

6:35 p.m. – Boards & Commissions Interviews – Board Room

6:45 p.m. – Liquor Commission Hearing – Board Room

**AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
August 16, 2021**

7:00 p.m. – Board Room

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

I. Roll Call

II. Approval of Minutes – July 19, 2021

NEW BUSINESS

1. Request approval of an Ordinance to transfer land next to Amber Meadows Subdivision (5815 Beacon Pointe Drive) to the Hoffman Estates Park District.
2. Request authorization to accept a proposal for radio and digital advertising to Audacy, Inc., Chicago, IL, in an amount not to exceed \$45,000.

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

July 19, 2021

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

Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Rachel Musiala, Finance Director
Art Janura, Corporation Counsel
Kathryn Cawley, Police Chief
Suzanne Ostrovsky, Asst. to Village Mgr.
Monica Saavedra, Director of HHS
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Alan Wenderski, Village Engineer
Ric Signorella, Cable TV Coordinator
Alan Wenderski, Village Engineer
Bev Romanoff, Village Clerk
Ben Gibhs, NOW Arena
Sarah Marcucci / EMA Coordinator

The Finance Committee meeting was called to order at 7:18 p.m.

II. Approval of Minutes -- June 28, 2021

Motion by Trustee Stanton, seconded by Mayor McLeod, to approve the Finance Committee Meeting Minutes from June 28, 2021. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of the temporary increase to the pay rates in the Andy Frain Agreement.**

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

Mr. Gibbs provided background on the request.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve temporary increase to the pay rates in the Andy Frain Agreement. Voice vote taken. All ayes. Motion carried.

2. **Request authorization to:**
 - a. **Enter into a Professional Services Agreement with Azavar Solutions, Inc for a municipal revenue audit; and**
 - b. **Enter into an Agreement with Troy & Banks, Inc. for a municipal utility and telecommunication expense audit.**

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

Mrs. Musiala provided background on the request.

Motion by Trustee Mills, seconded by Mayor McLeod, to a. Enter into a Professional Services Agreement with Azavar Solutions, Inc for a municipal revenue audit; and b. Enter into an Agreement with Troy & Banks, Inc. for a municipal utility and telecommunication expense audit. Voice 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 events.

The NOW Arena Monthly Report was received and filed.

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

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:38 p.m. Voice 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: Request approval of an Ordinance to transfer land next to Amber Meadows Subdivision (5815 Beacon Pointe Drive) to the Hoffman Estates Park District

MEETING DATE: August 16, 2021

COMMITTEE: Finance Committee

FROM: Arthur Janura, Corporation Counsel
Patricia Cross, Assistant Corporation Counsel

PURPOSE: To adopt an Ordinance to transfer Village-owned property located at 5815 Beacon Pointe Drive (Lot 7) to the Hoffman Estates Park District, pursuant to 50 ILCS 605 et seq.

BACKGROUND: On November 15, 2018, the Village, by its counsel Saul Ewing Arnstein & Lehr LLP and together with the Hoffman Estates Park District, filed a condemnation action in the Circuit Court of Cook County, Law Division, as Case No. 2018 L 050801, seeking ownership to the vacant Lot 7 in the Village's Laufenburger subdivision and intending ultimately to transfer Lot 7 to the Hoffman Estates Park District. This land will be used as a detention area and park.

DISCUSSION: It was not until very recently, on July 1, 2021, that the Court entered judgment in favor of the Plaintiffs Village and Park District on their Complaint, and that judgment is now final, vesting the Village of Hoffman Estates with ownership in the subject property located at 5815 Beacon Pointe Drive.

RECOMMENDATION: Approval of an Ordinance transferring Lot 7 of Laufenburger subdivision to the Hoffman Estates Park District.

Attachment

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE TO TRANSFER LAND NEXT TO
AMBER MEADOWS SUBDIVISION (5815 BEACON POINTE DRIVE)
TO THE HOFFMAN ESTATES PARK DISTRICT

WHEREAS, the Village of Hoffman Estates has an ownership interest in certain real estate located at 5815 Beacon Pointe Drive, Hoffman Estates.

WHEREAS, said real estate is legally described in Exhibit "A" attached hereto.

WHEREAS, said real estate is being used as a park; and

WHEREAS, said real estate is maintained by the Hoffman Estates Park District; and

WHEREAS, the Village of Hoffman Estates is a home rule municipality as defined in the Illinois Constitution and hereby exercises the powers granted therein.

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: The Corporate Authorities find that the statements in the foregoing preamble are correct and the same are incorporated herein as if fully set forth.

Section 2: The Corporate Authorities find said real estate is no longer necessary for the use of the Village.

Section 3: The Corporate Authorities by two-thirds (2/3) vote hereby transfer said real estate to Hoffman Estates Park District.

Section 4: The Village President and Village Clerk are authorized to sign the attached quit claim deed and conveyance documents to transfer the parcel to the Hoffman Estates Park District. The Hoffman Estates Park District shall find it necessary or convenient to use said real estate.

Section 5: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 6: 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.

EXHIBIT A

LEGAL DESCRIPTION

LOT 7 IN THE FINAL PLAT OF LAUFENBURGER SUBDIVISION, BEING A SUBDIVISION OF PART OF FRACTIONAL SECTION 5 AND THE NORTHEAST QUARTER OF SECTION 8, ALL IN TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 18, 2006 AS DOCUMENT 0635216073, AND CERTIFICATE OF CORRECTION RECORDED OCTOBER 15, 2013 AS DOCUMENT 1328819060, IN COOK COUNTY, ILLINOIS.

AFTER RECORDING MAIL TO
PREPARER:

Patricia Foy Cross
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

This space reserved for Recorder's use only.

QUIT CLAIM DEED

THE GRANTOR, the **VILLAGE OF HOFFMAN ESTATES**, an Illinois municipal corporation ("Grantor"), for and in consideration of the sum of Ten and no/100 Dollars (\$10.00) and other good and valuable consideration in hand paid, **CONVEYS AND QUIT CLAIMS** to Hoffman Estates Park District whose address is 1685 W. Higgins Road, Hoffman Estates, Illinois 60169, all its interest in the following legally described real estate which is situated in the County of Cook in the State of Illinois:

See Exhibit A Attached Hereto and Made a Part Hereof

Property Address: 5815 Beacon Pointe Drive
Hoffman Estates, IL 60192

Part of PIN: 06-05-401-004-0000

All the terms, provisions and agreements herein contained shall be covenants running with the land and inure to the benefit of and be binding upon the parties hereto, their successors and assigns.

**EXEMPT UNDER PROVISIONS OF PARAGRAPH "B"
SECTION 4 REAL ESTATE TRANSFER ACT, 35 ILCS 200/31-45(b)(2), AND
HOFFMAN ESTATES MUNICIPAL CODE SEC. 13-5-6.A.1**

_____ Date

_____ Agent

IN WITNESS WHEREOF, the Grantor aforesaid has executed this Deed on the ___ day of _____, 2021 conveying that part of PIN 06-05-401-004-0000 described in Exhibit A hereto.

VILLAGE OF HOFFMAN ESTATES, an Illinois municipal corporation

By: _____
Name: William McLeod
Its: Village President

ATTEST:

By: _____
Name: Bev Romanoff
Its: Village Clerk

STATE OF ILLINOIS)
) **SS.**
COUNTY OF COOK)

I, the undersigned, a Notary Public in and for the County and State aforesaid, do hereby certify that William McLeod and Bev Romanoff personally known to me to be the VILLAGE PRESIDENT and CLERK of the VILLAGE OF HOFFMAN ESTATES, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they executed the foregoing instrument as such PRESIDENT and CLERK of said VILLAGE, and caused the corporate seal of said VILLAGE to be affixed thereto, pursuant to authority given by the Corporate Authorities of said VILLAGE, as their free and voluntary act, and as the free and voluntary act and deed of said VILLAGE, for the uses and purposes therein set forth.

Given under my hand and official seal, this _____ day of _____, 2021.

_____ Notary Public

My Commission Expires:

NAME & ADDRESS OF TAXPAYER:
Hoffman Estates Park District
1685 West Higgins Road
Hoffman Estates, IL 60169

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to accept a proposal for radio and digital advertising to Audacy, Inc., Chicago, IL, in an amount not to exceed \$45,000

MEETING DATE: August 16, 2021

COMMITTEE: Finance

FROM: Kevin Kramer, Director of Economic Development
Eric Palm, Village Manager

REQUEST: Approval of an agreement with Audacy for radio and digital for the Village of Hoffman Estates.

BACKGROUND: In recent months, Staff has had discussions on how to better communicate with our various stakeholder groups. A full-time communications position is being created to lead this effort. This position will work to communicate with our residents as well as begin to help market and create brand awareness around Hoffman Estates. In addition over the past several years the Economic Development department has allocated a portion of the advertising budget toward digital ads such as e-blasts, website banner ads, geo-targeted ads, or online ads with editorial content.

One marketing outlet few municipalities have used but those who have enjoy success when targeting the proper channels is radio. Radio drives the business to business (B2B) market with a unique ability to reach small business owners and self-employed professionals with a 92% and 91% reach, respectively. A study of B2B radio campaigns also showed an increased brand awareness of 128% and an increase in brand relevance by 64%. Statistics also show that radio is still a trusted source for business education and information.

DISCUSSION: In an effort to further promote the brand of Hoffman Estates, bring awareness to the economic opportunities available and support key sites such as Bell Works and the NOW Arena, Village Staff recently met with representatives from Audacy to explore new marketing techniques to the Chicago region and beyond through radio.

Audacy represents many radio news and entertainment platforms but this initial campaign would focus on the WBBM Newsradio platform. The 17 week campaign from September 1st through December 26, 2021 would feature a minimum of 425 (an average of 25 per week) live traffic reports ON AIR sponsored by the Village of Hoffman Estates with either the NOW Arena or Bell Works being a landmark for basing travel times – for example, “...and on the Jane Addams, it’s 15 minutes from the NOW Arena into O’Hare...”. In

addition the campaign would feature a minimum of 136 (an average of 8 per week) 15 second commercials read live ON AIR just after the traffic report where the Village could promote anything from a reason to move to Hoffman Estates to upcoming events at the Arena to the latest pitch from Bell Works. All of these ads would be heard on AM 780, FM 105.9 and via Audacy.com and the Audacy streaming app. The return on the investment would then be tracked through Audacy Analytics to show any upticks in website traffic around the times ads were aired.

The plan is to split time between promoting Bell Works and the Arena/Village. During the first month most of the ad time would focus on Bell Works to drive c-suite executives to their website in an effort to boost potential tenant tours. Then during the second half of the campaign, the Village would take a dual approach. First, we would launch a microsite as a landing page for traffic from this promotional campaign for businesses considering a move to Hoffman Estates or people looking for a change in residency to town. The ads would drive people to that website and be flexible. We would also weave in ads for events at the NOW Arena as a value added proposition for events.

The total cost for the 17 week campaign is \$45,000. Since ad time would be split between Bell Works, the Arena and the Village, the cost of this proposal would also be split between the Lakewood Center TIF to market Bell Works, the NOW Arena fund and the general fund. Their proposal is attached.

RECOMMENDATION:

Request authorization to accept a proposal for radio and digital advertising to Audacy, Inc., Chicago, IL, in an amount not to exceed \$45,000.

Attachments



Hoffman Estates
ILLINOIS

September- December Marketing Campaign

Chicago

Live. Local. Second to None.

Prepared For

Kevin Kramer - Director of Economic Development

Eric Palm - Village Manager

Wednesday, August 4, 2021



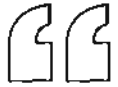


A Marketing Partnership To Drive New Business To
The Village of Hoffman Estates

**Many Towns and Villages Compete For The Attention of Key Business
Decision Makers**



**The Power Of WBBM News Radio 780 & 105.9FM and Audacy.com
Will Place Your Brand Message Between The Ears of Over A Million
Weekly Listeners Each Week.**



The Village of
Bedford Park



You're In Good Company



VILLAGE OF SCHAUMBURG



Radio Drives The B 2 B Market



Radio has the ability to reach small business owners and self-employed Professionals

- Every week, Radio reaches 92% of small business owners.¹
- Every week, Radio reaches 91% of Adults 18+ who are self-employed.¹

Radio drives awareness, relevance, and consideration for B2B advertisers.

- Based on an analysis of 16 B2B campaigns:
 - Radio increased ad awareness by 128% for those exposed to radio ads versus those who were not.²
 - Radio increased brand relevance by 64% for those exposed to radio ads versus those who were not.²
 - Radio increased brand consideration by 37% for those exposed to radio ads versus those who were not.²

B2B professional/managerial adults trust radio.

- 29% more likely to trust radio than the U.S. population to trust Radio.³

Radio Drives The B 2 B Market



Radio is a source for education as well as entertainment for B2B professionals/managers:

- 51% attribute radio to putting them in a good mood.⁴
- 47% stated radio keeps them informed/up to date.⁴
- 43% stated radio is pure entertainment.⁴
- 40% said radio makes them think.⁴
- 35% said radio is a good source for learning.⁴
- 32% indicated that radio is a good escape.⁴
- 21% identified radio for giving them good ideas.⁴

Radio is an aid for many business owners:

- 42% stated that radio keeps them informed and up to date.⁵
- 30% attribute radio for learning.⁵
- 20% believe radio gives them good ideas.⁵

Sources: 1) Scarborough USA+ 2020 Release 1 Jan 2019 – May 2020; 2) radio GAUGE from the RAB U.K [strongly agree scores]; 3) MRI-Simmons Doublebase 2020; Adults 18+ who are business-to-business professional/managerial; 4) MRI-Simmons Doublebase 2020; Adults 18+ who are business-to-business professional/managerial; 5) MRI-Simmons Doublebase 2020; Adults 18+ who are self-employed in their own business

WBBM NEWSRADIO (780 AM) / (105.9FM)

Chicago's #1 News Station and Home of Chicago Bears



FORMAT	TARGET DEMO	WEEKLY LISTENERS ¹	MONTHLY STREAMS ²	SOCIAL FOLLOWERS ³	OPT-IN DATABASE ³
NEWS	ADULTS 25-54	1,125,800	173,487	139,000	11,111+

CURATED CONTENT

- All talk Newsradio – THE source for news coverage.
- **Trusted information** , presented in an evenly balanced manner with 'no babble'.
- Home to Chicago's **information hallmarks** including traffic and weather on the 8s, sports at :15 and :45, business reports at :25 and :55, The Noon Business Hour, CBS News at the top of each hour, WBBM Smart Quiz (M-F 6:42; 7:42; 8:42).
- Home of the Chicago Bears **Play by Play**.

ENGAGED AUDIENCE

- **Top 5** stations in reaching all of Chicago~ over 1.1 million every week! ¹.
- Delivers Chicago's **decision makers** and **business leaders**.

INFLUENTIAL VOICES



WBBM NEWSRADIO
WEEKDAYS 5AM-10AM



NOON BUSINESS HOUR
CHICAGO BEARS PLAY BY PLAY



Sources: 1 Nielsen Audio; M-Su 6a-12m FA17 P6Cume 2 TRITON WCM October 2019
3 Social media (1.02.18) and database (1.02.18)

Engagement Through Connection, Passion, Experiences



SMALL BUSINESS INITIATIVES

As the leading source for business information and news, Chicagoans turn to Newsradio for ways to help their small businesses grow. An "always on" resource online and an on-air tips offer Chicago the business tips they crave. WBBM has also hosted various Small Business Grant Challenges that award money/resources to entrepreneurs with the most innovative business plans.



CHICAGO AIR & WATER SHOW

Join WBBM Newsradio 780 and 105.9FM as it broadcasts the Annual Chicago Air & Water Show each August. Take along your radio and turn it up loud for WBBM's exclusive live coverage featuring reporters and experts from Fullerton Beach to the John Hancock Observatory. With Chicago's skyline as a backdrop, audience numbers reach 2.2 million annually, designating the Chicago Air & Water Show as the largest FREE air and water exhibition of its kind in the United States. WBBM Newsradio is the official radio partner of the Chicago Air & Water Show and is THE go-to source for all the latest dates, show



CHICAGO BEARS PLAY BY PLAY

There is no doubt about it, win or loose, Chicago is a football town. And Bears Radio is Chicago's largest single day broadcast of the week. With exclusive events allowing consumers to get up close and personal with their favorite players, to unique brand alignment opportunities, sports fans and business decision makers flock to Bears Radio programming throughout the season, training camp, and in between.

