Batch that was created with an incorrect date at the request of Finance Department staff.
- Corrected Business Tax Code dates that were preventing the creation of Tax Returns. Created the missing returns once the date was corrected.
- Extracted data of Utility Billing accounts with parcel and address data in response to a request by the Acting Village Manager. This data will be used to perform comparison of Nicor's address data to the Village's data.
- Create new inspection Cognos letter to all residential rental housing owners to inform them of new process with inspections due to COVID.
- Added 2020 year for W-2 in EAC.
- Added locations per Fire Admin.
- At the request of Code Staff, investigated the cause of the issue of her not being able to see her requested Leave. After checking the emails and other databases, found that the employee was submitting the requests through the EAC Training link, instead of the live database. Provided instructions for employee to demonstrate the correct links to use.
- Added three new Fire Personnel and assigned appropriate purchasing defaults, shipping code and access to process requisitions.
- Provided Fire Admin and Finance and excel spreadsheet of who currently processes requisitions and who is assigned to what approval group.
- Adjusted Bassett Letter as font size was too small.

- Applied RRL Penalties.
- Assisted Finance with issue related to not loading the Federal Tax Codes in FinancePLUS.
- Assisted Fire Department personnel with logging into FinancePLUS to process requisitions.
- Removed locations from CommunityPLUS per GIS Administrator.
- Removed user from Scheduled report for Fire.
- Stopped the Alarm Billing Scheduled report for Fire as no one is working on that particular project.
- Added Assignment code to user who moved to Development Services in order to complete his Employee Leave Requests.
- Assisted Finance user on how to access the FinancePLUS Cognos Training Database to run a report.
- Reviewed Cognos images and had CentralSquare remove the old ones related to Police.

## **Administration**

- Met with IS Director to regarding the Career Discussion document.
- Created Career Goals Document as requested by HRM.
- Prepared monthly report.
- Processed Payroll for department employees on 1/11/2021 and 1/25/2021.

## *Training*

---

- Attended a Meeting with our CentralSquare Community Development Consultant and Development Services Staff members to review the functioning of Valuations and Fees to be used in Permit processing.
- Provided instruction on how to use FP Activities Pane for Leave Request Approval.
- Attended training with CentralSquare Consultant to learn how to reset Community Development Mobile Inspector Passwords.

## *Meetings*

---

- Virtual meetings with IS Director to discuss upcoming training and state of the Community Development Software.
- Participated in several meetings to discuss Permit Fee setup.

## Geographic Information System Review

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### January Synopsis

- *CS Community Development*: January was heavy with GIS work for the ComDev restart. First order of business was ownership data. Cathy exported the ownership data from CommunityPLUS for import into GIS. It is best practice to maintain ownership data in a separate related table, as opposed to a parcel owner field. This table would allow for multiple entries to maintain owner history. CS was contacted to verify whether or not related tables could be included in our geotype service. A test service including a sample owner table was created and after testing on our end, it was sent to CS. CS testing was successful and they stated that we could indeed use a related table. After reconfiguring the CommunityPLUS data, 15,000 owner records were imported into a new GIS table, which was then related to GIS parcel data via PIN. The new service was provided to CS, but the functionality has yet to be implemented. Roughly 5,000 records will still need to be imported into GIS, but this will require additional cleanup since arbitrary PINs were created to uniquely identify records in CommunityPLUS. These PINs will need to be updated to their actual number.
- *Hoffnet*: The Infrastructure map received new links in the parcel pop-up window. These links will give users access to additional imagery at their location of interest. The first link will send users to the County's oblique imagery site, where they will be able to view an area from all 4 directions. The second link will send them to the Google Street View. Both links were modified using an Arcade script, which pulls the lat/lon from the location and feeds it into the link. This, along with additional formatting, is what allows the links to open each website at the user selected location.

