

This meeting is being held via telephonic attendance

**AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
May 24, 2021**

Immediately following Public Works & Utilities

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

I. Roll Call

II. Approval of Minutes – April 26, 2021

NEW BUSINESS

1. Request approval of an ordinance to amend the FY2020 Budget as a result of the completed financial audit and to close out the fiscal year.

REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report.
2. Information System Department Monthly Report.
3. 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 and/or in person in the Village Clerk's office.

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

FINANCE COMMITTEE MEETING MINUTES

April 26, 2021

I. Roll call

Members in Attendance:

Gary Pilafas, Chair
Michael Gaeta, Trustee
Gary Stanton, Trustee
Karen Mills, Trustee
Karen Arnet, Trustee
William McLeod, Mayor

Members Telephonic Attendance:
Gary Pilafas, Chair

Anua Newell, Vice Chairperson

**Management Team
Members in Attendance**

Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Kathryn Cawley, Acting Police Chief
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Mgr.
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Pete Gugliotta, Dev. Services Director
Fred Besenhoffer, Director of IS
Paul Bilodeau, Acting Fire Chief

**Management Team Members
Via Telephonic Attendance:**

Paul Petrenko, Facilities Manager
Ben Gibbs, NOW Arena
Sarah Marcucci / EMA Coordinator

The Finance Committee meeting was called to order at 8:03 p.m.

II. Approval of Minutes – March 22, 2021

Motion by Trustee Mills, seconded by Trustee Gaeta, to approve the Finance Committee Meeting Minutes from March 22, 2021. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request authorization to award a contract for new lighting controls at the NOW Arena to Payne-Sparkman of New Albany, IN in an amount not to exceed \$87,907.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to award a contract for new lighting controls at the NOW Arena to Payne-Sparkman of New Albany, IN in an amount not to exceed \$87,907. Roll call vote taken. All ayes. Motion carried.

- 2. Request authorization to award a contract to upgrade the NOW Arena ventilation system to Advantage Mechanical, McHenry, IL (low bid), in an amount not to exceed \$90,943.**

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to upgrade the NOW Arena ventilation system to Advantage Mechanical, McHenry, IL (low bid), in an amount not to exceed \$90,943. Roll call vote taken. All ayes. Motion carried.

- 3. Request authorization to waive bidding and authorize the purchase of two next generation Fortinet Fortigate 600E Security Appliances, 24 Fortinet FortiAP U231F indoor wireless access points, 12 Fortinet FortiAP 431F indoor wireless access points and 6 Fortinet FortiAP 432F outdoor access points, from CDW-G, Vernon Hills, Illinois in an amount not to exceed \$66,574.56.**

An item summary sheet from Fred Besenhoffer was presented to Committee.

Mr. Besenhoffer provided additional details and explained about access point.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to authorize the purchase of two next generation Fortinet Fortigate 600E Security Appliances, 24 Fortinet FortiAP U231F indoor wireless access points, 12 Fortinet FortiAP 431F indoor wireless access points and 6 Fortinet FortiAP 432F outdoor access points, from CDW-G, Vernon Hills, Illinois in an amount not to exceed \$66,574.56. Roll call vote taken. All ayes. Motion carried.

- 4. Request authorization to renew the Central Square Annual Subscription Agreement between Superior, LLC, a Central Square Technology Company, a Delaware Limited Liability Company with its principal place of business in Lake Mary, FL (“CentralSquare”) and the Village of Hoffman Estates, IL (Customer) for a term of one year at a subscription cost of \$172,016.56.**

An item summary sheet from Fred Besenhoffer was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to renew the Central Square Annual Subscription Agreement between Superior, LLC, a Central Square Technology

Company, a Delaware Limited Liability Company with its principal place of business in Lake Mary, FL (“CentralSquare”) and the Village of Hoffman Estates, IL (Customer) for a term of one year at a subscription cost of \$172,016.56. Roll call vote taken. All ayes. Motion carried.

- 5. Request authorization of an Employee Leasing Agreement with GovTempsUSA, LLC, for Civil Engineer staff services as a rate of \$77 per hour.**

An item summary sheet from Pete Gugliotta was presented to Committee.

Mr. Gugliotta provided comment and indicated this position would work 20-26 hours per week.

Motion by Trustee Mills, seconded by Trustee Gaeta, to authorize an Employee Leasing Agreement with GovTempsUSA, LLC, for Civil Engineer staff services as a rate of \$77 per hour. Roll call vote taken. All ayes. Motion carried.

REPORTS ONLY

- 1. Finance Department Monthly Report**

The Finance Department Monthly Report was received and filed.

- 2. Information System Department Monthly Report**

The Information System Department Monthly Report was received and filed.

- 3. NOW Arena Monthly Report**

Mr. Gibbs provided an update on the Arena, Village Green, and COVID status.

The NOW Arena Monthly Report was received and filed.

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 8:17 p.m.
Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: **Amendment to the 2020 Budget Ordinance**

MEETING DATE: **May 24, 2021**

COMMITTEE: **Finance**

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

PURPOSE: Request approval of an ordinance to amend the 2020 Budget as a result of the completed financial audit and to close out the fiscal year.

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

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

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

DISCUSSION: Throughout the year, Department Directors and the Finance Department monitored the 2020 operating budget and expenditure status reports. While for the most part, the department budgets are within the budgeted amounts, there are items that need adjustment. The final budget adjustment was held until after the annual audit was completed. All of the budget adjustments needed are detailed on the attached budget adjustment request forms. The ordinance is also attached for review.

RECOMMENDATION: Request approval of an ordinance to amend the 2020 Budget as a result of the completed financial audit and to close out the fiscal year.

ATTACHMENTS

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

FUND: **General Fund**

FISCAL YEAR: **2020**

DEPARTMENT: **General Government**

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
01101224-4583	IS User Charges	\$ 62,120	\$ 128,120	\$ 190,240
01101624-4564	Employee Wellness Program	\$ 4,630	\$ 4,000	\$ 8,630

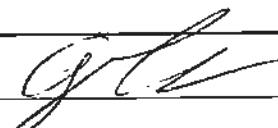
Decrease in Expenditures/Fund Balance or Increase in Revenues:

01000010-3104	Real Estate Transfer Tax	\$ 66,750	\$ 975,000	\$ 1,041,750

Reasons for Adjustment Request:

Due to COVID pandemic, meetings and gatherings needed to be done remotely, so increased usage of IS User Charges.

More offerings to employee for the Wellness Program.

Approval Requested By: 

Date: 5/14/21

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/14/21

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

FUND: **General Fund**

FISCAL YEAR: **2020**

DEPARTMENT: **Fire**

PROGRAM:

Increase in Expenditures:


<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
01303120-4106	Overtime	\$ 388,740	\$ 521,200	\$ 909,940

Decrease in Expenditures/Fund Balance or Increase in Revenues:

01000012-3302	Local Use Tax	\$ 388,740	\$ 1,700,000	\$ 2,088,740

Reasons for Adjustment Request:

Increased overtime due to retirements.

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u>Rachel Lunala</u>	Date: <u>5/14/21</u>

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

FUND: **General Fund**

FISCAL YEAR: **2020**

DEPARTMENT: **Health & Human Services**

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
01556524-4542.31	Cook Co Census Grant	\$ 26,270	\$ -	\$ 26,270
01556524-4583	IS User Charges	\$ 44,180	\$ 39,970	\$ 84,150

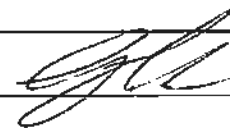
Decrease in Expenditures/Fund Balance or Increase in Revenues:

01000012-3305	Cook Co Grant Revenue	\$ 25,000	\$ 20,000	\$ 45,000
01000012-3303	Income Tax	\$ 45,450	\$ 5,475,000	\$ 5,520,450

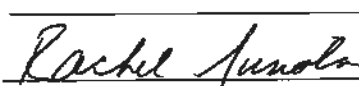
Reasons for Adjustment Request:

Unexpected expenses related to census due to grant opportunity offered by Cook County.

With more usage of telehealth due to pandemic, IS User charges increased.

Approval Requested By:  Date: 5/14/21

Approved by Department Head: _____ Date: _____

Finance Department Approval:  Date: 5/14/21

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

FUND: **Asset Seizure Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

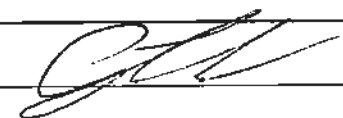
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
08200827-4801	Transfer to General	\$ 181,950	\$ 250,000	\$ 431,950

Decrease in Expenditures/Fund Balance or Increase in Revenues:

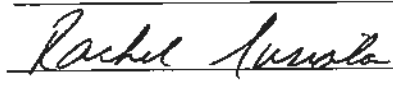
08000014-3503	Federal Seizure Revenues	\$ 181,950	\$ -	\$ 181,950

Reasons for Adjustment Request:

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

Approval Requested By:  Date: 5/14/21

Approved by Department Head: _____ Date: _____

Finance Department Approval:  Date: 5/14/21

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

FUND: **2015A&C G.O.D.S.**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

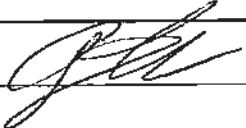
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
17000024-4542	Other Contractual Services	\$ 75,000	\$ -	\$ 75,000

Decrease in Expenditures/Fund Balance or Increase in Revenues:

17000016-3706	Miscellaneous Revenue	\$ 75,000	\$ 600,000	\$ 675,000

Reasons for Adjustment Request:

Payment to Spectra Management, per new Arena naming rights agreement

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u>Rachel Surolo</u>	Date: <u>5/14/21</u>

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

FUND: **Prairie Stone Capital Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

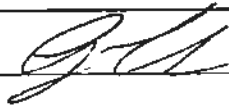
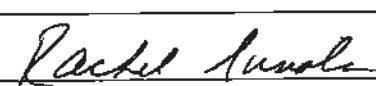
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
27000025-4621	Prairie Stone Landscaping	\$ 494,350	\$ 1,427,500	\$ 1,921,850

Decrease in Expenditures/Fund Balance or Increase in Revenues:

27000018-3901	Transfer from General Fund	\$ 494,350	\$ -	\$ 494,350

Reasons for Adjustment Request:

Funding for Village storage building.

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u></u>	Date: <u>5/14/21</u>

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

FUND: **Western Area Impact Fee Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

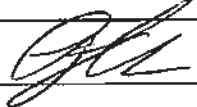
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
35000024-4507	Professional Services	\$ 190	\$ -	\$ 190

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 35	Decrease to Fund Balance	\$ (190)		

Reasons for Adjustment Request:

Funding for required publication of impact fee financial statements

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u>Rachel Sunole</u>	Date: <u>5/14/21</u>

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

FUND: **Capital Vehicle & Equipment Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

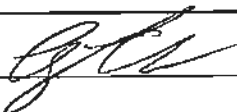
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
37000025-4602	Department Equipment	\$ 170,300	\$ 153,640	\$ 323,940
37000025-4603	Motor Vehicles	\$ 110,420	\$ 871,870	\$ 982,290
37000025-4612	Fire Apparatus	\$ 35,530	\$ 571,400	\$ 606,930

Decrease in Expenditures/Fund Balance or Increase in Revenues:

37000012-3305	Grants	\$ 192,180	\$ -	\$ 192,180
Fund 37	Decrease to Fund Balance	\$ (124,070)		

Reasons for Adjustment Request:

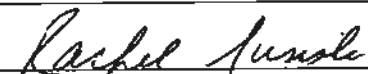
Funding for the purchase of capital including vehicle exhaust removal system, fleet vehicles, and fire rapid response unit.

Approval Requested By: 

Date: 5/14/21

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/14/21

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

FUND: **Water & Sewer Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
40406724-4577	Depreciation Expense	\$ 1,438,840	\$ -	\$ 1,438,840
40407723-4420	Meters	\$ 3,554,800	\$ -	\$ 3,554,800
40407723-4542	Other Contractual Services	\$ 3,369,780	\$ -	\$ 3,369,780
40407725-4602	Department Equipment	\$ 41,890	\$ -	\$ 41,890

Decrease in Expenditures/Fund Balance or Increase in Revenues:

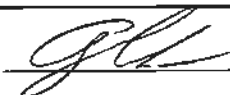
40400016-3724	Contributions of Assets	\$ 1,932,600	\$ -	\$ 1,932,600
Fund 40	Decrease to Fund Balance	\$ (6,472,710)		

Reasons for Adjustment Request:

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

Payments for water meters and contractual services for the water meter replacement program for the Performance Contract.

Funded with bond proceeds.

Approval Requested By: 

Date: 5/14/21

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/14/21

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

FUND: **NOW Arena Operating Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

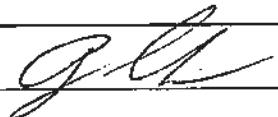
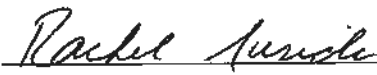
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
41000024-4577	Depreciation Expense	\$ 2,050,910	\$ -	\$ 2,050,910

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 41	Decrease to Fund Reserves	\$ (2,050,910)		

Reasons for Adjustment Request:

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

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u></u>	Date: <u>5/14/21</u>

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

FUND: **Police Pension Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

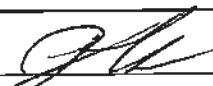
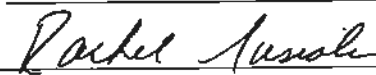
Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
50000021-4207	Retirement Pensions	\$ 284,750	\$ 5,568,310	\$ 5,853,060
50000021-4508	Disability Pensions	\$ 490	\$ 717,980	\$ 718,470
50000021-4209	Separation Benefits	\$ 231,270	\$ -	\$ 231,270
50000021-4210	Widows Pensions	\$ 12,730	\$ 430,390	\$ 443,120
50000024-4507	Professional Services	\$ 2,770	\$ 15,000	\$ 17,770
50000024-4542	Other Contractual Services	\$ 2,670	\$ 23,570	\$ 26,240
50000024-4574	Trustee Fees	\$ 630	\$ 95,000	\$ 95,630

Decrease in Expenditures/Fund Balance or Increase in Revenues:

50000015-3601	Interest Income	\$ 535,310	\$ 600,000	\$ 1,135,310

Reasons for Adjustment Request:
 Additional pensions and contribution refunds/transfers in 2020 that were not known at the time of the budget.

Approval Requested By:  Date: 5/14/21
 Approved by Department Head: _____ Date: _____
 Finance Department Approval:  Date: 5/14/21

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

FUND: **Fire Pension Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

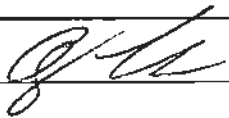
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
51000021-4207	Retirement Pensions	\$ 212,580	\$ 4,331,470	\$ 4,544,050
51000021-4209	Separation Benefits	\$ 9,020	\$ -	\$ 9,020
51000021-4210	Widows Pensions	\$ 15,680	\$ 575,930	\$ 591,610
51000024-4574	Trustee Fees	\$ 78,260	\$ 200,000	\$ 278,260

Decrease in Expenditures/Fund Balance or Increase in Revenues:

51000015-3601	Interest Income	\$ 315,540	\$ 850,000	\$ 1,165,540

Reasons for Adjustment Request:

Additional pensions in 2020 that were not known at the time of the budget.

Approval Requested By: 

Date: 5/14/21

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Susole

Date: 5/14/21

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

FUND: **Barrington/Higgins TIF Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

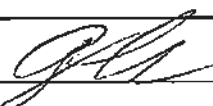
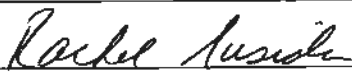
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
63000022-4542	Other Contractual Services	\$ 390	\$ -	\$ 390
63000022-4507	Professional Services	\$ 385,520	\$ 3,900	\$ 389,420

Decrease in Expenditures/Fund Balance or Increase in Revenues:

63000010-3101	Property Tax Revenue	\$ 222,940	\$ 603,740	\$ 826,680
Fund 63	Decrease in Fund Balance	\$ (162,970)		

Reasons for Adjustment Request:

Note payment distribution, per TIF agreement.

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u></u>	Date: <u>5/14/21</u>

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

FUND: **2019 Capital Project Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
64000023-4542	Other Contractual Services	\$ 1,685,440	\$ -	\$ 1,685,440

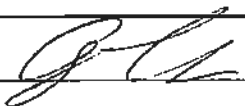
Decrease in Expenditures/Fund Balance or Increase in Revenues:

64000016-306	ComEd Rebate (Misc. Rev)	\$ 324,640	\$ -	\$ 324,640
Fund 64	Decrease to Fund Balance	\$ (1,360,800)		

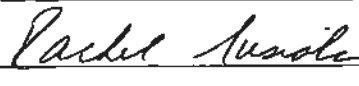
Reasons for Adjustment Request:

Payments for street light replacement programs related to Performance Contract.

