



AGENDA
Finance Committee
Regular Meeting
Village Hall

1900 Hassell Road, Hoffman Estates, IL 60169

August 18, 2025	Council Chambers	7:00 PM
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1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Finance Committee 07-21-2025
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
 - A. Approval an Ordinance Establishing Chapter 19 - Procurement and Amending Section 4-7-4 (I) of the Municipal Code.
5. **REPORTS**
 - A. Finance Department Monthly Report
 - B. Information Technology Department Monthly Report
 - C. NOW Arena Monthly Report
6. **PRESIDENT'S REPORT**
7. **ITEMS IN REVIEW**
8. **OTHER**
9. **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.

Village of Hoffman Estates

**FINANCE COMMITTEE MEETING
MINUTES**

July 21, 2025

I. Roll call

Members in Attendance:

**Gary Pilafas, Chairman
Anna Newell, Vice Chairperson
Karen Mills, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
Patrick Kinnane, Trustee
William McLeod, Mayor**

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Arthur Janura, Corp. Counsel
Jana Dickson Blake, Asst. Corp. Counsel
Pete Gugliotta, Dir. Dev. Services
Missy Brito, Communications Manager
Dr. Monica Saavedra, Dir. HHS
Alan Wax, Fire Chief
Joe Nebel, Director of Public Works
Darek Raszka, Director of IS
Rachel Musiala, Director of Finance
Cathy Doczekalski, Asst. Dir. HRM
Kasia Cawley, Police Chief
Patty Richter, Village Clerk
Ben Gibbs, GM NOW Arena
Ric Signorella, Multimedia Production Mgr.**

The Finance Committee meeting was called to order at 7:17 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Kinnane, seconded by Trustee Mills, to approve the Finance Committee meeting minutes from June 23, 2025. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to approve the Special Finance Committee meeting minutes from July 7, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

- A. Approval of an Ordinance amending Section 8-1-9, Pro-Rated Fees, and Section 8-1-10, Termination of Licenses, of Chapter 8, Licenses, of the Hoffman Estates Municipal Code**

An item summary sheet by Patty Richter was presented to committee.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to amend Section 8-1-9, Pro-Rated Fees, and Section 8-1-10, Termination of Licenses, of Chapter 8, Licenses, of the Hoffman Estates Municipal Code. Voice vote taken. All ayes. Motion carried.

A. Authorization to:

- a. waive formal bidding (due to utilization of a government master agreement); and**
- b. purchase of seven Panasonic laptops from CDS Office Technologies, Itasca, IL, in an amount not to exceed \$34,545.00.**

An item summary sheet by Darek Raszka was presented to committee.

Mr. Raszka explained this request is part of the annual computer replacement program. The laptops are being purchased for police vehicles.

Trustee Stanton inquired about the old laptops. Mr. Raszka noted the hard drives would be wiped and put up for auction.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to a.) waive formal bidding (due to utilization of a government master agreement); and b.) purchase of seven Panasonic laptops from CDS Office Technologies, Itasca, IL, in an amount not to exceed \$34,545.00. Voice vote taken. All ayes. Motion carried.

B. Authorization to:

- a. waive formal bidding (due to utilization of a government master agreement); and**
- b. purchase of 10 desktop computers, 9 monitors, 27 laptop computers and 5 workstation grade laptop computers from Dell EMC, Round Rock, TX, in an amount not to exceed \$71,586.41.**

An item summary sheet by Darek Raszka was presented to committee.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to a.) waive formal bidding (due to utilization of a government master agreement); and b.) purchase of 10 desktop computers, 9 monitors, 27 laptop computers and 5 workstation grade laptop computers from Dell EMC, Round Rock, TX, in an amount not to exceed \$71,586.41. Voice vote taken. All ayes. Motion carried.

C. Authorization to:

- a. waive formal bidding; and**
- b. award five-year contract to Comcast Enterprise, in an amount not to exceed \$65,997.00.**

An item summary sheet by Darek Raszka was presented to committee.

Mr. Raszka outlined the intentions of the proposal, to upgrade all internet connections and change delivery of the internet from cables to fiber. This provides greater dependability and resiliency with faster upload speeds.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to a.) waive formal bidding; and b.) award five-year contract to Comcast Enterprise, in an amount not to exceed \$65,997.00. Voice vote taken. All ayes. Motion carried.

D. Authorization to award a proposal for refrigeration/freezer services for the replacement and installation of new freezer systems for the NOW Arena to Advantage Mechanical of McHenry, IL in an amount not to exceed \$45,278.

An item summary sheet by Ben Gibbs and Dan O'Malley was presented to committee.

Motion by Trustee Kinnane, seconded by Trustee Arnet, to award a proposal for refrigeration/freezer services for the replacement and installation of new freezer systems for the NOW Arena to Advantage Mechanical of McHenry, IL in an amount not to exceed \$45,278. Voice vote taken. All ayes. Motion carried.

5. REPORTS

A. Finance Department Monthly Report.

The Finance Department Monthly Report was received and filed.

B. Information System Department Monthly Report.

The Information System Department Monthly Report was received and filed.

C. NOW Arena Monthly Report

Trustee Arnet complimented the NOW Arena Staff regarding the volleyball event in June. Phenomenal job with everything especially USA vs Poland.

Mr. Gibbs noted this past weekend USA Gymnastics, a long-term client, did very well. Most surprisingly – Simone Biles with her husband attended to support the athletes.

The Arena hosted Volleyball Nations League – 40,000 fans. The event was successful seeing approximately 14,000 fans each weekend.

The Arena is currently forecasted to break records for paid tickets. North elevator replacement is going well. Coming up is Shenanigans on the Green with 150 Corgi dogs expected to participate.

The NOW Arena Monthly Report was received and filed.

- 6. President's Report**
- 7. Items in Review**
- 8. Other**

9. Adjournment

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

Minutes submitted by:

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

Date



AGENDA ITEM REPORT

Finance Committee

August 18, 2025

ITEM 4A

REQUEST: Approval an Ordinance Establishing Chapter 19 - Procurement and Amending Section 4-7-4 (I) of the Municipal Code.

FROM: Rachel Musiala, Finance Director
Eric Palm, Village Manager
Jana Dickson, Assistant Corporation Counsel

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

From time to time, the Village reviews its policies and procedures and offers changes as appropriate. Recently, the Village reviewed its purchasing and procurement procedures. It has been approximately twenty years since the last set of procedures have been reviewed. As a result, several changes have been made and are available for review in the attached ordinance. The key highlights are as follows:

1. The procurement regulations are now a stand-alone section in the municipal code. Previously, they were an administrative policy approved by the Village Board and referenced throughout the code.
2. The new regulations memorialize and reflect our current policies and procedures. For example, many purchases of vehicles, equipment, computer software and subscriptions, as well as professional services agreements required a "waiver of bids" from the corporate authorities. In practice, those items are rarely "bid," but the Village receives proposals (RFPs) and competitive pricing from multiple sources. The new procedures provide for proposals and quotes as approved means by which to procure items and services. These items that exceed the manager's threshold will still need approval by the corporate authorities; however, the requested action will no longer require a "waiver of bids."
3. The village manager's spending authority has been increased to \$50,000 from \$30,000. A review of neighboring communities found a mix of thresholds: Schaumburg, Palatine: \$75,000; Mount Prospect, Buffalo Grove: \$50,000; EGV: \$40,000.
4. Additionally, the village manager has a separate spending threshold of \$250,000 as it relates to purchases of items for cybersecurity.

These changes were created through a joint effort of Finance, General Government and Corporation Counsel, as well as input from the operating departments.

FINANCIAL IMPACT

None

RECOMMENDATION

Approve an Ordinance Establishing Chapter 19 - Procurement and Amending Section 4-7-4 (I) of the Municipal Code

ATTACHMENTS

1. Ordinance - Procurement
2. Chapter19-Procurement August 2025 final

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE ESTABLISHING CHAPTER 19 – PROCUREMENT AND AMENDING
SECTION 4-7-4 (I), VILLAGE MANAGER PURCHASING AUTHORITY,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

WHEREAS, the Village of Hoffman Estates, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs, except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Village of Hoffman Estates desires to enact certain regulations regarding procurement; and

WHEREAS, the Village of Hoffman Estates finds it is the best interests of the Village to amend the Village’s Municipal Code to provide for same.

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

Section 1: That Chapter 19: PROCUREMENT, of the Hoffman Estates Municipal Code, is hereby established and attached as Exhibit “A.”

Section 2: That Section 4-7-4 (I), of Chapter 4, APPOINTED BOARDS, COMMISSIONS AND OFFICERS: MEMBERSHIP, QUALIFICATION AND DUTIES, of the Hoffman Estates Municipal Code, is hereby amended to read as follows:

Purchase all materials, supplies and equipment consistent with Chapter 19 of this Code. ~~for which funds are provided in the budget for amounts up to and including \$30,000.00. For expenditure in excess of \$5,000.00 and up to \$30,000.00, the Village Manager shall secure, when feasible, at least three quotations before making purchases and if called upon by the Board of Trustees be prepared to present the quotations. For expenditures in excess of \$5,000.00 and up to \$30,000.00, where three quotations are not received, the matter shall be presented to the Board of Trustees, except upon an emergency or exigent circumstance but a poll of the corporate authorities with at least four members in support shall be required prior to such emergency or exigent expenditure and presentation to the Board of Trustees. A local business preference of two percent shall be applied to such quotations or any other expenditures less than \$30,000.00. For the purpose of evaluating the lowest responsible quotation, the actual award shall be made in the amount of the original quotation. The Village Manager shall receive sealed bids for purchases or contracts in excess of \$30,000.00 and present them to the Board of Trustees for approval and advise the Board on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current working budget without prior approval by the Board of Trustees. No contract in excess of \$30,000.00 and no contract for new construction shall be let except by the Board of Trustees. The Village Manager may issue such rules governing purchasing procedures within the administrative organization as the Board of Trustees shall approve.~~

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

Section 4: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2025

CHAPTER 19

PROCUREMENT CODE

Article 1

AUTHORITY

Section 19-1-1. AUTHORITY

The Village hereby exercises the power to contract and be contracted with pursuant to the Illinois Municipal Code 65 ILCS 5/2-2-12. To the extent necessary to comply with the provisions of this Ordinance, and where allowed by law, the Village hereby exercises its home-rule authority found in Article VII, Section 6, of the Illinois Constitution.

Article 2

PURPOSE AND POLICY

Section 19-2-1. PURPOSE AND POLICY

A. Purpose. This Chapter shall be construed and applied to promote its underlying purposes. The underlying purposes of this Chapter are:

To provide Village of Hoffman Estates staff with directions and guidelines for the acquisition of goods and services;

To obtain in a cost effective and responsive manner the supplies, services and construction required by the Village to serve the Village's residents and business;

To provide a system for procurement which complies with the laws and constitution of the State of Illinois and the requirements of any state or federal funding;

To provide safeguards for maintaining a procurement system of fairness, quality and integrity.

B. Application. This Chapter applies to contracts for the procurement of supplies, services, and construction, agreed to by the Village after the effective date of this Chapter. It shall apply to every expenditure of public funds by the Village for public purchasing, irrespective of the source of the funds.

When the Village's procurement involves any expenditure regulated by Illinois State statute, except where otherwise provided by exercise of the Village's home rule powers, by federal regulations or by any other regulatory agency, the procurement shall be conducted in accordance with all applicable laws and regulations. Nothing in this Chapter shall be construed to prohibit the Village from complying with the terms of a grant or gift.

The Finance Director shall promulgate written policies and procedure for all procurements that involve the expenditure of state and federal funds.

C. Public Access to Procurement Information. Procurement information shall be a public record to the extent provided in the Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1 et seq., as amended.

Article 3
CODE OF ETHICS FOR PURCHASING

Section 19-3-1. CODE OF ETHICS FOR PURCHASING

All Village personnel engaged in purchasing and related activities are required to comply with the Village Code of Ethics found in Article 15 of the Village Code of Hoffman Estates as well as all applicable state and federal regulations including but not limited to the Interests in Contracts provisions of the Illinois Municipal Code 65 ILCS 5/3.1-55-10, the Public Officer Prohibited Activities Act 50 ILCS 105/0.01 et seq., and the Interference with Public Contracting provisions of the Illinois Criminal Code 720 ILCS 5/11-39.2-10. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Village and the residents of Hoffman Estates. Village employees shall strive to:

1. Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and Village policies.
2. Procure the item needed by the Village that when placed in use will represent the maximum benefit and most economical cost for each dollar spent over the use or service life of the item.
3. Consider cooperative purchasing with other local governments and/or with the state of Illinois.
4. Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
5. Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.
6. Purchase orders for identical goods or services should not be split or variations to Village Board approvals be made in order to circumvent established policy.
7. Purchase without favor or prejudice.
8. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.

9. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received.
10. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Manager to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Village's Personnel Manual.

Article 4

DEFINITIONS

The words defined in this Chapter shall have the meanings set forth below whenever they appear in this Chapter or in any operational procedures promulgated thereunder:

- A. “Change Order” – A change in a contract term other than as specifically provided for in the contract which authorizes or necessitates any increase or decrease in the cost of the contract or the time to completion.
- B. “Construction” – The process of building, altering, repairing, improving or demolishing any public infrastructure facility, including any public improvements of any kind to real property. Construction does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings, or real property.
- C. “Emergency” – Emergencies are defined as events where immediate action is necessary to safeguard the public’s health and safety, or to prevent delays in work, contracts, and/or transportation.
- D. “Invitation for Bids” – All documents, whether attached or incorporated by reference, utilized for soliciting bids.
- E. “Procurement” – Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
- F. “Public Improvement” – The term “public improvement” shall be given the meaning contemplated in 65 ILCS 8-9-1, and therefore may be subject to interpretation by case law.
- G. “Professional Services” – Services within the scope of a particular area of practice; such as the practice of accounting, architecture, landscape architecture, land surveying, law, medicine, optometry, professional engineering, real estate appraising, or professional nursing or other such area of expertise as defined by State law.

- H. “Public Notice” – The distribution or dissemination of information to interested parties using methods authorized by state law.
- I. “Purchasing Agent” – The Purchasing Agent shall be the Village Manager or his or her designee. The Purchasing Agent may vary from procurement to procurement and may be a Department Director or employee most knowledgeable of the needs of each procurement.
- J. “Request for Proposals” – All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
- K. “Responsible Bidder” – A person who has the capability in all respects to perform fully the contract requirements, and possesses integrity and reliability that will ensure good faith performance.
- L. “Responsive Bidder” – A person who has submitted a bid that conforms in all material respects to the invitation for bids.
- M. “Specification” – Any description of the physical or functional characteristics, or of the nature of a supply, service, or construction item. A specification may include a description of any requirement for inspecting, testing, or preparing a supply, services or construction item for delivery.
- N. “Supplies” – All property, including, but not limited to, equipment and materials excluding land or a permanent interest in land.
- O. “Term Contract” – A contract in which a source or sources of supply are established for a specified period of time for specified services or supplies at an agreed upon unit price(s).
- P. “Unit of Government” – any unit or association of units of federal, state or local government, any public authority which has the power to tax, any other public entity created by statute and any other entity which expends public funds for the procurement of supplies, services or construction.

Article 5
METHODS OF PROCUREMENT

Section 19-5-1. COMPETITIVE SEALED BIDS.

The Village Manager or his or her designee shall be responsible for determining the appropriate method or procurement for each purchase and shall promulgate any policies and forms necessary for achieving the goals and requirements of this Chapter.

Unless otherwise required by law, all Village contracts shall be awarded by one of the following methods:

A. Competitive Sealed Bids. Contracts for construction and public improvement projects in excess of \$50,000 shall be awarded via competitive sealed bids unless a bid waiver is obtained by a two-thirds vote of the Village Board.