WBBM NEWSRADIO (780 AM) / (105.9FM)

The WBBM News Audience Means Business



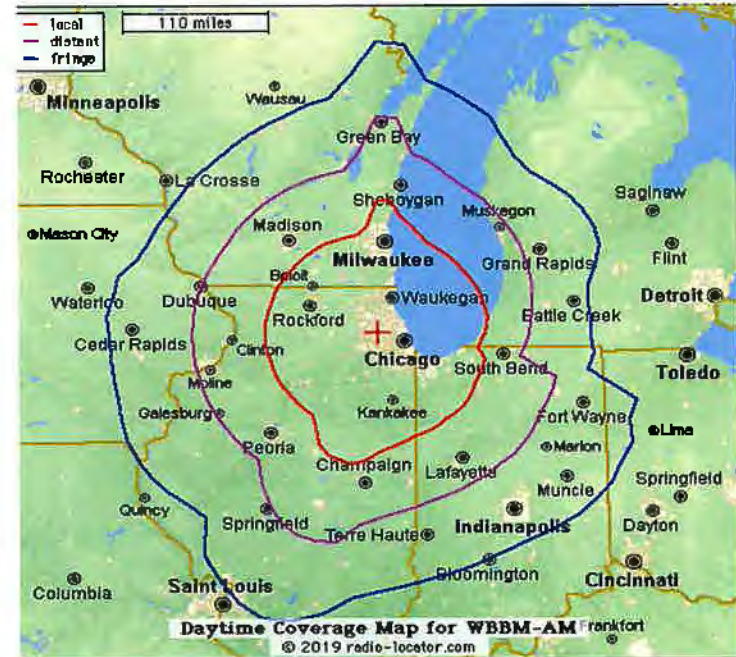
CHICAGO (Metro Survey Area)
SCARBOROUGH R1 2021: FEB20-FEB21
ADULTS 18+

WHO I am Looking At	
Radio Stations: WBBM-AM	
WHAT I Want to Know About Them	Index*
Lifestyle	
Lifestyle characteristics	
Small business owner	153
Demographic summaries	
Occupation summaries	
Management, Business and Financial Operations	117

“The WBBM News Radio Audience is 53% more likely to be small business owners when compared to the general population.”



Traffic on the 8s Content and Coverage



Lets Talk About Partnership



Bell Works



Campaign Strategy



Reach Business decision makers as they commute when WBBM News Radio places your message into two pieces of high value audio real estate.

Brand Integration

Place both the **Bell Works** and **Now Arena** Landmarks into the actual live Traffic Reports on WBBM News Radio, integrating them as traffic landmarks during traffic and weather together on the 8's an average of 25 times per week

Content Messaging

:15 second live commercial messaging read by traffic reporters as part of the traffic reports an average of 8 times per week

Expanded Reach



These reports will air on 780 AM, 105.9 FM, Audacy.com, and the Audacy app, reaching listeners on their radios, mobile devices, desktops and smart speakers.

Detailed Campaign Summary

- ✓ **Campaign Length:**
 - 16 weeks Sept 1st thru Dec 19th 2021
- ✓ **Total Traffic Reports with open Bill Board heard ON AIR at WBBM News Radio 780 & 105.9 FM and via digital audio stream at Audacy.com and the Audacy streaming app**
 - Minimum of 400 (average 25 per week)
- ✓ **:15 second commercial heard ON AIR at WBBM News Radio 780 & 105.9 FM and via digital audio stream at Audacy.com and the Audacy streaming app**
 - Minimum of 128 (8x per week)

 **Bell Works**

now
Arena



Hoffman Estates
ILLINOIS

16 week (Sept 1st – Dec 19th)
Total Media Investment \$45,000
Monthly Investment \$11,250

Free Analytics Reports

With **Audacy Audience Analytics** engaged during a campaign, we are able to tell how many incremental consumers went to an advertiser's website within 8 minutes of hearing a commercial on-air.

This gives us the ability to measure the Direct Results of Radio campaign and prove the commercials are resonating with consumers.

We can also measure the effectiveness of each individual piece of creative, telling advertisers which commercials are generating more site traffic, allowing us to shift the creative mix to commercials that are more effective.

We can also look at daypart and station effectiveness, helping to optimize campaigns in real time.

This is a free service as part of your media investment.

Tracking Traditional Media Like Digital Media

Audacy Audience Analytics is a **tracking and attribution model** created by advertisers to answer one simple question:

"How do I know that my Radio Creative works?"

How does it work?

Audacy Audience Analytics matches **time-stamped post-log data** to corresponding **spikes in web traffic**.

Post Logs are imported automatically from Audacy, while web data is imported via a safe, secure API feed from the advertiser's website analytics.



Audacy Analytics

A great value-add for all Entercom radio campaigns

FREE for Entercom Advertisers!

Why use it?

Get to know your audience and understand **what motivates them** to take action, and **when** they are most likely to do so.

Actionable data insights empower Advertisers, for the first time, with the tools necessary to **optimize impact** and **improve ROI** for radio campaigns.

Answer key questions:

"Which Creative drove the most visits?"

"What Daypart was most effective?"

"Which offer or value propositions motivated user response?"

Next Steps?

Presented By
Glenn Harris- Senior Account Manager
Glenn.harris@audacy.com

312-953-8651

Ben Ponzio- General Sales Manager



Confidentiality Notice

The preceding pages contain information proprietary to Audacy, Inc. and is to be used by the recipient solely for the purpose of evaluating a transaction or business relationship with Audacy, Inc.

This Proprietary Information should be kept confidential and is not to be distributed, disclosed or disseminated to third parties.





HOFFMAN ESTATES

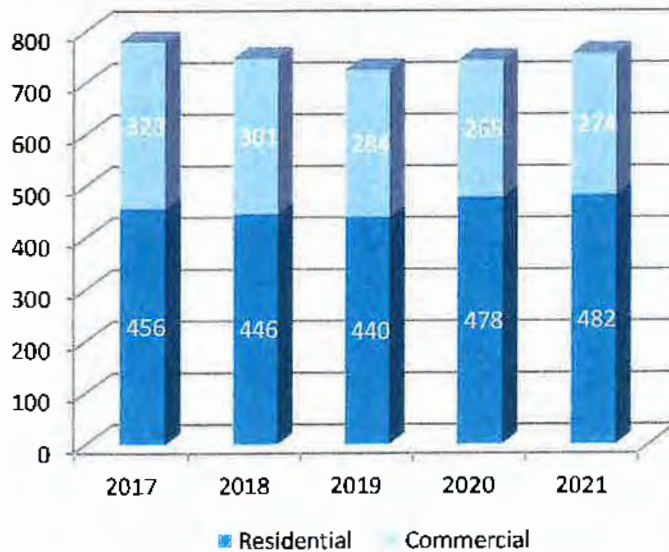
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2021

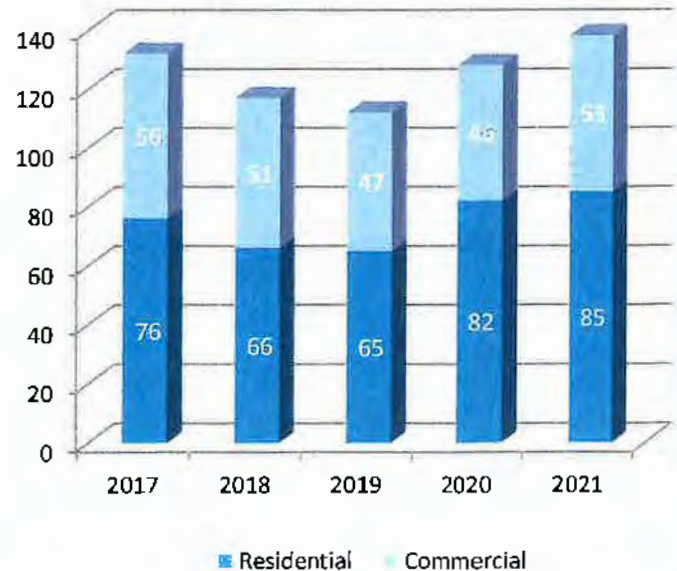
Water Billing

A total of 14,828 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 5,707 gallons, resulting in an average residential water bill of \$80.78. Total consumption for all customers was 138 million gallons, with 82 million gallons attributable to residential consumption. When compared to the July 2020 billing, residential consumption increased 3.7%

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

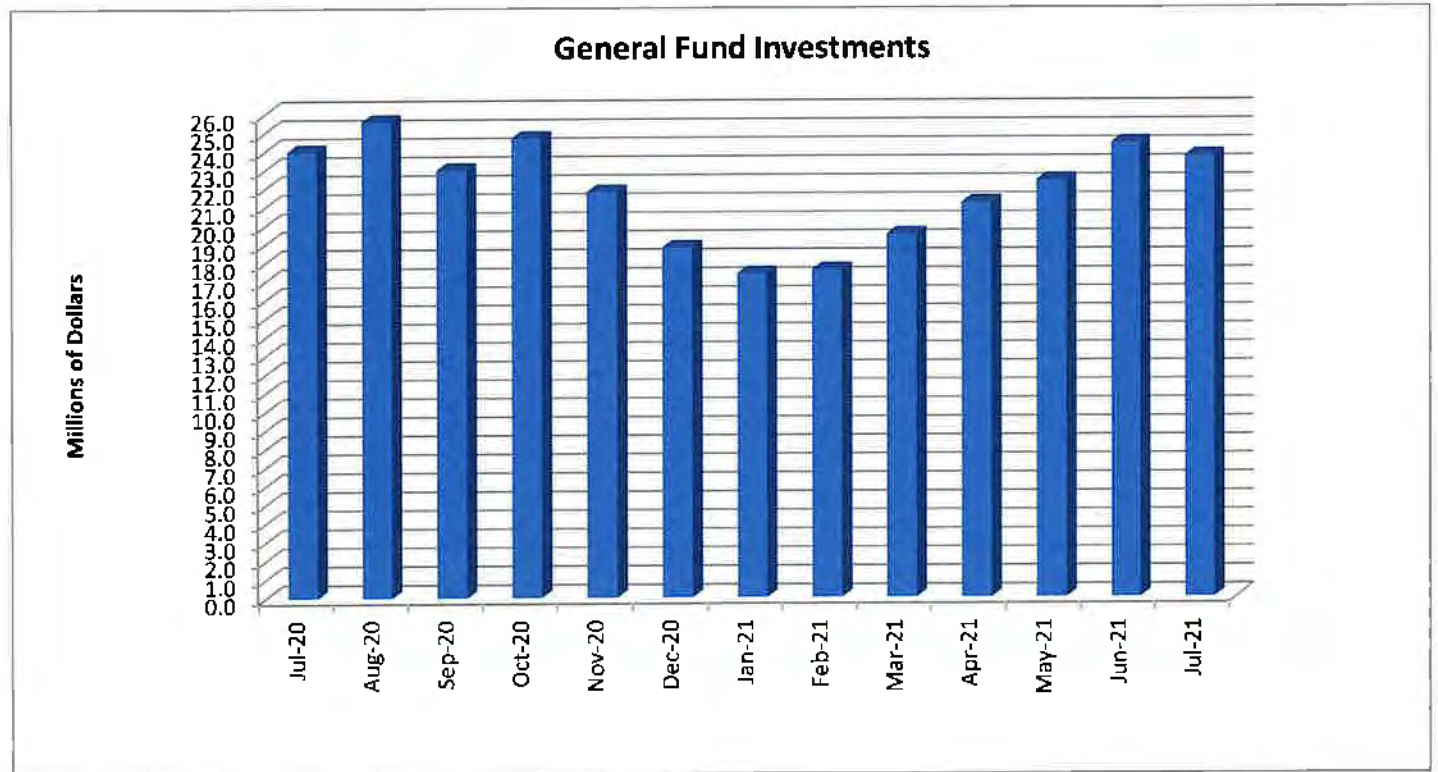
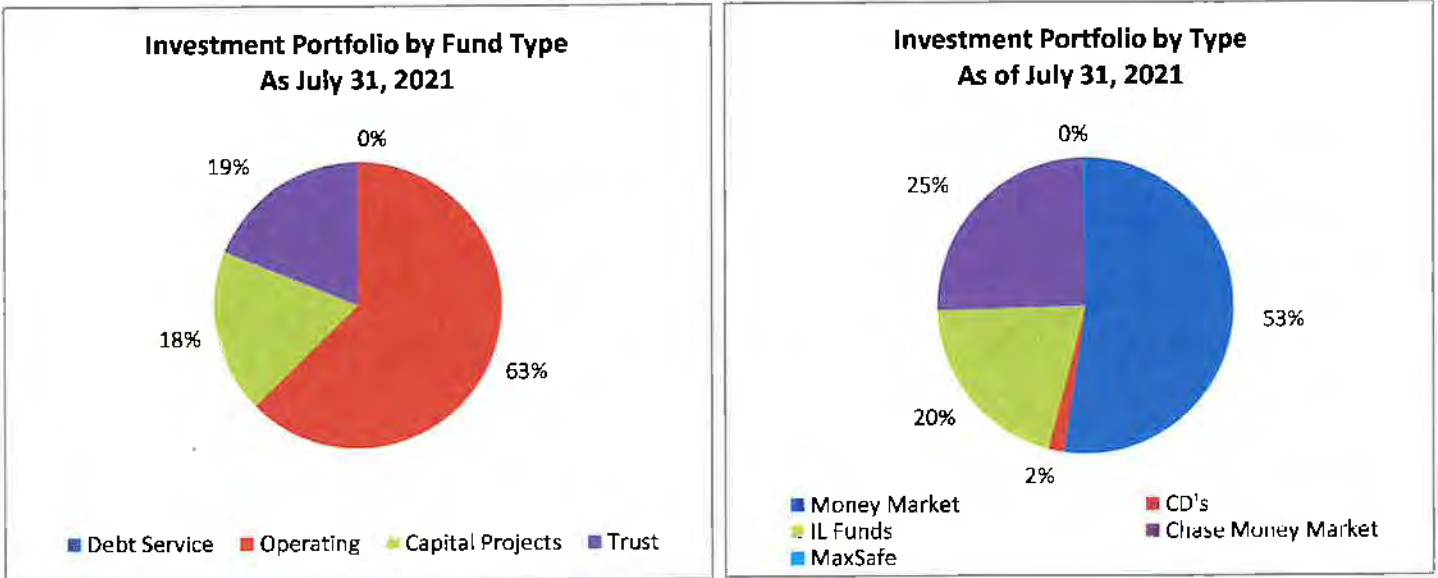


**Total Water Consumption
Month of July**



Village Investments

As of July 31, 2021, the Village's investment portfolio (not including pension trust funds) totaled \$59.5 million. Of this amount, \$37.3 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$22.2 million is related to capital projects and trust funds.