Funded by bond proceeds.

Approval Requested By:  Date: 5/14/21

Approved by Department Head: _____ Date: _____

Finance Department Approval:  Date: 5/14/21

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

FUND: **Higgins/Old Sutton TIF Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

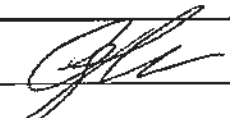
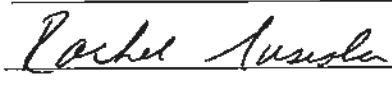
<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
68000024-4507	Profesional Services	\$ 12,290	\$ -	\$ 12,290

Decrease in Expenditures/Fund Balance or Increase in Revenues:

68000018-3901	Transfer from General Fund	\$ 12,290	\$ -	\$ 12,290

Reasons for Adjustment Request:

Legal expenses related to new development.

Approval Requested By: <u></u>	Date: <u>5/14/21</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u></u>	Date: <u>5/14/21</u>

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

FUND: **Higgins/Hassell TIF Fund**

FISCAL YEAR: **2020**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
72000024-4507	Professional Services	\$ 225,500	\$ 3,250	\$ 228,750
72000025-4610	Other Capital Expenditures	\$ 1,411,190	\$ -	\$ 1,411,190
72000026-4702	Principal Expense	\$ 224,350	\$ -	\$ 224,350

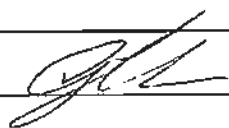
Decrease in Expenditures/Fund Balance or Increase in Revenues:

72000010-3101	Property Tax Revenue	\$ 153,950	\$ 300,000	\$ 453,950
72000017-3802	Note Proceeds	\$ 1,411,190	\$ -	\$ 1,411,190
Fund 72	Decrease to Fund Balance	\$ (295,900)		

Reasons for Adjustment Request:

Payment of Village and Developer distributions per TIF agreement.

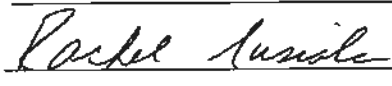
Increase of TIF note payment.

Approval Requested By: 

Date: 5/14/21

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/14/21

ORDINANCE NO. _____ - 2021

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AUTHORIZING
AMENDMENTS TO THE 2020 BUDGET ORDINANCE**

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

Section 1: That pursuant to authority granted by the statutes of the State of Illinois, there is hereby an amendment to the budget ordinance in an amount not in excess of the aggregate of additional revenues or fund reserves available to the Village. The sums of money hereinafter itemized for each of the respective corporate objects specified hereby increase or decrease the amounts included in the original budget ordinance, Ordinance No. 4768-2019 dated December 2, 2019. The appropriate sums shall be received from sources other than the tax levy. The respective sums of money, together with the resulting adjustments and changes in the budget are set out in Section 2 of this Ordinance.

Section 2:

*Village of Hoffman Estates
2020 Budget Amendment*

		Current Budget	Change	Revised Budget
<u>Revenue Budget Revisions</u>				
<i>General Fund</i>				
01000010-3104	Real Estate Transfer Tax	975,000	66,750	1,041,750
01000012-3302	Local Use Tax	1,700,000	388,740	2,088,740
01000012-3303	Income Tax	5,475,000	45,450	5,520,450
01000012-3305	Grant Revenue	20,000	25,000	45,000
<i>Asset Seizure Fund</i>				
08000014-3503	Federal Seizure Revenues	-	181,950	181,950

2015A&C GODS

17000016-3706	Miscellaneous Revenue	600,000	75,000	675,000
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Prairie Stone Landscaping

27000018-3901	Transfer from General Fund	-	494,350	494,350
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Western Area Impact Fee Fund

Fund 35	Decrease to Fund Balance		190	
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Capital Vehicles & Equipment

37000012-3305	Grants	-	192,180	192,180
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Fund 37	Decrease to Fund Balance		124,070	
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Water & Sewer Fund

40400016-3724	Contributions of Assets	-	1,932,600	1,932,600
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Fund 40	Decrease to Fund Balance		6,472,710	
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NOW Arena Operating Fund

Fund 41	Decrease to Fund Balance		2,050,910	
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Police Pension Fund

50000015-3601	Interest Income	600,000	535,310	1,135,310
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Firefighters' Pension Fund

51000015-3601	Interest Income	850,000	315,540	1,165,540
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Barrington/Higgins TIF Fund

63000010-3101	Property Taxes	603,740	222,940	826,680
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Fund 63	Decrease to Fund Balance		162,970	
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2019 Capital Project Fund

64000016-3706	Miscellaneous Revenue	-	324,640	324,640
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Fund 64	Decrease to Fund Balance		1,360,800	
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Higgins/Old Sutton TIF Fund

68000018-3901	Transfer from General Fund	-	12,290	12,290
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Higgins/Hassell TIF Fund

72000010-3101	Property Tax Revenue	300,000	153,950	453,950
72000017-3802	Note Proceeds	-	1,411,190	1,411,190
Fund 72	Decrease to Fund Balance		295,900	

TOTAL REVENUES			16,845,430	
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Expenditure Budget Revisions

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<i>General Fund</i>				
01101224-4583	IS User Charges	128,120	62,120	190,240
01101624-4564	Employee Wellness Program	4,000	4,630	8,630
01303120-4106	Salaries & Wages O/T	521,200	388,740	909,940
01556524-4542.31	Cook Co Census Grant	-	26,270	26,270
01556524-4583	IS User Charges	39,970	44,180	84,150
<i>Asset Seizure Fund</i>				
08200827-4801	Transfer to General	250,000	181,950	431,950
<i>2015A&C GODS</i>				
17000024-4542	Other Contractual Services	-	75,000	75,000
<i>Prairie Stone Capital Fund</i>				
27000025-4621	Prairie Stone Landscaping	1,427,500	494,350	1,921,850
<i>Western Area Impact Fee Fund</i>				
35000024-4507	Professional Services	-	190	190
<i>Capital Vehicle & Improvement Fund</i>				
37000025-4602	Department Equipment	153,640	170,300	323,940
37000025-4603	Motor Vehicles	871,870	110,420	982,290
37000025-4612	Fire Apparatus	571,400	35,530	606,930

Water & Sewer Fund

40406724-4577	Depreciation Expense	-	1,438,840	1,438,840
40407723-4420	Meters	-	3,554,800	3,554,800
40407723-4542	Other Contractual Services	-	3,369,780	3,369,780
40407725-4602	Department Equipment	-	41,890	41,890

NOW Arena Operating Fund

41008024-4577	Depreciation Expense	-	2,050,910	2,050,910
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Police Pension Fund

50000021-4207	Retirement Pensions	5,568,310	284,750	5,853,060
50000021-4508	Disability Pensions	717,980	490	718,470
5000021-4209	Separation Benefits	-	231,270	231,270
50000021-4210	Widows Pensions	430,390	12,730	443,120
50000024-4507	Professional Services	15,000	2,770	17,770
50000024-4542	Other Contractual Services	23,570	2,670	26,240
50000024-4574	Trustee Fees	95,000	630	95,630

Firefighters' Pension Fund

51000021-4207	Retirement Pensions	4,331,470	212,580	4,544,050
51000021-4209	Separation Benefits	-	9,020	9,020
51000021-4210	Widows Pensions	575,930	15,680	591,610
51000024-4574	Trustee Fees	200,000	78,260	278,260

Barrington/Higgins TIF Fund

63000022-4507	Professional Services	3,900	385,520	389,420
63000024-4542	Other Contractual Services	-	390	390

2019 Capital Project Fund

64000023-4542	Other Contractual Services	-	1,685,440	1,685,440
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Higgins/Old Sutton TIF Fund

68000024-4507	Professional Services	-	12,290	12,290
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Higgins/Hassell TIF Fund

72000024-4507	Professional Services	3,250	225,500	228,750
72000025-4610	Other Capital Expenditures	-	1,411,190	1,411,190
72000026-4702	Principal Expense	-	224,350	224,350
TOTAL EXPENDITURES			16,845,430	

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

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

PASSED THIS _____ day of _____, 2021

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

APPROVED THIS _____ DAY OF _____, 2021

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2021.

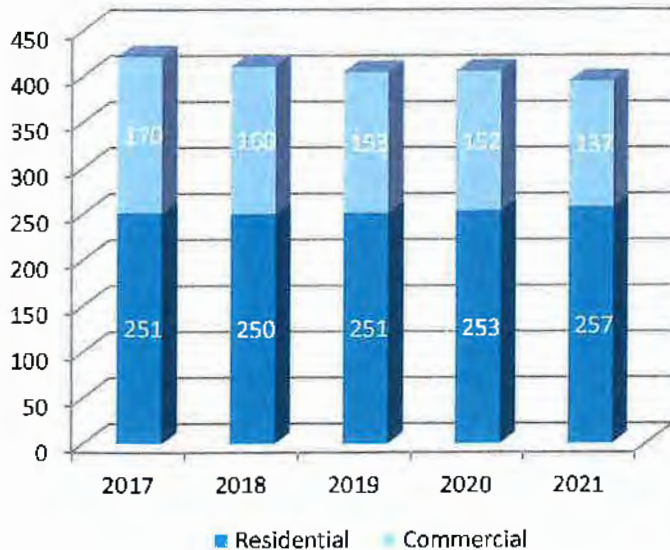


DEPARTMENT OF FINANCE MONTHLY REPORT APRIL 2021

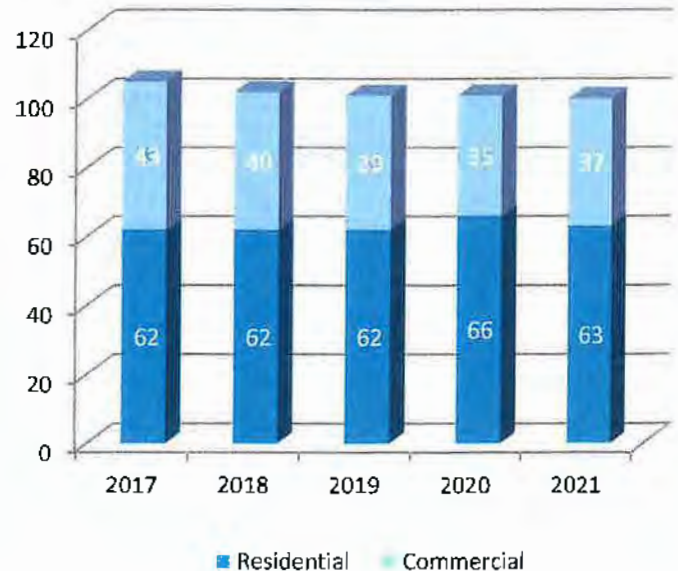
Water Billing

A total of 14,810 residential water bills were mailed on April 1st for February's water consumption. Average consumption was 4,254 gallons, resulting in an average residential water bill of \$61.91. Total consumption for all customers was 100 million gallons, with 63 million gallons attributable to residential consumption. When compared to the April 2020 billing, residential consumption decreased by 4.5%.

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

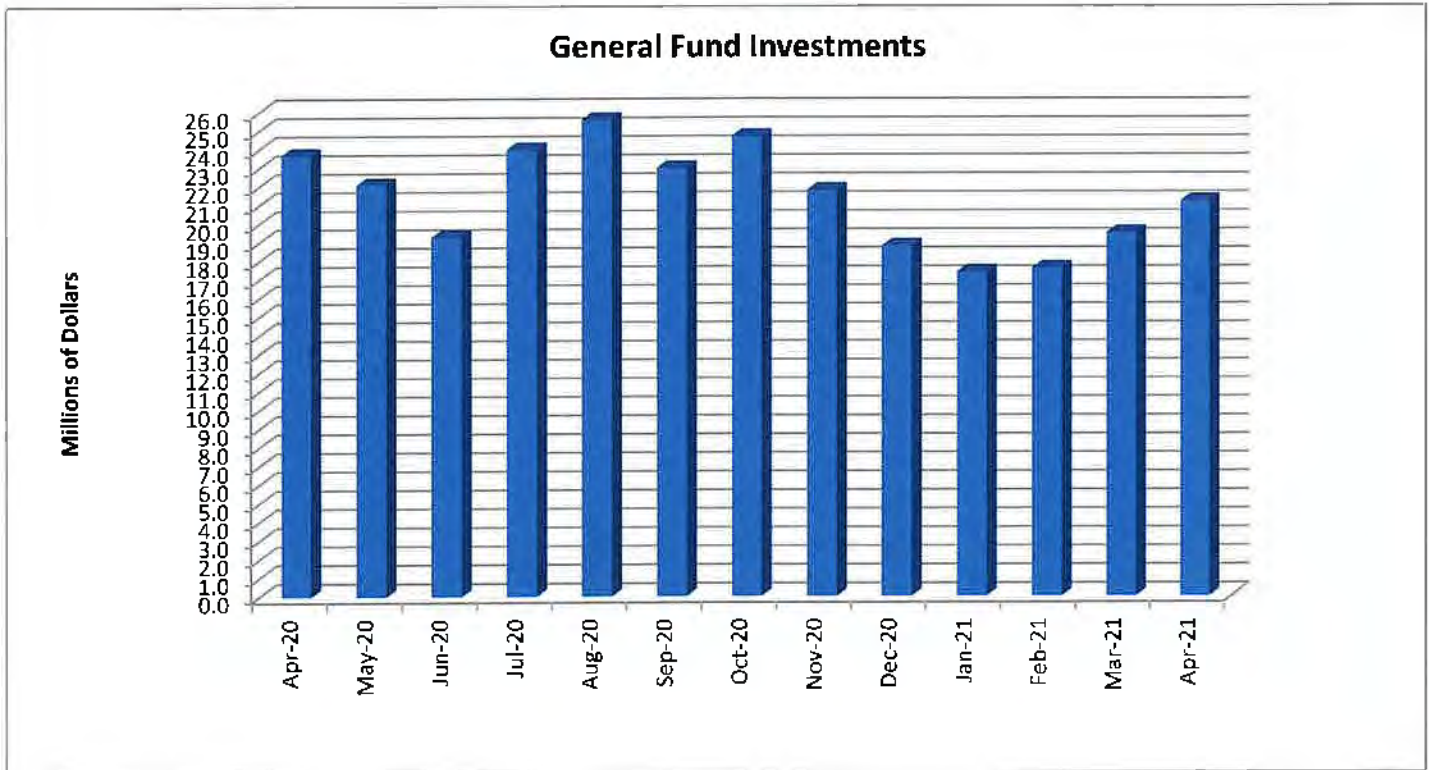
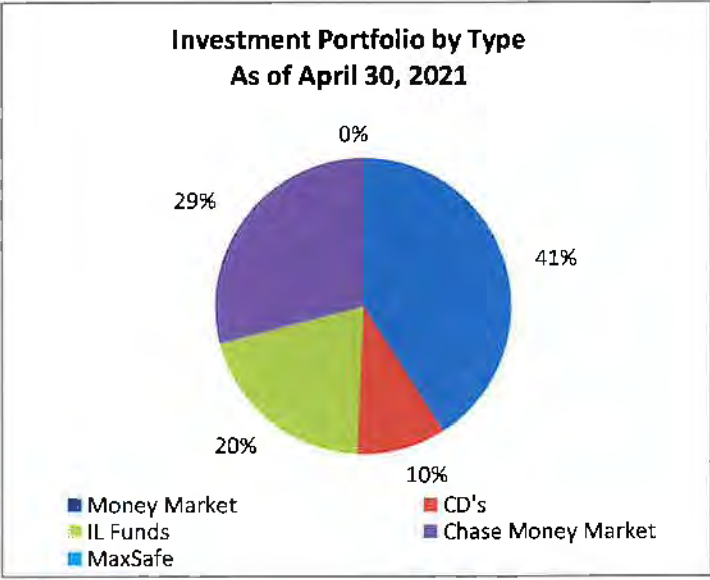
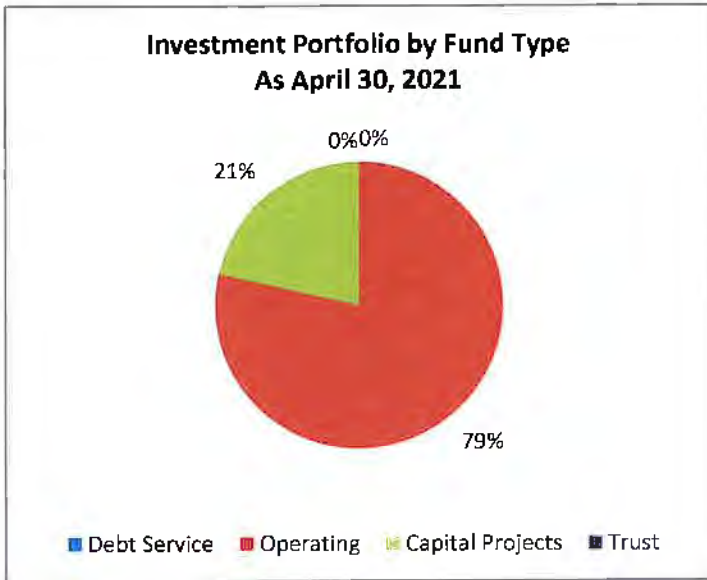


**Total Water Consumption
Month of April**



Village Investments

As of April 30, 2021, the Village's investment portfolio (not including pension trust funds) totaled \$59.7 million. Of this amount, \$46.9 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$12.8 million is related to capital projects.