1. Invitation For Bids. An invitation for bids shall be issued for contracts and shall include specifications and all contractual terms and conditions applicable to the procurement. The invitation for bids shall set forth the evaluation criteria to be used, including but not limited to inspection, testing, quality, workmanship, delivery, suitability for a particular purpose, and past performance.

2. Public Notice. Adequate public notice of an invitation for bids shall be given at a reasonable time, not less than fourteen (14) calendar days prior to the date set forth therein for the opening of bids. The Purchasing Agent shall designate a means of distribution or determination of information to interested parties using methods that are reasonably available. Such methods may include publication in newspapers of general circulation, electronic or paper mailing lists, and web sites designated and maintained for such notification. Notice shall be made by the Village Clerk. Said notice shall state the place, date, and time of the bid opening.

3. Pre-Bidder's Conference. It is strongly recommended that a pre-bidder's conference be offered to Construction and Service Project vendors prior to the bid opening. Notification and attendance requirements of the pre-bidder's conference will be included with the bid invitation package. This notification should indicate the date, time and location of the conference and who, on Village staff, will be in attendance. The conference should be held early in the bidding process, leaving vendors ample time following the conference to prepare their bids. If at all possible,

the pre-bidder's conference should be held at a reasonable time after the publishing of a bid package, giving vendors enough time to develop questions regarding the bid specifications prior to the conference.

At the pre-bidder's conference, a sign-in sheet should be available for all vendors' signatures. Vendors attending the conference are reminded to sign in and leave business cards if possible. This will provide an accurate and complete list of the vendors in attendance along with their respective addresses and phone numbers. If any questions or comments arise which might materially alter the bid specifications or the way a vendor might respond to an invitation to bid, such information is documented and sent to all bidders on the bidder's list. During the pre-bidder's conference, staff may choose to provide a site visit. If possible, announce that a site visit will be provided in the bid invitation package.

4. Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and any other relevant information shall be recorded by the Village Clerk with the name of each bidder. The record and each bid shall be open to public inspection and maintained by the Village Clerk after bid opening.

5. Bid Evaluation. Bids shall be evaluated and the determination of a responsible bidder based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria affecting bid price, and be considered in evaluation for award, shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.

6. Correction or Withdrawal of Bids. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent. Mistakes discovered before bid opening may be withdrawn by written or telegraphic notice received in the office of the Purchasing Agent to the time set for bid opening. Any modification prior to the bid opening must be submitted in a sealed envelope prior to the scheduled opening of the bid. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the

Village or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake may be permitted to withdraw its bid if:

The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or

The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made .

7. Award. All contracts shall be awarded by the Corporate Authority, or Village Manager if the contract amount is \$50,000 or less, with reasonable promptness by appropriate written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a construction project exceeds available funds, the Purchasing Agent is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds.

8. Bid Waivers. Where competitive sealed bidding is required, the Village Board, by a two-thirds vote of all the Trustees then holding office, may waive the bidding procedures and enter into a contract or agreement. Requests for bid waivers shall be made only when goods or services are proprietary (i.e. sole source), where standardization is necessary or desirable (e.g. furniture), in emergencies as defined in this Ordinance, or when it is in the best interests of the Village to do so. In any instance, a statement justifying the need for a bid waiver shall be included in the department's recommendation.

9. Multistep Sealed and or Design-Build Bidding. When it is considered impractical to prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

B. Request For Proposals (RFP). Where the Village Manager determines that the competitive sealed bidding process is not appropriate to meet the needs of the Village for the purchase of supplies or services proposals shall be solicited through a request for proposals.

1. Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided for sealed bids, provided such notice shall not be less than fourteen (14) calendar days prior to the date set forth therein for the opening of proposals.

2. Receipt of Proposals. Proposals shall be opened so as to avoid disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

3. Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.

4. Respondent Negotiations and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors determined to be substantially equivalent shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

5. Award. Award shall be made by the Corporate Authority, or the Village Manager if the contract amount is \$50,000 or less, to the responsible vendor whose proposal is determined to be the most advantageous to the Village, taking into consideration price and the evaluation factors set forth in the request for proposals. The contract file shall contain the basis on which the award is made.

C. Competitive Sealed Proposals. When the Village Manager determines that it is in the best interest of the Village to review proposals for professional services prior to reviewing pricing, a contract may be entered into by the use of the competitive sealed proposals method.

D. Qualification Based Selection (QBS). When required to do so by the source of state or federal funding, the Village is authorized to engage in Qualification Based

Selection for the procurement of engineering, architectural, or land surveying services pursuant to the requirements of the Local Government Professional Services Selection Act 50 ILCS 510/0.01.

E. Small Purchases. Any purchase not exceeding twenty-five thousand dollars (\$50,000.00) may be made in accordance with the small purchase procedures authorized in this Section; provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section.

1. Small Purchases Over \$10,000 but Not Exceeding \$50,000. As much as is practical for small purchases in excess of ten thousand dollars (\$10,000.00) but not exceeding fifty thousand dollars (\$50,000.00), three written quotes shall be required. Emailed or faxed quotes will be accepted. Award shall be made to the responsive, responsible person offering the lowest acceptable quotation. The names of the persons submitting quotations, and the date and amount of each quotation shall be recorded and maintained as a public record.

2. Small Purchases Over \$2,500 but Not Exceeding \$10,000. As much as is practical for small purchases in excess of two thousand, five hundred dollars (\$2,500.00) but not exceeding ten thousand dollars (\$10,000.00), a minimum of two, but three written quotes shall be obtained. Emailed or faxed quotes will be accepted. Award shall be made to the responsive, responsible person offering the lowest acceptable quotation. The names of the persons submitting quotations, and the date and amount of each quotation shall be recorded and maintained as a public record.

3. Small Purchases \$2,500 and Under. The Village Manager shall adopt operational procedures for making small purchases of two thousand, five hundred dollars (\$2,500.00) or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service, or construction being purchased.

Small purchases made without the intention to artificially divide in order to meet the small purchase threshold may be made on an individual basis and the cumulative total of small purchases from the same vendor for the year which exceed the small purchase threshold shall not be considered a violation of this Chapter.

F. Sole Source Purchasing. Contracts for parts, supplies, or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier.
2. Public utility services from natural or regulated monopolies.
3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
4. An item where compatibility is the overriding consideration, such as computer software.
5. A used item, for example, a television transmitter tower, that becomes immediately available and is subject to prior sale.

G. Emergency Purchases. In the event of an emergency, the Village Manager may authorize a vendor to perform work necessary to resolve such emergency without the formal method of procurement being followed. Documentation of the emergency and the need for immediate action shall be presented to the Corporate Authority in a reasonable period of time following the purchase.

H. Cooperative Purchasing:

1. Authority. When deemed by the Village Manager to be in the best interests of the Village, supplies, services or construction may be procured pursuant to a cooperative purchasing agreement made pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/1 et seq., as amended. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public procurement units and open ended public procurement unit contracts that are made available to other governmental units.
2. State Joint Purchasing Master Contracts. When deemed by the Purchasing Agent to be in the best interest of the Village, purchases may be made off of the Joint Purchasing Master Contract list (JPMC) maintained by the Illinois Chief Procurement Office provided that the appropriate contract is listed as “Joint Purchasing Allowed.” Purchases made off of the JPMC must be reported to the appropriate state chief procurement officer.
3. Competition. All cooperative purchasing conducted under this Section shall be through contracts awarded through full and open competition, including use of source selection methods substantially equivalent to those specified in

Section V, Methods Of Procurement. All contracts shall be awarded pursuant to the requirements of Article 7 “Authority to Award and Execute Contracts and Change Order.”

Article 6

GENERAL PROVISIONS APPLICABLE TO ALL METHODS OF PROCUREMENT

Section 19-6-1. GENERAL PROVISIONS APPLICABLE TO ALL METHODS OF PROCUREMENT.

- A. Preparing Specifications. The Purchasing Agent shall prepare, issue, and revise all specifications for supplies, services and construction required to be used in the procurement process. To the extent applicable, the term "specifications" as used in this Section shall also refer to statements of work for services to be performed.
- B. Maximum Practicable Competition. All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive. This Section applies to all specifications, including, but not limited to, those prepared for the Village by third parties.
- C. Evaluation Factors. The following factors may be used in evaluating the responsibility and responsiveness of bids, requests for proposals, and quotes:
1. The ability, capacity, and skill of the bidder to perform the contract to provide the service required.
 2. Whether the vendor can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 3. The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
 4. The quality of performance of previous contracts of services.
 5. The previous and existing compliance by the vendor with laws and ordinance relating to the contract or service.
 6. The sufficiency of the financial resources and ability of the vendor to perform the contract or provide the service.
 7. The quality, availability, and adaptability of the supplies or contractual service to the particular use required.
 8. The ability of the vendor to provide future maintenance and service for the use of the subject of the contract.
 9. The number and scope of conditions attached to the bid or response.
 10. Whether the vendor has a place of business in the Village.

11. Responsiveness to the exact requirements of the invitation to bid.
12. Ability to work cooperatively with the Village and its administration.
13. Past records of the vendor's transactions with the Village or with other entities as evidence of the bidder's responsibility, character, integrity, reputation, judgment, experience, efficiency and cooperativeness.
14. Contractors submitting bids over \$100,000 should be checked to see if they have been debarred from federal procurement.
15. Contractor's proof of compliance with mandatory disclosures and state law.

D. Non-responsible bidders or respondents. If the lowest responsive bidder is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of a bidder or respondent to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or respondent.

E. Evaluation of Revenue Generating Contracts. Revenue generating and concession contracts shall be awarded in accordance with the provision of this Section, except that price shall be evaluated on the basis of the highest bid or offer.

F. Vendor Lists. Departments shall be responsible for maintaining current lists of vendors and for determining prospective vendor's qualifications. When developing the list of vendors, all relevant vendors within the Village of Hoffman Estates will be included on the list.

G. Cancellation Of Invitations for Bids or Requests for Proposals. An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation by the Purchasing Agent. Notice of cancellation shall be sent to all solicited and responding vendors. The reason for cancellation shall be made part of the contract file.

Article 7

AUTHORITY TO AWARD AND EXECUTE CONTRACTS AND CHANGE ORDERS

Section 19-7-1. AUTHORITY TO AWARD AND EXECUTE CONTRACTS AND CHANGE ORDERS.

A. Contract Award and Execution - General.

Village Manager: Any procurement for supplies or services of \$50,000 or less may be awarded and executed by the Village Manager.

Corporate Authority: Except as otherwise provided in this Chapter, all contracts in excess of \$50,000 shall be awarded by the Corporate Authority and executed by the Mayor or Village Manager.

B. Contract Award and Execution – Cybersecurity.

Village Manager: Notwithstanding other provisions contained in this ordinance, in relation to the Village's cybersecurity program, all contracts less than two hundred fifty thousand dollars (\$250,000) may be awarded and executed by the Village Manager.

Corporate Authority: In relation to the Village's cybersecurity program, all contracts of two hundred fifty thousand dollars (\$250,00) shall be awarded by the Corporate Authority and executed by the Mayor or the Village Manager.

C. Approval Of Change Orders and Contract Modifications. The Village Manager in conformity with 720 ILCS 5/33E-9 may approve:

1. Any change order less than or equal to \$50,000
2. Any change order or contract modification that extends the time of completion of a project for less than thirty (30) days.

At no time can the aggregate of change orders approved by the Village Manager exceed \$50,000 or 50% of the original contract amount.

Corporate Authority approval shall be required for all change orders and contract modifications not under the Village Manager's authority.

D. Compliance with Statutory Change Order Provisions.

1. All change shall be made in writing and signed by the vendor
2. All change orders which increase the cost of the contract by \$25,000 or the length of time for completion by 180 days or more shall require a written determination that:

- a. the circumstances said to necessitate the change in performance were not reasonable foreseeable at the time the contract was signed; and
- b. the change is germane to the original contract signed; and
- c. the change order is in the best interest of the Village and authorized by law

3. All change orders which increase the contract cost 50% or more of the original contract amount must be resubmitted for award by the method of procurement used for the original contract pursuant to the Illinois Public Works Change Order Act 50 ILCS 525/1 et seq.

E. Budget Approval. Prior to the issuance of any change order or contract modification, the Finance Director shall certify that sufficient budgeted funds are available.

Article 8

CONTRACT TERMS AND ADMINISTRATION

Section 19-8-1. CONTRACT TERMS AND ADMINISTRATION

- A. Form of Contracts. Any contract form appropriate to the procurement and in the best interests of the Village may be used, provided that a cost plus a percentage of cost contract is prohibited. The Village Manager in consultation with Corporation Counsel shall determine the appropriate form of contract for each procurement.
- B. Multiyear Contracts. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the Village, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.
- C. Term Contracts. The Village may award one or more term contracts for the supply of any given class or type of supplies or services subject to sufficient appropriation.
- D. Contract Provisions. All Village contracts for supplies, services and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract and shall be reviewed by the Corporation Counsel prior to award and execution.
- E. Termination of Contracts due to Non-Appropriation of Funds in Future Fiscal Years. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled.
- F. Insurance Requirements. The Village Manager in consultation with the Risk Manager and Corporation Counsel shall determine the types and amounts of insurance coverage that shall be required on each contract.
- G. Right To Audit Records. The Village may, at reasonable times and places, audit the books and records of a contractor or any subcontractor under any negotiated contract, subcontract, change order or contract modification, other than a firm fixed price contract, to the extent that such books and records relate to the performance of such contract, subcontract, change order or contract modification. Such books and records shall be

maintained by the contractor or subcontractor for a period of at least three (3) years from the date of final payment.

H. Commencement Of Work. Unless otherwise authorized by the Purchasing Agent, no work shall be commenced, nor any supplies delivered, under any Village contract until all conditions precedent as specified in the contract documents have been met, including, but not limited to:

The contract has been duly executed by the Village and contractor; and

The contractor has furnished, where required, certificates of insurance, performance bonds and payment bonds.

I. Village Procurement Records.

1. Contract File. All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the Village in a contract file by the Village Clerk for such period as may be defined by the Local Records Commission.

2. Executed Contracts. The originally signed contract with exhibits is routed to the Village Clerk for filing. The Village Clerk's office retains all original contracts for the Village of Hoffman Estates. If the vendor requires an originally signed contract as well, two documents should be executed. The originating department should retain a copy of the contract for future reference.

3. Retention of Procurement Records. All procurement records shall be retained and disposed of by the Village in accordance with records retention guidelines and schedules approved by the Local Records Commission, pursuant to the Local Records Act, 50 Illinois Compiled Statutes 205/1 et seq., as amended.

Article 9

BONDS AND INSURANCE

Section 19-9-1. BONDS, INSURANCE, AND DISCLOSURE

A. Bonds for Construction. When a construction contract is awarded in excess of twenty-five thousand dollars (\$25,000.00), the following bonds or security shall be delivered to the Village.

1. Bid Security. Bid security shall be required for all construction contracts awarded by competitive sealed bidding, in accordance with applicable law. Bid security may be required for construction contracts awarded by competitive sealed proposals or other methods. Bid security shall be a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the Purchasing Agent.

2. Amount. Bid security shall be in an amount equal to at least ten percent (10%) of the amount of the bid. The Village Manager shall have the authority to require a greater or lesser percentage of bid security.

3. Performance Bond. A performance bond in the form of the performance bond at the end of this Chapter executed by a surety company authorized to do business in the State or otherwise secured in a manner satisfactory to the Village, in an amount equal to one hundred percent (100%) of the price specified in the contract; and

4. Payment Bond. A payment bond {in the form found at the end of this chapter}, executed by a surety company authorized to do business in the State or otherwise secured in a manner satisfactory to the Village, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract.