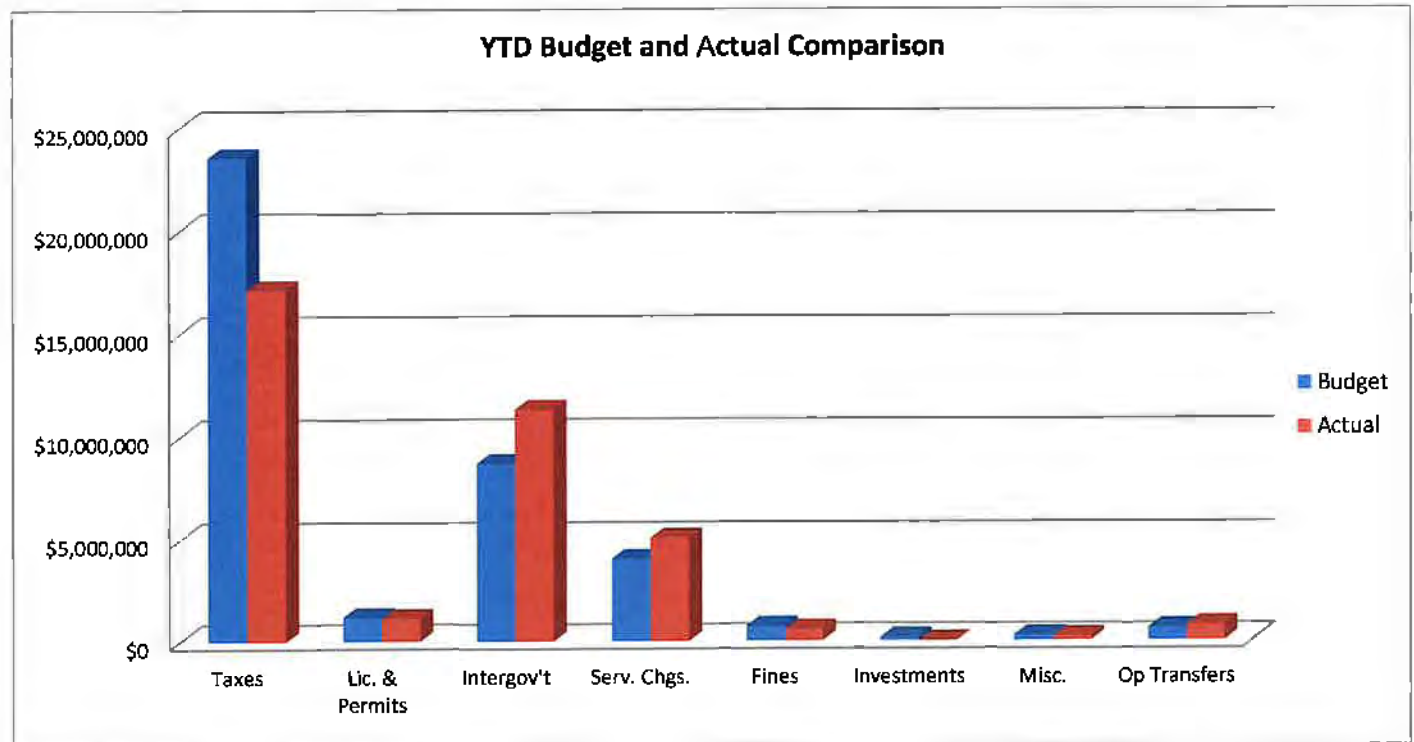
Operating Funds

General Fund

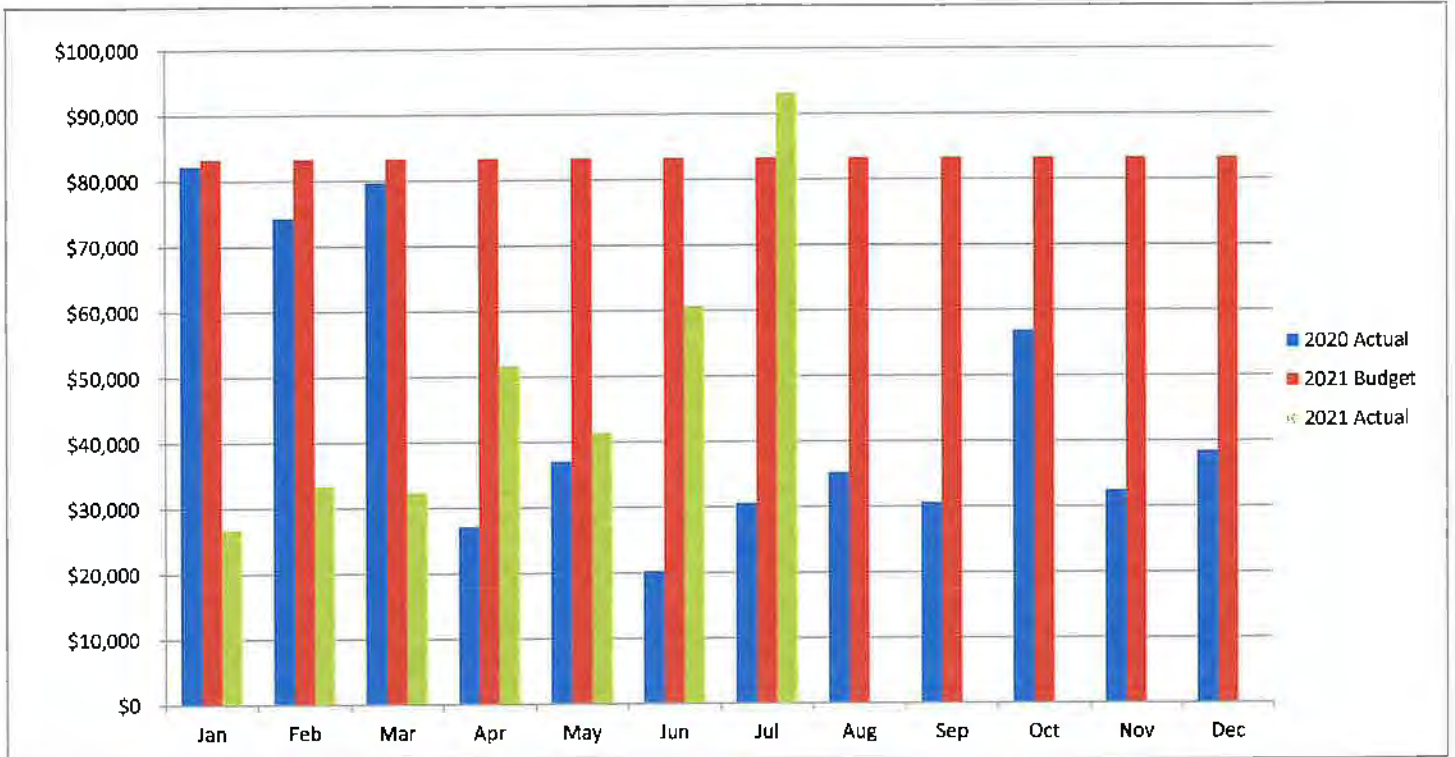
For the month of July, General Fund revenues totaled \$3,283,239 and expenditures totaled \$4,951,941 resulting in a deficit of \$1,668,702.

Revenues: July 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 Replacement Tax received. Charges for services are over budget due to Engineering Fees received from upcoming developments within the Village. 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	\$ 23,527,757	\$ 17,124,308	-27.2%
Licenses & Permits	1,188,500	1,122,755	-5.5%
Intergovernmental	8,682,164	11,296,578	30.1%
Charges for Services	4,044,242	5,081,244	25.6%
Fines & Forfeits	715,167	571,527	-20.1%
Investments	160,417	10,026	-93.7%
Miscellaneous	257,308	211,099	-18.0%
Operating Transfers	614,833	748,716	21.8%
TOTAL	\$ 39,190,388	\$ 36,166,254	-7.7%

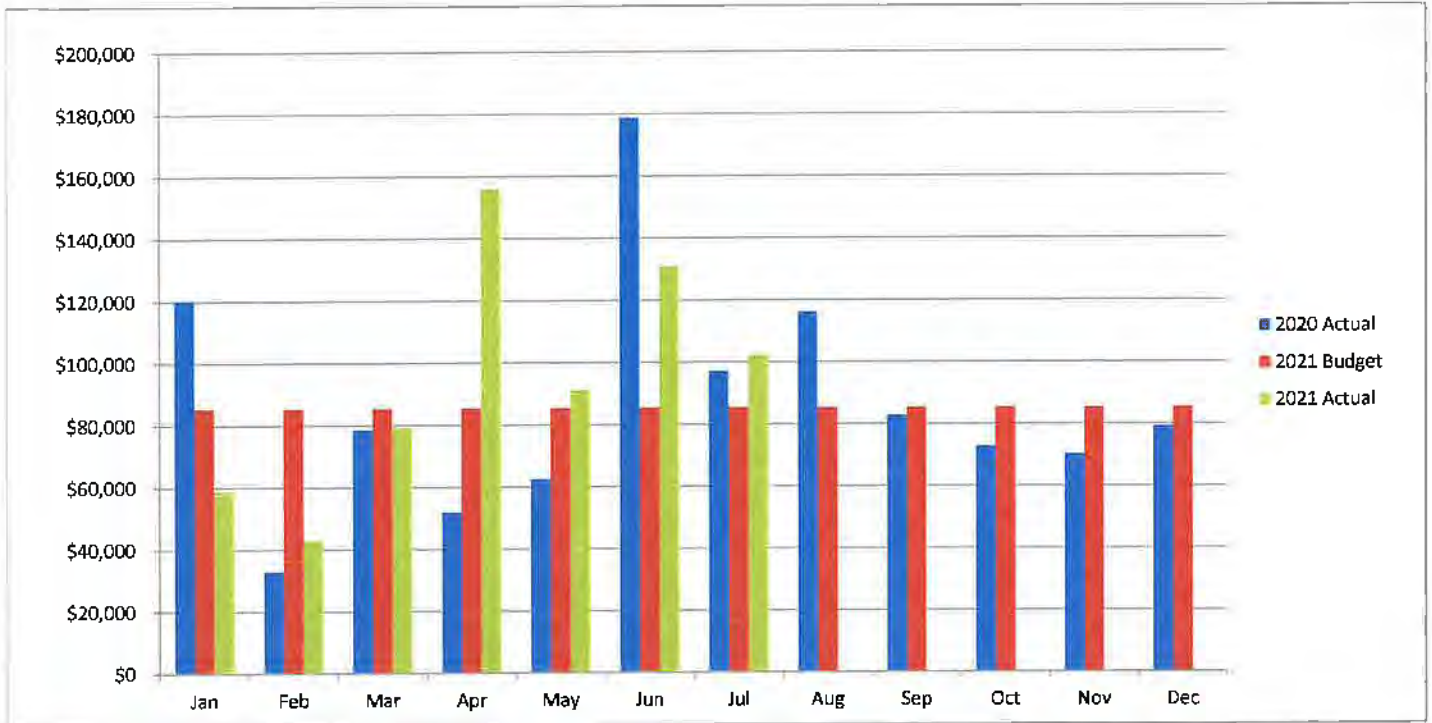


Hotel Tax



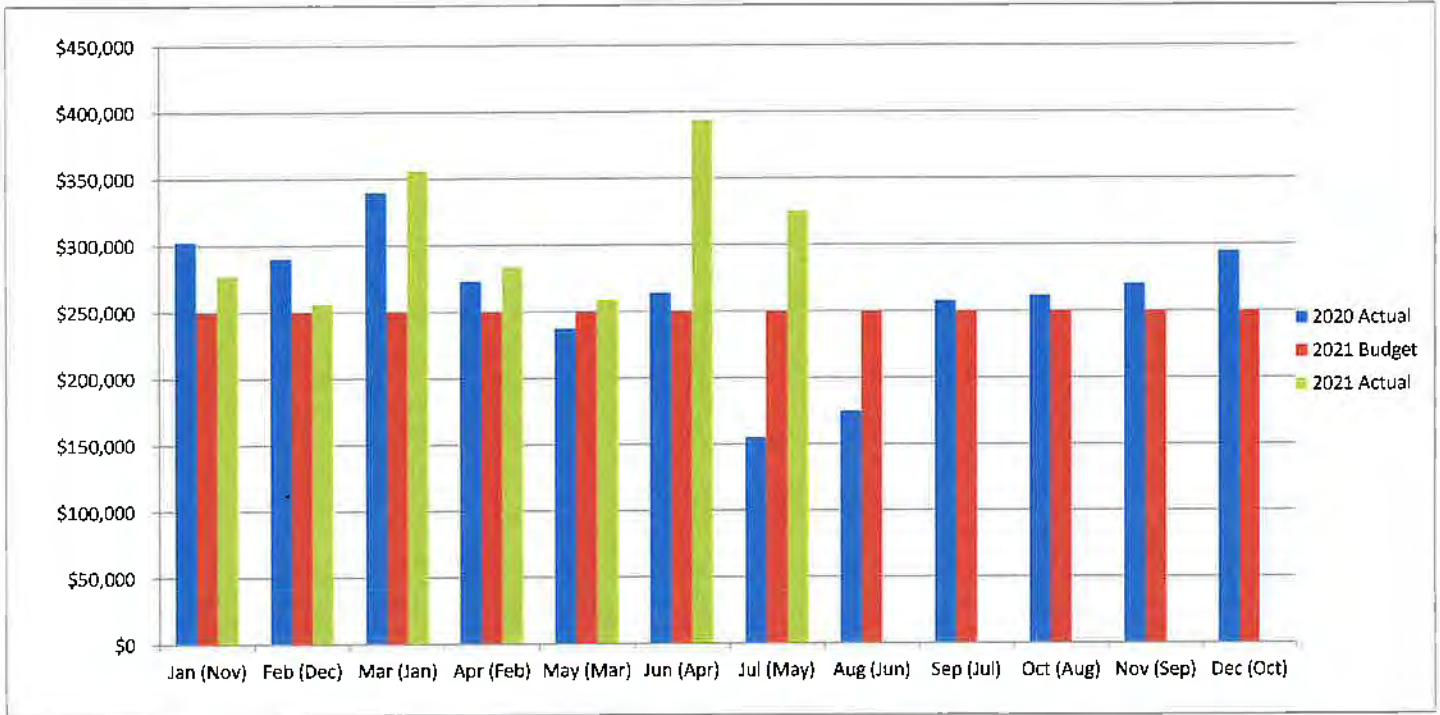
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 82,223	\$ 83,333	\$ 26,728	\$ (56,605)
Feb	74,298	83,333	33,429	(106,510)
Mar	79,749	83,333	32,353	(157,490)
Apr	27,149	83,333	51,759	(189,064)
May	37,036	83,333	41,456	(230,942)
Jun	20,225	83,333	60,723	(253,552)
Jul	30,572	83,333	93,149	(243,736)
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	\$ 339,597	

Real Estate Transfer Tax



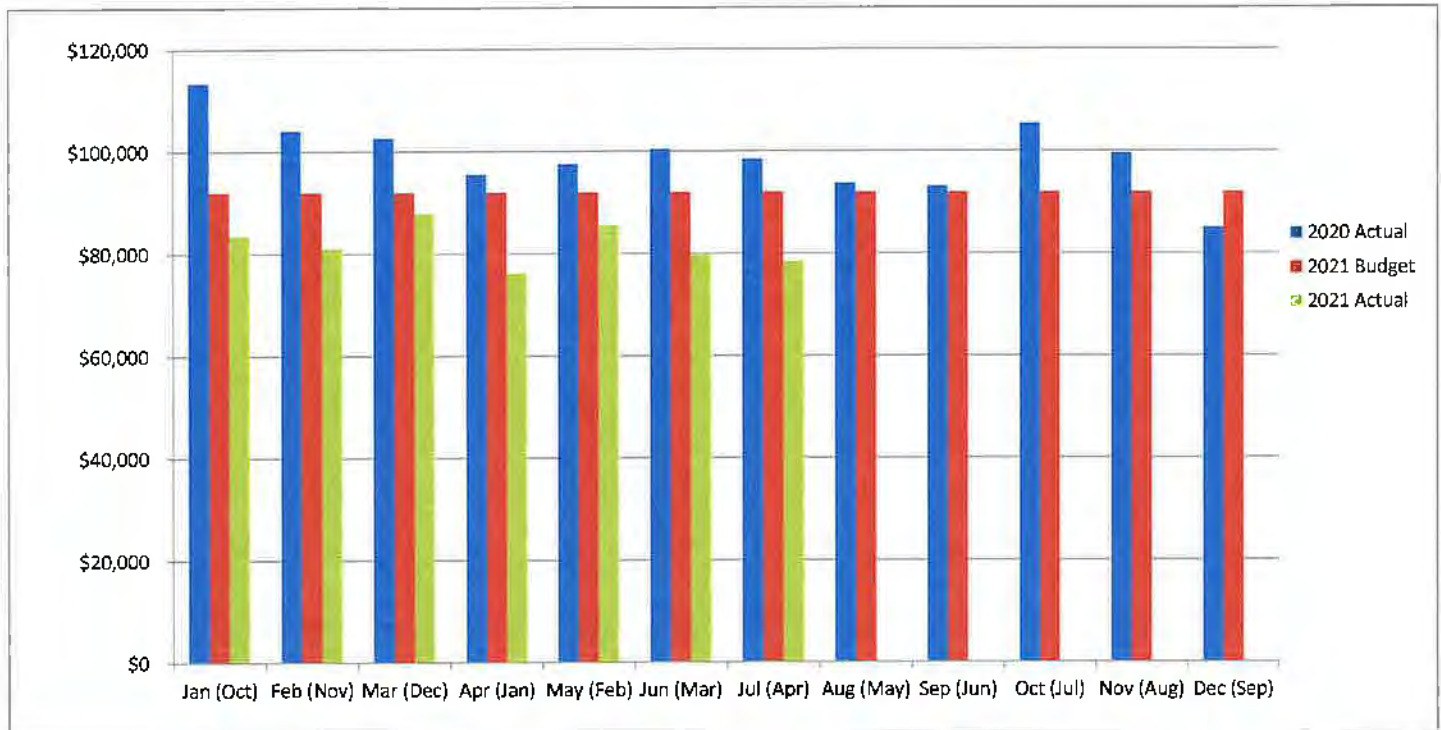
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 120,255	\$ 85,417	\$ 58,874	\$ (26,543)
Feb	32,846	85,417	42,869	(69,090)
Mar	78,510	85,417	79,495	(75,012)
Apr	51,799	85,417	155,943	(4,486)
May	62,570	85,417	91,208	1,306
Jun	178,754	85,417	130,918	46,807
Jul	97,057	85,417	102,084	63,474
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	\$ 1,042,876	\$ 1,025,000	\$ 661,391	