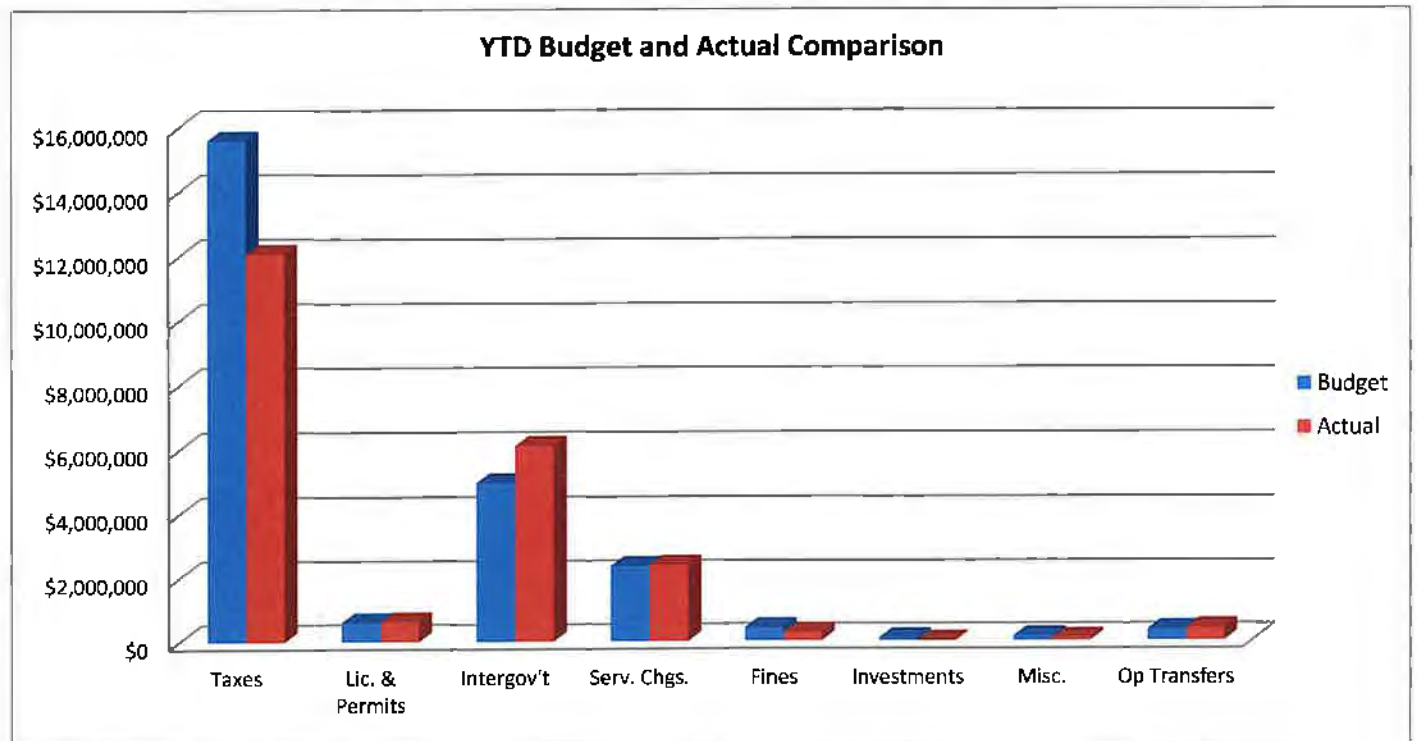
Operating Funds

General Fund

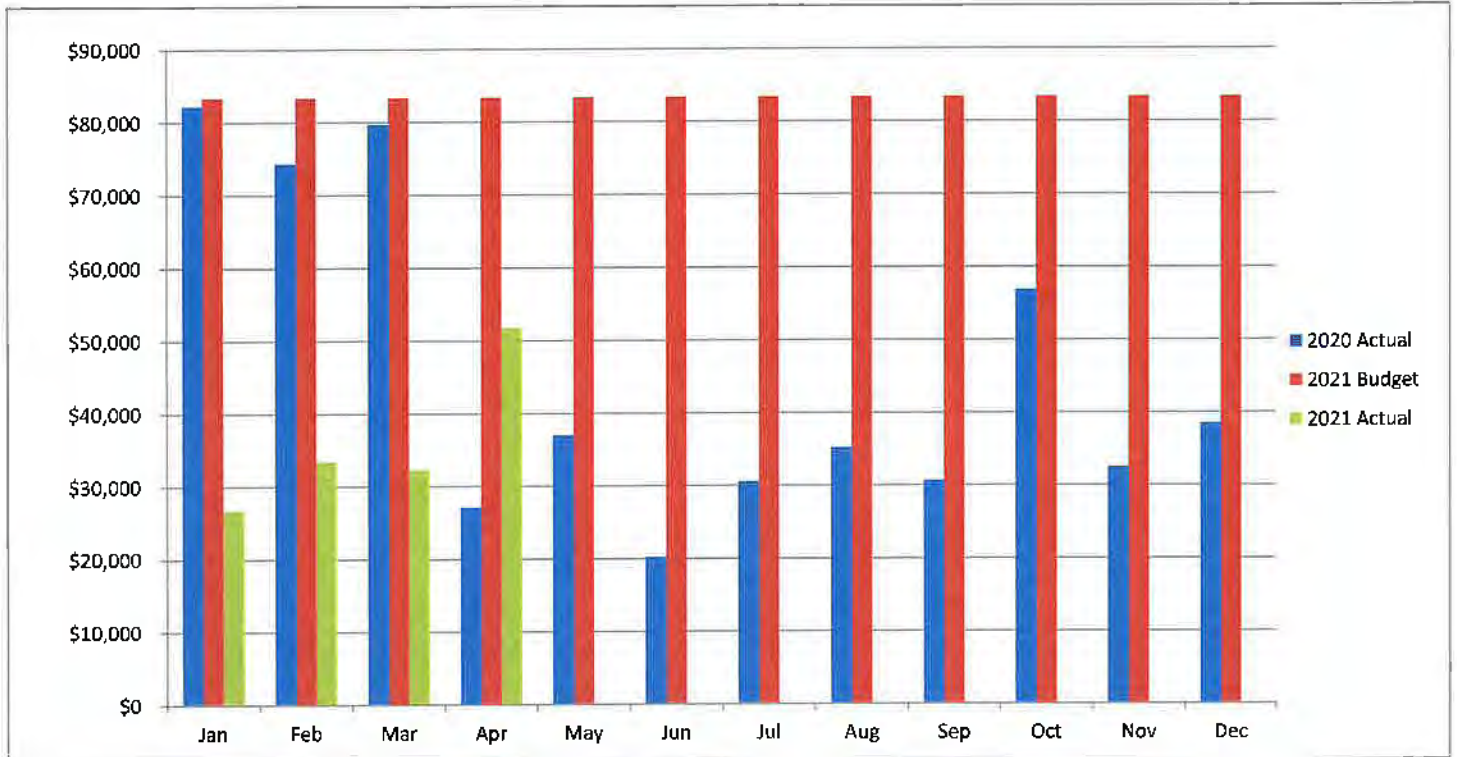
For the month of April, General Fund revenues totaled \$4,311,330 and expenditures totaled \$4,114,399 resulting in a surplus of \$196,931.

Revenues: April year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Intergovernmental is over budget due to increased State Income Tax and Local Use Tax received. 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		VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 15,580,362	\$ 12,067,272	-22.5%
Licenses & Permits	597,000	619,890	3.8%
Intergovernmental	4,961,237	6,105,510	23.1%
Charges for Services	2,354,567	2,394,666	1.7%
Fines & Forfeits	408,667	267,811	-34.5%
Investments	91,667	6,298	-93.1%
Miscellaneous	147,033	91,264	-37.9%
Operating Transfers	351,333	398,316	13.4%
TOTAL	\$ 24,491,865	\$ 21,951,026	-10.4%

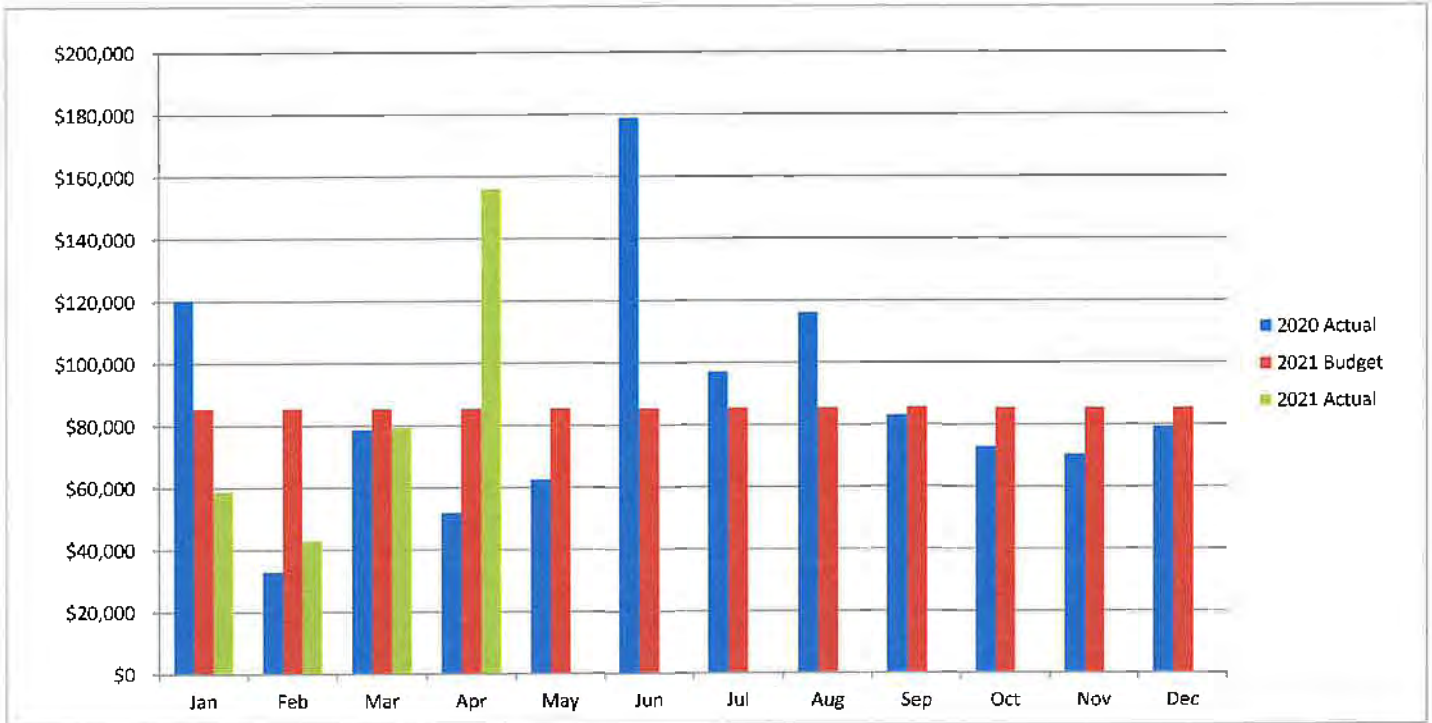


Hotel Tax



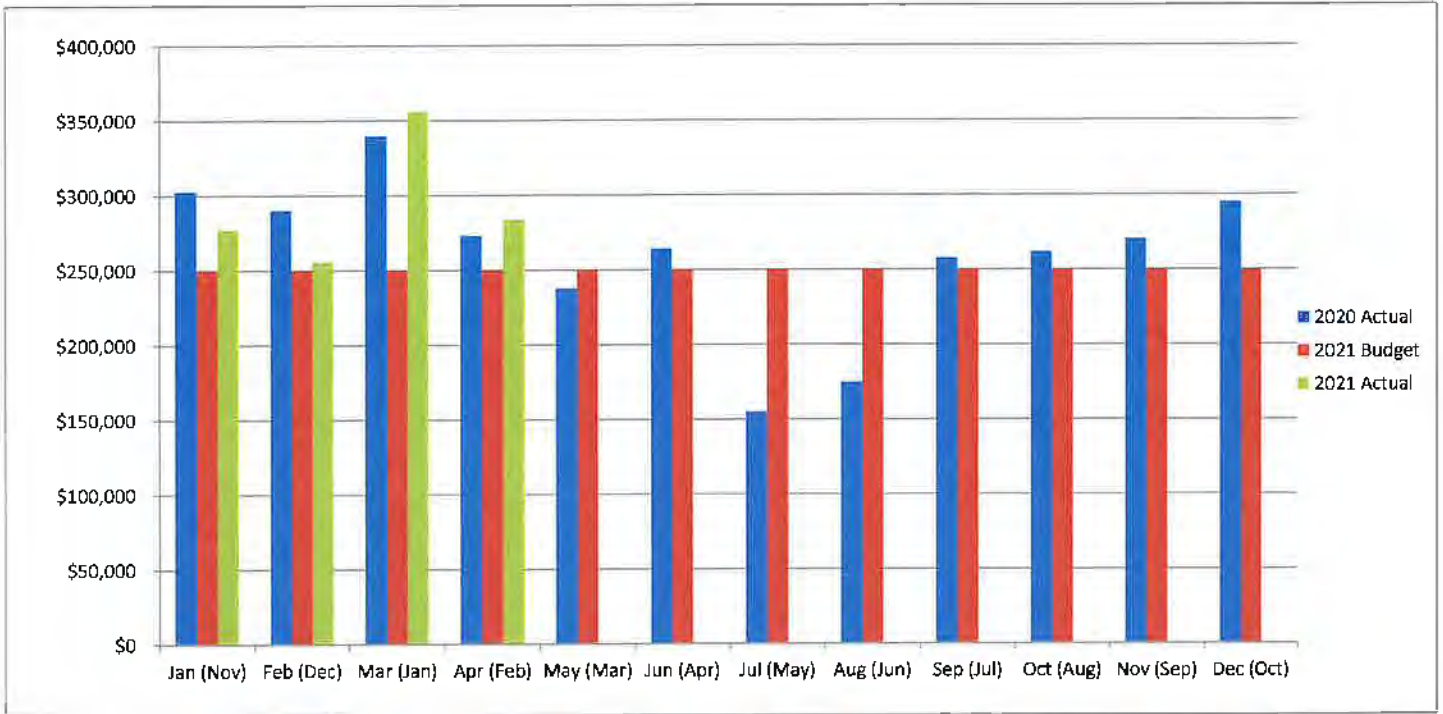
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 82,223	\$ 83,333	\$ 26,728	\$ (56,605)
Feb	74,298	83,333	33,429	(106,510)
Mar	79,749	83,333	32,353	(157,490)
Apr	27,149	83,333	51,759	(189,064)
May	37,036	83,333		
Jun	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		
YTD Totals	\$ 545,000	\$ 1,000,000	\$ 144,269	