5. Authority To Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the Village Manager to require other forms of security to ensure timely, faithful, and uninterrupted performance.

6. Bonds for Supplies and Service Contracts. Bid and performance bonds or other security may be required for supply or service contracts as the Purchasing Agent, in consultation with the Corporation Counsel, deems advisable to protect

the Village's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility.

7. Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance. Coverage shall be as least as broad as:

1. Insurance Service Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) and, if requested, Owners and Contractors Protective Liability policy with the Village named as additional insured; and
2. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90), Symbol 01 "Any Auto" or Business Auto Liability coverage form number CA 0001 (Ed. 1/87) and endorsement CA0029 (Ed. 2/88) changes in Business Auto and Truckers coverage forms: Insured Contract.
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

C. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Minimum General Aggregate shall be no less than \$3,000,000 or a project/contract specific aggregate of \$3,000,000.
2. Business Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

D. Deductibles and Self-Insured Retention's. Any deductibles or self-insured retention's must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents, employees and volunteers: or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

E. Other Insurance Provisions. The policies of insurance are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Coverage's.

a. The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.

b. The Contractor's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.

d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers' Liability Coverage. The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by the Contractor for the Village.

F. Verification of Coverage. Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements. Any deviation from these insurance requirements must be made by the Village Manager in consultation with the Risk Manager.

Article 10

USE OF ELECTRONIC METHODS IN PROCUREMENT

Section 19-10-1. USE OF ELECTRONIC METHODS IN PROCUREMENT

A. Electronic Transactions: The Village may conduct procurement transactions, including competitive sealed bids, requests for proposals and quote solicitation, by electronic means or in electronic form. The Village Manager may promulgate operational procedures regarding:

Appropriate security to prevent unauthorized access to the bidding, approval and award processes;

Identification;

Confidentiality; and

Utilization of digital signatures, where applicable.

B. Electronic Posting. The Village may electronically post invitations to bid, requests for proposals, quote solicitations, determinations and other information related to procurement on its website.

C. Electronic Records. In accordance with the Illinois Electronic Commerce Security Act, 5 Illinois Compiled Statutes 175/1-101 et seq., whenever this Chapter requires a record to be "written" or "in writing", an electronic record satisfies that requirement. The Village reserves the right to exclude electronic records for certain purposes.

Article 11
PERFORMANCE REQUIREMENTS

Section 19-11-1. GUARANTEE OF PERFORMANCE

Financial Guarantees shall be as required by law and may include cash deposits, letters of credit, or surety bonds. If surety bonds are accepted by the Village, they will be in the following form:



VILLAGE OF HOFFMAN ESTATES PAYMENT AND PERFORMANCE SURETY BOND

BOND NO.	DATE BOND EXECUTED:
PRINCIPAL:	BOND AMOUNT: (written out & numerically)
CO-PRINCIPAL(S):	CONTRACT DOCUMENTS:
SURETY(IES):	PROJECT:

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal(s) and Surety(ies) hereto, recite and declare that:

1. The Principal(s) and Surety(ies) on this bond agree that all undertakings, covenants, terms, conditions and agreements of the Contract Documents listed above and incorporated herein by reference will be performed and fulfilled and to pay all persons, firms and corporations having contracts with the principal or with subcontractors, all just claims due to them under the provisions of such contracts for labor performed or materials furnished in the performance of the Contract on account of which this bond is given.

2. We are held and firmly bound to the obligee Village of Hoffman Estates, Illinois (hereinafter called "Village"), in the sum written above in lawful money of the United States of America, to be paid to the Village, its successors or assigns, for the payment whereof Principal(s), Co-Principals and Surety(ies) bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by this Bond. a)

3. The condition of this Bond is that if the Principal shall in every respect perform all of its obligations under the Contract Documents identified above, which Contract Documents are incorporated herein by reference, then this Bond shall be void; otherwise, the Bond shall continuously remain in full force and effect until released by the Village. Contract Documents shall also include any agreements, bid documents, specifications, engineering, design, or construction requirements or other Village documents associated with the Project, including any laws, ordinances and/or governmental regulations related to the Project.

4. Surety waives all of its surety defenses including, but not limited to, the following:

a) It shall be the duty of the Principal to notify the Surety of any revision of the plans, profiles and specifications referred to in the Contract Documents. The Surety expressly waives any right to receive notice from the obligee or to review or approve any revisions to the plans, profiles and specifications referred to in the Contract Documents which are required to meet governmental standards. No such revisions of any kind in the work shall in any way affect the obligation of the Surety under this Bond;

b) Any extension or reduction of time beyond the period provided for in the Contract Documents for completion of its obligations under the Agreement shall in no way affect the obligation of the Surety under this Bond;

c) The failure or refusal of Village to take any action, proceeding, or steps to enforce any remedy or exercise any right under the Contract Documents, or that taking of any action, proceeding, or step by

Village, acting in good faith upon the belief that same is permitted by the provisions of the Contract Documents, shall not in any way release Principal or Surety, or either of them, or their respective executors, administrators, successors, or assigns, from liability under this Bond. Surety hereby waives notice of any amendment, indulgence made, granted or permitted;

d) The Principal, Co-Principal and Surety intend that each provision of this Bond be valid and binding upon them and expressly agree to abide thereby;

e) In the event of a default of this Bond, the Village may terminate whatever rights Principal, Co-Principal and/or Surety may have to perform further work on the Project.

f) The requirement of any other entity to perform any obligations contained in the Contract Documents shall in no way affect the obligations of the Surety under this Bond.

4. Default:

A default shall be deemed to have occurred on the part of the Principal if Principal shall fail to complete its obligations under the Contract Documents within the time set forth therein or any extensions thereof; or, prior to the expiration of such period, if in the sole judgment of the Village, the Principal has:

- A) abandoned the performance of its obligations under the Contract Documents; or
- B) failed to pay all persons, firms and corporations having contracts with the principal or with subcontractors, all just claims due to them under the provisions of such contracts for labor performed or materials furnished in the performance of the Contract Documents; or
- C) renounced or repudiated its obligations under the Contract Documents; or
- D) clearly demonstrated through insolvency, or otherwise, that its obligations under the Contract Documents cannot be completed within the time allotted under the Contract Documents.

If the Principal defaults in the performance of all or any part of the obligations specified in the Contract Documents, the Village shall give written notice of the default to the Surety, with a copy to the Principal and Co-Principal, if any. In the event of such default and notice, Surety shall, within 45 days of receipt of the default notice, give written notice to the Village stating whether Surety will assume the Contract Document obligations and the obligations of the Principal, and should it elect to assume said obligations, Surety shall be required to complete the obligations specified in the Contract Documents according to its terms and provisions within 180

days of said notice, but not before expiration of the period provided for under the Contract Documents and approved extensions thereof. In the event that Surety elects to assume the obligations of Principal as provided herein and thereafter fails to faithfully perform all or any part of the work, or should it unnecessarily delay all or any part of the work, then the Village may proceed as provided in Paragraph No. 5 of this Bond.

6. Should Surety following notice of default notify the Village that Surety elects not to assume the obligations of Principal under the Contract Documents, or fails within 45 days of receipt of the default notice as provided in Paragraph No. 4) above to notify the Village whether Surety elects to assume the obligations of Principal under the Contract Documents, or having elected to assume the obligations of Principal, should it then fail to perform, then in any event the Village may elect any of the following procedures or any combination thereof:

a) Terminate whatever rights the Principal, Co-Principal and/or Surety may have to perform further work on the Project;

b) Take over or relet all or any part of the work under the Contract Documents which is not completed and complete the same for the account and at the expense of the Principal and Surety, who shall be jointly and severally liable to Village for the costs incurred in completion of the obligations under the Contract Documents and/or correction thereof. Such costs as identified in the Contract Documents shall include, but not be limited to, construction, engineering, surveying, maintenance, donations, impact fees, deterioration, administration, supervision, reasonable attorney's fees, and any costs associated or related to any litigation of the Bond agreement and shall be adjusted for inflation. The amount of Village's actual costs for completion and/or correction of the work required under the Contract Documents shall be conclusive of the extent of the liability of Principal and Surety and may exceed the Bond Amount;

c) Require the Surety to pay the Bond Amount to the Village as liquidated damages.

7. Should Surety, following notice of default notify the Village within 45 days of the receipt of the default notice choose to pay the Village for completion of the obligation under the Contract Documents, the Surety shall have the right to demand that the Village state a sum constituting the estimated costs at that time, of completion and/or correction of the work required under the Contract Documents, such as costs as defined in Paragraph No. 5b). Surety shall then immediately pay over to the Village the sum so stated and be released from any further obligations under this Bond. If funds

are paid over under this section and the paid over funds are not sufficient to complete the work, the Village's sole remedy shall be to proceed against the Principal(s) and Co-Principals for any deficiency. If there are any paid over funds not necessary for completion of the work, the Village will return the excess to Surety after completion of the work.

8. If any action or proceeding is initiated in connection with this Bond and any and all obligations arising hereunder the venue thereof shall be in State Court in the County of Cook, State of Illinois, it is further understood and agreed that this contract shall be governed by the laws of the State of Illinois, both as to interpretation and performance.

9. All notices sent to the Principal(s), Co-Principals, and Surety(ies) shall be sent to the address set forth on the signature page unless said Principal(s), Co-Principal(s) and Surety(ies) notify the Village in writing of any change. If the addresses of any of the Principal(s), Co-Principal(s) and Surety(ies) change, the Principal(s), Co-Principal(s) or Surety(ies) shall immediately notify the Village in writing of such change. Failure to notify the Village of any change in address is deemed to be a waiver of any requirement for notice under this Bond to the Principal(s), Co-Principal(s) or Surety(ies). All written notices to the Village required under the Bond shall be sent certified mail to the Village Clerk.

10. If any one or more of the provisions of this Bond are determined to be illegal or unenforceable by a court of competent jurisdiction, all other provisions shall remain effective.

11. No party other than the Village shall have any rights under this Bond as against the Surety.

12. As part of the obligation secured hereby and in addition the Bond Amount specified herein, there shall be included costs, interest and reasonable expenses and fees (including, without limitation, attorneys' fees and costs), incurred by the Village in enforcing this agreement, to be awarded by the court.

13. Nonpayment of the premiums associated with this Bond will not invalidate this Bond nor shall Village be obligated for the payment thereof. Surety agrees to deliver written notice of non-payment under this Bond or other actions to the Village.

14. Surety waives its right to trial by jury.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and sealed as of the day and year set forth above.

PRINCIPAL

Type of Organization:

State of Incorporation:

Legal Name of Organization:

Address:

Authorized Signature(s):

By: _____

Signature

(Type name and title)

By: _____

Signature

(Type name and title)

ACKNOWLEDGMENT OF PRINCIPAL(S)

STATE OF _____:

COUNTY/CITY OF _____:

I, _____ Notary Public in and for the State and County/City aforesaid,
do hereby certify that _____
_____ whose name is signed to the foregoing bond, this day personally appeared before me in my State and
County/City aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, _____.

My commission expires: _____

NOTARY PUBLIC

Surety: _____

Bond No.: _____

CO-PRINCIPAL(S)

Type of Organization:

State of Incorporation:

Legal Name of Organization:

Address:

Authorized Signature(s):

By: _____

Signature

(Type name and title)

By: _____

Signature

(Type name and title)

ACKNOWLEDGMENT OF CO-PRINCIPAL(S)

STATE OF _____:

COUNTY/CITY OF _____:

I, _____ Notary Public in and for the State and County/City aforesaid,
do hereby certify that _____
_____ whose name is signed to the foregoing bond, this day personally appeared before me in my State and
County/City aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, _____.

My commission expires: _____

NOTARY PUBLIC

Surety: _____

Bond No.: _____

CORPORATE SURETY

Type of Organization:

Liability Limit:

Legal Name and Address:

Address:

Authorized Signature(s):

By: _____

Signature

By: _____

Signature

(Type name and title)

(Type name and title)

ACKNOWLEDGMENT OF CORPORATE SURETY(S)

STATE OF _____:
COUNTY/CITY OF _____:

I, _____ Notary Public in and for the State and County/City aforesaid,
do hereby certify that _____
_____ whose name is signed to the foregoing bond, this day personally appeared before me in my State and
County/City aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, _____.
My commission expires: _____

NOTARY PUBLIC

Surety: _____
Bond No.: _____



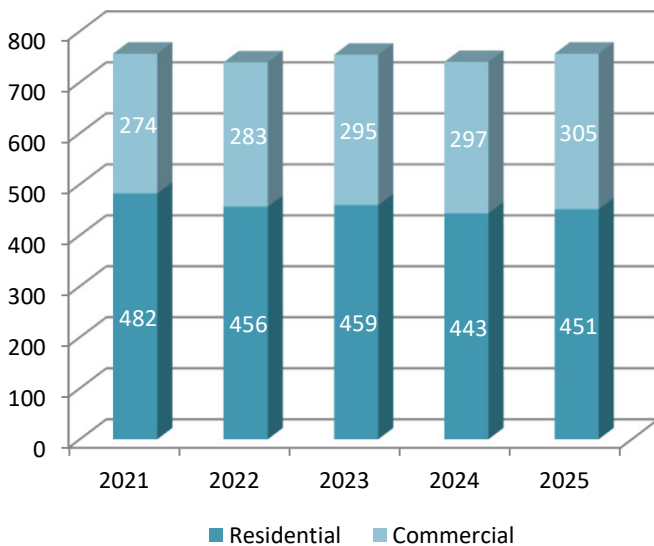
HOFFMAN ESTATES

DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2025

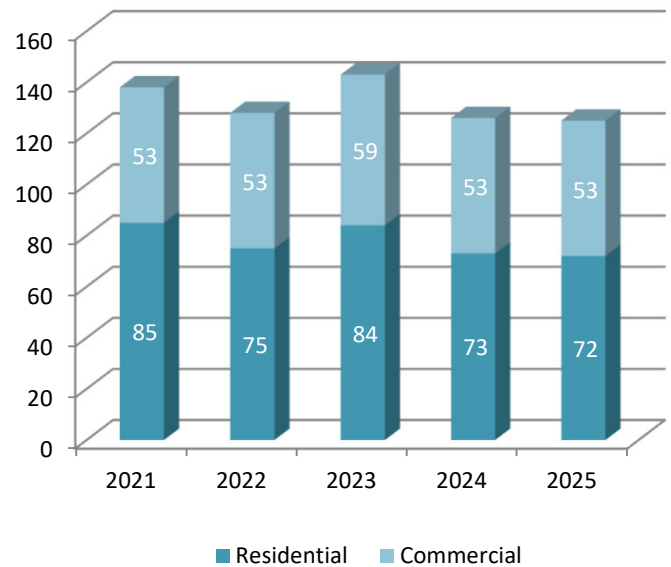
Water Billing

A total of 14,826 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 4,884 gallons, resulting in an average residential water bill of \$87.10. Total consumption for all customers was 125 million gallons, with 72 million gallons attributable to residential consumption. When compared to the July 2024 billing, residential consumption decreased by 1.4%.