Home Rule Sales Tax



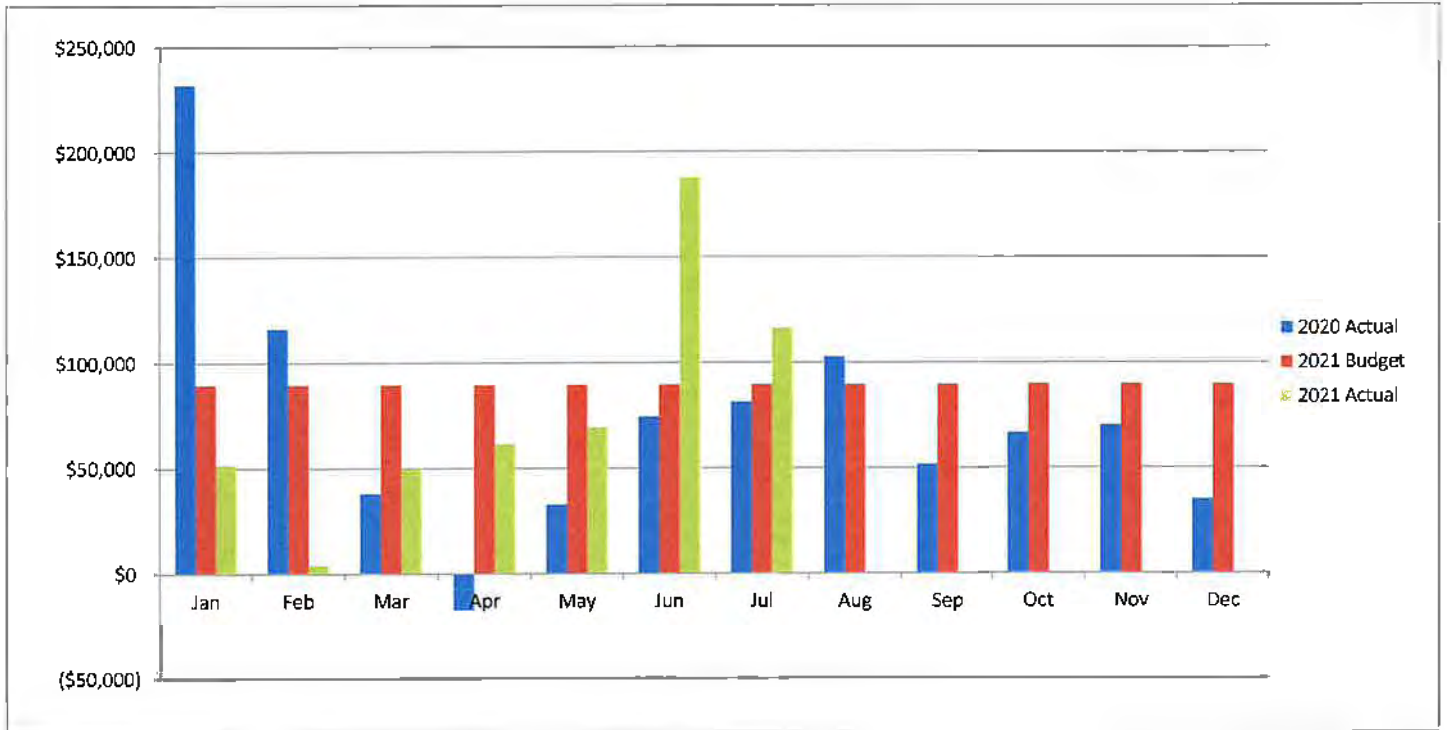
Month Received (Liability Period)	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	Cumulative Variance 2021 Actual vs. Budget
Jan (Nov)	\$ 302,599	\$ 250,000	\$ 277,151	\$ 27,151
Feb (Dec)	290,185	250,000	255,823	32,974
Mar (Jan)	339,755	250,000	356,150	139,124
Apr (Feb)	273,057	250,000	283,885	173,009
May (Mar)	237,508	250,000	258,679	181,688
Jun (Apr)	263,959	250,000	393,672	325,360
Jul (May)	155,042	250,000	325,491	400,851
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	<u>\$ 3,121,631</u>	<u>\$ 3,000,000</u>	<u>\$ 2,150,851</u>	

Telecommunications Tax



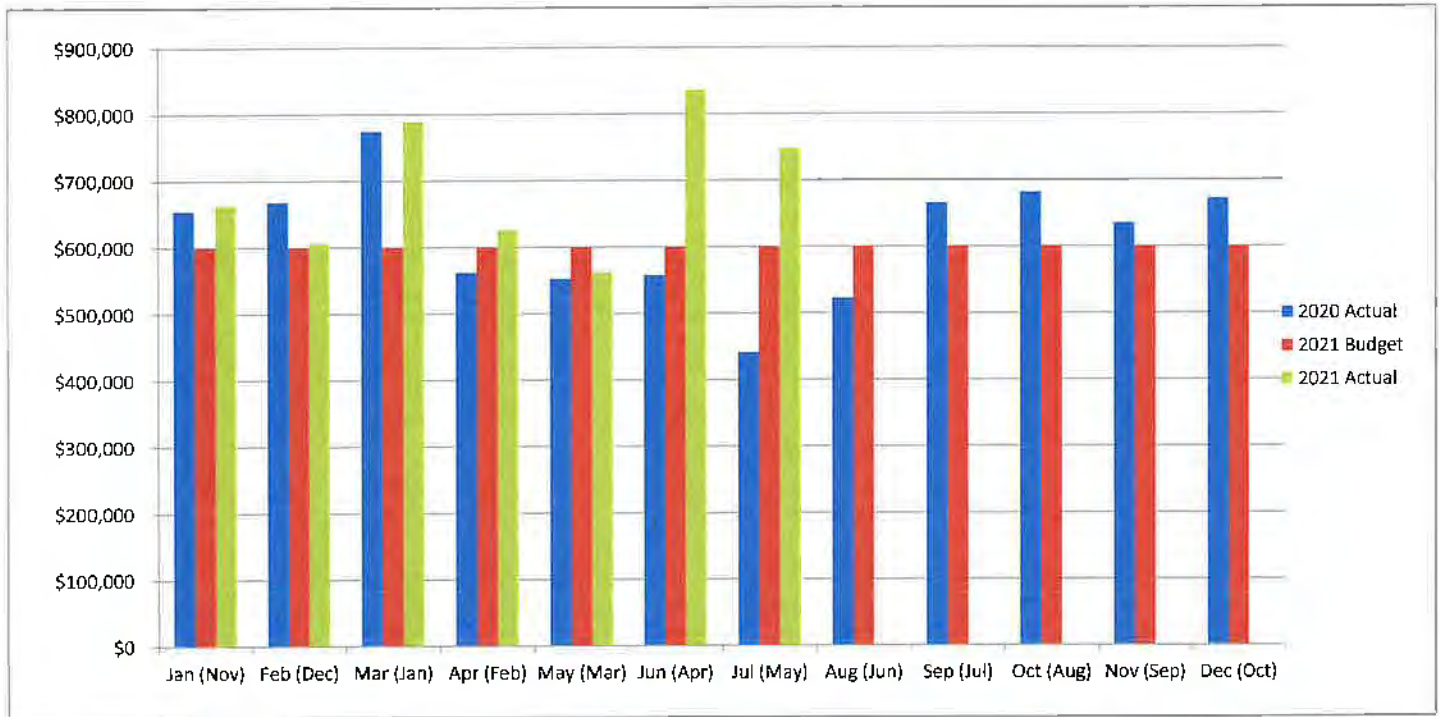
Month Received (Liability Period)	2020 Actual	2021 Budget	2021 Actual	Cumulative Variance 2021 Actual vs. Budget
Jan (Oct)	\$ 113,378	\$ 92,000	\$ 83,469	\$ (8,531)
Feb (Nov)	104,057	92,000	81,074	(19,457)
Mar (Dec)	102,651	92,000	87,837	(23,620)
Apr (Jan)	95,539	92,000	76,255	(39,365)
May (Feb)	97,540	92,000	85,550	(45,815)
Jun (Mar)	100,389	92,000	79,812	(58,003)
Jul (Apr)	98,467	92,000	78,425	(71,578)
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	\$ 572,422	

Building Permits



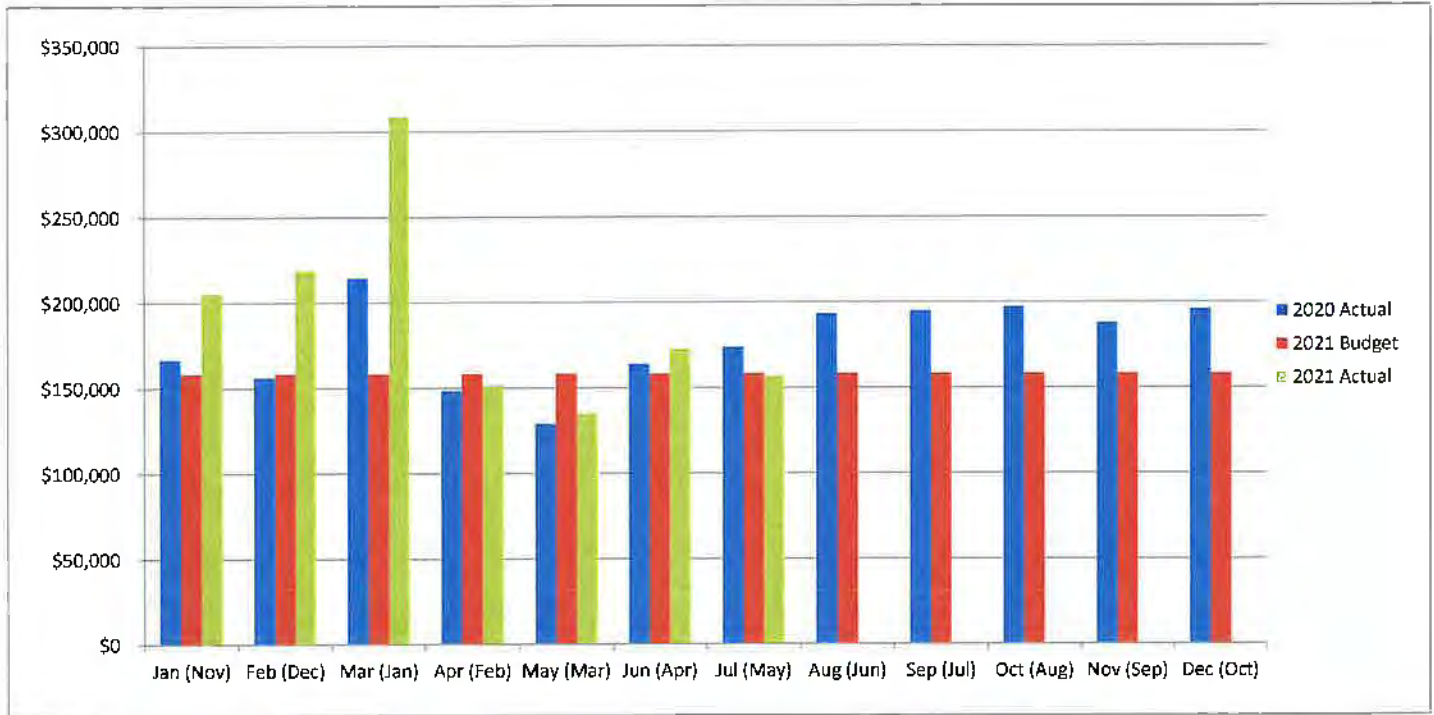
<u>Month Received</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 231,652	\$ 89,583	\$ 51,733	\$ (37,850)
Feb	116,033	89,583	3,842	(123,592)
Mar	37,924	89,583	50,114	(163,061)
Apr	(17,384)	89,583	61,384	(191,260)
May	32,716	89,583	69,400	(211,444)
Jun	74,446	89,583	187,474	(113,553)
Jul	81,259	89,583	116,332	(86,804)
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	\$ 540,279	

State Sales Tax



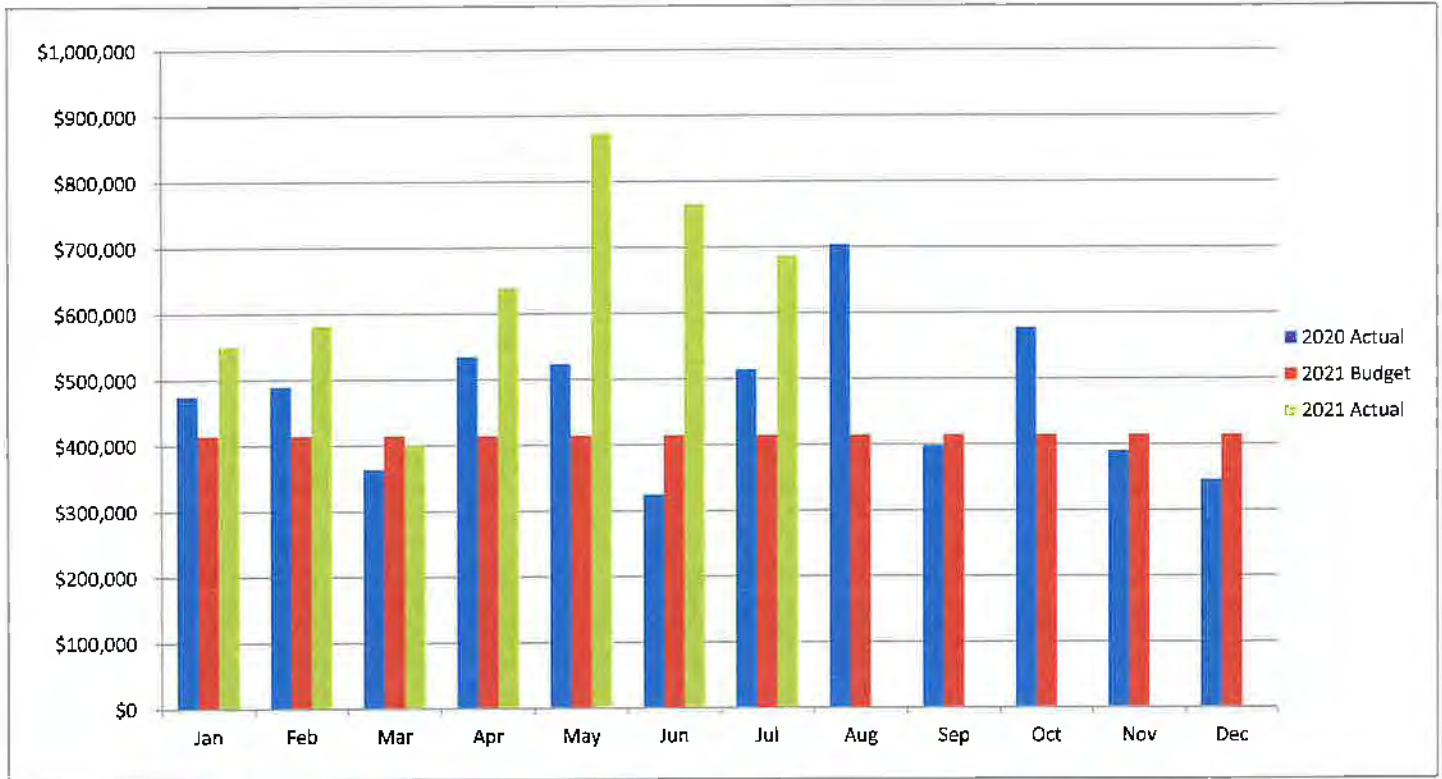
<u>Month Received (Liability Period)</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan (Nov)	\$ 654,701	\$ 600,000	\$ 664,123	\$ 64,123
Feb (Dec)	668,077	600,000	606,338	70,461
Mar (Jan)	774,498	600,000	789,650	260,111
Apr (Feb)	561,888	600,000	625,960	286,071
May (Mar)	552,432	600,000	561,998	248,069
Jun (Apr)	557,618	600,000	836,399	484,468
Jul (May)	441,480	600,000	747,727	632,195
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>\$ 4,832,195</u>	