Real Estate Transfer Tax



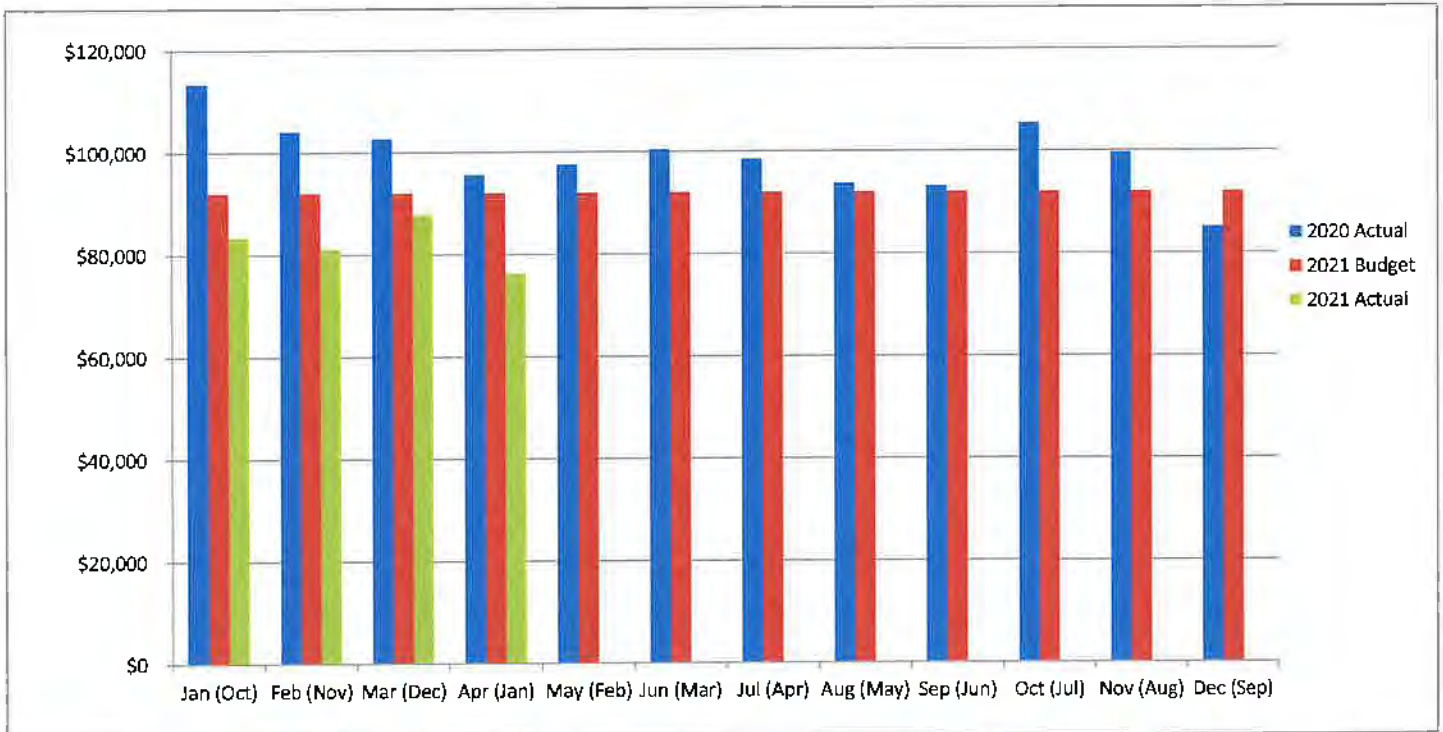
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 120,255	\$ 85,417	\$ 58,874	\$ (26,543)
Feb	32,846	85,417	42,869	(69,090)
Mar	78,510	85,417	79,495	(75,012)
Apr	51,799	85,417	155,943	(4,486)
May	62,570	85,417		
Jun	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		
YTD Totals	<u>\$ 1,042,876</u>	<u>\$ 1,025,000</u>	<u>\$ 337,181</u>	

Home Rule Sales Tax



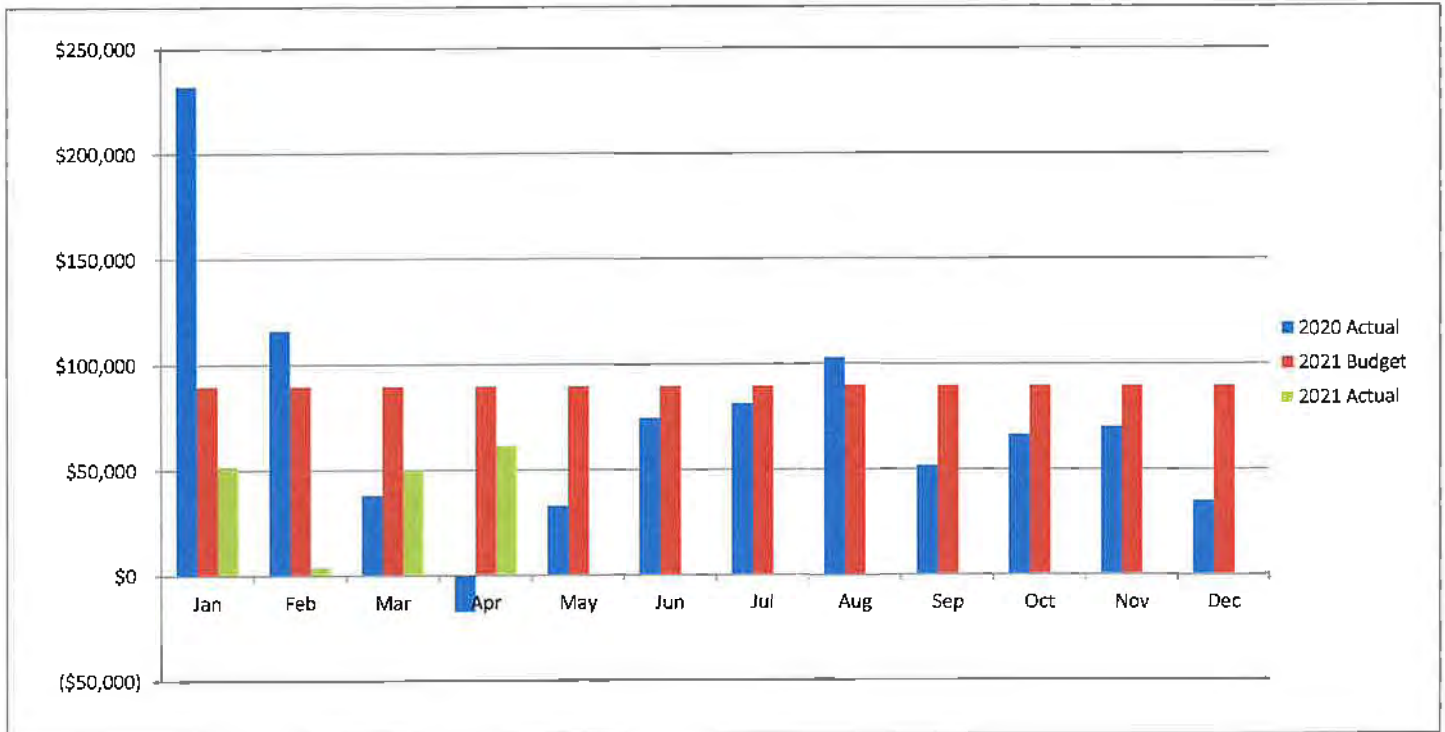
Month Received (Liability Period)	2020 Actual	2021 Budget	2021 Actual	Cumulative Variance 2021 Actual vs. Budget
Jan (Nov)	\$ 302,599	\$ 250,000	\$ 277,151	\$ 27,151
Feb (Dec)	290,185	250,000	255,823	32,974
Mar (Jan)	339,755	250,000	358,150	139,124
Apr (Feb)	273,057	250,000	283,885	173,009
May (Mar)	237,508	250,000		
Jun (Apr)	263,959	250,000		
Jul (May)	155,042	250,000		
Aug (Jun)	174,818	250,000		
Sep (Jul)	257,602	250,000		
Oct (Aug)	261,756	250,000		
Nov (Sep)	270,358	250,000		
Dec (Oct)	294,993	250,000		
YTD Totals	\$ 3,121,631	\$ 3,000,000	\$ 1,173,009	

Telecommunications Tax



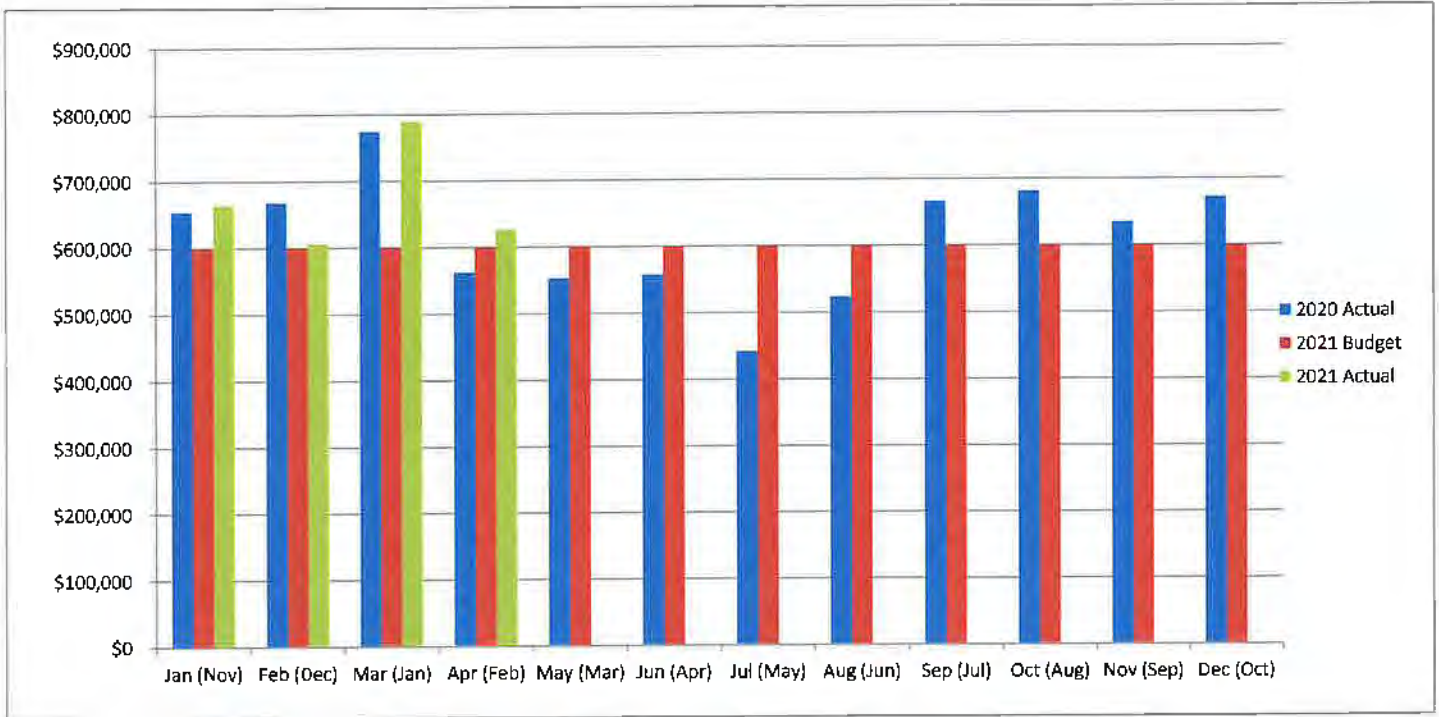
Month Received (Liability Period)	2020 Actual	2021 Budget	2021 Actual	Cumulative Variance 2021 Actual vs. Budget
Jan (Oct)	\$ 113,378	\$ 92,000	\$ 83,469	\$ (8,531)
Feb (Nov)	104,057	92,000	81,074	(19,457)
Mar (Dec)	102,651	92,000	87,837	(23,620)
Apr (Jan)	95,539	92,000	76,255	(39,365)
May (Feb)	97,540	92,000		
Jun (Mar)	100,389	92,000		
Jul (Apr)	98,467	92,000		
Aug (May)	93,701	92,000		
Sep (Jun)	93,153	92,000		
Oct (Jul)	105,359	92,000		
Nov (Aug)	99,607	92,000		
Dec (Sep)	85,022	92,000		
YTD Totals	\$ 1,188,862	\$ 1,104,000	\$ 328,635	

Building Permits



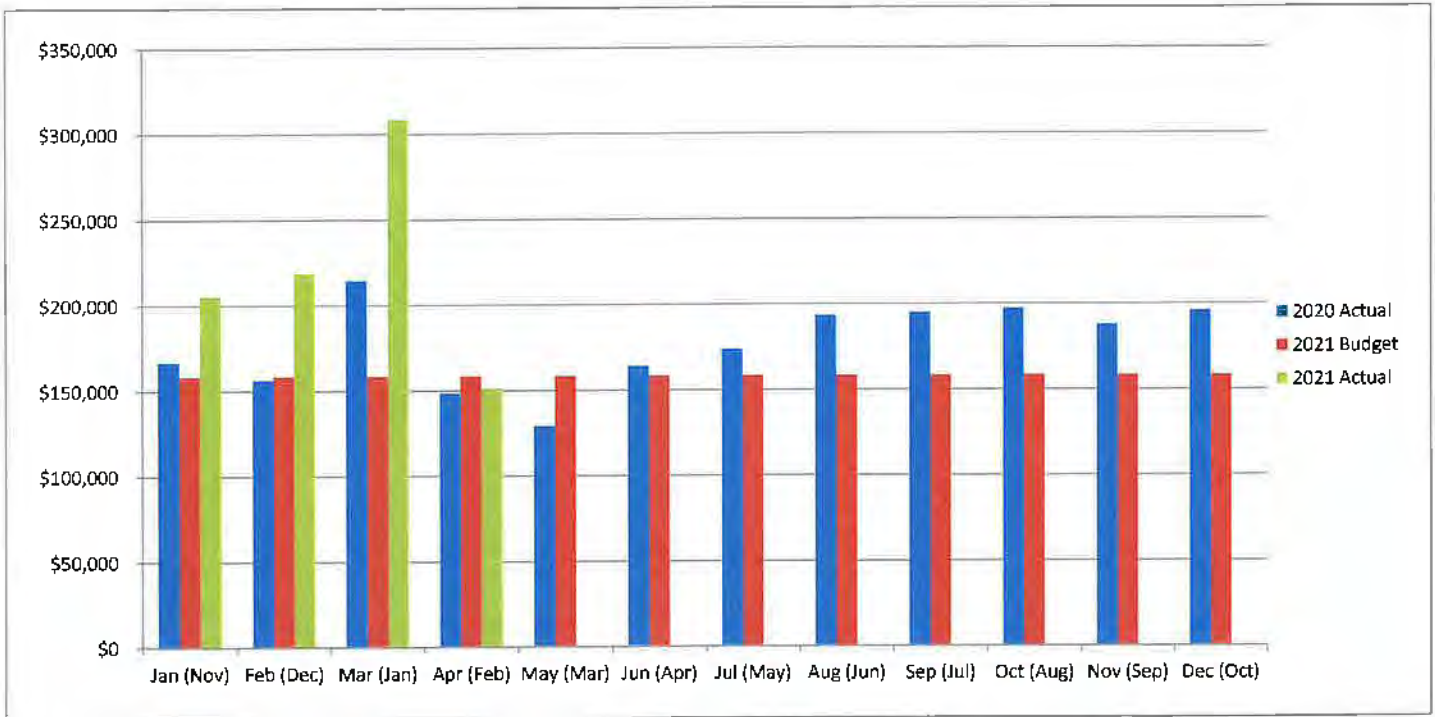
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 231,652	\$ 89,583	\$ 51,733	\$ (37,850)
Feb	116,033	89,583	3,842	(123,592)
Mar	37,924	89,583	50,114	(163,061)
Apr	(17,384)	89,583	61,384	(191,260)
May	32,716	89,583		
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		
YTD Totals	\$ 882,355	\$ 1,075,000	\$ 167,073	