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

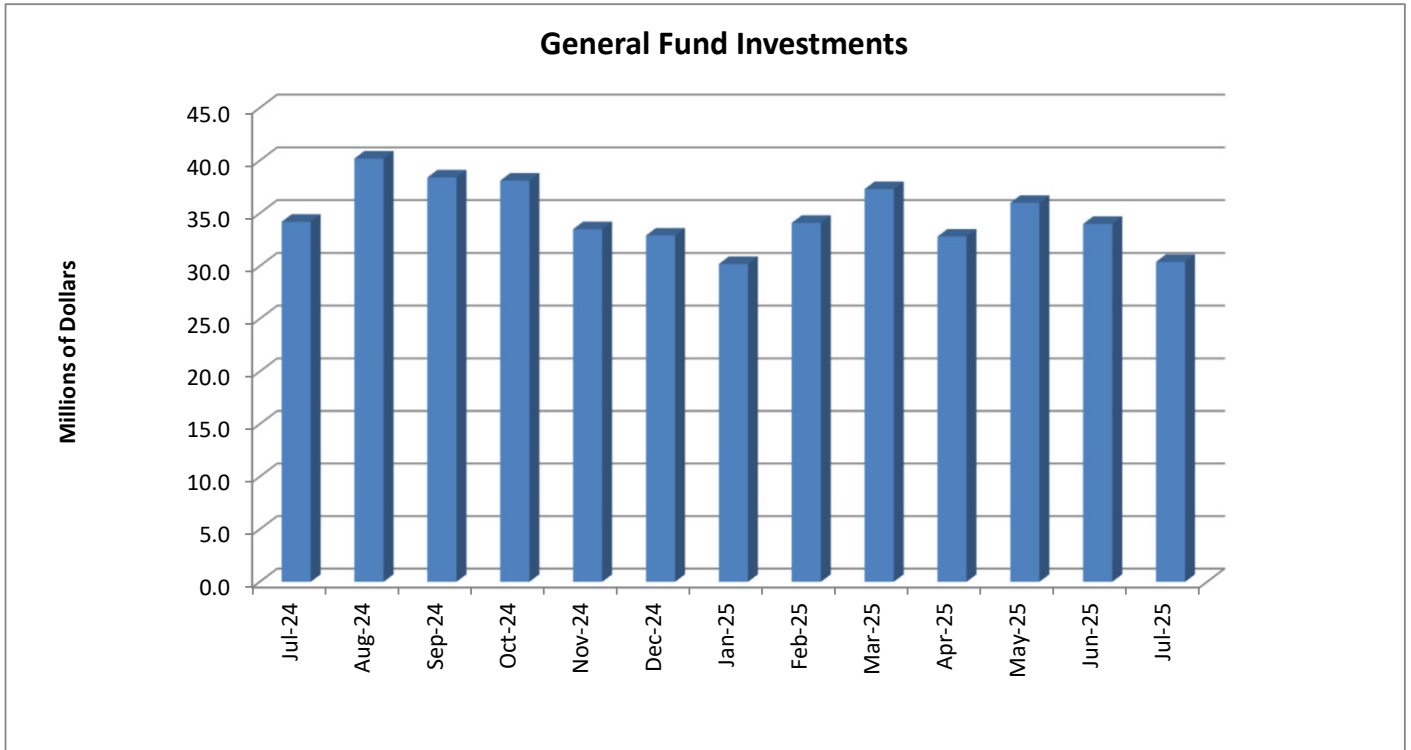
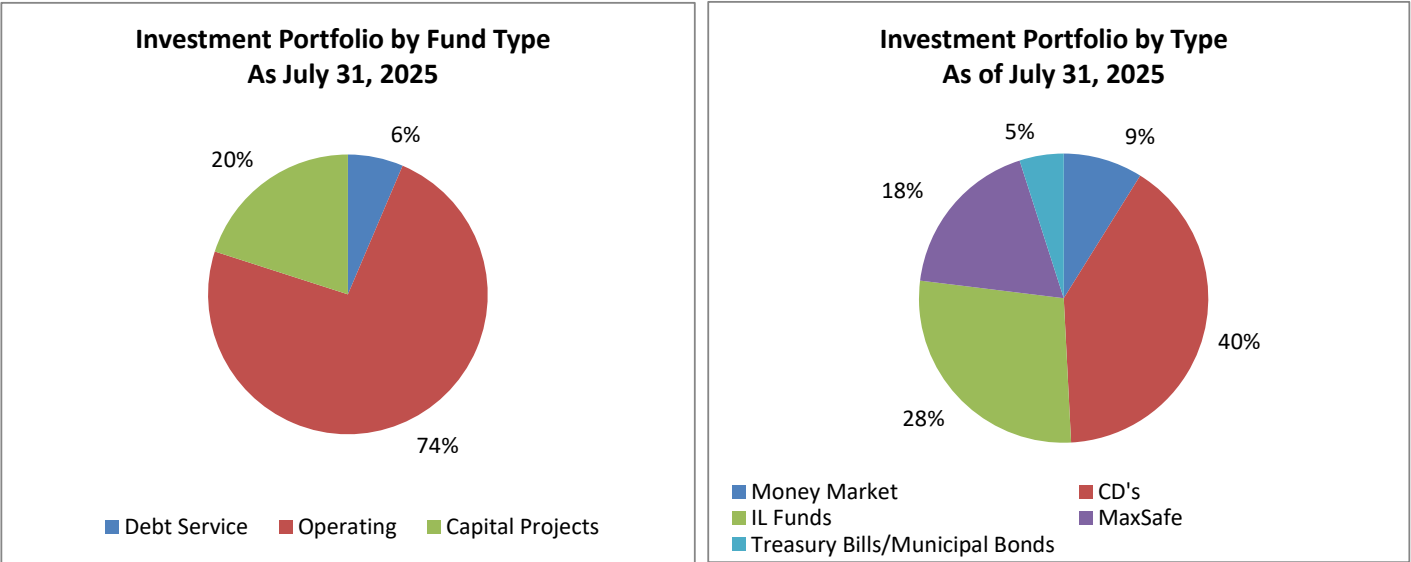


**Total Water Consumption
Month of July**



Village Investments

As of July 31, 2025, the Village's investment portfolio (not including pension trust funds) totaled \$90.6 million. Of this amount, \$66.6 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$24 million is related to debt service and capital projects funds.



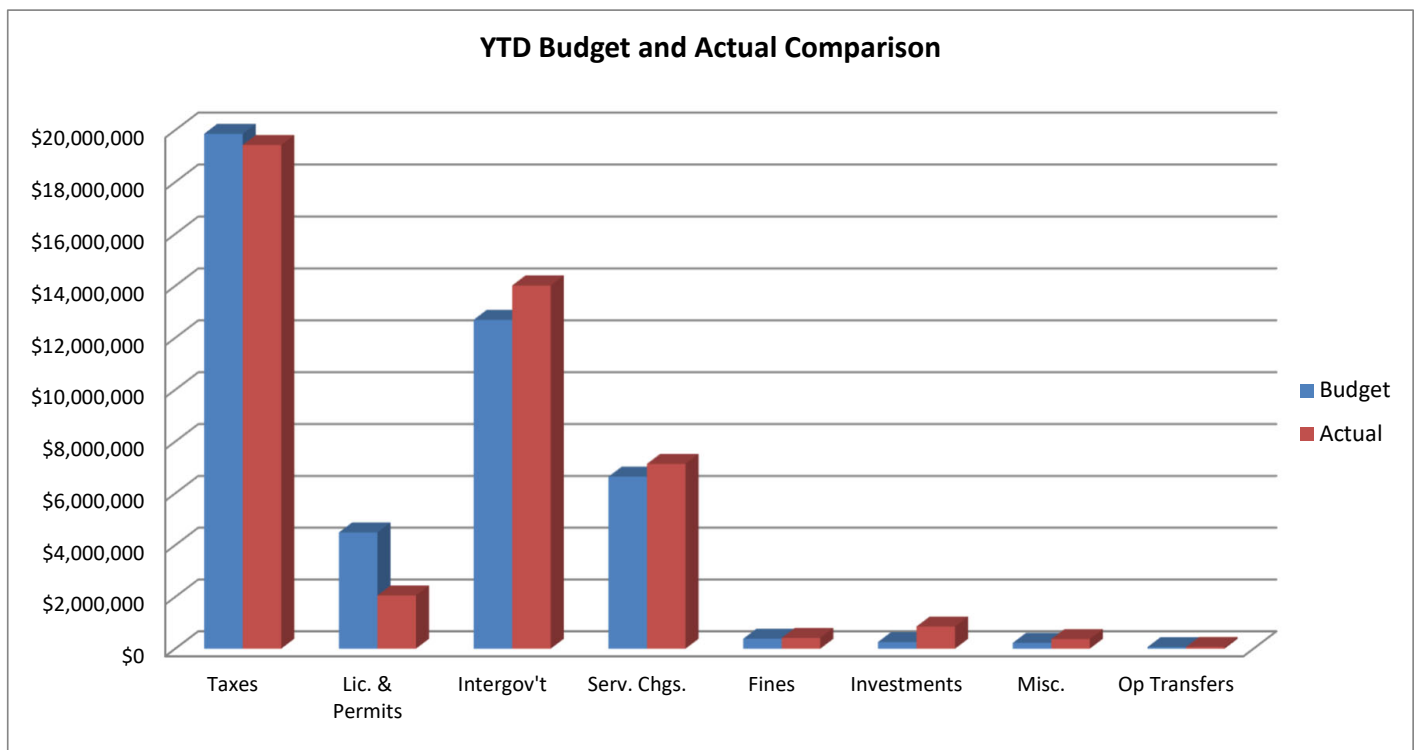
Operating Funds

General Fund

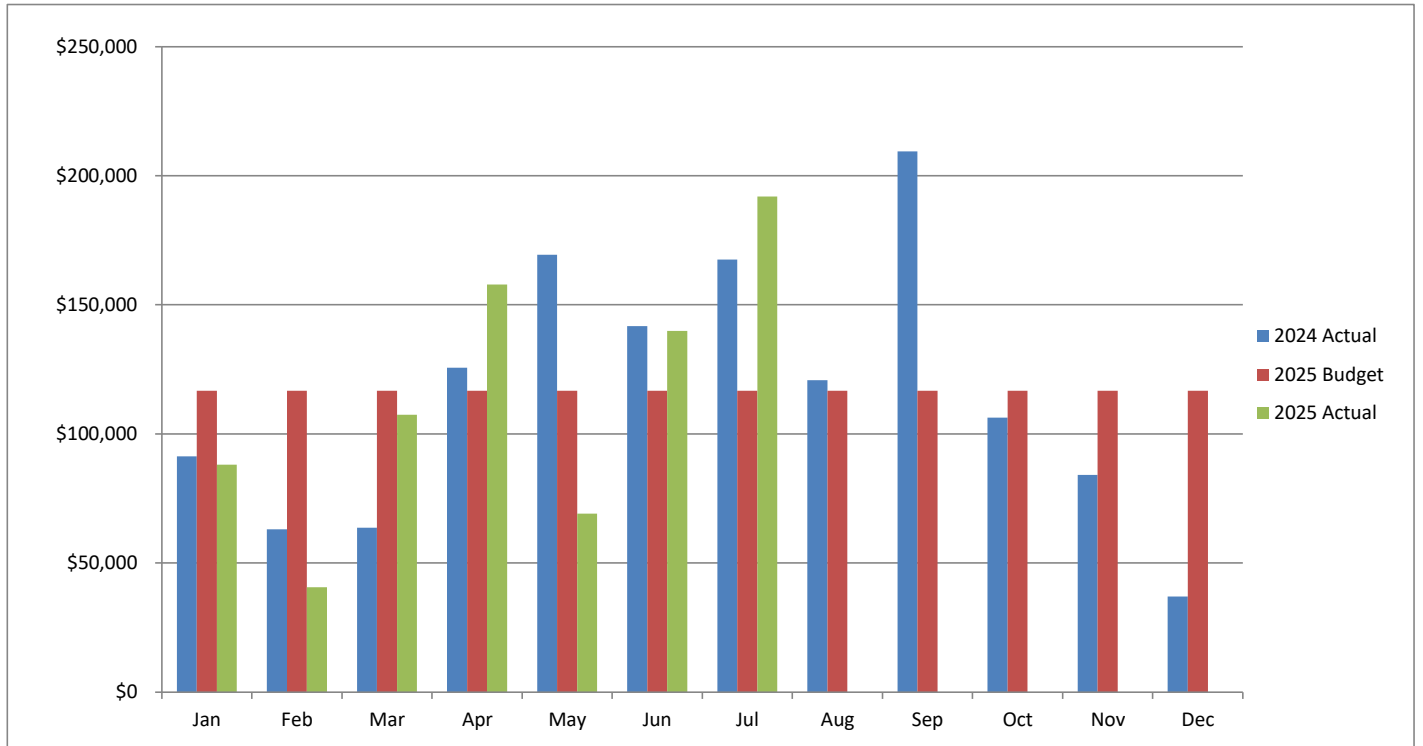
For the month of July, General Fund revenues totaled \$4,335,964 and expenditures totaled \$5,473,368 resulting in a deficit of \$1,137,404.

Revenues: July year-to-date figures are detailed on the table below. License and Permits are under budget due to permitting activity, we expect large permits later in the year. Intergovernmental is over budget due to higher Income Tax received. Investment income is over budget due to higher interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 19,858,047	\$ 19,423,909	-2.2%
Licenses & Permits	4,489,583	2,056,470	-54.2%
Intergovernmental	12,696,419	14,016,679	10.4%
Charges for Services	6,642,713	7,138,175	7.5%
Fines & Forfeits	385,000	418,098	8.6%
Investments	260,417	857,742	229.4%
Miscellaneous	224,583	368,999	64.3%
Operating Transfers	64,167	66,010	2.9%
TOTAL	\$ 44,620,929	\$ 44,346,082	-0.6%