Local Use Tax



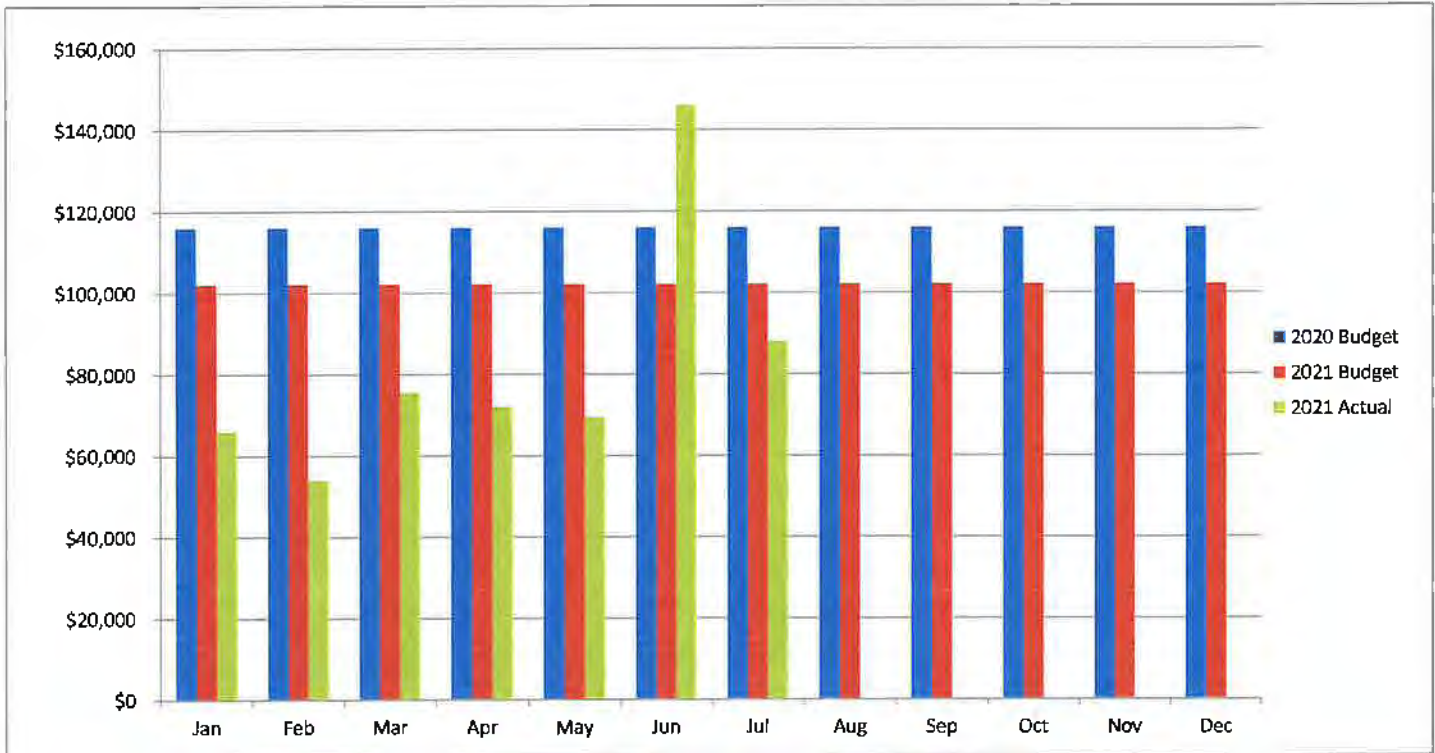
<u>Month Received (Liability Period)</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan (Nov)	\$ 166,765	\$ 158,333	\$ 205,303	\$ 46,970
Feb (Dec)	156,234	158,333	218,776	107,412
Mar (Jan)	214,375	158,333	308,720	257,799
Apr (Feb)	148,444	158,333	151,360	250,826
May (Mar)	129,000	158,333	134,964	227,456
Jun (Apr)	164,096	158,333	172,542	241,665
Jul (May)	173,719	158,333	156,763	240,095
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	<u>\$ 2,121,851</u>	<u>\$ 1,900,000</u>	<u>\$ 1,348,428</u>	

Income Tax



2019-2020			2020-2021			Cumulative Variance 2021 Actual vs. Budget	
Month Received	Liab Pd	2020 Actual	Month Received	2021 Budget	Liab Pd		2021 Actual
Jan	Dec-19	\$ 474,910	Jan	\$ 414,583	Dec-20	\$ 550,235	\$ 135,652
Feb	Jan-20	489,288	Feb	414,583	Jan-21	581,723	302,791
Mar	Feb-20	363,834	Mar	414,583	Feb-21	400,920	289,128
Apr	Mar-20	534,381	Apr	414,583	Mar-21	639,264	513,809
May	Apr-20	523,208	May	414,583	Apr-21	873,242	972,467
Jun	May-20	324,080	Jun	414,583	May-21	766,180	1,324,064
Jul	Jun-20	514,626	Jul	414,583	Jun-21	687,333	1,596,814
Aug	Jul-20	703,605	Aug	414,583	Jul-21		
Sep	Aug-20	398,672	Sep	414,583	Aug-21		
Oct	Sep-20	577,312	Oct	414,583	Sep-21		
Nov	Oct-20	390,094	Nov	414,583	Oct-21		
Dec	Nov-20	345,364	Dec	414,583	Nov-21		
YTD Totals		<u>\$ 5,639,374</u>		<u>\$ 4,975,000</u>		<u>\$ 4,498,897</u>	

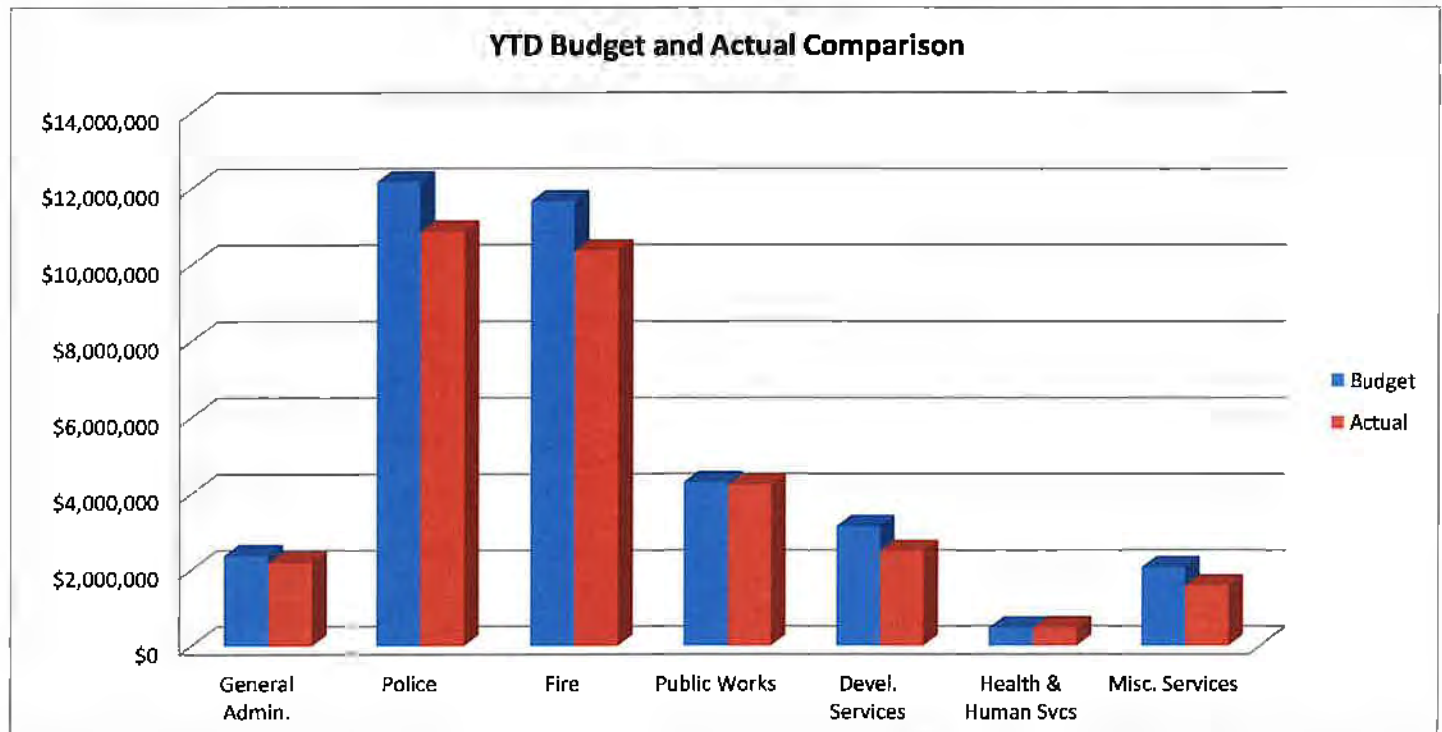
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<u>Month Received</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>Cumulative Variance 2021 Actual vs. Budget</u>
Jan	\$ 116,017	\$ 102,167	\$ 66,011	\$ (36,156)
Feb	116,017	102,167	54,027	(84,295)
Mar	116,017	102,167	75,644	(110,818)
Apr	116,017	102,167	72,130	(140,855)
May	116,017	102,167	69,575	(173,446)
Jun	116,017	102,167	146,084	(129,529)
Jul	116,017	102,167	88,057	(143,639)
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	\$ 1,392,200	\$ 1,226,000	\$ 571,528	

Expenditures: General Fund expenditures in July were \$213,645 below the budgeted figure of \$5,165,586. 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	\$ 240,007	\$ 204,975	14.6%
Administration	389,013	295,259	24.1%
Legal	307,154	249,135	18.9%
Finance	674,695	690,747	-2.4%
Village Clerk	137,247	127,903	6.8%
HRM	325,949	307,275	5.7%
Communications	149,421	166,550	-11.5%
Cable TV	104,872	99,914	4.7%
Emergency Operations	49,863	54,488	-9.3%
Police	12,165,487	10,868,449	10.7%
Fire	11,656,383	10,364,320	11.1%
Public Works	4,292,762	4,225,926	1.6%
Development Services	3,138,829	2,493,835	20.5%
H&HS	471,829	483,566	-2.5%
Miscellaneous	2,056,990	1,586,915	22.9%
TOTAL	\$ 36,160,500	\$ 32,219,257	10.9%



Department News

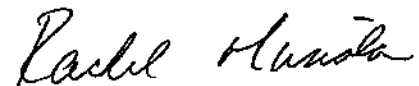
During the month of August, the following training sessions were attended by Finance staff:

- Attended multiple webinars provided by Cook County on ARPA requirements (Finance Director and Assistant Director).

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

- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer and Finance Director).
- Attended Coffee with the Board (Finance Director).
- Held the annual Joint Review Board Meetings for the Village TIF Districts and the EDA (Finance Director and Fiscal Operations Manager).
- Attended several IGFOA Professional Education Committee planning meetings (Finance Director).
- Met with both firms conducting utility & revenue audits and have begun compiling information for each.

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

July-21

	Jul-21	YTD Jul-21	Jul-20	YTD Jul-20	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	347	2,191	242	1,693	43.4%	29.4%
Amount	\$ 80,517	425,105	\$ 42,266	238,891	90.5%	77.9%
Internet Sales						
Number	2,657	17,697	836	14,242	217.8%	24.3%
Amount	\$ 369,534	2,266,082	\$ 102,089	1,913,878	262.0%	18.4%
Total						
Number	3,004	19,888	1,078	15,935	178.7%	24.8%
Amount	\$ 450,050	2,691,187	\$ 144,355	\$ 2,152,769	211.8%	25.0%
Credit Card Company Fees						
General Fund	\$ 37	256	\$ 35	982	3.5%	-74.0%
Water Fund	5,212	31,864	3,727	23,313	39.9%	36.7%
Total Fees	\$ 5,249	\$ 32,120	\$ 3,762	\$ 24,294	39.5%	32.2%
Accounts Receivable						
Invoices Mailed						
Number	125	362	108	462	15.7%	-21.6%
Amount	\$ 880,706	1,475,520	\$ 75,843	572,106	1061.2%	157.9%
Invoices Paid						
Number	67	361	70	454	-4.3%	-20.5%
Amount	\$ 857,791	1,459,811	\$ 105,095	650,158	716.2%	124.5%
Reminders Sent						
Number	3	80	17	106	-82.4%	-24.5%
Amount	\$ 600	74,605	\$ 3,693	43,406	-83.8%	71.9%
Accounts Payable						
Checks Issued						
Number	305	2,138	323	2,119	-5.6%	0.9%
Amount	\$ 2,310,141	12,148,473	\$ 2,630,625	14,083,865	-12.2%	-13.7%
Manual Checks Issued						
Number	20	126	9	138	122.2%	-8.7%
As % of Total Checks	6.56%	5.89%	2.79%	6.51%	135.3%	-9.5%
Amount	\$ 9,744	431,821	\$ 21,152	225,293	-53.9%	91.7%
As % of Total Checks	0.42%	3.55%	0.80%	1.60%	-47.5%	122.2%
Utility Billing						
New Utility Accounts	124	757	178	821	-30.3%	-7.8%
Bills Mailed / Active Accounts	15,725	109,994	15,736	110,196	-0.1%	-0.2%
Final Bills Mailed	166	874	178	821	-6.7%	6.5%
Shut-Off Notices	741	6,252	-	2,790	N/A	124.1%
Actual Shut-Offs	-	-	-	188	N/A	-100.0%
Total Billings	\$ 2,339,048	13,570,090	\$ 2,157,002	13,076,836	8.4%	3.8%
Direct Debit (ACH) Program						
New Accounts	105	535	54	493	94.4%	8.5%
Total Accounts	5,097	34,881	4,621	31,457	10.3%	10.9%
As % of Active Accounts	32.41%	31.71%	29.37%	28.55%	3.0%	11.1%
Water Payments Received in Current Month						
Total Bills Mailed	15,725	109,994	15,736	110,196	-0.1%	-0.2%
ACH Payments	5,097	34,881	4,621	31,457	10.3%	10.9%
ACH Payments-% of Total Bills	32.41%	31.71%	29.37%	28.55%	10.4%	11.1%
On-line Payments (Internet Sales)	1,826	13,589	1,777	12,008	2.8%	13.2%
On-line Payments-% of Total Bills	11.61%	12.35%	11.29%	10.90%	2.8%	13.4%
Over-the-phone Payments	404	3,253	413	3,923	-2.2%	-17.1%
Over-the-phone Payments-% of Total Bills	2.57%	2.96%	2.62%	3.56%	-2.1%	-16.9%
Mail-in Payments	8,164	56,250	8,485	60,022	-3.8%	-6.3%
Mail-in Payments-% of Total Bills	51.92%	51.14%	53.92%	54.47%	-3.7%	-6.1%

WATER BILLING ANALYSIS

July 31, 2021

**Residential Billings
Average Monthly Consumption/Customer**

<u>Month Billed</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
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
May	4,051	4,504	4,317
June	4,326	5,114	5,135
July	4,395	5,545	5,707
13 Month Average -	4,402	4,562	4,865
% Change -	-3.2%	3.6%	6.6%