State Sales Tax



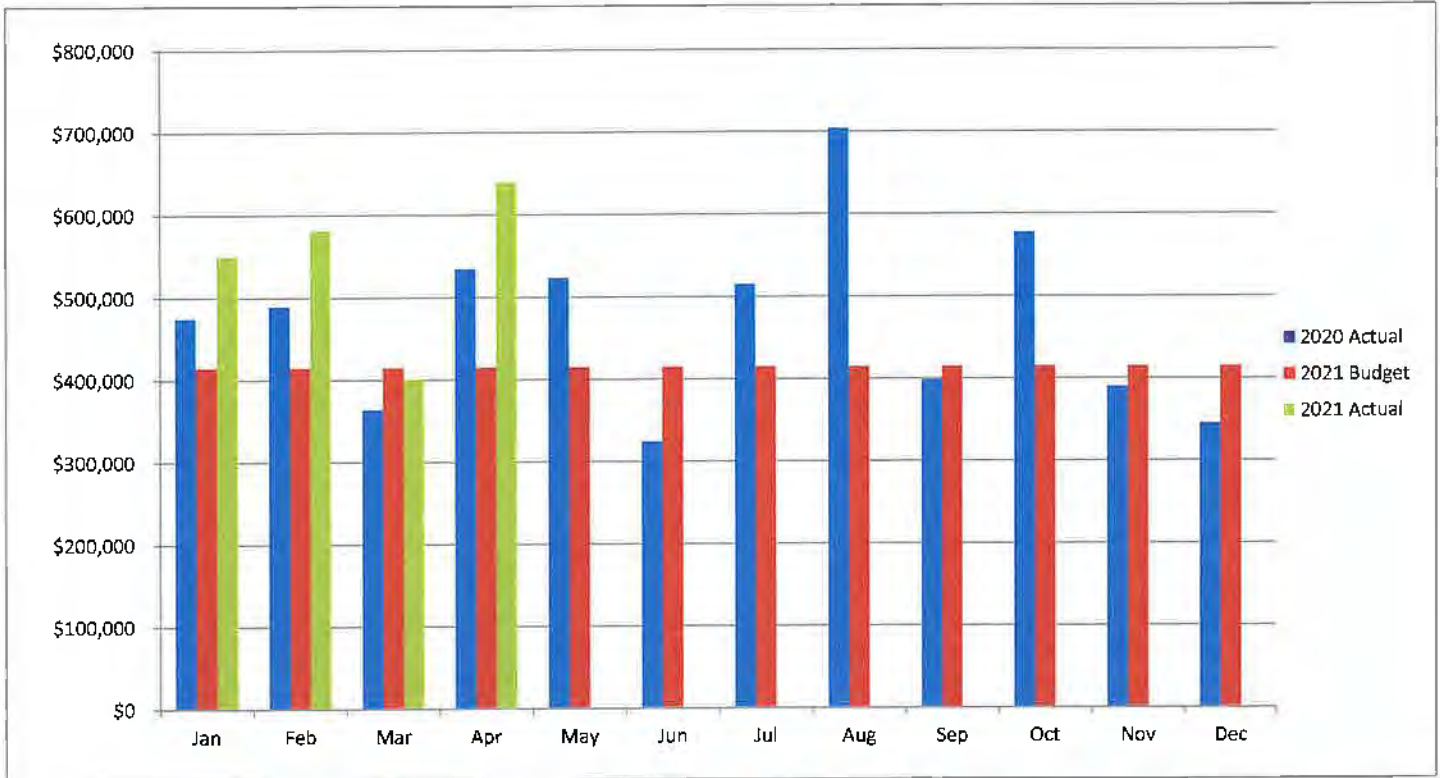
<u>Month Received (Liability Period)</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan (Nov)	\$ 654,701	\$ 600,000	\$ 664,123	\$ 64,123
Feb (Dec)	668,077	600,000	606,338	70,461
Mar (Jan)	774,498	600,000	789,650	260,111
Apr (Feb)	561,888	600,000	625,960	286,071
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		
YTD Totals	<u>\$ 7,388,298</u>	<u>\$ 7,200,000</u>	<u>\$ 2,686,071</u>	

Local Use Tax



Month Received (Liability Period)	2020 Actual	2021 Budget	2021 Actual	Cumulative Variance 2021 Actual vs. Budget
Jan (Nov)	\$ 166,765	\$ 158,333	\$ 205,303	\$ 46,970
Feb (Dec)	156,234	158,333	218,776	107,412
Mar (Jan)	214,375	158,333	308,720	257,799
Apr (Feb)	148,444	158,333	151,360	250,826
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		
YTD Totals	\$ 2,121,851	\$ 1,900,000	\$ 884,159	

Income Tax



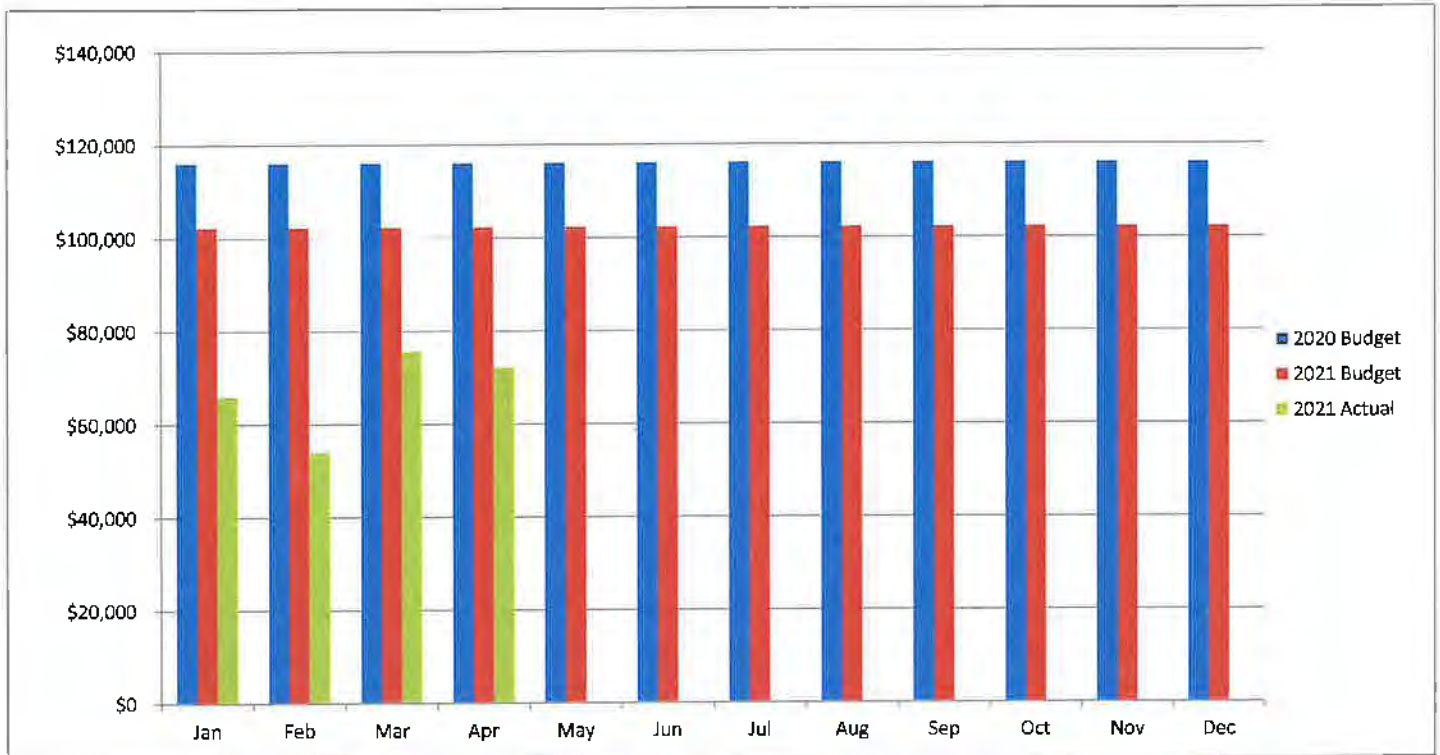
2019-2020		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2020 Actual</u>
Jan	Dec-19	\$ 474,910
Feb	Jan-20	489,288
Mar	Feb-20	363,834
Apr	Mar-20	534,381
May	Apr-20	523,208
Jun	May-20	324,080
Jul	Jun-20	514,626
Aug	Jul-20	703,605
Sep	Aug-20	398,672
Oct	Sep-20	577,312
Nov	Oct-20	390,094
Dec	Nov-20	345,364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

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	581,723
Mar	414,583	Feb-21	400,920
Apr	414,583	Mar-21	639,264
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	
	<u>\$ 4,975,000</u>		<u>\$ 2,172,142</u>

**Cumulative
Variance
2021 Actual
vs. Budget**

**\$ 135,652
302,791
289,128
513,809**

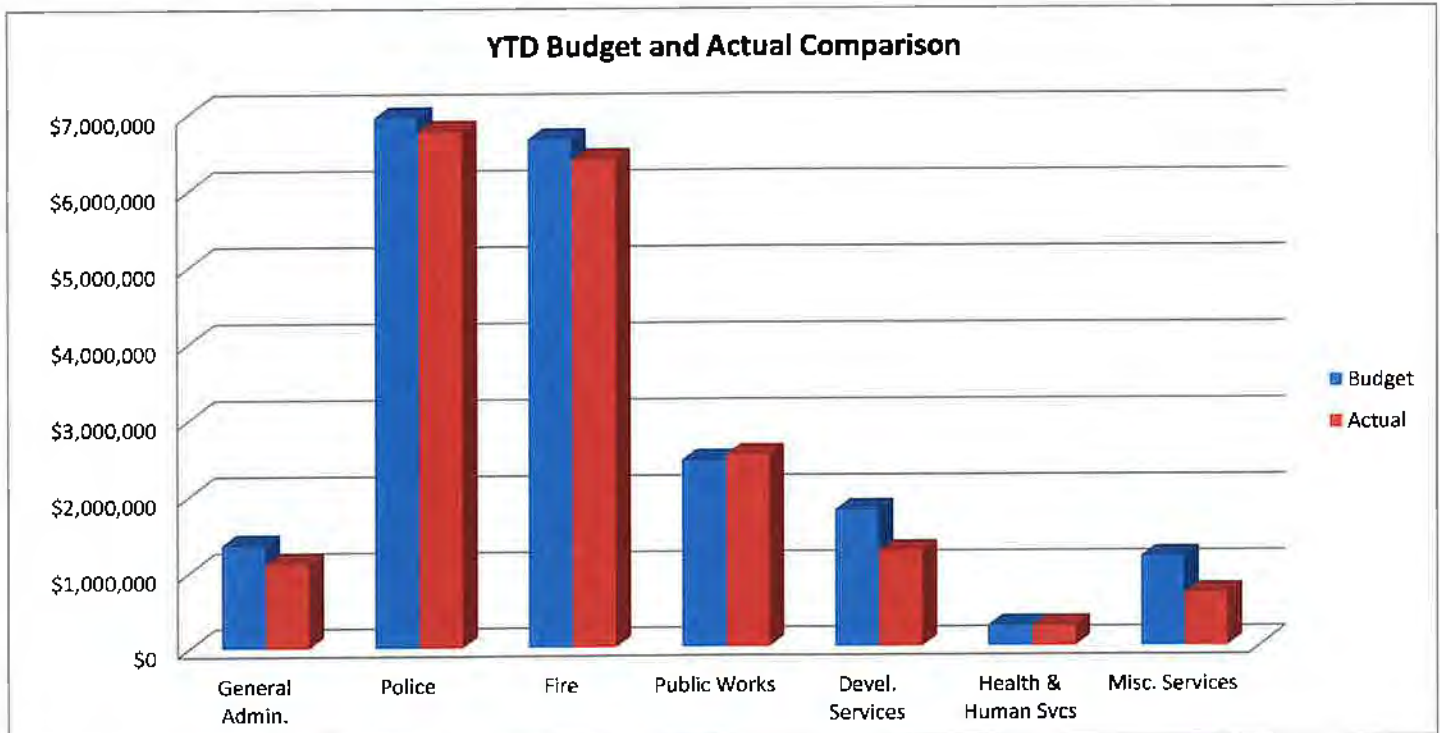
Fines



<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	54,027	(84,295)
Mar	116,017	102,167	75,644	(110,818)
Apr	116,017	102,167	72,130	(140,855)
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		
YTD Totals	<u>\$ 1,392,200</u>	<u>\$ 1,226,000</u>	<u>\$ 267,812</u>	

Expenditures: General Fund expenditures in April were \$1,051,117 below the budgeted figure of \$5,165,516. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 137,147	\$ 97,607	28.8%
Administration	222,293	138,095	37.9%
Legal	175,517	99,841	43.1%
Finance	385,540	365,043	5.3%
Village Clerk	78,427	66,635	15.0%
HRM	186,257	155,380	16.6%
Communications	85,383	89,170	-4.4%
Cable TV	59,927	57,040	4.8%
Emergency Operations	28,493	42,319	-48.5%
Police	6,951,707	6,772,885	2.6%
Fire	6,660,790	6,397,318	4.0%
Public Works	2,453,007	2,521,237	-2.8%
Development Services	1,793,617	1,254,061	30.1%
H&HS	269,617	266,169	1.3%
Miscellaneous	1,176,022	696,277	40.8%
TOTAL	\$ 20,663,742	\$ 19,019,078	8.0%



Department News

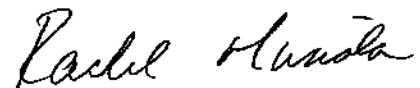
During the month of April, Finance staff attended the following training sessions:

- Attended a webinar offered by IGFOA "Utilizing TIF's and SSA's" (Finance Director).
- Attended the required Pension Trustee annual training (8 hours) (Finance Director).
- Attended virtual CentralSquare conference (Assistant Director of Finance).

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

- Coordinated various IGFOA Professional Education Committee meetings to plan for training in the future, including the upcoming state conference (Finance Director).
- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer and Finance Director).
- Attended Coffee with the Board (Finance Director).
- Attended Platzkonzert planning meetings to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Attended the HELP (High-Level Excess Liability Pool) member meeting (Finance Director).
- Multiple staff members from the Finance Department volunteered to assist with the vaccination clinics held at Village Hall over the past few weeks.

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

April-21

	Apr-21	YTD Apr-21	Apr-20	YTD Apr-20	% Inc / Dec	
					Month	Year
<u>Credit Card Transactions</u>						
Finance and Code Front Counter						
Number	397	1,101	3	1,207	13133.3%	-8.8%
Amount	\$ 57,954	218,707	\$ 123	160,546	46933.0%	36.2%
Internet Sales						
Number	2,627	10,098	2,363	9,219	11.2%	9.5%
Amount	\$ 326,293	1,255,917	\$ 323,665	1,166,885	0.8%	7.6%
Total						
Number	3,024	11,199	2,366	10,426	27.8%	7.4%
Amount	\$ 384,247	1,474,624	\$ 323,788	\$ 1,327,431	18.7%	11.1%
Credit Card Company Fees						
General Fund	\$ 37	146	\$ 37	872	0.0%	-83.3%
Water Fund	4,399	17,131	2,808	13,111	56.7%	30.7%
Total Fees	\$ 4,435	\$ 17,277	\$ 2,844	\$ 13,984	56.0%	23.6%
<u>Accounts Receivable</u>						
Invoices Mailed						
Number	46	155	28	268	64.3%	-42.2%
Amount	\$ 75,551	347,988	\$ 22,493	370,701	235.9%	-6.1%
Invoices Paid						
Number	43	204	41	295	4.9%	-30.8%
Amount	\$ 61,663	418,384	\$ 55,812	422,139	10.5%	-0.9%
Reminders Sent						
Number	3	55	9	65	-66.7%	-15.4%
Amount	\$ 900	50,093	\$ 2,381	30,543	-62.2%	64.0%
<u>Accounts Payable</u>						
Checks Issued						
Number	335	1,195	331	1,334	1.2%	-10.4%
Amount	\$ 967,733	5,058,706	\$ 3,246,088	9,236,304	-70.2%	-45.2%
Manual Checks Issued						
Number	35	74	22	115	59.1%	-35.7%
As % of Total Checks	10.45%	6.19%	6.65%	8.62%	57.2%	-28.2%
Amount	\$ 83,979	168,679	\$ 35,951	156,030	133.6%	8.1%
As % of Total Checks	8.68%	3.33%	1.11%	1.69%	683.5%	97.4%
<u>Utility Billing</u>						
New Utility Accounts	150	366	129	438	16.3%	-16.4%
Bills Mailed / Active Accounts	15,707	62,855	15,746	62,960	-0.2%	-0.2%
Final Bills Mailed	150	394	129	438	16.3%	-10.0%
Shut-Off Notices	886	3,739	-	2,790	N/A	34.0%
Actual Shut-Offs	-	-	-	188	N/A	-100.0%
Total Billings	\$ 1,834,793	7,250,153	\$ 1,797,701	7,231,660	2.1%	0.3%
Direct Debit (ACH) Program						
New Accounts	45	260	63	309	-28.6%	-15.9%
Total Accounts	4,952	19,668	4,498	17,697	10.1%	11.1%
As % of Active Accounts	31.53%	31.29%	28.57%	28.11%	3.0%	11.3%
Water Payments Received in Current Month						
Total Bills Mailed	15,707	62,855	15,746	62,960	-0.2%	-0.2%
ACH Payments	4,952	19,668	4,498	17,697	10.1%	11.1%
ACH Payments-% of Total Bills	31.53%	31.29%	28.57%	28.11%	10.4%	11.3%
On-line Payments (Internet Sales)	1,954	7,765	1,793	7,190	9.0%	8.0%
On-line Payments-% of Total Bills	12.44%	12.35%	11.39%	11.42%	9.2%	8.2%
Over-the-phone Payments	487	1,923	536	2,113	-9.1%	-9.0%
Over-the-phone Payments-% of Total Bills	3.10%	3.06%	3.40%	3.36%	-8.9%	-8.8%
Mail-in Payments	8,046	32,359	8,173	34,666	-1.6%	-6.7%
Mail-in Payments-% of Total Bills	51.23%	51.48%	51.91%	55.06%	-1.3%	-6.5%