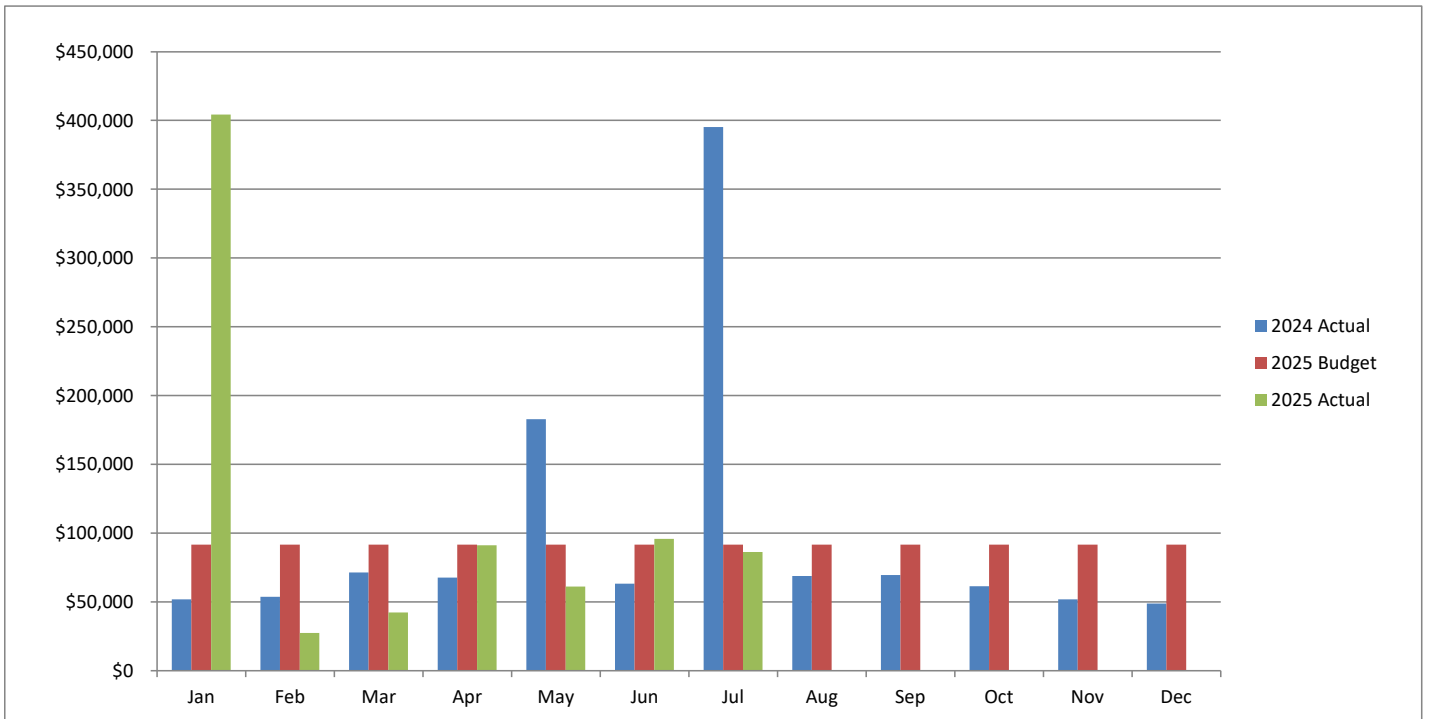


Hotel Tax



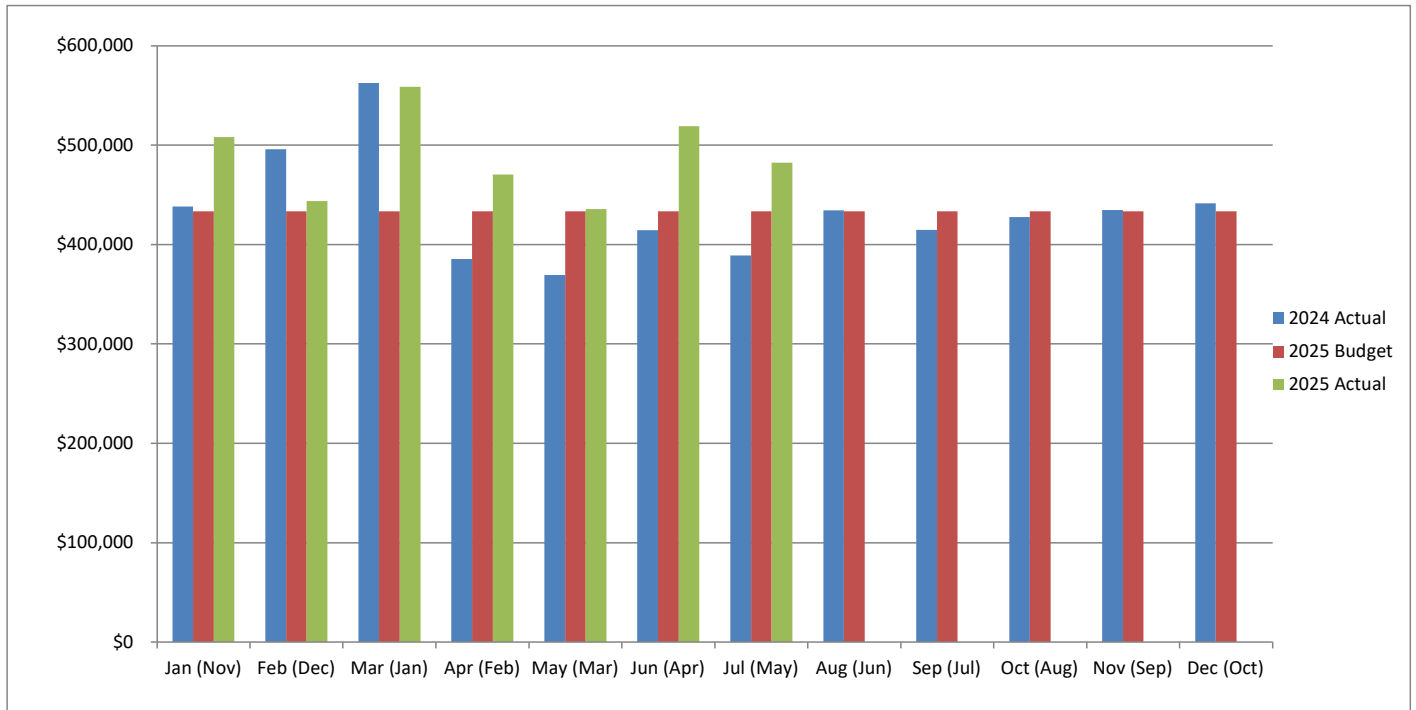
<u>Month Received</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	<u>Cumulative Variance 2025 Actual vs. Budget</u>
Jan	\$ 91,334	\$ 116,667	\$ 88,073	\$ (28,594)
Feb	63,041	\$ 116,667	40,564	(104,696)
Mar	63,678	\$ 116,667	107,358	(114,005)
Apr	125,653	\$ 116,667	157,882	(72,790)
May	169,377	\$ 116,667	69,092	(120,364)
Jun	141,729	\$ 116,667	139,928	(97,103)
Jul	167,496	\$ 116,667	191,916	(21,854)
Aug	120,820	\$ 116,667		
Sep	209,478	\$ 116,667		
Oct	106,340	\$ 116,667		
Nov	84,091	\$ 116,667		
Dec	36,919	\$ 116,667		
YTD Totals	<u>\$ 1,379,956</u>	<u>\$ 1,400,000</u>	<u>\$ 794,814</u>	

Real Estate Transfer Tax



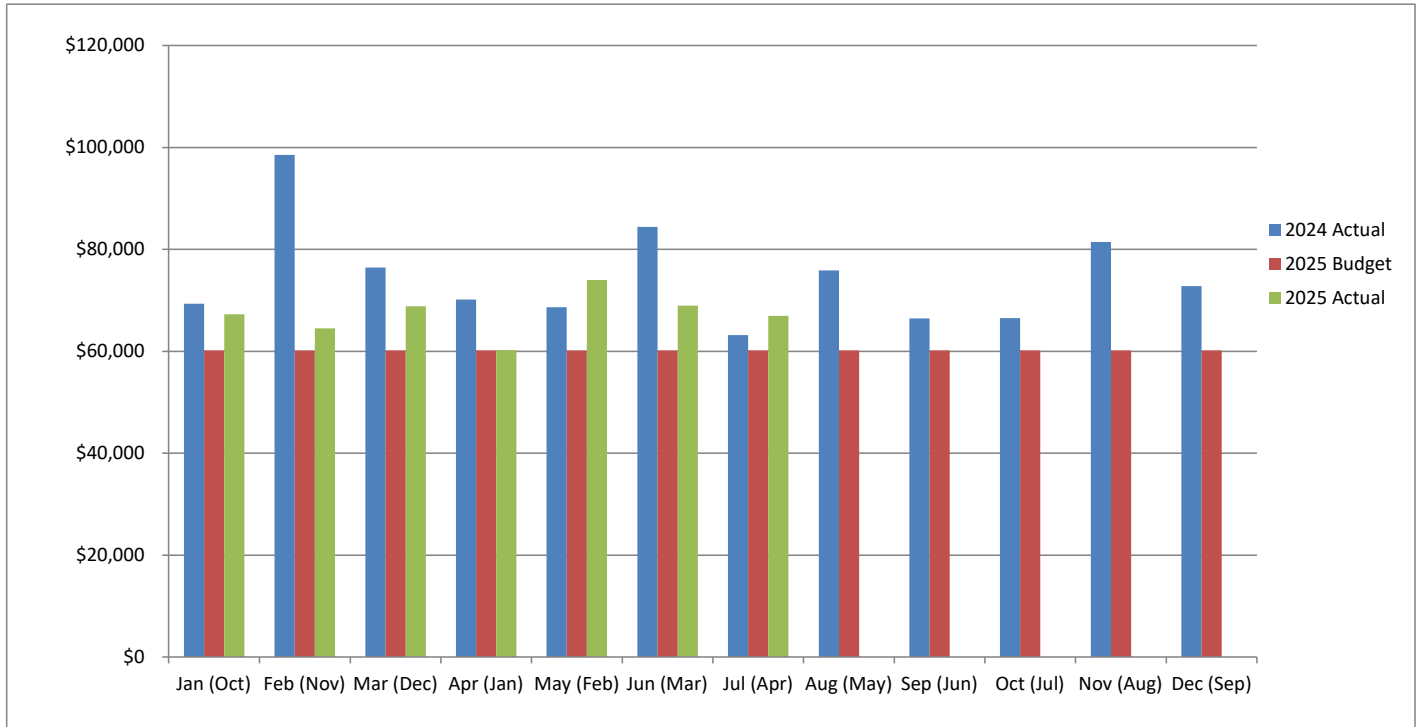
<u>Month Received</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	<u>Cumulative Variance 2025 Actual vs. Budget</u>
Jan	\$ 51,857	\$ 91,667	\$ 404,185	\$ 312,518
Feb	53,610	\$ 91,667	27,419	248,271
Mar	71,360	\$ 91,667	42,318	198,922
Apr	67,779	\$ 91,667	91,206	198,461
May	182,845	\$ 91,667	61,044	167,839
Jun	63,269	\$ 91,667	95,827	171,999
Jul	395,201	\$ 91,667	86,215	166,547
Aug	68,872	\$ 91,667		
Sep	69,494	\$ 91,667		
Oct	61,413	\$ 91,667		
Nov	51,749	\$ 91,667		
Dec	48,748	\$ 91,667		
YTD Totals	<u>\$ 1,186,197</u>	<u>\$ 1,100,000</u>	<u>\$ 808,214</u>	

Home Rule Sales Tax



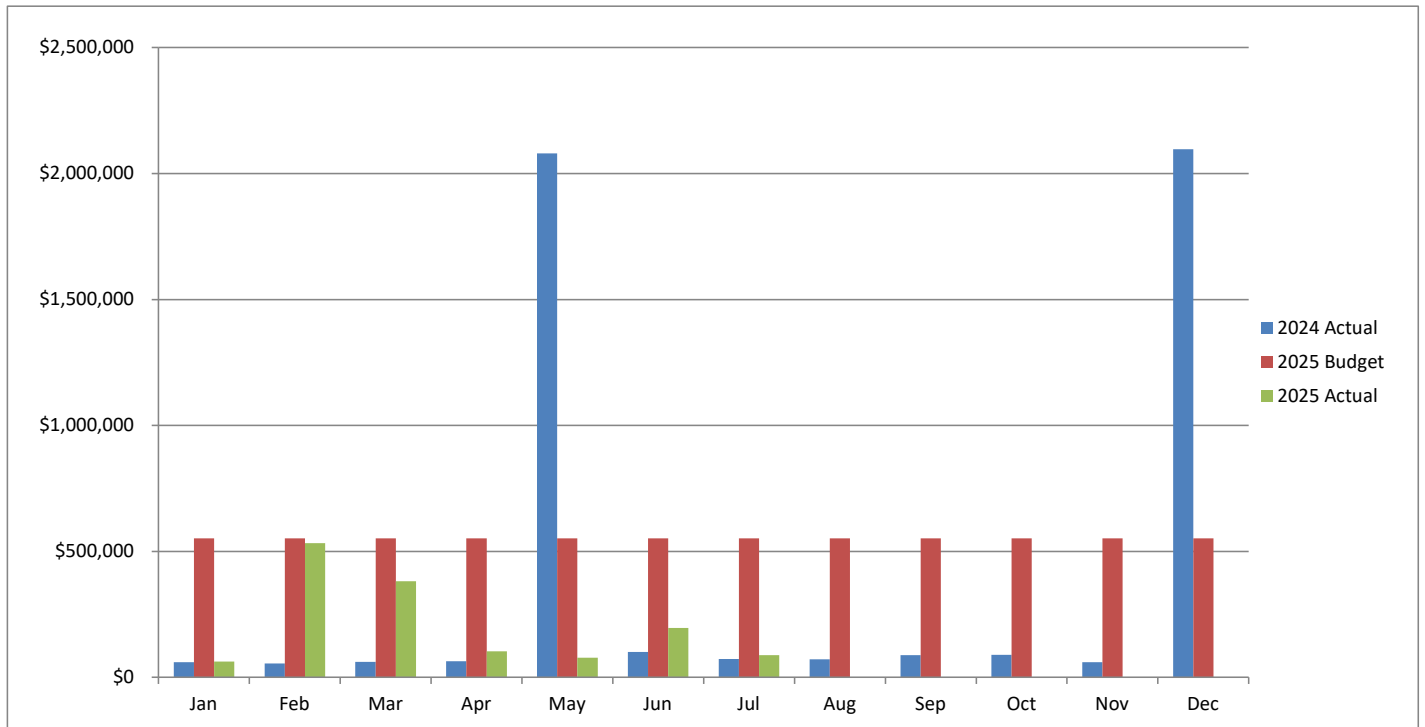
Month Received (Liability Period)	2024 Actual	2025 Budget	2025 Actual	Cumulative Variance 2024 Actual vs. Budget
Jan (Nov)	\$ 438,150	\$ 433,333	\$ 507,966	\$ 74,633
Feb (Dec)	495,684	433,333	443,795	85,094
Mar (Jan)	562,546	433,333	558,558	210,319
Apr (Feb)	385,564	433,333	470,363	247,349
May (Mar)	369,402	433,333	435,681	249,696
Jun (Apr)	414,474	433,333	518,884	335,247
Jul (May)	388,903	433,333	482,274	384,188
Aug (Jun)	434,217	433,333		
Sep (Jul)	414,799	433,333		
Oct (Aug)	427,556	433,333		
Nov (Sep)	434,694	433,333		
Dec (Oct)	441,411	433,333		
YTD Totals	\$ 5,207,400	\$ 5,200,000	\$ 3,417,521	

Telecommunications Tax



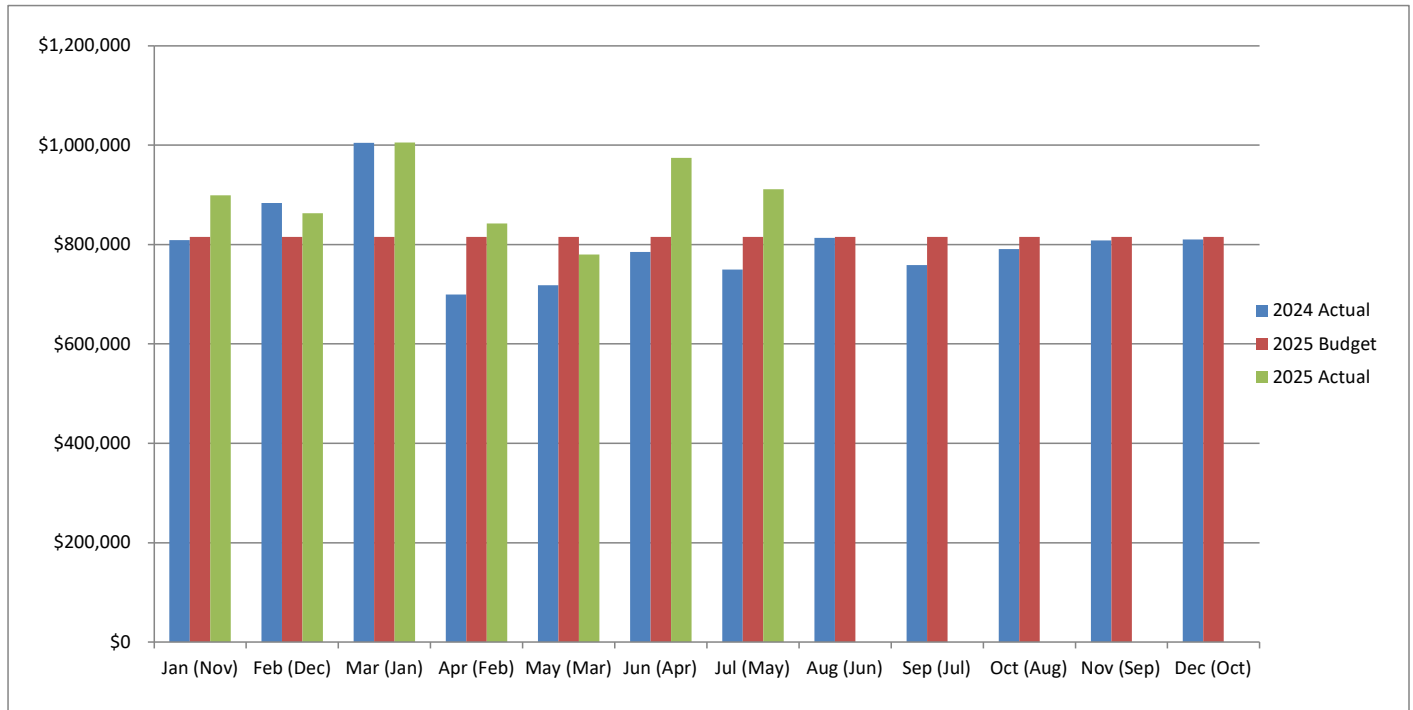
Month Received (Liability Period)	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	Cumulative Variance 2025 Actual vs. Budget
Jan (Oct)	\$ 69,354	\$ 60,208	\$ 67,263	\$ 7,055
Feb (Nov)	98,545	60,208	64,510	11,356
Mar (Dec)	76,426	60,208	68,821	19,969
Apr (Jan)	70,137	60,208	60,259	20,020
May (Feb)	68,632	60,208	73,977	33,788
Jun (Mar)	84,410	60,208	68,979	42,559
Jul (Apr)	63,214	60,208	66,983	49,334
Aug (May)	75,906	60,208		
Sep (Jun)	66,451	60,208		
Oct (Jul)	66,541	60,208		
Nov (Aug)	81,484	60,208		
Dec (Sep)	72,796	60,208		
YTD Totals	<u>\$ 893,896</u>	<u>\$ 722,500</u>	<u>\$ 470,792</u>	