### Work Orders

- Webmap Request: Hoffnet Road Name edit (DS-P)
- Webmap Request: test data service for CSCD owner info (GIS)
- Webmap Request: oblique imagery added to Hoffnet Infrastructure (GIS)
- Webmap Request: google street view added to Hoffnet Infrastructure (GIS)
- Webmap Request: CSCD map service reconfigured to include owners (GIS)
- Map Request: utilities for ArcDesigns (DS-TE)
- Map Request: utilities at Schaumburg Rd & Rt 59 for Compass Eng (DS-TE)
- Map Request: utilities at Golf/Higgins/Roselle for IEMG Corp (DS-TE)
- Map Request: utilities at Higgins/Roselle for WT Eng (DS-TE)
- Map Request: utilities at 5550 Airdrie Ct for Haeger Eng (DS-TE)
- Map Request: utilities at 2095 Stonington Ave for Haeger Eng (DS-TE)
- Map Request: utilities at 105 Chandler Ln (FOIA)

- Map Request: san sewer route at 75 Golf/Popeye's (DS-TE)
- Map Request: annual zoning map (DS-P)
- Data Request: 104 homes re-digitized at Amber Meadows (GIS)
- Data Request: 34 homes re-digitized at Devonshire Woods
- Data Request: boundaries, zoning & land use (FOIA)
- Data Request: import Community+ property owners into GIS (GIS)
- Data Request: add apt/condo/townhome names to address points & buildings (GIS)

## **Administration**

- Monthly report
- CentralSquare ComDev testing
- Hoffnet User Group parcel popup updates notification
- Planning Dept inquiries regarding apartment complex names
- CentralSquare correspondence regarding related tables
- ArcGIS Pro upgraded from Ver 2.6 to 2.7

## *Training*

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- N/A

## *Meetings*

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- Career Goals w/F. Besenhoffer (1/12)
- Cook Co. Municipal GIS (1/22)

### **Project Activities**

#### **Project – Motorola P1**

- During the month of January, I.S. staff continued to work on Motorola P1 CAD system. The primary focus was aimed on automated systems upgrades. During the testing phase it was noted that many of the deployments failed. The failures were attributed to the incorrect Motorola P1 Mobile agent configurations. IS Department staff along with IT representatives from NWCD are working on a solution to the current problem.

#### **Project – Criminal Complaint System**

- During the month of January, I.S. Staff along with representatives from Datacom Publishing upgraded three databases responsible for the Criminal Complaint System. The Criminal Complaint System is used by our Police Department for quick and precise form completion. The upgrade took place during normal business hours and resulted in system outage for about four hours.

#### **Project – E911 System Upgrade**

- Since the last upgrade to our Cisco Switch infrastructure at the Police Department, I.S. Staff found a bug that limited some of the automatic E911 features. It was recommended by Cisco and Sentinel Technologies that we perform additional E911 software upgrade in hopes of alleviating the problem. The upgrade was performed afterhours with minimal impact on E911 usability. The upgrade itself was successful, however it did not fix the issue. The latest recommendation by the supporting parties is to wait until new software patch is released and applied to the E911 system. For now we have to rely on manual switch and E911 configurations.

### **Security and Other Updates**

- I.S. Staff continues monitor and update Windows Servers with patches, updates and other security installations.
- I.S. Staff continues to update and monitor anti-virus system to ensure at most reliability and safety.
- I.S. Staff continues to monitor and adjust if necessary all of our backup jobs.

- I.S. Staff updated and reorganized our network documentation in order to reflect new changes.
- I.S. Staff continues to deploy KnowBe4 email campaign.
- I.S. Staff performed general WSUS Update and service cleanup.
- I.S. Staff moved the new access points to the NowArena.
- I.S. Staff worked with Microsoft on issues where emails from JP. Morgan were not coming through.
- I.S. Staff installed 2<sup>nd</sup> power supply in the switch located at the Stonington Water Tower.
- I.S. Staff replaced defective switch located at the IDF1 Police Department.
- I.S. Staff performed general Server Room cleanup at the NowArena.
- I.S. Staff configured and deployed three new Fire Vehicle computers.
- I.S. Staff replaced two CF units designated for our Police Vehicles.
- I.S. Staff began working on new and upgraded VM infrastructure.
- I.S. Staff began working on new backup strategy and configuration.

## Training

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

## Meetings

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- I.S. Staff met and discussed the upcoming projects.
- I.S. Staff met and discussed the implications of the power outage that will occur during the Village Hall UPS repair.

## Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 163 Help desk requests were opened during the month of January.
- 150 Help desk requests were closed during the month of January.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 0

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

## *Director Summary*

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- Covid – 19 conference calls with the EOC team.
- Project status with CentralSquare
  - Software update status
  - Invoicing
- Monthly department status meeting with the Acting Village Manager
- Employee goal/career objectives
- Monthly agenda meeting with the Acting Village Manager
- Management team meeting
- Campus relocation meeting and site visit tour with NIU
- DUO multifactor presentation
- Two factor meeting with Risk Manager
- Bi Weekly department division meetings
  - Project progress
  - Division Goals Review
- Monthly MS-ISAC/EI-ISAC conference call.

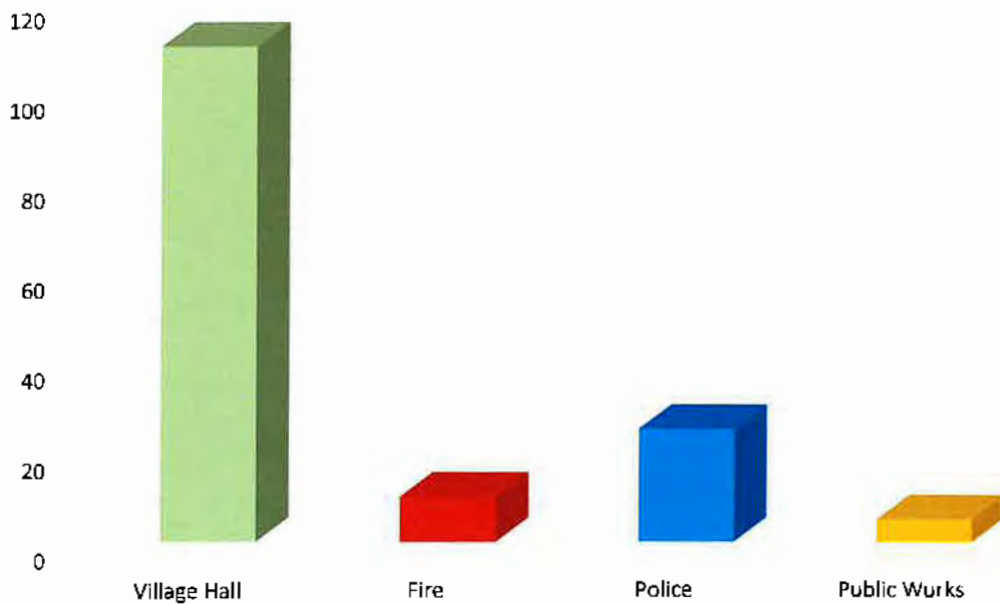
## Total Work Orders by Priority by Month

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Month	January
1 - Normal	137
2 - High	7
3 - Urgent	1
Project	1
Scheduled Event	16
Vendor intervention required	1
<b>Total for Month</b>	<b>163</b>