WATER BILLING ANALYSIS
04/30/2021

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
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
February	4,480	4,234	4,540
March	3,916	4,020	4,208
April	4,227	4,423	4,254
13 Month Average -	4,423	4,365	4,779
% Change -	-2.3%	-1.3%	9.5%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>			
	<u>Apr-20</u>	<u>Apr-21</u>	<u>% Change</u>	<u>Apr-20</u>	<u>Apr-21</u>	<u>% Change</u>	
Residential	14,819	14,810	-0.1%	Residential	\$ 62.04	\$ 61.91	-0.2%
Commercial	927	897	-3.2%				
Total	15,746	15,707	-0.2%				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Apr-20</u>	<u>Apr-21</u>	<u>% Change</u>	<u>Apr-20</u>	<u>Apr-21</u>	<u>% Change</u>	
Residential	68	63	-4.5%	Residential	253	257	1.6%
Commercial	35	37	5.7%	Commercial	152	137	-9.9%
	101	100	-1.0%		405	394	-2.7%

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		8,910,133.05			0.041
Illinois Funds - Veterans Memorial	05/01/92		314.01			0.041
Veritex SDA	11/07/08		6,455,723.98			0.020
CD with PMA	08/22/13		5,848,500.00	5,848,500.00	5,865,433.68	0.260
			<u>21,214,671.04</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		84,379.89			0.041
Chase Money Market			4.86			
			<u>84,384.75</u>			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,372.23			0.041
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		55,991.02			0.041
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		845.45			0.041
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		7,976.93			0.041
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		9,806.85			0.041
Veritex SDA	11/07/08		3,780.03			0.020
			<u>13,586.88</u>			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		11,259.06			0.041
Veritex SDA	02/10/11		259,488.73			0.020
			<u>270,747.79</u>			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		38,591.81			0.041
Veritex SDA	01/07/09		3,314,957.74			0.020
			<u>3,353,549.55</u>			
<u>Prairie Stone Capital</u>						
Illinois Funds	08/22/91		774,622.69			0.041
Veritex SDA	02/10/11		91,550.51			-
			<u>866,173.20</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Road Improvement</u>						
Illinois Funds	01/01/15		1,924,004.68			
Chase Money Market	03/06/18		1,140,107.76			0.010
Veritex SDA			907,635.56			0.020
			3,971,748.00			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		13,756.07			0.041
Veritex SDA	01/07/09		248,516.17			0.020
			262,272.24			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		23,467.28			0.041
Veritex SDA	01/07/09		71,269.09			0.020
			94,736.37			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,316.25			0.041
Veritex SDA	11/07/08		328,497.38			0.020
			331,813.63			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		10,256.50			0.041
Veritex SDA	11/07/08		753,153.62			0.020
Chase Money Market	03/06/18		7,495,426.60			0.010
			8,258,836.72			
<u>Water and Sewer-2017 Bond Projects</u>						
Veritex SDA	09/13/17		3,085,585.22			0.020
<u>Water and Sewer-2019 Bond Projects</u>						
Veritex SDA	09/13/17		520,662.82			0.020
<u>Sears Operating</u>						
Illinois Funds			29.05			
<u>Sears Centre</u>						
H.E. Community Bank-MaxSafe			659.39			
<u>Insurance</u>						
Illinois Funds	11/10/87		16,453.03			0.041
Veritex SDA	11/07/08		2,176,529.78			0.020
			2,192,982.81			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Information Systems</u>						
Illinois Funds	02/01/98		81,163.93			0.041
Veritex SDA	11/07/08		611,168.31			
			692,332.24			
<u>EDA Special Tax Alloc.</u>						
Veritex SDA	11/07/08		5,476,992.70			
Chase Money Market	03/14/19		7,501,036.28			
			12,978,028.98			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,620.74			0.041
Chase Money Market			1,000,276.24			
Veritex SDA	11/07/08		114,991.50			0.020
			1,122,888.48			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		119,132.66			0.041
Chase Money Market			200,055.26			
			319,187.92			
<u>2019 Captial Project Fund</u>						
Veritex SDA	09/13/17		27,792.90			0.020
Total Investments			\$ 59,731,855.61			
Total Invested Per Institution				<u>Percent Invested</u>		
Illinois Funds			12,097,493.18	20.25		
IMET			0.00	-		
IMET Convenience Fund			0.00	-		
Chase Money Market			17,336,907.00	29.02		
CD with PMA			5,848,500.00	9.79		
HE Community Bank-MaxSafe			659.39	0.00		
Bank of New York Money Market			0.00	-		
Veritex at PMA			24,448,296.04	40.93		
			\$59,731,855.61	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				<u>Percent Invested</u>		
Illinois Funds			11,322,870.49	24.68		
IMET			0.00	-		
HE Community Bank-MaxSafe			659.39	0.00		
Chase Money Market			9,835,870.72	21.43		
CD with PMA			5,848,500.00	12.75		
Veritex at PMA			18,879,752.83	41.14		
			\$45,887,653.43	100.00		

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Fund						
Total Investments - Operating Funds				\$46,933,187.01		
Total Investments - Debt Service Funds				\$0.00		
Total Investments - Trust Funds				\$0.00		
Total Investments - Capital Projects Funds				\$12,798,668.60		
Total Investments - All Funds				<u>\$59,731,855.61</u>		

**OPERATING REPORT SUMMARY
REVENUES**

April 30, 2021

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	150,000	550,769	8,650,000	5,864,989	16,314,510	35.9%	
Hotel Tax	83,333	51,759	333,333	144,269	1,000,000	14.4%	
Real Estate Transfer Tax	85,417	155,943	341,667	337,181	1,025,000	32.9%	
Home Rule Sales Tax	250,000	283,885	1,000,000	1,173,009	3,000,000	39.1%	
Telecommunications Tax	92,000	76,255	368,000	328,634	1,104,000	29.8%	
Property Tax - Fire	40,000	173,172	2,050,000	1,841,725	4,287,700	43.0%	
Property Tax - Police	100,000	203,181	2,503,835	2,160,307	5,437,670	39.7%	
Other Taxes	83,382	69,206	333,527	217,157	1,000,580	21.7%	
Total Taxes	884,132	1,564,170	15,580,362	12,067,272	33,169,460	36.4%	
Business Licenses	100,000	203,345	125,000	236,963	350,000	67.7%	
Liquor Licenses	100,000	207,338	110,000	214,768	275,000	78.1%	
Building Permits	89,583	61,384	358,333	167,073	1,075,000	15.5%	
Other Licenses & Permits	917	443	3,667	1,087	11,000	9.9%	
Total Licenses & Permits	290,500	472,510	597,000	619,890	1,711,000	36.2%	
Sales Tax	600,000	625,960	2,400,000	2,686,070	7,200,000	37.3%	
Local Use Tax	158,333	151,360	633,333	884,159	1,900,000	46.5%	
State Income Tax	414,583	639,264	1,658,333	2,172,142	4,975,000	43.7%	
Replacement Tax	20,983	84,037	83,933	150,596	251,800	59.8%	
Other Intergovernmental	46,409	16,798	185,637	212,543	556,910	38.2%	
Total Intergovernmental	1,240,309	1,517,419	4,961,237	6,105,510	14,883,710	41.0%	
Engineering Fees	25,000	91,744	100,000	113,683	300,000	37.9%	
Ambulance Fees	182,500	114,938	730,000	500,671	2,190,000	22.9%	
Police Hireback	31,250	40,406	125,000	169,252	375,000	45.1%	
Lease Payments	42,204	28,933	168,817	255,940	506,450	50.5%	
Cable TV Fees	40,000	34,427	230,000	212,493	765,000	27.8%	
4th of July Proceeds	-	-	-	-	87,750	0.0%	
Employee Payments	133,333	172,723	533,333	618,613	1,600,000	38.7%	
Hireback - Arena	12,146	-	48,583	-	145,750	0.0%	
Rental Inspection Fees	-	6,023	125,000	212,828	275,000	77.4%	
Other Charges for Services	73,458	62,742	293,833	311,186	881,500	35.3%	
Total Charges for Services	539,892	551,936	2,354,567	2,394,666	7,126,450	33.6%	
Court Fines-County	10,000	-	40,000	-	120,000	0.0%	
Ticket Fines-Village	29,167	14,618	116,667	55,478	350,000	15.9%	
Overweight Truck Fines	500	210	2,000	970	6,000	16.2%	
Red Light Camera Revenue	54,167	56,565	216,667	200,104	650,000	30.8%	
Local Debt Recovery	8,333	736	33,333	11,259	100,000	11.3%	
Total Fines & Forfeite	102,167	72,130	408,667	267,811	1,226,000	21.8%	
Total Investment Earnings	22,917	1,601	91,667	6,298	275,000	2.3%	
Reimburse/Recoveries	12,500	18,702	50,000	49,735	150,000	33.2%	
S.Barrington Fuel Reimbursement	2,500	2,654	10,000	9,360	30,000	31.2%	
Shaumburg Twn Fuel Reimbursement	2,500	2,664	10,000	8,073	30,000	26.9%	
Tollway Payments	-	900	-	4,600	-	N/A	
Other Miscellaneous	19,258	6,631	77,033	19,496	231,100	8.4%	
Total Miscellaneous	36,758	31,550	147,033	91,264	441,100	20.7%	
Total Operating Transfers In	87,833	100,015	351,333	398,316	1,054,000	37.8%	
Total General Fund	3,204,508	4,311,330	24,491,865	21,951,026	59,886,720	36.7%	33.3%

**OPERATING REPORT SUMMARY
REVENUES**

April 30, 2021

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Water & Sewer Fund							
Water Sales	1,664,496	1,502,665	6,657,983	5,946,861	19,973,950	29.8%	
Connection Fees	1,667	9,075	6,667	9,075	20,000	45.4%	
Cross Connection Fees	3,167	3,231	12,667	12,919	38,000	34.0%	
Penalties	8,333	9,300	33,333	31,791	100,000	31.8%	
Investment Earnings	3,333	44	13,333	171	40,000	0.4%	
Other Revenue Sources	6,292	3,113	25,167	12,245	75,500	16.2%	
Capital Projects	-	55	-	228	2,005,000	0.0%	
Total Water Fund	1,687,288	1,527,482	6,749,150	6,013,289	22,252,450	27.0%	33.3%
Motor Fuel Tax Fund	248,917	146,936	995,667	1,181,216	2,987,000	39.5%	
Community Dev. Block Grant Fund	53,415	-	213,660	31,599	640,980	4.9%	
Asset Seizure Fund	83	11,792	333	63,225	1,000	6322.5%	
Municipal Waste System Fund	244,766	234,553	979,063	965,983	2,937,190	32.9%	
NOW Arena Operating Fund	352,152	359,357	1,408,607	1,379,608	4,225,820	32.6%	
NOW Arena Activity Fund	397,443	177,823	1,589,770	680,963	4,769,310	14.3%	
Stormwater Management	69,617	44,839	278,467	182,774	835,400	21.9%	
Insurance Fund	133,582	124,249	534,327	497,812	1,602,980	31.1%	
Roselle Road TIF	25,167	5,029	100,667	215,314	302,000	71.3%	
Barrington/Higgins TIF	50,478	39,099	201,913	349,848	605,740	57.8%	
Lakewood Center TIF	33,466	-	133,863	-	401,590	0.0%	
Higgins-Old Sutton TIF	3,587	-	14,347	-	43,040	0.0%	
Higgins/Hassell TIF	25,013	-	100,050	448,430	300,150	149.4%	
Information Systems	111,454	109,860	445,817	439,091	1,337,450	32.8%	
Total Spec Rev. & Int. Svc. Fund	1,749,138	1,253,538	6,996,550	6,435,862	20,989,650	30.7%	
TOTAL OPERATING FUNDS	6,640,933	7,092,350	38,237,565	34,400,177	103,128,820	33.4%	33.3%
2015A & C G.O. Debt Service	-	-	-	-	3,576,650	0.0%	
2015B G.O. Debt Service	-	-	-	-	123,900	0.0%	
2016 G.O. Debt Service	21,357	21,357	227,382	227,382	436,700	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	177,550	0.0%	
2018 G.O. Debt Service	69,787	69,787	604,906	604,906	2,863,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	91,144	91,144	832,288	832,288	7,314,700	11.4%	33.3%
Central Rd. Corridor Fund	17	0	67	3	200	1.3%	
Hoffman Blvd Bridge Maintenance	125	5	500	20	1,500	1.3%	
Western Corridor Fund	62,500	59	250,000	235	750,000	0.0%	
Prairie Stone Capital Fund	833	27	3,333	175	10,000	1.8%	
Central Area Rd. Impr. Imp. Fee	13	-	50	-	150	0.0%	
Capital Improvements Fund	149,675	210,650	598,700	912,807	1,796,100	50.8%	
Capital Vehicle & Equipment Fund	63,577	63,481	254,307	253,926	762,920	33.3%	
Capital Replacement Fund	167	6	667	23	2,000	1.1%	
2015 Project Fund	-	0	-	1	-	N/A	
Road Improvement Fund	549,050	956,081	2,196,200	3,127,322	6,588,600	47.5%	
TOTAL CAP. PROJECT FUNDS	825,956	1,230,309	3,303,823	4,294,512	9,911,470	43.3%	33.3%
Police Pension Fund	583,839	3,030,464	2,335,357	9,877,931	7,006,070	141.0%	
Fire Pension Fund	513,008	246,520	2,052,033	4,653,748	6,156,100	75.6%	
TOTAL TRUST FUNDS	1,096,848	3,276,984	4,387,390	14,531,679	13,162,170	110.4%	33.3%
TOTAL ALL FUNDS	8,654,880	11,690,787	46,761,066	54,058,656	133,517,160	40.5%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 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>			
General Fund							
General Admin.							
Legislative	34,287	23,385	137,147	97,607	411,440	23.7%	
Administration	55,573	43,363	222,293	138,095	666,880	20.7%	
Legal	43,879	19,716	175,517	99,841	526,550	19.0%	
Finance	96,385	100,432	385,540	365,043	1,156,620	31.6%	
Village Clerk	19,607	16,569	78,427	66,635	235,280	28.3%	
Human Resource Mgmt.	46,564	36,982	186,257	155,380	558,770	27.8%	
Communications	21,346	19,164	85,383	89,170	256,150	34.8%	
Cable TV	14,982	11,719	59,927	57,040	179,780	31.7%	
Emergency Operations	7,123	3,278	28,493	42,319	85,480	49.5%	
Total General Admin.	339,746	274,607	1,358,983	1,111,131	4,076,950	27.3%	33.3%
Police Department							
Administration	126,184	96,450	504,737	440,906	1,514,210	29.1%	
Juvenile Investigations	50,618	40,216	202,473	197,595	607,420	32.5%	
Tactical	101,305	70,194	405,220	372,739	1,215,660	30.7%	
Patrol and Response	1,043,244	813,462	4,172,977	4,211,006	12,518,930	33.6%	
Traffic	98,136	69,501	392,543	313,605	1,177,630	26.6%	
Investigations	131,437	105,491	525,747	522,371	1,577,240	33.1%	
Community Relations	542	509	2,167	509	6,500	7.8%	
Communications	47,509	95,018	190,037	237,545	570,110	41.7%	
Canine	17,853	14,260	71,410	70,747	214,230	33.0%	
Special Services	14,937	1,404	59,747	11,118	179,240	6.2%	
Records	25,927	24,310	103,707	96,598	311,120	31.0%	
Administrative Services	80,236	74,416	320,943	298,145	962,830	31.0%	
Total Police	1,737,927	1,406,231	6,951,707	6,772,885	20,855,120	32.5%	33.3%
Fire Department							
Administration	76,858	55,565	307,433	226,489	922,300	24.6%	
Public Education	6,322	3,226	25,287	15,749	75,860	20.8%	
Suppression	818,720	637,353	3,274,880	3,128,727	9,824,640	31.8%	
Emer. Med. Serv.	709,165	566,327	2,836,660	2,813,700	8,509,980	33.1%	
Prevention	50,766	85,112	203,063	198,389	609,190	32.6%	
Fire Stations	3,367	3,900	13,467	14,264	40,400	35.3%	
Total Fire	1,665,198	1,351,483	6,660,790	6,397,318	19,982,370	32.0%	33.3%
Public Works Department							
Administration	31,975	48,482	127,900	137,090	383,700	35.7%	
Snow/Ice Control	153,408	96,268	613,630	1,077,716	1,840,890	58.5%	
Pavement Maintenance	44,018	30,401	176,070	109,934	528,210	20.8%	
Forestry	90,138	74,197	360,550	233,872	1,081,650	21.6%	
Facilities	96,732	86,216	386,927	277,850	1,160,780	23.9%	
Fleet Services	100,697	96,707	402,787	376,384	1,208,360	31.1%	
F.A.S.T.	16,208	10,330	64,833	38,463	194,500	19.8%	
Storm Sewers	14,422	12,281	57,687	41,953	173,060	24.2%	
Traffic Control	65,656	57,023	262,623	227,973	787,870	28.9%	
Total Public Works	613,252	511,904	2,453,007	2,521,237	7,359,020	34.3%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 2021