Building Permits



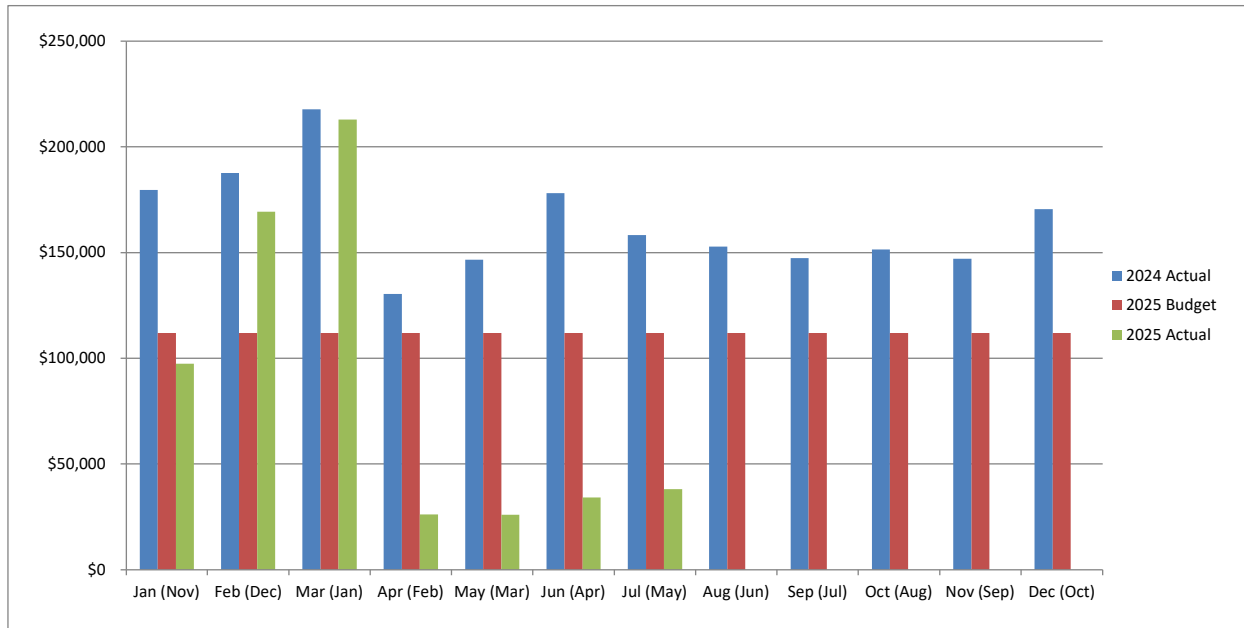
<u>Month Received</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	<u>Cumulative Variance 2025 Actual vs. Budget</u>
Jan	\$ 60,040	\$ 552,083	\$ 62,321	\$ (489,762)
Feb	55,603	552,083	532,532	(509,314)
Mar	61,283	552,083	381,361	(680,036)
Apr	63,753	552,083	103,334	(1,128,785)
May	2,080,295	552,083	78,044	(1,602,825)
Jun	100,907	552,083	196,296	(1,958,612)
Jul	72,916	552,083	87,686	(2,423,009)
Aug	71,097	552,083		
Sep	87,733	552,083		
Oct	89,729	552,083		
Nov	60,334	552,083		
Dec	2,097,161	552,083		
YTD Totals	<u>\$ 4,900,851</u>	<u>\$ 6,625,000</u>	<u>\$ 1,441,573</u>	

State Sales Tax



Month Received (Liability Period)	2024 Actual	2025 Budget	2025 Actual	Cumulative Variance 2025 Actual vs. Budget
Jan (Nov)	\$ 808,921	\$ 815,417	\$ 898,813	\$ 83,396
Feb (Dec)	883,554	815,417	863,110	131,090
Mar (Jan)	1,004,852	815,417	1,004,954	320,627
Apr (Feb)	699,648	815,417	842,181	347,391
May (Mar)	718,105	815,417	779,724	311,699
Jun (Apr)	785,198	815,417	973,989	470,271
Jul (May)	749,612	815,417	911,229	566,083
Aug (Jun)	813,594	815,417		
Sep (Jul)	758,519	815,417		
Oct (Aug)	790,555	815,417		
Nov (Sep)	808,160	815,417		
Dec (Oct)	809,975	815,417		
YTD Totals	<u>\$ 9,630,693</u>	<u>\$ 9,785,000</u>	<u>\$ 6,274,001</u>	

Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	<u>Cumulative Variance 2025 Actual vs. Budget</u>
Jan (Nov)	\$ 179,612	\$ 111,917	\$ 97,320	\$ (14,597)
Feb (Dec)	187,649	111,917	169,307	42,794
Mar (Jan)	217,806	111,917	212,852	143,729
Apr (Feb)	130,348	111,917	26,049	57,861
May (Mar)	146,545	111,917	25,852	(28,203)
Jun (Apr)	178,024	111,917	34,133	(105,987)
Jul (May)	158,305	111,917	38,051	(179,853)
Aug (Jun)	152,768	111,917		
Sep (Jul)	147,388	111,917		
Oct (Aug)	151,456	111,917		
Nov (Sep)	147,116	111,917		
Dec (Oct)	170,528	111,917		
YTD Totals	<u>\$ 1,967,545</u>	<u>\$ 1,343,000</u>	<u>\$ 603,564</u>	

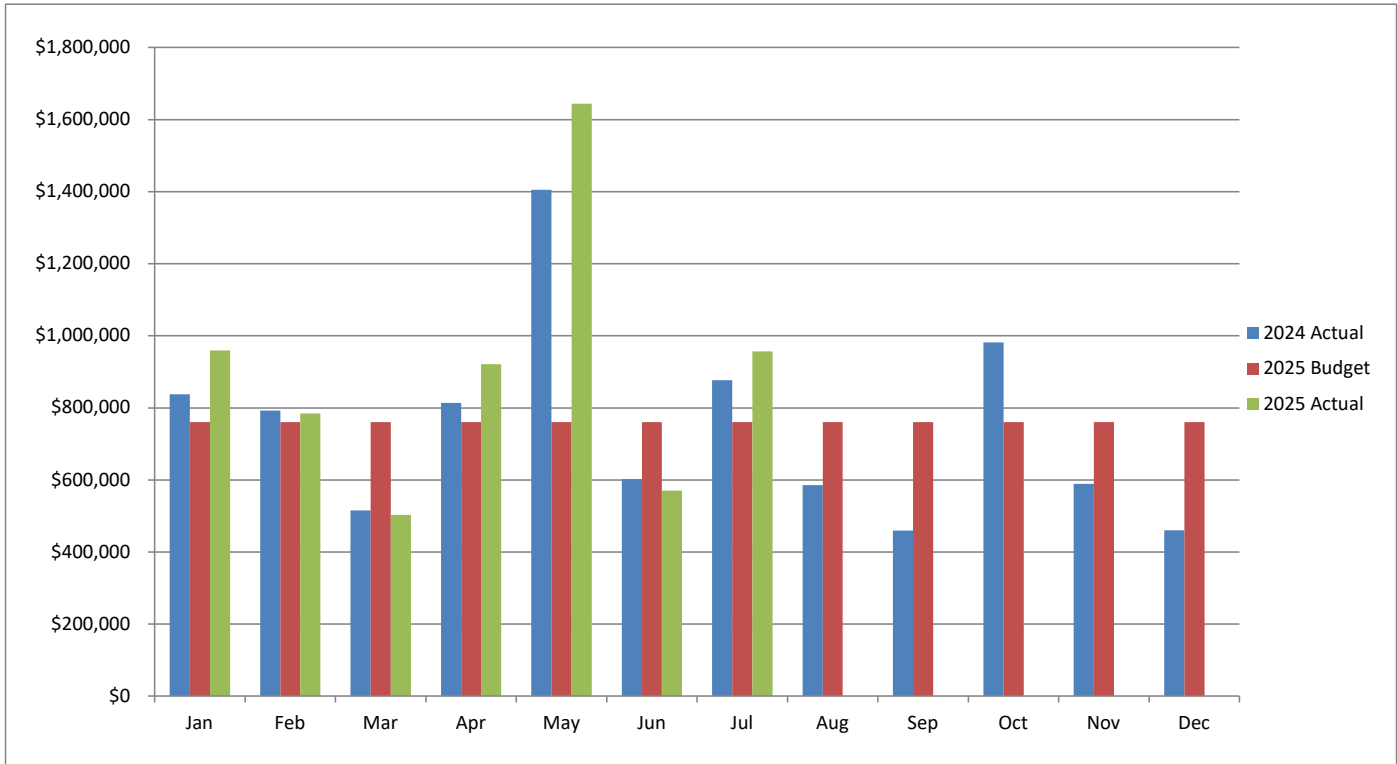
Changes in Local Use Tax & Sales Tax Allocations

Beginning January 1, 2025 (received by the Village in April, 2025), Public Act 103-0983 mandated that all retail sales originating from outside of Illinois and made to Illinois customers by retailers with physical presences within Illinois are now subject to destination-based sales taxes rather than Local Use Tax. Each unit of local government will be affected differently by this change in law, due to the fact that previously, Local Use Tax was collected statewide and allocated to local governments based on population, regardless of shopping habits of residents. Now, the sales tax collections and allocations are determined by jurisdiction where the item is shipped or delivered. As a result, local governments may experience fluctuations in allocations and it may not be an equal transfer of revenues between the previous Local Use Tax and the current sales tax.

The Village has seen the following shift in these specific revenues:

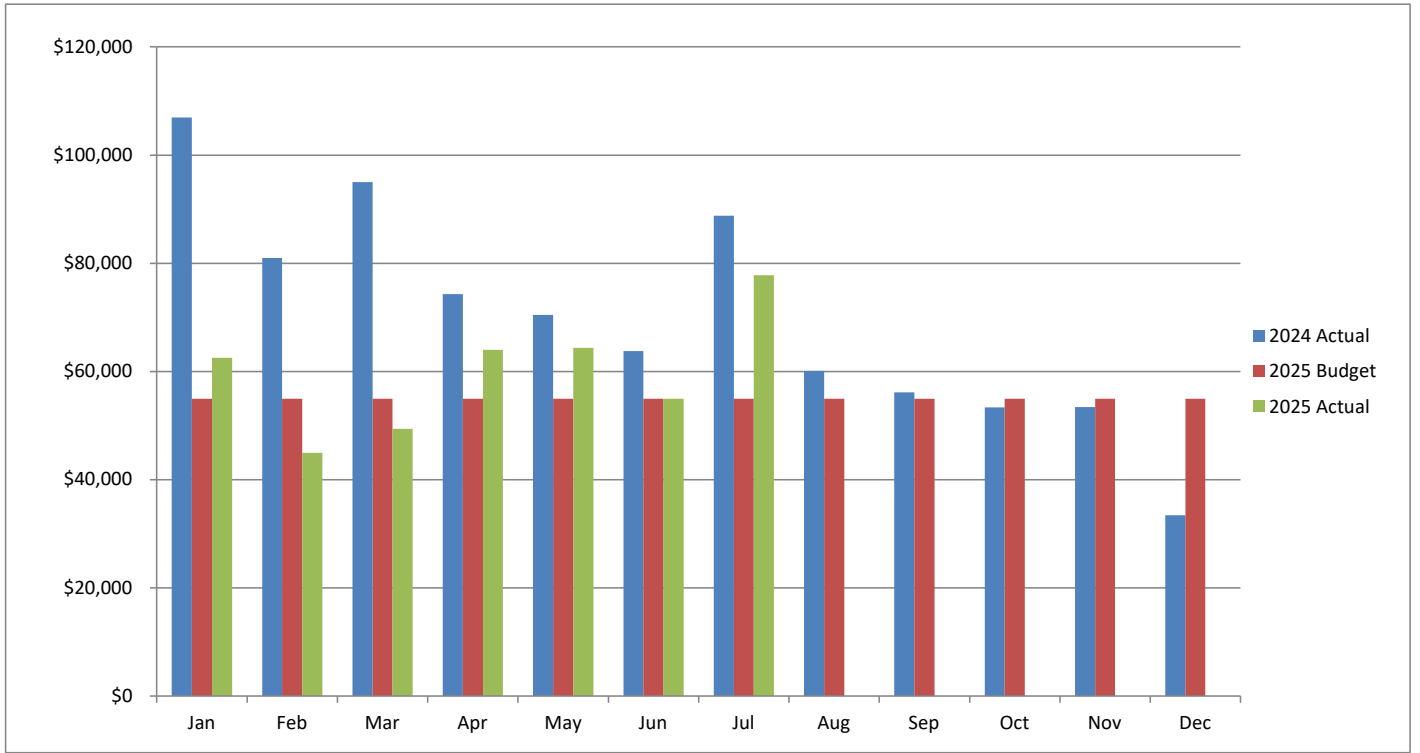
	THRU JUNE, 2024	THRU JUNE, 2025	DIFFERENCE
LOCAL USE TAX	\$ 1,039,984	\$ 603,564	\$ (436,420)
SALES TAX	\$ 4,900,278	\$ 6,274,001	\$ 1,373,723
HOME RULE TAX	\$ 2,665,820	\$ 3,417,521	\$ 751,701
TOTAL	\$ 8,606,082	\$ 10,295,086	\$ 1,689,004