Total Water Customers**Average Bill**

<u>Customer Type</u>				<u>Customer Type</u>			
	<u>Jul-20</u>	<u>Jul-21</u>	<u>% Change</u>		<u>Jul-20</u>	<u>Jul-21</u>	<u>% Change</u>
Residential	14,805	14,828	0.2%	Residential	\$ 76.07	\$ 80.78	6.2%
Commercial	931	897	-3.7%				
Total	15,736	15,725	-0.1%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jul-20</u>	<u>Jul-21</u>	<u>% Change</u>		<u>Jul-20</u>	<u>Jul-21</u>	<u>% Change</u>
Residential	82	85	3.7%	Residential	478	482	0.8%
Commercial	46	53	15.2%	Commercial	265	274	3.4%
	128	138	7.8%		743	756	1.7%

STATEMENT OF INVESTMENTS-VILLAGE
As of July 31, 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		8,606,535.59			0.020
Illinois Funds - Veterans Memorial	05/01/92		314.04			0.020
PMA iPrime	11/07/08		14,136,188.85			0.030
CD with PMA	08/22/13		998,500.00	998,500.00	999,866.81	0.200
			23,741,538.48			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		192,860.17			0.020
Chase Money Market			570,021.98			
			762,882.15			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,372.36			0.020
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		55,994.73			0.020
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		845.45			0.020
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		7,977.54			0.020
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		9,807.59			0.020
PMA iPrime	11/07/08		3,780.31			0.030
			13,587.90			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		11,259.91			0.020
PMA iPrime	02/10/11		259,507.73			0.030
			270,767.64			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		38,594.72			0.020
PMA iPrime	01/07/09		3,315,200.47			0.030
			3,353,795.19			
<u>Prairie Stone Capital</u>						
Illinois Funds	08/22/91		624,667.85			0.020
PMA iPrime	02/10/11		91,557.22			-
			716,225.07			

STATEMENT OF INVESTMENTS-VILLAGE
As of July 31, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Road Improvement</u>						
Illinois Funds	01/01/15		2,317,917.33			
PMA iPrime			<u>907,702.02</u>			0.030
			3,225,619.35			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		26,257.82			0.020
PMA iPrime	01/07/09		<u>248,534.36</u>			0.030
			274,792.18			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		23,469.05			0.020
PMA iPrime	01/07/09		<u>71,274.31</u>			0.030
			94,743.36			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,316.50			0.020
PMA iPrime	11/07/08		<u>328,521.43</u>			0.030
			331,837.93			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		10,257.27			0.020
PMA iPrime	11/07/08		753,208.78			0.030
Chase Money Market	03/06/18		<u>7,495,544.96</u>			0.010
			8,259,011.01			
<u>Water and Sewer-2017 Bond Projects</u>						
PMA iPrime	09/13/17		2,170,698.79			0.030
<u>Water and Sewer-2019 Bond Projects</u>						
PMA iPrime	09/13/17		537,902.60			0.030
<u>Now Arena Operating</u>						
Illinois Funds			29.05			
<u>Now Arena</u>						
H.E. Community Bank-MaxSafe			160,666.83			
<u>Insurance</u>						
Illinois Funds	11/10/87		16,454.27			0.020
PMA iPrime	11/07/08		<u>2,176,689.16</u>			0.030
			2,193,143.43			

STATEMENT OF INVESTMENTS-VILLAGE
As of July 31, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Information Systems</u>						
Illinois Funds	02/01/98		81,170.06			0.020
PMA iPrime	11/07/08		611,213.06			
			692,383.12			
<u>EDA Special Tax Alloc.</u>						
PMA iPrime	11/07/08		5,477,420.20			
Chase Money Market	03/14/19		5,745,417.86			
			11,222,838.06			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,621.32			0.020
Chase Money Market			1,000,292.04			
PMA iPrime	11/07/08		114,999.92			0.030
			1,122,913.28			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		119,141.65			0.020
Chase Money Market			200,058.42			
			319,200.07			
<u>2019 Capital Project Fund</u>						
PMA iPrime	09/13/17		10,595.87			0.030
Total Investments			\$ 59,544,361.44			
Total Invested Per Institution				Percent Invested		
Illinois Funds			12,158,864.27	20.42		
IMET			0.00	-		
IMET Convenience Fund			0.00	-		
Chase Money Market			15,011,335.26	25.21		
CD with PMA			998,500.00	1.68		
HE Community Bank-MaxSafe			160,666.83	0.27		
Bank of New York Money Market			0.00	-		
ISC at PMA			31,214,995.08	52.42		
			\$59,544,361.44	100.00		
Total Invested Per Institution Excluding all Agency and EDA Funds				Percent Invested		
Illinois Funds			11,534,196.42	24.23		
IMET			0.00	-		
HE Community Bank-MaxSafe			160,666.83	0.34		
Chase Money Market			9,265,917.40	19.46		
CD with PMA			998,500.00	2.10		
ISC at PMA			25,646,017.66	53.87		
			\$47,605,298.31	100.00		

STATEMENT OF INVESTMENTS-VILLAGE
As of July 31, 2021

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Fund						
Total Investments - Operating Funds				\$37,320,957.50		
Total Investments - Debt Service Funds				\$0.00		
Total Investments - Agency Funds				\$11,222,838.06		
Total Investments - Capital Projects Funds				\$11,000,565.88		
Total Investments - All Funds				<u>\$59,544,361.44</u>		

OPERATING REPORT SUMMARY

REVENUES

July 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	4,500,000	-	13,175,000	8,615,834	16,314,510	52.8%	
Hotel Tax	83,333	93,149	583,333	339,597	1,000,000	34.0%	
Real Estate Transfer Tax	85,417	102,084	597,917	661,391	1,025,000	64.5%	
Home Rule Sales Tax	250,000	325,491	1,750,000	2,150,850	3,000,000	71.7%	
Telecommunications Tax	92,000	78,425	644,000	572,422	1,104,000	51.8%	
Property Tax - Fire	625,000	-	2,680,000	2,000,193	4,287,700	46.6%	
Property Tax - Police	1,000,000	-	3,513,835	2,346,944	5,437,670	43.2%	
Other Taxes	83,382	80,255	583,672	437,077	1,000,580	43.7%	
Total Taxes	6,719,132	679,403	23,527,757	17,124,308	33,169,460	51.6%	
Business Licenses	30,000	23,382	280,000	338,207	350,000	96.6%	
Liquor Licenses	-	6,602	275,000	242,851	275,000	88.3%	
Building Permits	89,583	116,332	627,083	540,279	1,075,000	50.3%	
Other Licenses & Permits	917	118	6,417	1,419	11,000	12.9%	
Total Licenses & Permits	120,500	146,433	1,188,500	1,122,755	1,711,000	65.6%	
Sales Tax	600,000	747,727	4,200,000	4,832,194	7,200,000	67.1%	
Local Use Tax	158,333	156,763	1,108,333	1,348,427	1,900,000	71.0%	
State Income Tax	414,583	687,333	2,902,083	4,498,896	4,975,000	90.4%	
Replacement Tax	20,983	76,482	146,883	337,322	251,800	134.0%	
Other Intergovernmental	46,409	9,391	324,864	279,739	556,910	50.2%	
Total Intergovernmental	1,240,309	1,677,695	8,682,164	11,296,578	14,883,710	75.9%	
Engineering Fees	25,000	4,704	175,000	1,184,940	300,000	395.0%	
Ambulance Fees	182,500	109,656	1,277,500	839,086	2,190,000	38.3%	
Police Hireback	31,250	22,449	218,750	258,960	375,000	69.1%	
Lease Payments	42,204	63,491	295,429	473,266	506,450	93.4%	
Cable TV Fees	40,000	33,520	420,000	391,299	765,000	51.2%	
4th of July Proceeds	-	-	-	-	87,750	0.0%	
Employee Payments	133,333	168,780	933,333	1,085,033	1,600,000	67.8%	
Hireback - Arena	12,146	-	85,021	41,363	145,750	28.4%	
Rental Inspection Fees	-	3,088	125,000	221,034	275,000	80.4%	
Other Charges for Services	73,458	77,392	514,208	586,263	881,500	66.5%	
Total Charges for Services	539,892	483,080	4,044,242	5,081,244	7,126,450	71.3%	
Court Fines-County	10,000	-	70,000	36,175	120,000	30.1%	
Ticket Fines-Village	29,167	12,876	204,167	108,433	350,000	31.0%	
Overweight Truck Fines	500	910	3,500	2,740	6,000	45.7%	
Red Light Camera Revenue	54,167	65,987	379,167	381,223	650,000	58.6%	
Local Debt Recovery	8,333	8,285	58,333	42,956	100,000	43.0%	
Total Fines & Forfeits	102,167	88,057	715,167	571,527	1,226,000	46.6%	
Total Investment Earnings	22,917	523	160,417	10,026	275,000	3.6%	
Reimburse/Recoveries	12,500	26,191	87,500	99,015	150,000	66.0%	
S.Barrington Fuel Reimbursement	2,500	2,676	17,500	18,889	30,000	56.3%	
Shaumburg Twn Fuel Reimbursement	2,500	3,759	17,500	17,585	30,000	58.6%	
Tollway Payments	-	-	-	8,900	-	N/A	
Other Miscellaneous	19,258	35,553	134,808	68,710	231,100	29.7%	
Total Miscellaneous	36,758	68,179	257,308	211,099	441,100	47.9%	
Total Operating Transfers In	87,833	139,867	614,833	748,716	1,054,000	71.0%	
Total General Fund	8,869,508	3,283,239	39,190,388	36,166,254	59,886,720	60.4%	58.3%

OPERATING REPORT SUMMARY

REVENUES

July 31, 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	2,011,923	11,651,471	11,295,616	19,973,950	56.6%	
Connection Fees	1,667	-	11,667	33,219	20,000	166.1%	
Cross Connection Fees	3,167	3,217	22,167	22,579	38,000	59.4%	
Penalties	8,333	10,862	58,333	61,825	100,000	61.8%	
Investment Earnings	3,333	55	23,333	345	40,000	0.9%	
Other Revenue Sources	6,292	1,055	44,042	10,307	75,500	13.7%	
Capital Projects	-	69	-	451	2,005,000	0.0%	
Total Water Fund	1,687,288	2,027,181	11,811,013	11,424,342	22,252,450	51.3%	58.3%
Motor Fuel Tax Fund	248,917	174,202	1,742,417	2,265,964	2,987,000	75.9%	
Community Dev. Block Grant Fund	53,415	-	373,905	48,239	640,980	7.5%	
Asset Seizure Fund	83	3,959	583	69,796	1,000	6979.6%	
Municipal Waste System Fund	244,766	234,889	1,713,361	1,701,503	2,937,190	57.9%	
NOW Arena Operating Fund	352,152	361,811	2,465,062	2,554,363	4,225,820	60.4%	
NOW Arena Activity Fund	397,443	247,938	2,782,098	1,494,637	4,769,310	31.3%	
Stormwater Management	69,617	45,645	487,317	319,727	835,400	38.3%	
Insurance Fund	133,582	124,529	935,072	871,863	1,602,980	54.4%	
Roselle Road TIF	25,167	8	176,167	341,205	302,000	113.0%	
Barrington/Higgins TIF	50,478	3	353,348	395,724	605,740	65.3%	
Lakewood Center TIF	33,466	240	234,261	6,510	401,590	1.6%	
Higgins-Old Sutton TIF	3,587	240	3,587	7,260	43,040	16.9%	
Higgins/Hassell TIF	25,013	-	175,088	448,430	300,150	149.4%	
Information Systems	111,454	113,213	780,179	772,362	1,337,450	57.7%	
Total Spec Rev. & Int. Svc. Fund	1,749,138	1,306,677	12,222,443	11,297,582	20,989,650	53.8%	
TOTAL OPERATING FUNDS	12,306,933	6,617,096	63,223,843	58,888,179	103,128,820	57.1%	58.3%
2015A & C G.O. Debt Service	750,000	750,000	847,825	847,825	3,576,650	23.7%	
2015B G.O. Debt Service	-	-	14,200	14,200	123,900	0.0%	
2016 G.O. Debt Service	3,120	3,120	249,896	249,896	436,700	0.0%	
2017A & B G.O. Debt Service	-	-	53,275	53,275	177,550	0.0%	
2018 G.O. Debt Service	163,780	163,780	964,391	964,391	2,863,200	0.0%	
2019 G.O. Debt Service	-	-	-	17,587	136,700	12.9%	
TOTAL DEBT SERV. FUNDS	916,900	916,900	2,129,587	2,147,175	7,314,700	29.4%	58.3%
Central Rd. Corridor Fund	17	0	117	4	200	1.8%	
Hoffman Blvd Bridge Maintenance	125	6	875	40	1,500	2.7%	
Western Corridor Fund	62,500	69	437,500	481	750,000	0.1%	
Prairie Stone Capital Fund	833	13	5,833	227	10,000	2.3%	
Central Area Rd. Impr. Imp. Fee	13	-	88	-	150	0.0%	
Capital Improvements Fund	149,675	36,017	1,047,725	1,222,758	1,796,100	68.1%	
Capital Vehicle & Equipment Fund	63,577	63,481	445,037	444,370	762,920	58.2%	
Capital Replacement Fund	167	7	1,167	47	2,000	2.4%	
2015 Project Fund	-	0	-	3	-	N/A	
Road Improvement Fund	549,050	355,512	3,843,350	4,115,731	6,588,600	62.5%	
TOTAL CAP. PROJECT FUNDS	825,956	455,105	5,781,691	5,783,660	9,911,470	58.4%	58.3%
Police Pension Fund	583,839	3,882,864	4,086,874	16,457,812	7,006,070	234.9%	
Fire Pension Fund	513,008	1,274,169	3,591,058	11,269,073	6,156,100	183.1%	
TOTAL TRUST FUNDS	1,096,848	5,157,033	7,677,933	27,726,885	13,162,170	210.7%	58.3%
TOTAL ALL FUNDS	15,145,636	13,146,133	78,813,053	94,545,898	133,517,160	70.8%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 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>			
General Fund							
General Admin.							
Legislative	34,287	26,684	240,007	204,975	411,440	49.8%	
Administration	55,573	68,226	389,013	295,259	666,880	44.3%	
Legal	43,879	57,997	307,154	249,135	526,550	47.3%	
Finance	96,385	137,704	674,695	690,747	1,156,620	59.7%	
Village Clerk	19,607	25,869	137,247	127,903	235,280	54.4%	
Human Resource Mgmt.	46,564	58,479	325,949	307,275	558,770	55.0%	
Communications	21,346	41,555	149,421	166,550	256,150	65.0%	
Cable TV	14,982	17,073	104,872	99,914	179,780	55.6%	
Emergency Operations	7,123	4,785	49,863	54,488	85,480	63.7%	
Total General Admin.	339,746	438,372	2,378,221	2,196,246	4,076,950	53.9%	58.3%
Police Department							
Administration	126,184	113,456	883,289	734,907	1,514,210	48.5%	
Juvenile Investigations	50,618	25,589	354,328	285,497	607,420	47.0%	
Tactical	101,305	81,774	709,135	592,006	1,215,660	48.7%	
Patrol and Response	1,043,244	913,311	7,302,709	6,618,778	12,518,930	52.9%	
Traffic	98,136	75,435	686,951	523,548	1,177,630	44.5%	
Investigations	131,437	113,860	920,057	826,322	1,577,240	52.4%	
Community Relations	542	-	3,792	2,095	6,500	32.2%	
Communications	47,509	47,509	332,564	380,072	570,110	66.7%	
Canine	17,853	15,560	124,968	111,569	214,230	52.1%	
Special Services	14,937	16,582	104,557	71,877	179,240	40.1%	
Records	25,927	33,705	181,487	178,925	311,120	57.5%	
Administrative Services	80,236	98,039	561,651	542,854	962,830	56.4%	
Total Police	1,737,927	1,534,819	12,165,487	10,868,449	20,855,120	52.1%	58.3%
Fire Department							
Administration	76,858	59,403	538,008	387,269	922,300	42.0%	
Public Education	6,322	5,841	44,252	27,674	75,860	36.5%	
Suppression	818,720	764,190	5,731,040	5,120,081	9,824,640	52.1%	
Emer. Med. Serv.	709,165	656,037	4,964,155	4,545,768	8,509,980	53.4%	
Prevention	50,766	28,997	355,361	264,384	609,190	43.4%	
Fire Stations	3,367	2,977	23,567	19,144	40,400	47.4%	
Total Fire	1,665,198	1,517,446	11,656,383	10,364,320	19,982,370	51.9%	58.3%
Public Works Department							
Administration	31,975	37,844	223,825	235,615	383,700	61.4%	
Snow/Ice Control	153,408	90,851	1,073,853	1,389,248	1,840,890	75.5%	
Pavement Maintenance	44,018	62,328	308,123	240,250	528,210	45.5%	
Forestry	90,138	98,424	630,963	491,600	1,081,650	45.4%	
Facilities	96,732	101,014	677,122	575,281	1,160,780	49.6%	
Fleet Services	100,697	116,059	704,877	690,161	1,208,360	57.1%	
F.A.S.T.	16,208	14,262	113,458	76,515	194,500	39.3%	
Storm Sewers	14,422	(1,637)	100,952	69,988	173,060	40.4%	
Traffic Control	65,656	112,280	459,591	457,267	787,870	58.0%	
Total Public Works	613,252	631,427	4,292,762	4,225,926	7,359,020	57.4%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 31, 2021