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	35,212	32,323	140,847	129,017	422,540	30.5%	
Planning & Transportation	53,233	51,394	212,930	187,957	638,790	29.4%	
Code Enforcement	134,493	122,113	537,973	484,156	1,613,920	30.0%	
Engineering	101,606	87,482	406,423	352,324	1,219,270	28.9%	
Economic Development	123,861	24,145	495,443	100,606	1,486,330	6.8%	
Total Development Services	448,404	317,457	1,793,617	1,254,061	5,380,850	23.3%	33.3%
Health & Human Services	67,404	78,804	269,617	266,169	808,850	32.9%	33.3%
Miscellaneous							
4th of July	(70)	(70)	1,399	1,399	155,070	0.9%	
Police & Fire Comm.	8,513	117	34,053	634	102,160	0.6%	
Misc. Boards & Comm.	20,299	7,343	81,197	28,505	243,590	11.7%	
Misc. Public Improvements	264,843	166,524	1,059,373	665,740	3,178,120	20.9%	
Total Miscellaneous	293,586	173,914	1,176,022	696,277	3,678,940	18.9%	33.3%
Total General Fund	5,165,516	4,114,399	20,663,742	19,019,078	62,142,100	30.6%	33.3%
Water & Sewer Fund							
Water Department	1,102,568	1,030,885	4,410,270	4,028,366	13,230,810	30.4%	
Sewer Department	192,333	166,270	769,333	626,646	2,308,000	27.2%	
Billing Division	73,483	76,061	293,930	284,545	881,790	32.3%	
Capital Projects Division	9,382	9,382	159,076	159,076	3,560,860	4.5%	
2015 Bond Capital Projects	-	-	-	-	422,500	0.0%	
2017 Bond Capital Projects	55,492	55,492	293,579	293,579	1,435,620	20.4%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
2019 Bond Capital Projects	107,171	107,171	289,893	289,893	622,530	46.6%	
Total Water & Sewer	1,540,428	1,445,260	6,216,082	5,682,106	22,709,750	25.0%	33.3%
Motor Fuel Tax	712,394	712,394	2,289,295	2,289,295	3,480,000	65.8%	
Community Dev. Block Grant Fund	5,739	5,739	21,406	21,406	585,550	3.7%	
Asset Seizure Fund	23,791	33,981	95,163	134,496	285,490	47.1%	
Municipal Waste System	248,263	246,416	993,050	801,210	2,979,150	26.9%	
NOW Arena Operating Fund	357,765	163,916	1,431,060	793,402	4,293,180	18.5%	
NOW Arena Activity Fund	397,443	179,528	1,589,770	550,528	4,769,310	11.5%	
Stormwater Management	42,354	-	169,417	-	508,250	0.0%	
Insurance	147,810	34,501	591,240	970,192	1,773,720	54.7%	
Information Systems	145,621	222,801	582,483	546,733	1,747,450	31.3%	
Roselle Road TIF	139,003	-	556,013	-	1,668,040	0.0%	
Barrington/Higgins TIF	1,087	-	4,347	-	13,040	0.0%	
Lakewood Center TIF	33,466	-	133,863	-	401,590	0.0%	
Higgins-Old Sutton TIF	3,587	-	14,347	-	43,040	0.0%	
Higgins/Hassell TIF	420	-	1,680	448,430	5,040	8897.4%	
TOTAL OPERATING FUNDS	8,964,686	7,158,939	35,352,958	31,256,874	107,404,700	29.1%	33.3%
2015A G.O. Debt Service	-	-	-	-	3,576,650	0.0%	
2015 G.O. Debt Service	-	-	-	-	123,900	0.0%	
2016 G.O. Debt Service	475	475	475	475	437,200	0.1%	
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%	
TOTAL DEBT SERV. FUNDS	475	475	475	475	7,315,200	0.0%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 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	133,333	133,332	400,000	33.3%	
Prairie Stone Capital	56,667	2,500	226,667	21,095	680,000	3.1%	
Western Area Traffic Imp.	-	-	-	3,638	-	N/A	
Capital Improvements Fund	168,444	87,429	673,777	349,716	2,021,330	17.3%	
Capital Vehicle & Equipment Fund	63,477	30,668	253,907	231,896	761,720	30.4%	
Capital Replacement Fund	58,333	58,333	233,333	233,332	700,000	33.3%	
2015 Project Fund	-	-	-	17,198	-	N/A	
Road Improvement Fund	554,635	4,309	2,218,540	33,503	6,655,620	0.5%	
TOTAL CAP. PROJECT FUNDS	934,889	216,572	3,739,557	1,023,711	11,218,670	9.1%	33.3%
Police Pension Fund	613,029	653,516	2,452,117	2,589,606	7,356,350	35.2%	
Fire Pension Fund	553,209	565,799	2,212,837	2,332,212	6,638,510	35.1%	
TOTAL TRUST FUNDS	1,166,238	1,219,315	4,664,953	4,921,817	13,994,860	35.2%	33.3%
TOTAL ALL FUNDS	11,066,288	8,595,300	43,757,943	37,202,877	139,933,430	26.6%	33.3%



Village of Hoffman Estates Information Systems Department

2021 APRIL MONTHLY REPORT

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April Synopsis

- Successfully implemented process to email Paycheck Vouchers to all employees.
- Worked on changes to our GovQA webpage to insert the Public Records search option. Waiting on final approval.
- Held several meetings with CentralSquare, which included Development Services staff, to plan next steps in Community Development software implementation project. Continued software testing.

CentralSquare/GovQA Support Cases

- Worked with CST Support to restore access for all users to the databases after reports that users were denied access.
- Reported the issues where we weren't able to access content in Cognos 11 for Community Development. Support restored our access.
- Resolved issue with the emailing of Paycheck Vouchers with the assistance of CentralSquare Support.
- Contacted Support to verify that their router connected to our network was still needed for printing, which they confirmed.
- Open and closed case to refresh Training databases with 4/20/21 live data.
- Open and close case to remove terminated user.
- Open and close case to run SQL script to update RRL License Deadline date.

Project Activities

- Community Development software was updated to 21.1 and this required us to confirm that everything was working as expected. To that end, Fresh Desk ticket resolved issues were retested to verify that they did not resurface.
- Email from workflow issue was resolved.
- Tested a GIS issue that was fixed in Community Development 20.3.
- Held meeting with GIS administrator to discuss the possibilities of extracting data from CommunityPLUS for import into GIS when owners' records are corrected. We already have the extraction working for owner changes.
- Met with CentralSquare Project Managers and discussed Testing Plan and Testing Matrix.
- Reviewed Testing Matrix and will need clarification from CST on which items should be tested.

Work Orders

- Developed Network Access Form section for requesting access to CentralSquare and GovQA and met with IS staff to review and modify.
- Added access to employee as Time Entry Supervisor.
- Completed mock-up of changes to GovQA webpage to include Public Records Search.
- Created SQL script to update RRL License Deadline date.
- Applied PL Penalties.
- Applied RRL Penalties.
- Created two event studio Cognos reports to notify Development Services Code Department and Information Systems when a staff member is off that day.
- Removed users from PLUS and GovQA.
- After seeing communication from PD stat that expressed uncertainty as to how GovQA's 5 day notifications were being generated, sent an email to all involved that explained the process.
- Added a new Liquor License Category for Business Licensing.
- Reviewed GovQA Spam.
- Reviewed Pay run for emailing vouchers for both pay runs in April.
- Worked with Front Counter staff to EVOID a receipt and then process it correctly.
- Reviewed and researched a request by the front counter to add a location which didn't need to be added.
- Added a location per Development Services.
- Added range locations per front counter.
- Added a location per the Fire Administration.
- Updated a location that had an address change.
- Assisted user in Development Services with resetting their Plus password and then approving their requisitions.
- Create a copy of a Fire Administration Inspection Letter and added a prompt to handle a situation when multiple inspection types fail, it pulls the correct reinspection date in.
- Created a Cognos report of Business Tax History for Stonegate, which includes a prompt for the Business Name to allow use for other businesses on demand.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on 4/5/2021 and 4/19/2021.

Training

- Met with Payroll coordinator to walk through process of generating the pay run with email paycheck voucher setup.

Meetings

- Biweekly meeting with IS Director on April 5th and 19th.
- Attended a week long CentralSquare Virtual Conference.
- Attended meeting with IS Director regarding GOVQA and what options they are implementing to replace their Mobile App.

Geographic Information System Review

April Synopsis

- *GNSS Hardware Updates:* ESRI launched ArcGIS Field Maps at the end of 2020, an app that will replace both Collector and Explorer—two products we use for mobile operations. In anticipation of the eventual discontinuation of support, we'll be transitioning all users to the new Field Maps app. The timing is convenient as I'm currently configuring our new field iPad as well as working on the PW-GIS integration project. The iPad apps were updated to record GPS metadata, which will allow GIS users to determine the accuracy of the feature. Additionally, the EOS app was updated to allow our EOS GNSS unit to collect orthometric height. KARA was also contacted to acquire updated information regarding our access to their RTK network. The iPad was field tested and all updates worked.
- *Village Plat Digitization:* Westbury 4 and Highland Woods were digitized in April. 257 survey lines and 3 right-of-ways were also created. 136 Highland Woods parcels were modified. Winston Knolls Unit 3 was also started.
- *PW-GIS Integration:* After discussing our findings via the spreadsheet listing of Sean's AGO account, we determined that there were 4 essential maps to convert and integrate into our current roster of maps. Sean was tasked with creating desktop copies of these maps, as a first step toward generating services from them and eventually recreating them as webmaps. The copies have been created, but there are a handful of features that exist in Sean's account that will still need to be recreated in our LGIM database. This work is ongoing and will continue in May.

Work Orders

- Webmap Request: 2020 aerial added to Hoffnet (GIS)
- Map Request: FEMA flood zone (DS-E)
- Map Request: sanitary route Pfizer lift to MWRD interceptor (DS-E)
- Map Request: Highlands sanitary utilities (PW)
- Map Request: JAWA station (PW)
- Map Request: 1199 Woodcreek lift station (GG)
- Map Request: desktop copy of AGO maps for PW-GIS (GIS)
- Map Request: fire mapbook annotation updates (FD)
- Data Request: total water main valves (PW)
- Data Request: parcel field update 1555 N Barrington (IS)
- Data Request: hydrants on 4" main (PW)
- Data Request: utility point feature spreadsheet (GIS)

Administration

- Monthly report
- Engineering plotter paper refill
- GIS description for IS departmental information
- NWCDS Fall 2020 aerial download and processing
- ArcGIS install for M. Gericke
- iPad: KARA contacted, apps downloaded and configured, case purchase

Training

- Record GPS metadata (ESRI) and Orthometric Height capture (Anatum)

Meetings

- Bi-Weekly w/F. Besenhoffer (4/5, 4/20)
- GIS & Development Services w/DS staff (4/5)
- Owner Change Data w/ C. Errichiello (4/21)

Project Activities

Project – Motorola P1

- During the month of April, I.S. staff continued to work on freshly rolled out Motorola P1 CAD System. During the initial phase, I.S. Staff was able to identify few computers that were misconfigured and fixed the local configuration issues. Majority of problems were addressed by Motorola and NWCD team. There are however few issues, that might have something to do with the network configurations. Motorola, NWCD IT team and IT teams from other towns work together on rectifying the intermittent issues. I.S. Staff continuously monitors the situation, and addresses the issues as they become evident.

Project – Tenable

- During the month of March, I.S. Staff installed and configured new system which allows for internal vulnerability assessment. This program runs internally and tries penetrate, scan our networks in order to discover potential problems, compliancy issues and vulnerabilities. This automated system helps to develop and prioritize approach in which I.S. Staff will address the potential shortcomings with our systems or computers. I.S. Staff is currently researching the best way to utilize the system and is developing a process on how to best use it.

Project – Virtualization Improvements

- I.S. Staff installed and relocated new NAS storage device to the Police Department. This will improve redundancy and reliability. With the addition to our virtual infrastructure, I.S. Staff also installed third Hypervisor Server. This further improves reliability and redundancy of our systems and allows for seamless transfers of the virtual machines. Additionally, I.S. Staff configured replication within our virtual cluster. This particular feature allows for quick and smooth transition in the case of a failure.

Security and Other Updates

- I.S. Staff assisted Fire Department with the MDT reconfiguration and subsequent vehicle relocations.
- I.S. Staff worked with LexisNexis support on fix between LexisNexis and the New Motorola P1 CAD system.
- I.S. Staff started preparation for the deployment of five new MDT computers for our Fire Department.
- I.S. Staff started installing new conference phones.
- I.S. Staff replaced defective HDD in the CCTV server located at the NowArena.
- 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.

Training

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

Meetings

- I.S. Staff met with NWC and Motorola CAD representatives.
- I.S. Staff attended meeting with Microsoft and discussed EA agreement renewal.
- I.S. Staff met with representatives from Public Works to discuss power upgrades to server room located at the Village Hall.

Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 186 Help desk requests were opened during the month of April.
- 171 Help desk requests were closed during the month of April.
- Self Service Password Resets or Account Unlocks: 13
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 3
- Active Directory Password Resets: 2

Director Summary

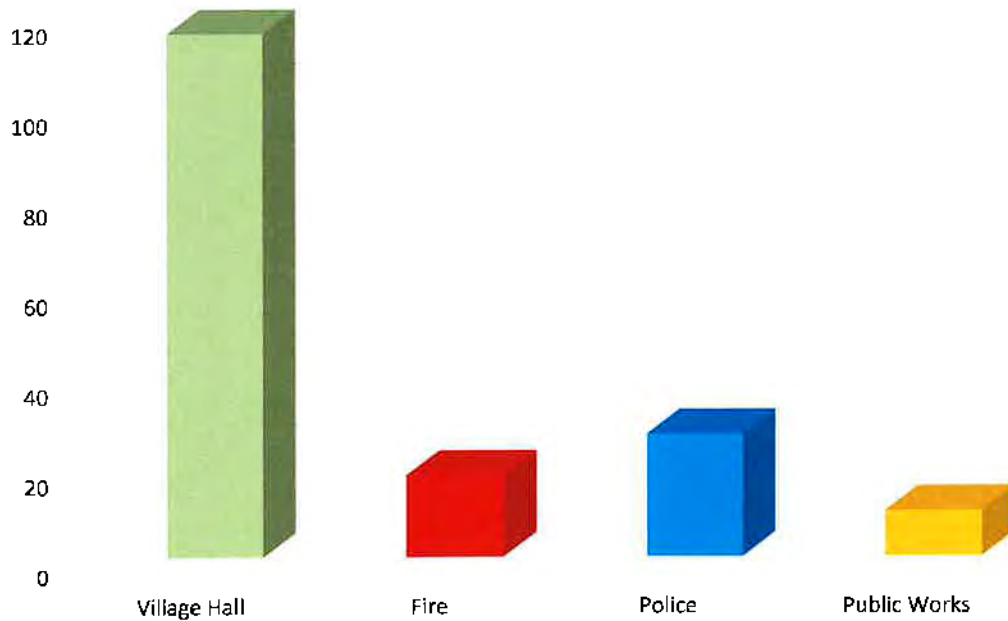
- Covid – 19 conference calls with the EOC team.
- Project status with CentralSquare
 - Project update status
 - Invoicing
- Public Records search WEB function has been implemented for Clerk documents and a new landing page added.
- NWCD post Go Live remote meeting.
- Meeting with Facilities personnel to finalize plans for Server room power issue
- Meeting with Development Services to discuss the status of the Community Development project.
- Meeting with Development Services to reboot the LaserFiche initiative.
- Meeting with Development Services to discuss GIS issues.
- Monthly department status meeting with the Village Manager.
- Multiple meetings with Dell LLC to discuss the Microsoft EA licensing renewal. They were recently awarded the contract.
- Meeting with Dell LLC to discuss storage for budgetary purposes.
- Meeting with DLS to review our options for replacing the existing T-1.