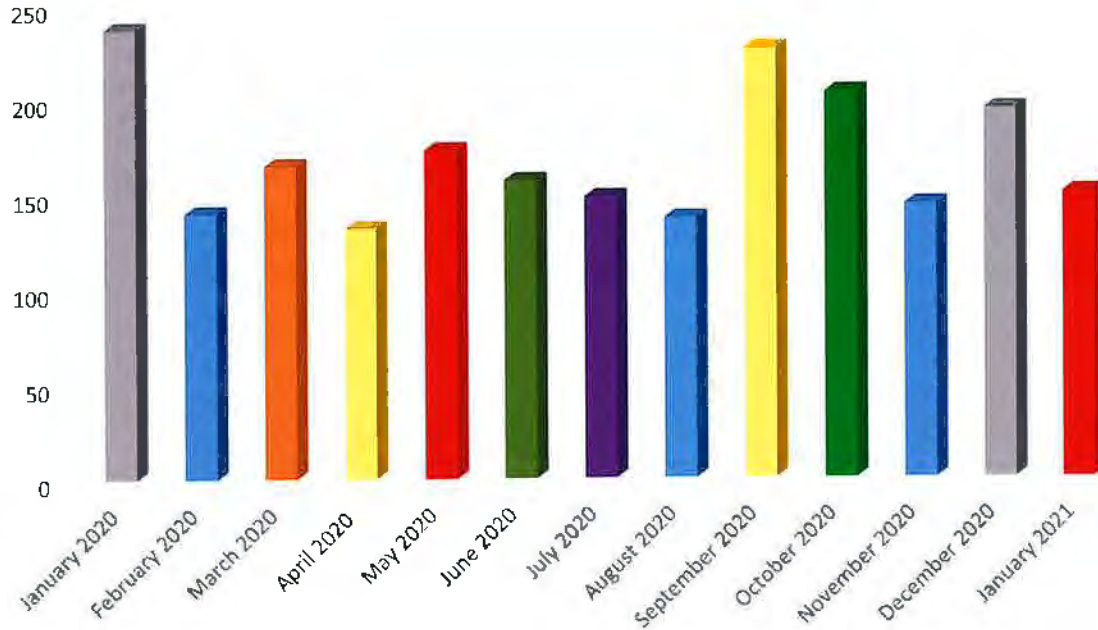
## Completed Work Orders by Location

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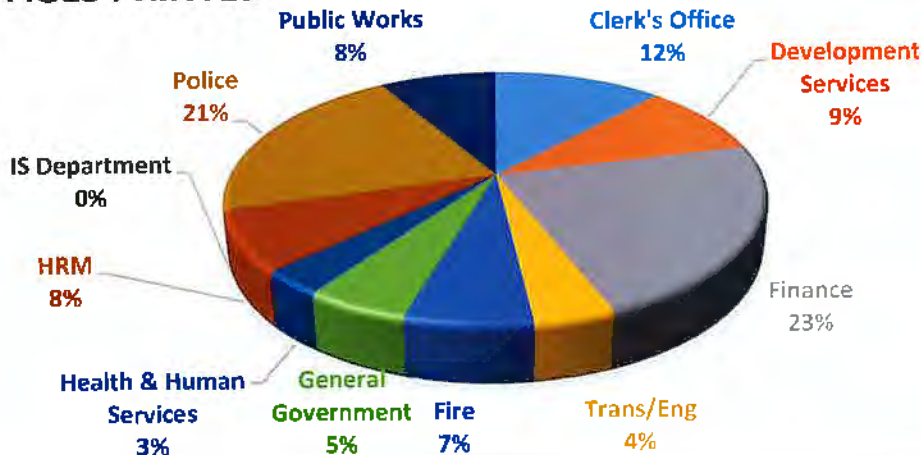
## Completed Work Orders by Month



## Printer Usage Report

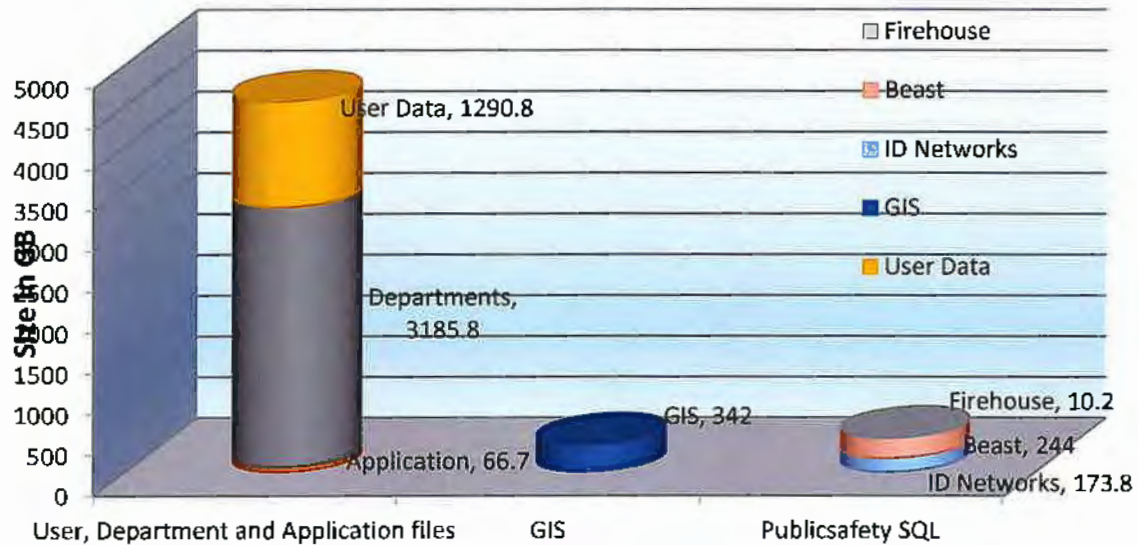
In the month of January there were 63784 pages printed across the village. The following graph breaks down printer usage by department.