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	35,212	45,883	246,482	239,757	422,540	56.7%	
Planning & Transportation	53,233	64,357	372,628	352,266	638,790	55.1%	
Code Enforcement	134,493	178,358	941,453	906,719	1,613,920	56.2%	
Engineering	101,606	140,097	711,241	676,540	1,219,270	55.5%	
Economic Development	123,861	31,107	867,026	318,554	1,486,330	21.4%	
Total Development Services	448,404	459,802	3,138,829	2,493,835	5,380,850	46.3%	58.3%
Health & Human Services	67,404	82,656	471,829	483,566	808,850	59.8%	58.3%
Miscellaneous							
4th of July	-	-	1,399	1,399	155,070	0.9%	
Police & Fire Comm.	8,513	2,559	59,593	6,423	102,160	6.3%	
Misc. Boards & Comm.	20,299	21,104	142,094	69,045	243,590	28.3%	
Misc. Public Improvements	264,843	263,755	1,853,903	1,510,048	3,178,120	47.5%	
Total Miscellaneous	293,656	287,418	2,056,990	1,586,915	3,678,940	43.1%	58.3%
Total General Fund	5,165,586	4,951,941	36,160,500	32,219,257	62,142,100	51.8%	58.3%
Water & Sewer Fund							
Water Department	1,102,568	1,308,989	7,717,973	7,532,591	13,230,810	56.9%	
Sewer Department	192,333	217,160	1,346,333	1,172,823	2,308,000	50.8%	
Billing Division	73,483	80,355	514,378	515,038	881,790	58.4%	
Capital Projects Division	42,309	42,309	597,039	597,039	3,560,860	16.8%	
2015 Bond Capital Projects	-	-	61,275	61,275	422,500	14.5%	
2017 Bond Capital Projects	33,157	33,157	460,759	460,759	1,435,620	32.1%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	-	-	335,958	335,958	622,530	54.0%	
Total Water & Sewer	1,443,849	1,681,970	11,157,533	10,799,301	22,709,750	47.6%	58.3%
Motor Fuel Tax	94,275	94,275	2,679,847	2,679,847	3,480,000	77.0%	
Community Dev. Block Grant Fund	4,331	4,331	53,844	53,844	585,550	9.2%	
Asset Seizure Fund	23,791	73,833	166,536	287,034	285,490	100.5%	
Municipal Waste System	248,263	252,884	1,737,838	1,547,017	2,979,150	51.9%	
NOW Arena Operating Fund	357,765	106,844	2,504,355	1,315,655	4,293,180	30.6%	
NOW Arena Activity Fund	397,443	181,754	2,782,098	1,097,323	4,769,310	23.0%	
Stormwater Management	42,354	218,976	296,479	225,601	508,250	44.4%	
Insurance	147,810	97,983	1,034,670	1,200,667	1,773,720	67.7%	
Information Systems	145,621	120,838	1,019,346	1,104,815	1,747,450	63.2%	
Roselle Road TIF	139,003	240	973,023	3,130	1,668,040	0.2%	
Barrington/Higgins TIF	1,087	240	7,607	4,445	13,040	34.1%	
Lakewood Center TIF	33,466	240	234,261	6,510	401,590	1.6%	
Higgins-Old Sutton TIF	3,587	240	3,587	7,260	43,040	16.9%	
Higgins/Hassell TIF	420	240	2,940	451,632	5,040	8961.0%	
TOTAL OPERATING FUNDS	8,248,648	7,786,831	60,814,462	53,003,340	107,404,700	49.3%	58.3%
2015A G.O. Debt Service	-	-	772,821	772,821	3,576,650	21.6%	
2015 G.O. Debt Service	-	-	14,200	14,200	123,900	11.5%	
2016 G.O. Debt Service	-	-	166,325	166,325	437,200	38.0%	
2017A & B G.O. Debt Service	-	-	53,275	53,275	177,550	30.0%	
2018 G.O. Debt Service	-	-	618,850	618,850	2,863,200	21.6%	
2019 G.O. Debt Service	-	-	17,587	17,587	136,700	12.9%	
TOTAL DEBT SERV. FUNDS	-	-	1,643,059	1,643,059	7,315,200	22.5%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 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	233,333	233,331	400,000	58.3%	
Prairie Stone Capital Fund	56,667	5,135	396,667	103,565	680,000	15.2%	
Western Area Traffic Imp.	-	-	-	3,638	-	N/A	
Capital Improvements Fund	168,444	91,186	1,179,109	620,571	2,021,330	30.7%	
Capital Vehicle & Equipment Fund	63,477	5,402	444,337	344,636	761,720	45.2%	
Capital Replacement Fund	58,333	58,333	408,333	408,331	700,000	58.3%	
2015 Project Fund	-	-	-	34,397	-	N/A	
Road Improvement Fund	554,635	1,422,833	3,882,445	3,217,850	6,655,620	48.3%	
TOTAL CAP. PROJECT FUNDS	934,889	1,616,222	6,544,224	4,966,319	11,218,670	44.3%	58.3%
Police Pension Fund	613,029	667,088	4,291,204	4,546,981	7,356,350	61.8%	
Fire Pension Fund	553,209	580,840	3,872,464	4,153,978	6,638,510	62.6%	
TOTAL TRUST FUNDS	1,166,238	1,247,928	8,163,668	8,700,959	13,994,860	62.2%	58.3%
TOTAL ALL FUNDS	10,349,776	10,650,981	77,165,413	68,313,678	139,933,430	48.8%	58.3%



Village of Hoffman Estates Information Systems Department

2021 JULY MONTHLY REPORT

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July Synopsis

- Our primary focus in July was on the CentralSquare Community Development TRAKiT implementation. We made significant progress on the workbooks for each of the applications, particularly in the options that Development Services wanted in each application area. The decision was made that Cathy and Angela would be verifying and making changes to match the workbooks in the System Administration portal, instead of that being done by CentralSquare consultants. CentralSquare provided technical assistance for this by implementing twice weekly troubleshooting meetings with the Manager of Consulting services. There were 15 meetings or workshops related to setup and project discussions during July.

CentralSquare/GovQA Support Cases

- Created SQL script to update RRL License Deadline date.
- Worked with Support to resolve the issue of all Hoffman staff being lock out of the CST FTP server. This was the result of repeated attempts to log in with the wrong password by Hoffman staff member. The issue was resolved.
- Worked extensively with Support to install a VPN tunnel to the Community Development SSRS environment, which will allow us to create and modify reports for Community Development applications.
- Notified Support to remove user from their environment due to termination and to add our new Fire Chief.
- Contacted GovQA to investigate whether they could provide us with data on which options are access on our GovQA webpage. They are able to provide information on GovQA-related links, but not those outside GovQA.

Project Activities

- With the assistance of Cloud Support, access to SSRS was completed.
- Reviewed entries in Code Workbook to determine changes needed in the WUM. Met several times to discuss changes requested by Development Services staff and present options available.
- Made adjustments and new entries in the WUM for Code Compliance to align with setup desired.
- Worked on rebuilding the Engineering Custom Screens to calculate the bond amount.

- Worked on verifying the Permitting workbook and entry into the WUM. Applied changes that were needed by Development Services. Made corrections in the WUM and Workbook that were incorrect.
- Attended and CRM and eTRAKIT Workbook Review.
- Attending a spatial rules workbook review session with the GIS consultant and Development Services. Made changes as requested.
- Attended a discussion on School and Recapture Fees. Identified a need for annexation and tree spatial rules.
- Attend sessions with CentralSquare's Consultant to discuss the WUM set up with Code and Permitting.
- Review Project Plan and added tasks related to the work to be done on VOHE staff.
- Retested the Round Up Formula for the Temporary Certificate Occupancy Fee.
- Updated Workbook for eTRAKIT with Font Colors, Sizes and Styles.

Work Orders

- Modified Requisition Approval tables to account for staff changes in Fire.
- Created report showing all the Fire Divisions' approvers for Requisitions at the request of First Management.
- Entered Leave Request group setup for new Development Services employee.
- Assisted Police staff in finding misidentified address for a False Alarm event.
- Created SQL script to update RRL License Deadline date.
- Applied July Penalties on Liquor, Home Businesses, and Business Licenses that were not yet paid.
- Applied Pet Licensing Penalties.
- Applied RRL Penalties.
- Added several locations per Development Services.
- Created a Cognos Report for the Clerk's office to send to Home Business License owners who have yet to pay.
- Updated a Cognos Report for the Fire Administration Department to filter on Inspector.
- Removed GovQA Spam.
- Update General Premises Licensees Letters.
- Completed the General Premises Licenses renewals.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on 7/12/21 and 7/26/21.

Training

- Attended WUM sessions with CentralSquare to determine how to set up the various options in each module of TRAKIT

Meetings

- Biweekly meeting with IS Director on July 26th.
- Weekly CST Community Development Project Status meetings throughout July.
- Several meetings with Development Services on the various aspects of the Community Development implementation.

Geographic Information System Review

July Synopsis

- *Service Troubleshooting:* After receiving a call regarding slow loading times for Hoffnet, I spent time looking into ways to improve our service processing. Adjustments were made based on ESRI literature and the improvements were noticeable. However, services will run slow if too many users are attempting to access them simultaneously. Once we upgrade our server we will be able to take advantage of a new tool that allows service instances to be shared. This may provide additional improvements in our service load times.
- *Community Development:* Troubleshooting was performed on the address locator service, but was unable to isolate the duplicate address issue in ComDev. The address locator was rebuilt from scratch to include only 4 fields and is now displaying properly. The service is still not as responsive as it is in the ArcGIS Online environment. Additionally, once selecting your search address, the map zooms in to a 1:1 scale by default. This issue was added to a FreshDesk ticket, but according to the CSQR, it is not configurable. What this means is that upon selecting an address from a search result, the user will have to zoom out *many* times (approx. 16x) in order to be able to view the property. Additional changes include acreage added to our parcel data and the capital project area was created for the spatial rules service. This was created with Transportation staff and will need to be updated annually, as well as modified throughout the year. This is due to the rule only being applicable for road projects that are in planning or underway. Once completed, they are removed.

Work Orders

- Webmap Request: aerial service config (CSQR)
- Webmap Request: address locator service reconfigured (CSQR)
- Webmap Request: add acreage field to parcels, update service (CSQR)
- Webmap Request: created capital projects polygon for spatial rules service (CSQR)
- Map Request: utilities at 2625 Barrington for HBK (DS-T)
- Map Request: Schaumburg water mains (PW)
- Data Request: JAWA address updated from 864 Rosedale to 790 Hassell (DS-BC)
- Data Request: total homes/businesses in sanitary service area (PW)
- Data Request: address change 2625 N Barrington to 3125 N Barrington (DS-BC)
- Data Request: incorporated addresses with PIN and address type info (F)
- Data Request: USPS address suffix standardization (GIS/CSQR)
- Troubleshooting: slow load times for Hoffnet; increased instances

Administration

- Monthly report
- Moon Lake Condos unit inquiry; units were found to be erroneous and thus removed
- Shared instances research; unavail in our version of ArcGIS for Server
- Liquor licenses printed and plats scanned for Clerk
- CSQR inquiries with City of Aurora
- CSQR FreshDesk ticket for geocode search zoom scale; cannot be adjusted
- Spatial Advisor Rules workbook updates
- ArcGIS Install on new Planning PC

Training

- ArcGIS Enterprise: Administering Portal (7/22)

Meetings

- Bi-Weekly w/F. Besenhoffer (7/12)
- Community Development: Spatial Rules Workbook Review (7/21)

Project Activities

Project – Motorola P1

- During the month of July, I.S. staff continued to work on Motorola P1 CAD System. During the stabilization 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 – Windows 10 Upgrades

- During the month of July, I.S. Staff continued a manual upgrade process to update our desktop computers to Windows 10. Due to the pandemic and the fact that PC replacements were removed from 2020 budget, we fell behind with Windows 7 computer replacements. Because Microsoft no longer supports Windows 7, I.S. Staff initiated manual upgrade process on all computers containing windows 7 operating systems. During the month of July, we were able to upgrade additional computers located in the Village Hall.

Security and Other Updates

- I.S. Staff configured and implemented new Domain Controller
- I.S. Staff installed newest firmware on our Firewalls.
- 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 four new user orientation meeting for our new employee.

Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 163 Help desk requests were opened during the month of July.
- 186 Help desk requests were closed during the month of July.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 4
- Active Directory Password Resets: 1

Director Summary

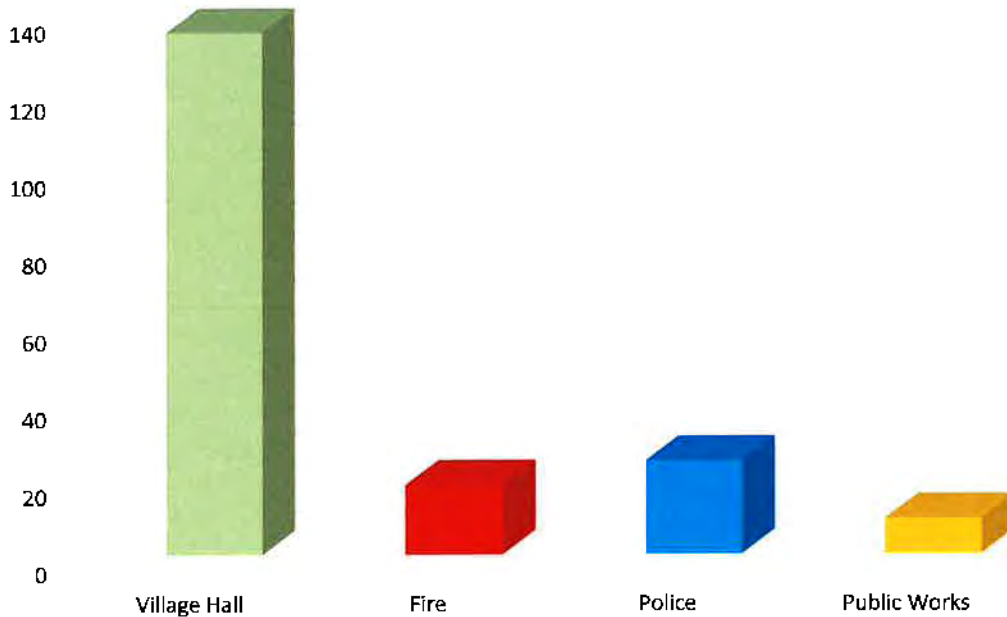
- Project status with CentralSquare
 - Project update status
 - Invoicing
- Vendor meeting with Mike Kimiotek and Ron Boscaccy to discuss the upcoming HANS renewal and new Cisco licensing.
- Vendor meeting with Ken Coles @Fatpipe
- Vendor meeting with Ryan Baily with Tenable (NESSUS)
- Meeting with TKB for further discussion of form creation and implementation of more complex forms.
- Meeting with Sarah Marucci to discuss I.T. Disaster planning
- Product demo; Body Cameras
 - Mototola
 - Panasonic
- Product demo (x2)

- DUO security
- EMCT meeting
- Meeting with Marc Thorsen (NIU) to discuss potential colocation agreement
- Monthly department status meeting with the Village Manager.
- Management team meeting.
- Bi Weekly department division meetings
 - Project progress
 - Division Goals Review
- Monthly MS-ISAC/EI-ISAC conference call.