- Meeting with Human Resources and General Government to discuss department succession plans.
- Continued the contract review discussions for the Microsoft EA and SA renewal agreements.
- Management team meeting.
- Bi Weekly department division meetings
 - Project progress
 - Division Goals Review
- Monthly MS-ISAC/EI-ISAC conference call.

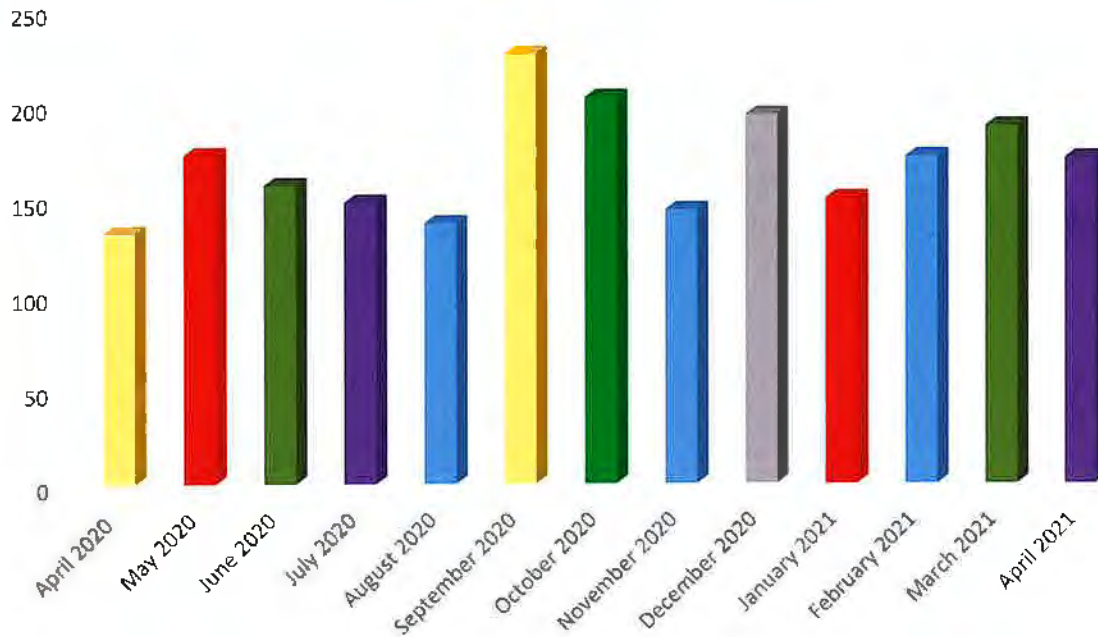
Total Work Orders by Priority by Month

Month	April
1 - Normal	155
2 - High	10
3 - Urgent	2
Project	2
Scheduled Event	16
Vendor intervention required	1
Total for Month	186

Completed Work Orders by Location

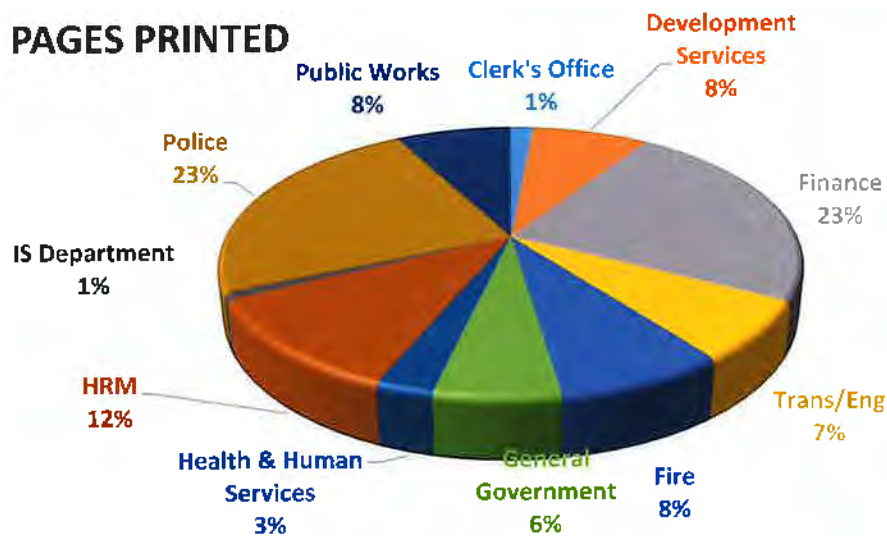


Completed Work Orders by Month



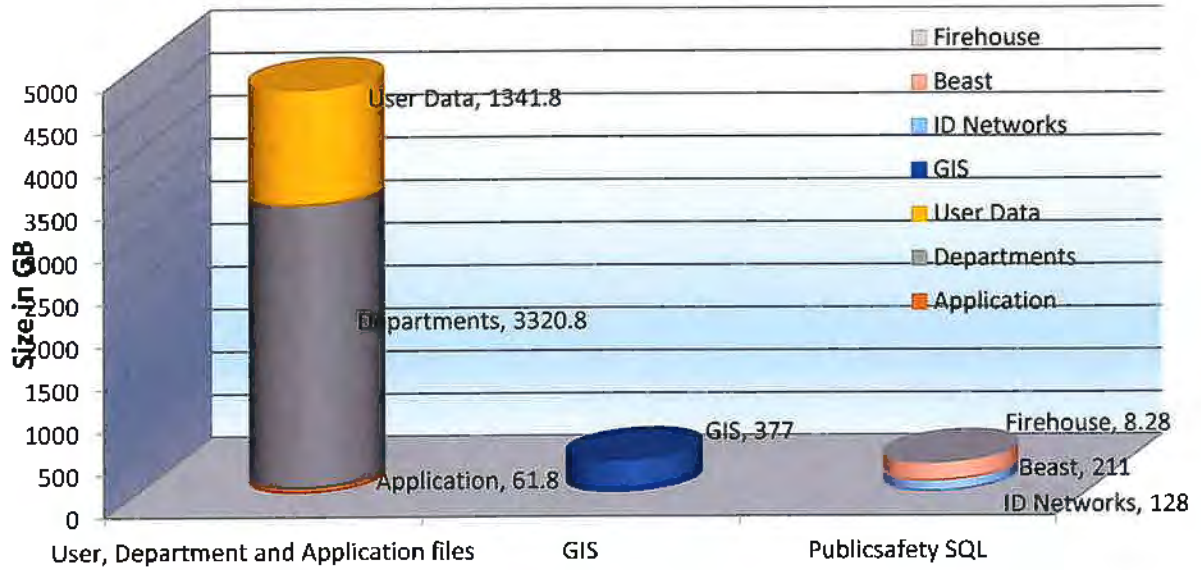
Printer Usage Report

In the month of January there were 36984 pages printed across the village. The following graph breaks down printer usage by department.



System and Data Functions

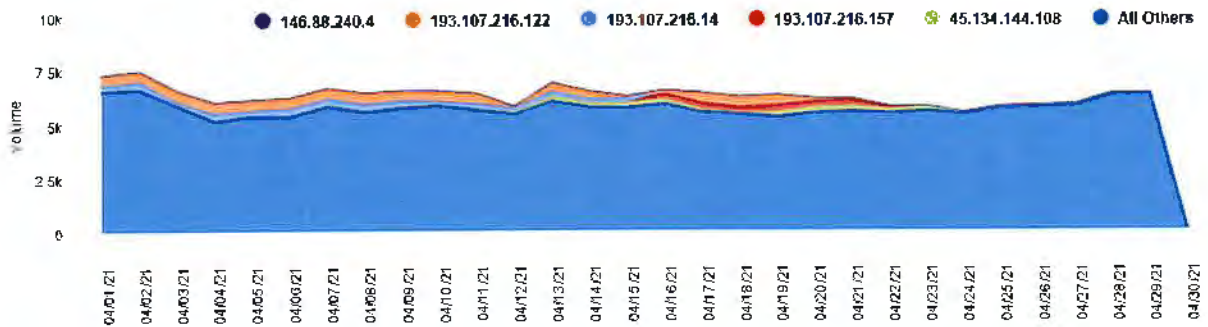
Disk Usage



Sentinel IPS Attack Report

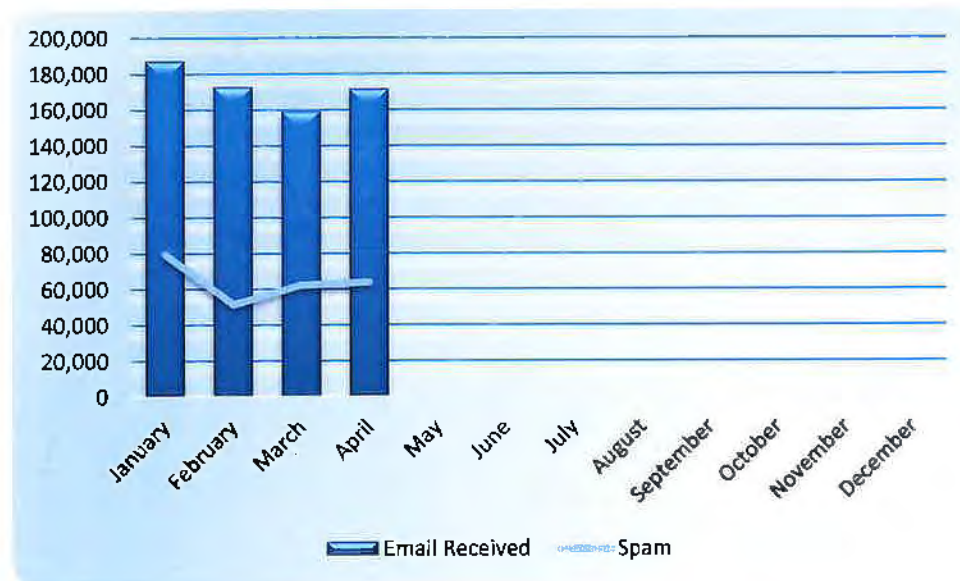
External parties attacked the Village network 181309 times during the month of April

Attack Volume with 5 Most Active IP Addresses



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	187,111	79,512	42%
February	172,771	51,487	30%
March	159,128	62,175	39%
April	171,555	63,782	37%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	690,565	256,956	37%



Phishing Security Test Report

03/25/2021 - 05/02/2021

Campaign: Monthly Test

Groups: All users

Statistics

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

2.4%

Phish-prone Percentage

339

Recipients

339

Deliveries

7

Clicks

0

Attachment Opened

0

Data Entered

1

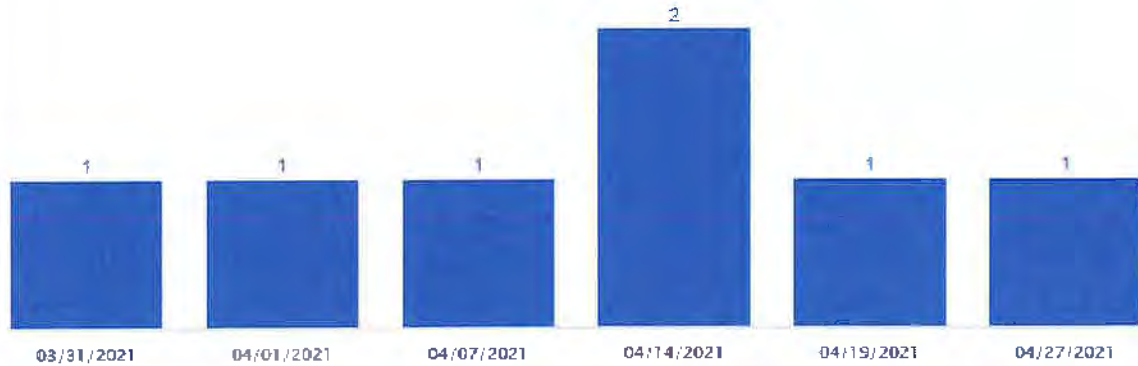
Other Failures

0

Bounces

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

Clicks by day



Phishing Email Sent

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

Phishing email was sent to 339 recipients. Each recipient received a different email. Go to this Phishing Security Test's [users](#) page to see which user received which email.

Fred Besenoffer, 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
MAY 2021**
DATE: May 21, 2021

1. As of March 18, the State of Illinois is allowing 25% capacity in venues with 200 seats or more. This capacity requires social distancing between non-household parties. If metrics begin to trend in the right direction, venues will (hopefully soon) be able to conduct indoor events up to 60% of capacity. However, if social distance requirements remain unchanged, the maximum attendance will be around 2,750 regardless if capacity is 25% or 60%.

Several graduations are currently under contract and are deciding between hosting a drive-in graduation or smaller indoor ceremony. The schools strongly desire to have the graduations inside, which is feasible with strict adherence to guidelines, masks, signage, etc. Discussions will continue.

2. Researching potential COVID relief programs to see if any funding is available for ongoing operating expenses or capital projects. The "Shuttered Venues Operators Grant" Federal program offers possibilities, as municipally owned venues (like university owned venues) are eligible, but in the third tier priority for funds. We began the application process on April 8, when the portal opened, but the website "crashed" almost immediately. We are waiting for notification of the date and time of the restart.
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 was presented at the April Finance Committee.
4. A proposal for updating the lighting control system (included in the 2021 CIP) was presented at the April Finance Committee.
5. Regarding NOW signage, the new signs have all been completed. The interior signage and other branding have also been completed.

6. 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.
7. 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, but SB 217 appears to be heading to a full Senate vote and clarify that the tax should not apply to municipal owned parking facilities.
8. Working with Ben Gibbs on a new license agreement with School District U-46 for the 2021 graduation and with Cheerleading for 2021-2023 competitions.
9. The Beer Garden in the Suite Parking Lot is now closed, but the outdoor Beer Garden will resume on April 30. Coordinating with Arena staff and Development Services with regard to the new tents to be installed on the Village Green for weddings and other social events.
10. 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.
11. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



Mark Koplin
Owner's Representative, NOW Arena

Attachment

MAK/kr

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

Now Arena
General Manager Update
 May 2021

Event Highlights	Notes
May 7-9: BMW Parking Lot Event May 20-29: High School Graduations (20 Ceremonies) May 1-31: Beer Garden every Fri/Sat	
Finance Department	
General	Arena finished March financials.
Monthly Financial Statement	Building Event Revenue YTD: (\$14,009)
	Building Sponsor/Other Revenue YTD: \$71,126
	Building Expenses YTD: \$566,682
	Building Income YTD: (\$509,566) vs. YTD Budget (\$489,340)
Operations Department	
General	Continuing to work on HVAC enhancement construction and lighting system upgrade timeline.
Positions to Fill	Director of Operation - Will not be filled this fiscal
Third Party Providers	N/A
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. Conducting walk-thrus with prospective wedding and social business clients for this coming summer.
Positions to Fill	Event Coordinator - Will not be filled this fiscal
Marketing Department	
General	Promoting Hideaway Brew Garden summer 2021 lineup, promoting new wedding venue, Jurassic Quest event and June Rockfest.
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 compliant 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: \$42,248
	Suites Sales: \$19,875
General	
Capital Improvements/Repairs	Lighting control RFP and HVAC upgrade.