Income Tax



2023-2024			2024-2025				Cumulative Variance 2025 Actual vs. Budget
Month			Month				
<u>Received</u>	<u>Liab Pd</u>	<u>2024 Actual</u>	<u>Received</u>	<u>2025 Budget</u>	<u>Liab Pd</u>	<u>2025 Actual</u>	
Jan	Dec-23	\$ 837,825	Jan	\$ 760,738	Dec-24	\$ 959,934	\$ 199,197
Feb	Jan-24	792,766	Feb	760,738	Jan-25	784,186	222,645
Mar	Feb-24	515,268	Mar	760,738	Feb-25	503,166	(34,927)
Apr	Mar-24	813,514	Apr	760,738	Mar-25	921,369	125,705
May	Apr-24	1,405,762	May	760,738	Apr-25	1,643,815	1,008,783
Jun	May-24	602,488	Jun	760,738	May-25	570,082	818,127
Jul	Jun-24	876,499	Jul	760,738	Jun-25	956,934	1,014,324
Aug	Jul-24	585,640	Aug	760,738	Jul-25		
Sep	Aug-24	459,756	Sep	760,738	Aug-25		
Oct	Sep-24	981,749	Oct	760,738	Sep-25		
Nov	Oct-24	589,345	Nov	760,738	Oct-25		
Dec	Nov-24	460,053	Dec	760,738	Nov-25		
YTD Totals		<u>\$ 8,920,665</u>			<u>\$ 9,128,850</u>	<u>\$ 6,339,485</u>	

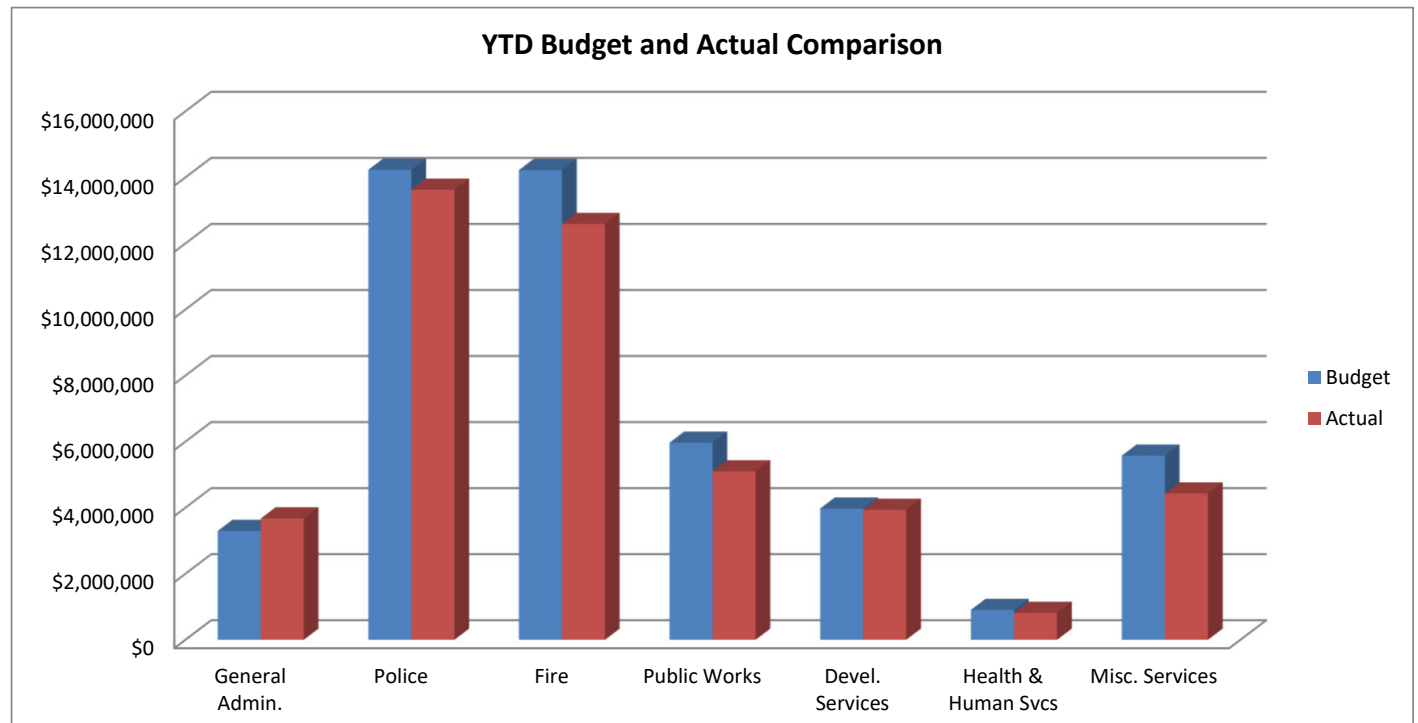
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<u>Month Received</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2025 Actual</u>	<u>Cumulative Variance 2025 Actual vs. Budget</u>
Jan	\$ 106,948	\$ 55,000	\$ 62,547	\$ 7,547
Feb	81,016	55,000	44,970	(2,483)
Mar	94,997	55,000	49,421	(8,062)
Apr	74,338	55,000	64,019	957
May	70,474	55,000	64,390	10,347
Jun	63,803	55,000	54,969	10,316
Jul	88,831	55,000	77,782	33,098
Aug	60,138	55,000		
Sep	56,183	55,000		
Oct	53,378	55,000		
Nov	53,410	55,000		
Dec	33,439	55,000		
YTD Totals	<u>\$ 836,955</u>	<u>\$ 660,000</u>	<u>\$ 418,098</u>	

Expenditures: General Fund expenditures in July were \$1,436,982 below the budgeted figure of \$6,910,350. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Administration is over budget due to the annual subscription payment, which happens at the beginning of every year. Legal is over budget due to the lease termination agreement, related to Village owned property. 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	\$ 286,370	\$ 291,119	-1.7%
Administration	774,568	846,234	-9.3%
Legal	300,627	624,893	-107.9%
Finance	848,628	853,422	-0.6%
Village Clerk	170,013	171,451	-0.8%
HRM	546,117	519,560	4.9%
Communications	305,824	293,784	3.9%
Emergency Operations	64,044	71,563	-11.7%
Police	14,229,046	13,628,685	4.2%
Fire	14,220,593	12,590,203	11.5%
Public Works	5,968,223	5,100,873	14.5%
Development Services	3,973,492	3,936,061	0.9%
H&HS	904,126	816,733	9.7%
Miscellaneous	5,573,223	4,426,428	20.6%
TOTAL	\$ 48,164,892	\$ 44,171,010	8.3%



Department News

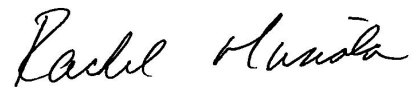
During the month of July, Finance staff attended the following training sessions:

- Attended Sikich webinar "Session 6: Compensated Absences" (various Finance staff).

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

- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Director of Finance).
- Attended the quarterly Police Pension Board meeting (Director of Finance).
- The FY2024 Audit process was successfully completed.
- Attended IPBC Executive Board Meeting (Director of Finance).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rachel Musiala". The script is cursive and fluid.

Rachel Musiala

MONTHLY REPORT STATISTICS

July-25

	Jul-25	YTD Jul-25	Jul-24	YTD Jul-24	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	299	2,056	298	2,175	0.3%	-5.5%
Amount	\$ 36,063	298,442	\$ 36,222	302,746	-0.4%	-1.4%
Internet Sales						
Number	2,664	20,133	2,715	19,911	-1.9%	1.1%
Amount	\$ 427,921	2,850,388	\$ 480,731	3,430,385	-11.0%	-16.9%
Total						
Number	2,963	22,189	3,013	22,086	-1.7%	0.5%
Amount	\$ 463,984	3,148,830	\$ 516,953	\$ 3,733,131	-10.2%	-15.7%
Credit Card Company Fees						
General Fund	\$ 194	1,450	\$ 202	892	-4.0%	62.6%
Water Fund	9,367	56,459	7,393	54,368	26.7%	3.8%
Total Fees	\$ 9,561	\$ 57,909	\$ 7,595	\$ 55,260	25.9%	4.8%
Accounts Receivable						
Invoices Mailed						
Number	50	393	76	407	-34.2%	-3.4%
Amount	\$ 121,037	844,553	\$ 909,107	1,686,971	-86.7%	-49.9%
Invoices Paid						
Number	74	392	78	438	-5.1%	-10.5%
Amount	\$ 67,947	781,525	\$ 118,474	781,539	-42.6%	0.0%
Reminders Sent						
Number	8	64	7	72	14.3%	-11.1%
Amount	\$ 1,615	138,950	\$ 900	43,702	79.4%	217.9%
Accounts Payable						
Checks Issued						
Number	418	2,469	325	2,313	28.6%	6.7%
Amount	\$ 5,780,491	25,438,569	\$ 2,628,073	19,510,406	120.0%	30.4%
Manual Checks Issued						
Number	37	221	25	183	48.0%	20.8%
As % of Total Checks	8.85%	8.95%	7.69%	7.91%	15.1%	13.1%
Amount	\$ 69,118	2,300,978	\$ 954,283	2,599,739	-92.8%	-11.5%
As % of Total Checks	1.20%	9.05%	36.31%	13.32%	-96.7%	-32.1%
Utility Billing						
New Utility Accounts	92	424	94	553	-2.1%	-23.3%
Bills Mailed / Active Accounts	15,735	110,163	15,743	110,132	-0.1%	0.0%
Final Bills Mailed	132	627	229	829	-42.4%	-24.4%
Shut-Off Notices	1,231	8,340	1,202	7,659	2.4%	8.9%
Actual Shut-Offs	51	199	25	114	104.0%	74.6%
Total Billings	\$ 2,772,076	16,474,362	\$ 2,444,010	14,852,967	13.4%	10.9%
Direct Debit (ACH) Program						
New Accounts	36	439	88	670	-59.1%	-34.5%
Total Accounts	6,700	46,306	6,373	43,749	5.1%	5.8%
As % of Active Accounts	42.58%	42.03%	40.48%	39.72%	2.1%	5.8%
Water Payments Received in Current Month						
Total Bills Mailed	15,735	110,163	15,743	110,132	-0.1%	0.0%
ACH Payments	6,700	46,306	6,373	43,749	5.1%	5.8%
ACH Payments-% of Total Bills	42.58%	42.03%	40.48%	39.72%	5.2%	5.8%
On-line Payments (Internet Sales)	2,218	16,357	2,166	15,616	2.4%	4.7%
On-line Payments-% of Total Bills	14.10%	14.85%	13.76%	14.18%	2.5%	4.7%
Over-the-phone Payments	486	3,472	496	3,410	-2.0%	1.8%
Over-the-phone Payments-% of Total Bills	3.09%	3.15%	3.15%	3.10%	-2.0%	1.8%
Mail-in Payments	6,107	42,923	6,615	45,490	-7.7%	-5.6%
Mail-in Payments-% of Total Bills	38.81%	38.96%	42.02%	41.30%	-7.6%	-5.7%

WATER BILLING ANALYSIS
July 31, 2025

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
July	5,072	5,692	4,910
August	5,085	4,780	4,670
September	4,738	5,031	5,320
October	4,281	4,377	5,320
November	4,243	4,191	4,197
December	4,057	4,079	4,103
January	4,648	4,203	4,352
February	3,945	4,370	4,610
March	3,766	3,886	3,895
April	4,361	4,092	3,813
May	3,753	4,014	4,045
June	4,878	4,319	4,847
July	5,692	4,910	4,884
13 Month Average -	4,501	4,457	4,536
% Change -	-3.2%	-1.0%	1.8%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Jul-24</u>	<u>Jul-25</u>	<u>% Change</u>	<u>Customer Type</u>	<u>Jul-24</u>	<u>Jul-25</u>	<u>% Change</u>
Residential	14,831	14,826	0.0%	Residential	\$ 78.24	\$ 87.10	11.3%
Commercial	<u>912</u>	<u>909</u>	<u>-0.3%</u>				
Total	15,743	15,735	-0.1%				

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

<u>Month-To-Date</u>			<u>Year-To-Date</u>				
	<u>Jul-24</u>	<u>Jul-25</u>	<u>% Change</u>		<u>Jul-24</u>	<u>Jul-25</u>	<u>% Change</u>
Residential	73	72	-1.4%	Residential	443	451	1.8%
Commercial	<u>53</u>	<u>53</u>	0.0%	Commercial	<u>297</u>	<u>305</u>	2.7%
	126	125	-0.8%		740	756	2.2%

STATEMENT OF INVESTMENTS-VILLAGE
As of July 31, 2025

Fund	Investment Period	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>					
Illinois Funds - General		1,918,691.56			4.443
Illinois Funds - Veterans Memorial		364.56			4.443
HE Community Bank-Money Market		1,044,601.38			4.500
Treasury Bills/Municipal Bonds	7/9/25-02/28/26	2,992,022.85	2,890,814.78	2,992,022.85	1.250
PMA iPrime		93,120.63			4.180
CD with PMA	4/30/25-10/2/25	24,339,821.66	24,338,240.78	25,317,739.48	3.960
		30,388,622.64			
<u>Motor Fuel Tax</u>					
Illinois Funds		392,465.68			4.443
HE Community Bank-Money Market		220,117.56			4.500
		612,583.24			
<u>Asset Seizure - State</u>					
Illinois Funds		64,794.83			4.443
<u>Asset Seizure - BATTLE</u>					
Illinois Funds		1,051.06			4.443
<u>Municipal Waste System</u>					
Illinois Funds		9,261.60			4.443
HE Community Bank-Money Market		222,835.34			4.500
		232,096.94			
<u>2015A & 2015C G.O.D. S.</u>					
HE Community Bank-Money Market		74,047.32			4.500
<u>Central Road Corridor Improv.</u>					
Illinois Funds		11,386.20			4.443
PMA iPrime		4,441.22			4.180
		15,827.42			
<u>Hoffman Blvd Bridge Maintenance</u>					
Illinois Funds		13,072.31			4.443
HE Community Bank-Money Market		287,879.35			4.500
		300,951.66			
<u>Western Corridor</u>					
Illinois Funds		2,180,520.72			4.443
PMA iPrime		547,343.75			4.180
		2,727,864.47			

STATEMENT OF INVESTMENTS-VILLAGE

As of July 31, 2025

Fund	Investment Period	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Prairie Stone Capital</u>					
Illinois Funds		468,915.43			4.443
PMA iPrime		1,254.11			4.180
		<u>470,169.54</u>			
<u>Road Improvement</u>					
Illinois Funds		2,185,048.02			4.443
HE Community Bank-Money Market		1,489,384.39			4.500
Treasury Bills	7/9/2502/28/26	740,377.17	761,763.75	778,800.00	1.250
PMA iPrime		4,010.27			4.180
		<u>4,418,819.85</u>			
<u>Western Area Rd Impr Impact Fees</u>					
Illinois Funds		509,423.76			4.443
HE Community Bank-Money Market		47,755.90			4.500
		<u>557,179.66</u>			
<u>Capital Improvements</u>					
Illinois Funds		1,217,593.22			4.443
PMA iPrime		89,823.86			4.180
		<u>1,307,417.08</u>			
<u>Capital Vehicle & Equipment</u>					
Illinois Funds		2,444,412.63			4.443
PMA iPrime		71,988.88			4.180
		<u>2,516,401.51</u>			
<u>Capital Replacement</u>					
Illinois Funds		4,247,859.91			4.443
HE Community Bank-Money Market		795,582.15			4.500
PMA iPrime		297,292.13			4.180
		<u>5,340,734.19</u>			
<u>Water and Sewer</u>					
Illinois Funds		4,011,203.04			4.443
Treasury Bills	7/9/2502/28/26	740,377.17	761,763.75	740,377.18	1.250
PMA iPrime		251,560.26			4.180
HE Community Bank-Money Market		830,277.26			4.500
CD with PMA	4/30/25-10/2/25	10,470,600.00	10,470,600.00	10,876,726.56	3.960
		<u>16,304,017.73</u>			