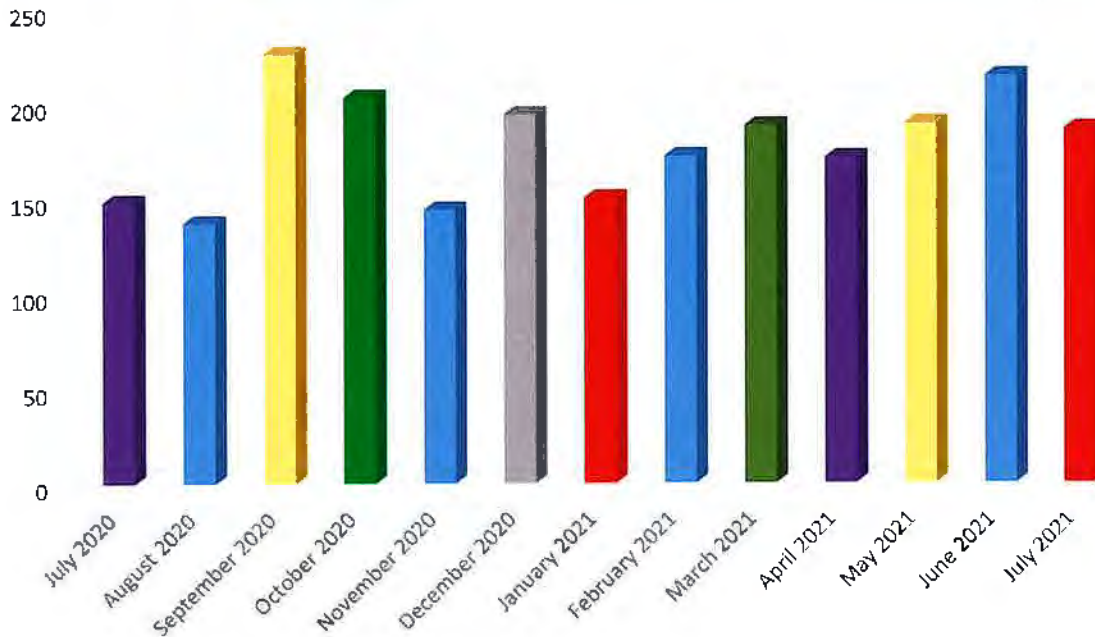
Total Work Orders by Priority by Month

Month	July
1 - Normal	108
2 - High	5
3 - Urgent	0
Project	2
Scheduled Event	47
Vendor intervention required	1
Total for Month	163

Completed Work Orders by Location



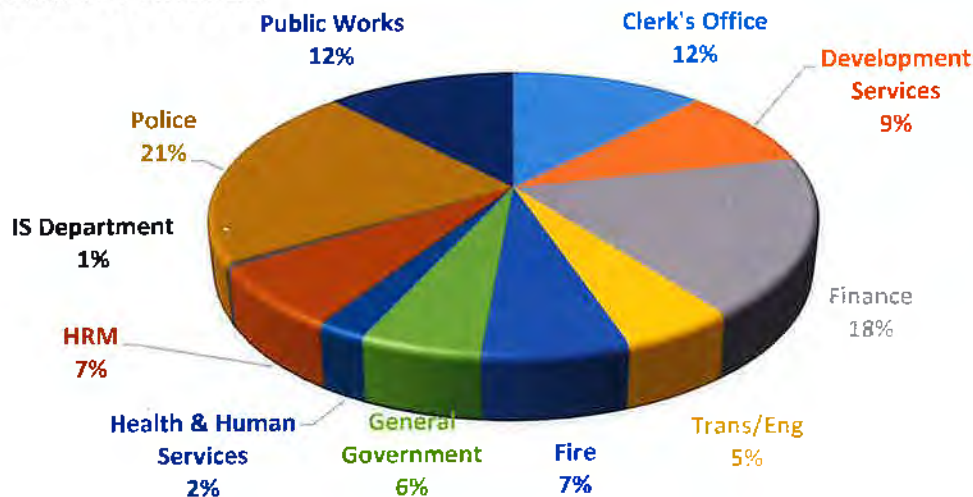
Completed Work Orders by Month



Printer Usage Report

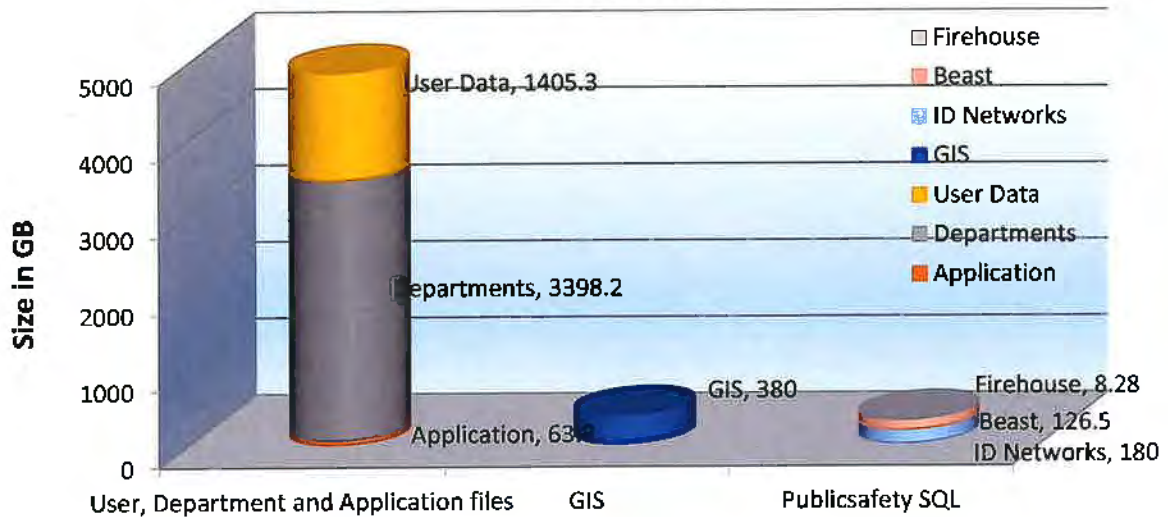
In the month of July there were 54477 pages printed across the village. The following graph breaks down printer usage by department.

PAGES PRINTED



System and Data Functions

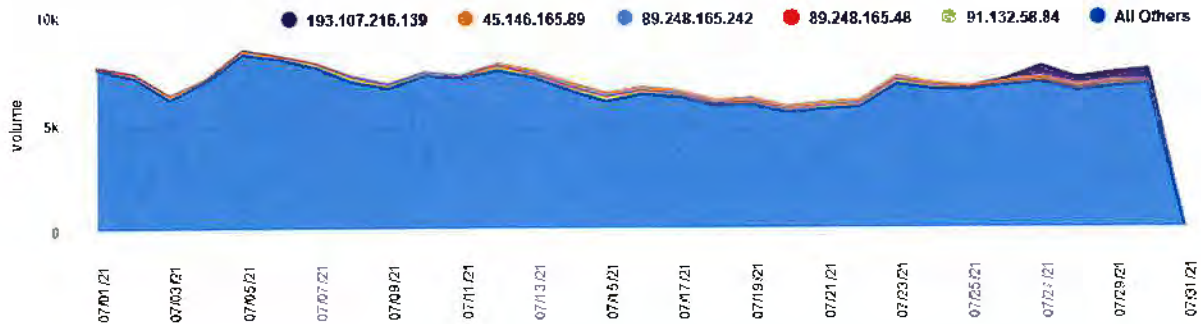
Disk Usage



Sentinel IPS Attack Report

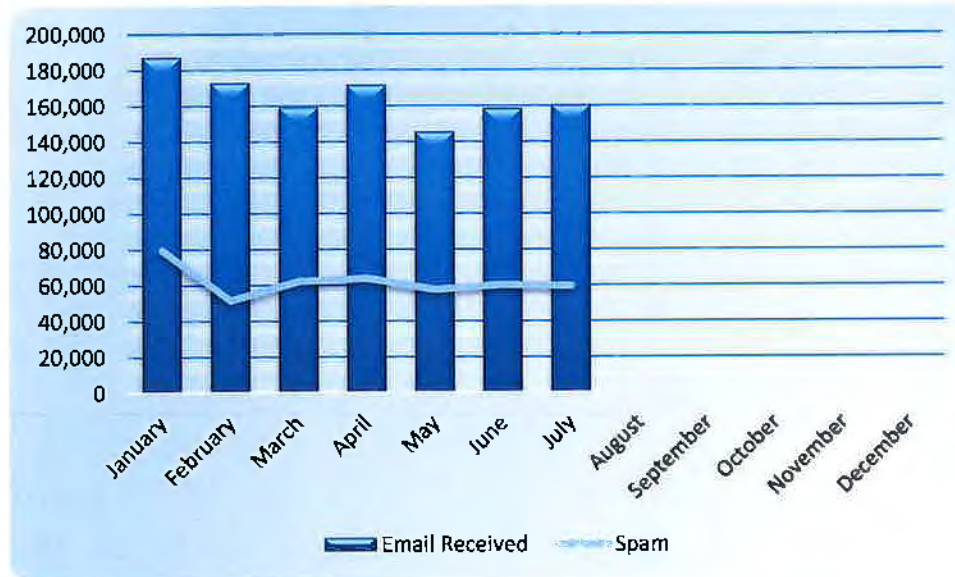
External parties attacked the Village network 207253 times during the month of July

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	145,287	57,358	39%
June	158,478	60,172	38%
July	160,249	59,424	37%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	1,154,579	433,910	38%



Phishing Security Test Report

06/25/2021 - 08/01/2021

Campaign: Monthly Test

Groups: All users

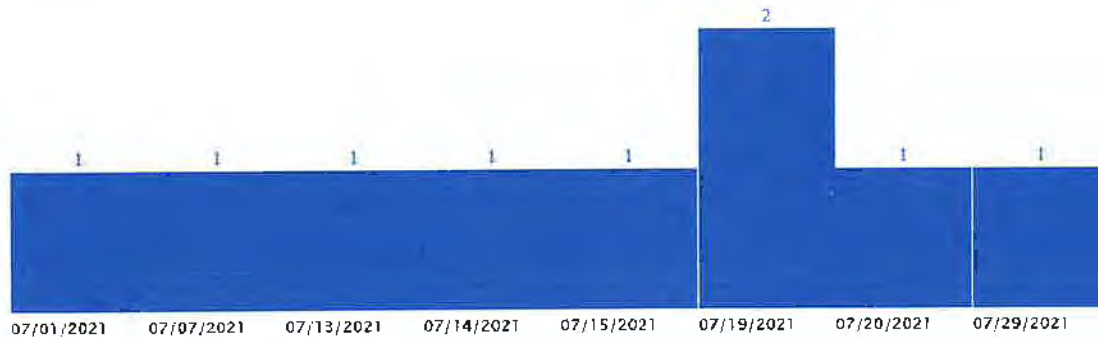
Statistics

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

3.0% Phish-prone Percentage	337 Recipients	337 Deliveries	9 Clicks	0 Attachment Opened	0 Data Entered	1 Other Failures	0 Bounces
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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 **337** recipients. Each recipient received a different email. Go to this Phishing Security Test's [users](#) page to see which user received which email.

See also <https://training.knowbe4.com>

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
AUGUST 2021**
DATE: August 13, 2021

1. The State of Illinois continues to be in Phase 5 with minimal restrictions. Events scheduled include AEW (wrestling) with a sold out pay per view on Labor Day weekend, plus two smaller events the week leading up to the September 5 sold out show. Monster Trucks is now on sale for an October 23-24 event, and Northwestern Wrestling has indicated their desire to again host their annual event in December 2021. Coordination for the sold out event includes overflow parking and the electronic message boards for traffic instructions.
2. We were notified that the Village/NOW Arena will receive grant funds from the Federal "Shuttered Venues Operators Grant" program. We are waiting for funds to be wired. Village and Arena staff are meeting to discuss the budget for expending the funds.
3. In May, the Village Board approved projects to add exhaust fans in the Arena ceiling to improve airflow and a project to replace and upgrade the lighting controls. Both contracts have been executed and materials/equipment are being ordered, but because of the supply chain disruptions, there was a long lead time. The exhaust fans were installed the week of August 2, and programming is underway. They should be operational for the AEW event. The lighting controls equipment is scheduled for delivery the week of August 9, and will be installed over the next few weeks.
4. Continue to work with the Village's Lobbyist and Assistant Corporation Counsel regarding the 2020 State Parking Excise Tax. SB 217 was introduced and appears to clarify that the tax should not apply to municipal owned parking facilities. However, the bill did not proceed to a vote in the Spring Legislative session. We will continue to monitor.
5. The Hideaway Brew Garden at the Village Green has been very popular since reopening. The new tents have been installed for weddings and other social events.
6. With the assistance of Paul Petrenko and Arena staff, we submitted CIP projects for the 2022 CIP.
7. Presented ideas for long term funding of CIP projects.

8. Working with Ben Gibbs on reopening the Arena after the pandemic. The first real event will be the sold out AEW event on Labor Day weekend, and that will present a challenge. Staffing all the part-time positions (Levy, Andy Frain, JaniKing) is a concern as there is a tight labor market that is affecting all businesses.
9. The Windy City Bulls would like to add a year to their 20 year Term in our agreement to account for the "lost year" as they did not play games in the 2020/21 season. This will be a simple amendment to the agreement to acknowledge the lost year and add one year to the dates in the agreement.
10. Spectra Regional Manager Rick Hontz contacted the Owner's Representative regarding an RFP for managing McCormickPplace that will be issued this fall. Spectra's convention center division is considering the RFP. Rick wanted to make sure that the Village did not have any issues with their submitting a proposal as the McCormick Place property does include the Wintrust Arena (DePaul basketball, Chicago Sky WNBA team, and concerts). The concerts/events at Wintrust are largely urban focused and rarely compete with the types of events at the NOW Arena.
11. Conducted bi-weekly meetings with Public Works Facilities and NOW Arena staff regarding building items.
12. 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
 August 2021

Event Highlights	Notes
August 13 - Wedding (Hideaway Brew Garden) August 14 - Cheerleading Event (Arena) August 15 - BMW Car Event (Parking Lot) August 15 to 19 - Private Concert Rehearsal August 18 - Berkshire Hathaway Private Event (Hideaway) August 20-26 - Windy City Bulls Court Events August 1-31: Beer Garden/Arts Commission every Thurs/Fri/Sat	
Finance Department	
General	Arena finished June financials.
Monthly Financial Statement	Building Event Revenue YTD: \$341,606
	Building Sponsor/Other Revenue YTD: \$189,465
	Building Expenses YTD: \$1,123,758 Building Income YTD: (\$592,686) vs. YTD Budget (\$825,914)
Operations Department	
General	The HVAC renovation is complete, and the additional exhaust fans are installed and operational on the roof of the building. Ops will continue to tweak the existing HVAC system to complement the new fans. All the hardware for the lighting system has arrived at the Arena. The electrician will begin installation next week.
Positions to Fill	Director of Operation - Will not be filled this fiscal
Third Party Providers	N/A
Village Support	HVAC testing and lighting install.
Events Department	
General	Working on beer garden events, weddings, cheerleading, rehearsal, AEW wrestling, Monster Truck, corporate events and Windy City Bulls. Working with outside vendors including Jani-King (custodial), United Maintenance (Conversions) and Andy Frain (security/parking) to ensure they can provide sufficient staffing starting in September.
Positions to Fill	Event Coordinator position will be filled September 1.
Marketing Department	
General	Promoting Hideaway Brew Garden summer 2021 lineup, Monster Truck, AEW (Dynamite and Rampage) and new employee recruitment
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Building new event maps for AEW, Monster Truck, multicultural events and Windy City Bulls
Food & Beverage Department	
General	Finding F&B staff has been the primary objective for the last few months. This recruitment continues as we prepare for AEW Wrestling on September 1, 3 and 5. In addition, SmartCare, a third party service provider has inspected all F&B equipment and will be making repairs to ensure all gear is operational for Sept 1.
Premium Seating Department	
General	Suites are nearly sold out for AEW on Sept 5th. Naming Rights is complete with new lighting installed on the giant marquee bottle.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$84,864
	Suites Sales: \$37,275
General	
Capital Improvements/Repairs	Additional capital projects are being investigated based on possible grant disbursements related to the Shuttered Venue Grant program via the Small Business Administration.