### PAGES PRINTED



## System and Data Functions

### Disk Usage



## Sentinel IPS Attack Report

External parties attacked the Village network 191647 times during the month of January

### Attack Volume with 5 Most Active IP Addresses



## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	187,111	79,512	42%
February			0%
March			0%
April			0%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>187,111</b>	<b>79,512</b>	<b>42%</b>



## Phishing Security Test Report

12/25/2020 - 02/01/2021

### Campaign: Monthly Test

Groups: All users

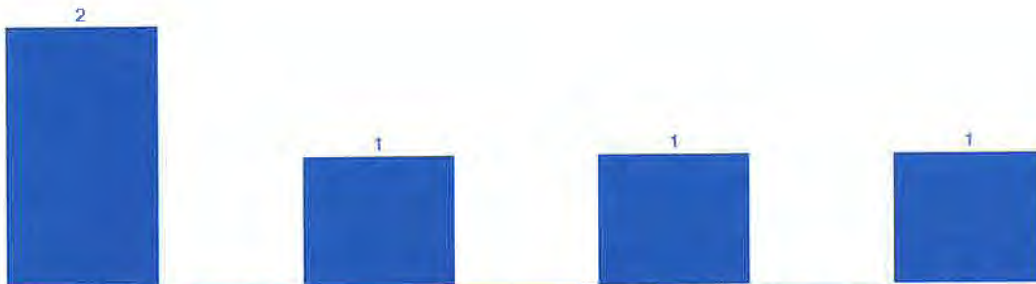
#### Statistics

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

<b>1.9%</b>	<b>346</b>	<b>320</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>26</b>
Phish-prone Percentage	Recipients	Deliveries	Clicks	Attachment Opened	Data Entered	Other Failures	Bounces

Phish-prone Percentage is calculated from the total number of phishing test failures divided by the number of emails delivered

#### Clicks by day



#### Phishing Email Sent

12/25/2020

01/11/2021

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

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

[Log in to https://training.knowbe4.com](https://training.knowbe4.com)

KnowBe4 Inc

Fred Besenhoffer, Director of Information Systems

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Owner's Representative-NOW Arena  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
 FEBRUARY 2021**  
**DATE:** February 19, 2021

1. As required in the Spectra Management Agreement, any overages in Arena department line item budgets need to be reported. As such, Ben Gibbs provided the following regarding overages:

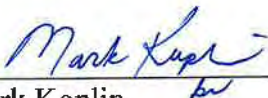
- ◆ **Overhead:** The 2020 budget included \$10,000 for "Bad Debt", for payments not received due to going out of business or not being able to collect from sponsors or others. This is the cost of doing business. In 2021, Bad Debt exceeded that amount, largely due to the pandemic. Several sponsors did not make payments and at least one promoter did not follow through on an event.

Further, the 2020 budget did not anticipate the Pandemic and costs for specialized cleaning equipment, cleaning supplies, plexi-glass for concession areas, and the like. Levy also incurred expenses for food products that were on hand for the busy months of March and April. When events were suspended in March, food was donated to food pantries rather than go to waste.

These negative amounts were partially offset by cost cutting measures, and the overall Overhead section of the budget was over by \$20,608.

2. Researching potential COVID relief programs to see if any funding is available for ongoing operating expenses or capital projects. The "Save our Venues" Federal program offers possibilities, but we are waiting for the specific rules and application forms to be promulgated.
3. Staff received the mechanical engineer's report to improve airflow and make the Arena bowl safer for reopening when restrictions are lifted. Professional journals continue to cite improved airflow as being very important to reopening businesses and sports/entertainment venues, even after the efforts to vaccinate the vast majority of the population are complete. The engineer's recommendation for adding three exhaust fans in the ceiling above the upper bowl will be incorporated into a bid package by Superintendent of Facilities and Arena Maintenance. Once bids have been received, staff will present to the Finance Committee. The engineer's cost estimate was about \$20,000 higher than the original estimate last year.

4. NOW Arena staff issued the RFP to get quotes for updating the lighting controls (also included in the 2021 CIP). We will receive and review proposals and present a recommendation at a future Finance Committee meeting.
5. The PA system amps included in the 2021 CIP and budget were replaced earlier this month.
6. Regarding NOW signage, the sign on the north side (Prairie Stone Parkway) should be completed by the end of February/early March. Weather has hampered efforts to complete 100% by mid-February. The interior signage and other branding will proceed soon as NOW and Britten (sign company) have worked out the details.
7. Continue to work with Ben Gibbs on the response plan to the COVID-19, including staffing levels, measures for reopening, event postponements and rescheduling, and cash flow.
8. Working with the Village's Lobbyist and Assistant Corporation Counsel regarding the applicability of the new State Parking Excise Tax. HB 852 has been referred to the Rules Committee. Staff provided comments to the Lobbyist to clarify that the tax should not apply to municipal owned parking facilities.
9. Working with Ben Gibbs on a new license agreement with School District U-46 for graduations starting in spring 2021 and Cheerleading for 2021-2023 competitions.
10. The Beer Garden in the Suite Parking Lot is up and running and operating successfully and making a profit.
11. Conducted bi-weekly meetings with Public Works Facilities and NOW staff regarding building items, with a particular emphasis on safety measures that will be necessary when the Arena reopens. Staff met with the consulting HVAC engineer on-site to review the systems and controls. A proposal to improve airflow will be forthcoming.
12. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



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Mark Koplin  
Owner's Representative, NOW Arena

Attachment

MAK/kr

cc: E. Palm  
D. O'Malley  
Ben Gibbs (Spectra)

**Now Arena**  
**General Manager Update**  
**February 2021**

Event Highlights	Notes
Dec 1 to Feb 28: Daily Viking School (West Lot) Feb 1 to Feb 14: Daily Drive-Thru Covid Testing (East Lot) Feb 4 to 6: Hideaway Brew Garden Feb 11 to 14: Hideaway Winter Refuge Feb 18 to 20: Hideaway Winter Refuge Feb 25 to 27: Hideaway Winter Refuge	
Finance Department	
General	Arena finished Dec financials.
Monthly Financial Statement	Building Event Revenue YTD: \$610,549
	Building Sponsor/Other Revenue YTD: \$369,005
	Building Expenses YTD: \$2,412,566
	Building Income YTD: (\$1,423,685) vs. YTD Budget (\$599,224)
Operations Department	
General	Continuing to work on HVAC enhancement budget/RFP, submitted RFP for lighting control system, developing database for vendor contracts and COI and supporting ongoing naming rights transition items including final signage on exterior of building and branded concourse renovations.
Positions to Fill	N/A
Third Party Providers	Working with Omega Signs and Britten on naming rights signage installation
Village Support	HVAC improvements and lighting control RFP with Public Works
Events Department	
General	Working on beer garden events, wedding venue operational handbook and West Lot Summer Event budgets
Positions to Fill	Event Coordinator position will remain open.
Marketing Department	
General	Promoting Hideaway Brew Garden events and launched new wedding site
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Working with Ticketmaster on COVID complaint seating maps
Food & Beverage Department	
General	Operating at Hideaway Brew Garden
Premium Seating Department	
General	Working on NR partnership transition items including all physical signage, digital branding, highway signs and renovating portions of the concourse.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$168,625
	Suites Sales: \$107,423
General	
Capital Improvements/Repairs	Lighting control RFP and HVAC upgrade.