STATEMENT OF INVESTMENTS-VILLAGE

As of July 31, 2025

Fund	Investment Period	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Now Arena Operating</u>					
Illinois Funds		446,049.54			4.443
HE Community Bank-Money Market		4,013,648.57			4.500
PMA iPrime		446,644.52			4.180
CD with PMA	4/30/25-10/2/25	975,024.47	724,883.48	747,465.29	3.960
		<u>5,881,367.10</u>			
<u>Now Arena</u>					
H.E. Community Bank-MaxSafe		2,335,598.54			4.500
<u>Insurance</u>					
Illinois Funds		1,224,681.54			4.443
HE Community Bank-Money Market		618,618.51			4.500
PMA iPrime		783,972.79			4.180
CD with PMA	4/30/25-10/2/25	472,623.45	722,100.00	749,389.66	3.960
		<u>3,099,896.29</u>			
<u>Information Technology</u>					
Illinois Funds		1,217,107.91			4.443
HE Community Bank-Money Market		279,681.37			4.500
PMA iPrime		164,799.75			4.180
CD with PMA	4/30/25-10/2/25	244,800.00	244,800.00	249,865.68	3.960
		<u>1,906,389.03</u>			
<u>Roselle Road TIF</u>					
Illinois Funds		2,038,447.44			4.443
HE Community Bank-Money Market		1,340,811.80			4.500
PMA iPrime		135,105.91			4.180
		<u>3,514,365.15</u>			
<u>Barr./Higgins TIF</u>					
Illinois Funds		129,636.55			4.443
HE Community Bank-Money Market		1,037,393.57			4.500
		<u>1,167,030.12</u>			
<u>2019 Captial Project Fund</u>					
HE Community Bank-Money Market		516,163.89			4.500
<u>Lakewood Center TIF</u>					
Illinois Funds		430,051.77			4.443
HE Community Bank-Money Market		48,540.85			4.500
		<u>478,592.62</u>			

STATEMENT OF INVESTMENTS-VILLAGE

As of July 31, 2025

Fund	Investment Period	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Hig/Old Sutton TIF</u>					
HE Community Bank-Money Market		70,908.84			4.500
<u>Hig/Hassell TIF</u>					
HE Community Bank-Money Market		576,060.54			4.500
<u>2018G.O. Debt Serv.</u>					
HE Community Bank-Money Market		571,563.59			4.500
<u>2024 G.O. Debt Serv.</u>					
PMA iPrime		5,165,472.19			4.180
Total Investments		<u>\$ 90,615,987.04</u>			
Total Invested Per Institution			Percent Invested		
Illinois Funds		25,162,039.28	27.77		
CD with PMA		36,502,869.58	40.28		
HE Community Bank-MaxSafe		2,335,598.54	2.58		
HE Community Bank-Money Market		14,085,872.18	15.54		
Treasury Bills/Municipal Bonds		4,472,777.19	4.94		
ISC at PMA		8,056,830.27	8.89		
		\$90,615,987.04	100.00		
Total Invested Per Fund					
Total Investments - Operating Funds			\$66,633,374.67		
Total Investments - Debt Service Funds			5,811,083.10		
Total Investments - Capital Projects Funds			\$18,171,529.27		
Total Investments - All Funds			<u>\$90,615,987.04</u>		

PMA INVESTMENTS

July 31, 2025

	Settlement	Maturity	Cost	Market Value	Interest Rate
GENERAL FUND					
Morgan Stanley PVT Bank	02/07/24	08/07/25	244,507	243,980	4.505%
Morgan Stanley Bank NA	02/07/24	08/07/25	244,507	243,980	4.505%
Bank of New York Mellon	02/07/24	08/07/25	244,507	243,980	4.505%
US Treasury N/B (48771)	08/10/21	08/15/25	2,229,210	2,105,967	2.000%
TexasBank CDARS	10/03/24	10/02/25	3,000,000	3,000,000	3.765%
iPrime Term Series	07/11/25	10/09/25	1,250,000	1,250,000	4.250%
iPrime Term Series	02/28/25	12/03/25	1,500,000	1,500,000	4.100%
US Treasury N/B (50976)	02/24/22	02/28/26	762,813	784,848	0.500%
Cendera Bank, National Assoc.	06/30/25	03/27/26	242,800	242,800	3.930%
Western Alliance Bank	06/30/25	03/27/26	242,700	242,700	4.002%
Customers Bank	06/30/25	03/27/26	242,700	242,700	3.954%
Harmony Bank	06/30/25	03/27/26	242,800	242,800	3.939%
GBank	06/30/25	03/27/26	242,500	242,500	4.052%
Winchester Savings Bank	06/30/25	03/27/26	242,800	242,800	3.939%
iPrime Term Series 20260406AA105556	09/27/24	04/06/26	3,000,000	3,000,000	3.603%
iPrime Term Series 20260724AA1053647-23	07/25/25	07/24/26	6,400,000	6,400,000	4.200%
iPrime Term Series	05/09/25	11/10/26	2,000,000	2,000,000	3.800%
iPrime Term Series	05/30/25	12/02/26	5,000,000	5,000,000	3.950%
GENERAL FUND TOTALS:			\$27,331,845	\$27,229,056	
ROAD IMPROVEMENT FUND					
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	761,764	0.500%
ROAD IMPROVEMENT TOTALS:			\$740,377	\$761,764	
WATER & SEWER FUND					
iPrime Term Series 20251024AA105364	10/25/24	10/24/25	2,000,000	2,000,000	4.360%
iPrime Term Series 20251028AA105270-54	01/31/25	10/28/25	4,000,000	4,000,000	4.101%
iPrime Term Series	02/28/25	12/03/25	1,500,000	1,500,000	4.100%
iPrime Term Series 20260217AA105368-12	02/14/25	02/17/26	2,000,000	2,000,000	4.150%
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	761,764	0.500%
Boone Bank & Trust Co	06/30/25	03/27/26	242,800	242,800	3.930%
Preferred Bank	06/30/25	03/27/26	242,400	242,400	4.161%
ServisFirst Bank	06/30/25	03/27/26	242,600	242,600	4.059%
Cross River Bank	06/30/25	03/27/26	242,800	242,800	3.930%
WATER & SEWER TOTALS:			\$11,210,977	\$11,232,364	
NOW ARENA FUND					
Wells Fargo Bank NA	02/06/24	08/06/25	248,648	247,983	4.569%
Bank Hapoalim B.M.	05/01/25	07/24/26	238,600	238,600	3.800%
Baxter Credit Union	05/01/25	07/24/26	238,300	238,300	3.893%
NOW ARENA TOTALS:			\$ 725,547.92	\$ 724,883.48	
INSURANCE FUND					
Pacific National Bank	07/09/25	01/07/26	244,800	244,800	4.162%
Premier Bank	05/01/25	07/24/26	238,600	238,600	3.792%
American Commercial Bank & Trust Nat'l Assn	05/01/25	07/24/26	238,700	238,700	3.772%
INSURANCE TOTALS:			\$ 722,100.00	\$ 722,100.00	

PMA INVESTMENTS July 31, 2025

	<u>Settlement</u>	<u>Maturity</u>	<u>Cost</u>	<u>Market Value</u>	<u>Interest Rate</u>
INFORMATION TECHNOLOGY FUND					
OMB Bank	07/09/25	01/07/26	244,800	244,800	4.150%
INFORMATION TECHNOLOGY TOTALS:			\$ 244,800.00	\$ 244,800.00	

TOTAL:	\$40,975,647	\$40,914,967
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**OPERATING REPORT SUMMARY
REVENUES**

July 31, 2025

	<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	-	-	7,600,000	7,017,097	13,654,510	51.4%	
Hotel Tax	116,667	191,916	816,667	794,814	1,400,000	56.8%	
Real Estate Transfer Tax	91,667	86,215	641,667	808,214	1,100,000	73.5%	
Home Rule Sales Tax	433,333	482,274	3,033,333	3,417,522	5,200,000	65.7%	
Telecommunications Tax	60,208	66,983	421,458	470,792	722,500	65.2%	
Property Tax - Fire	-	-	2,800,000	2,478,250	5,033,270	49.2%	
Property Tax - Police	-	-	3,900,000	3,356,351	6,882,910	48.8%	
Other Taxes	92,132	239,785	644,922	1,080,870	1,105,580	97.8%	
Total Taxes	794,007	1,067,173	19,858,047	19,423,909	35,098,770	55.3%	
Business Licenses	10,000	11,350	360,000	345,846	380,000	91.0%	
Liquor Licenses	-	(254)	265,000	269,050	265,000	101.5%	
Building Permits	552,083	87,686	3,864,583	1,441,574	6,625,000	21.8%	
Total Licenses & Permits	562,083	98,782	4,489,583	2,056,470	7,270,000	28.3%	
Sales Tax	815,417	911,229	5,707,917	6,274,000	9,785,000	64.1%	
Local Use Tax	111,917	38,051	783,417	603,565	1,343,000	44.9%	
State Income Tax	760,738	956,934	5,325,163	6,339,485	9,128,850	69.4%	
Replacement Tax	52,970	64,756	370,790	266,382	635,640	41.9%	
Other Intergovernmental	72,733	25,626	509,133	533,248	872,800	61.1%	
Total Intergovernmental	1,813,774	1,996,596	12,696,419	14,016,679	21,765,290	64.4%	
Engineering Fees	83,333	13,806	583,333	1,267,888	1,000,000	126.8%	
Ambulance Fees	200,000	209,494	1,400,000	1,381,614	2,400,000	57.6%	
GEMT Income	250,000	224,303	1,750,000	1,413,598	3,000,000	47.1%	
Police Hireback	33,333	14,234	233,333	263,372	400,000	65.8%	
Lease Payments	47,792	38,228	334,542	368,143	573,500	64.2%	
Cable TV Fees	20,000	17,458	322,500	280,201	578,400	48.4%	
4th of July Proceeds	66,604	66,604	110,338	110,338	100,000	110.3%	
Employee Payments	150,000	138,511	1,050,000	1,104,540	1,800,000	61.4%	
Hireback - Arena	17,500	64,422	122,500	251,947	210,000	120.0%	
Rental Inspection Fees	5,000	3,125	175,000	158,006	250,000	63.2%	
Other Charges for Services	80,167	84,063	561,167	538,528	962,000	56.0%	
Total Charges for Services	953,729	874,248	6,642,713	7,138,175	11,273,900	63.3%	
Court Fines-County	10,000	29,289	70,000	113,637	120,000	94.7%	
Ticket Fines-Village	20,833	18,211	145,833	147,578	250,000	59.0%	
Overweight Truck Fines	833	2,300	5,833	13,350	10,000	133.5%	
Red Light Camera Revenue	20,000	19,170	140,000	104,645	240,000	43.6%	
Local Debt Recovery	3,333	8,812	23,333	38,887	40,000	97.2%	
Total Fines & Forfeits	55,000	77,782	385,000	418,098	660,000	63.3%	
Total Investment Earnings	31,250	106,003	260,417	857,742	375,000	228.7%	
Reimburse/Recoveries	12,500	58,605	87,500	125,772	150,000	83.8%	
S.Barrington Fuel Reimbursement	2,917	3,772	20,417	24,013	35,000	68.6%	
Shaumburg Twn Fuel Reimbursement	3,750	3,993	26,250	28,055	45,000	62.3%	
Tollway Payments	2,500	5,720	17,500	27,560	30,000	91.9%	
Other Miscellaneous	10,417	34,390	72,917	163,599	125,000	130.9%	
Total Miscellaneous	32,083	106,480	224,583	368,999	385,000	95.8%	
Total Operating Transfers In	9,167	8,901	64,167	66,010	110,000	60.0%	
Total General Fund	4,251,093	4,335,964	44,620,929	44,346,082	76,937,960	57.6%	58.3%

**OPERATING REPORT SUMMARY
REVENUES**

July 31, 2025

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	2,030,043	2,302,843	14,210,303	13,622,064	24,360,520	55.9%	
Connection Fees	4,167	6,450	29,167	16,987	50,000	34.0%	
Cross Connection Fees	3,167	3,231	22,167	22,498	38,000	59.2%	
Penalties	10,000	17,511	70,000	93,553	120,000	78.0%	
Investment Earnings	20,833	63,242	145,833	495,243	250,000	198.1%	
Other Revenue Sources	2,333	13,887	16,333	70,233	28,000	250.8%	
Capital Projects	-	-	2,252	2,252	-	N/A	
Total Water Fund	2,070,543	2,407,163	14,496,056	14,322,830	24,846,520	57.6%	58.3%
Motor Fuel Tax Fund	199,403	197,458	1,395,823	1,371,317	2,392,840	57.3%	
Community Dev. Block Grant Fund	13,133	28,934	91,933	43,268	157,600	27.5%	
Asset Seizure Fund	-	20,302	-	88,221	-	N/A	
Municipal Waste System Fund	320,998	315,921	2,246,988	2,212,536	3,851,980	57.4%	
NOW Arena Operating Fund	380,529	303,047	2,663,704	1,781,470	4,566,350	39.0%	
NOW Arena Activity Fund	1,484,274	-	10,389,919	4,674,162	17,811,290	26.2%	
Stormwater Management	260,000	151,164	1,820,000	813,010	3,120,000	26.1%	
Insurance Fund	181,561	195,292	1,270,926	1,619,836	2,178,730	74.3%	
Roselle Road TIF	71,667	14,063	501,667	510,124	860,000	59.3%	
Barrington/Higgins TIF	-	4,927	-	34,662	-	N/A	
Lakewood Center TIF	47,500	1,923	332,500	15,281	570,000	2.7%	
Higgins-Old Sutton TIF	210,677	294	1,474,737	1,819	2,528,120	0.1%	
Stonington & Pembroke TIF	37,021	-	148,083	6,842	444,250	1.5%	
Higgins/Hassell TIF	51,250	2,643	358,750	971,808	615,000	158.0%	
Information Technology	307,967	295,782	2,155,767	2,071,102	3,695,600	56.0%	
Total Spec Rev. & Int. Svc. Fund	3,565,980	1,531,749	24,850,798	16,215,457	42,791,760	37.9%	
TOTAL OPERATING FUNDS	9,887,617	8,274,876	83,967,782	74,884,369	144,576,240	51.8%	58.3%
2015A & C G.O. Debt Service	307	307	7,186	7,186	3,823,080	0.2%	
2015B G.O. Debt Service	-	-	6,802	6,802	124,100	0.0%	
2016 G.O. Debt Service	-	-	170,065	170,065	1,480,100	0.0%	
2017A & B G.O. Debt Service	-	-	49,154	49,154	184,300	0.0%	
2018 G.O. Debt Service	20,379	20,379	1,035,202	1,035,202	1,813,200	0.0%	
2019 G.O. Debt Service	-	-	13,049	13,049	136,700	9.5%	
2024 G.O. Debt Service	-	-	192,991	192,991	385,030	50.1%	
TOTAL DEBT SERV. FUNDS	20,686	20,686	1,474,447	1,474,447	7,946,510	18.6%	58.3%
Central Rd. Corridor Fund	42	69	292	449	500	89.8%	
Hoffman Blvd Bridge Maintenance	833	1,244	5,833	7,735	10,000	77.4%	
Western Corridor Fund	134,688	12,069	942,813	69,606	1,616,250	4.3%	
Prairie Stone Capital Fund	329,167	289,517	2,304,167	2,025,586	3,950,000	51.3%	
Western Area Traffic Impr.	1,922	22	13,452	272	23,060	1.2%	
Western Area Traffic Impr. Impact Fee	30,833	2,171	215,833	24,519	370,000	0.0%	
Capital Improvements Fund	267,917	174,004	1,875,417	2,147,098	3,215,000	66.8%	
Capital Vehicle & Equipment Fund	374,606	173,150	2,622,241	1,857,696	4,495,270	41.3%	
Capital Replacement Fund	16,667	20,903	116,667	184,242	200,000	92.1%	
2019 Project Fund	-	2,199	-	345,032	-	N/A	
2024 Project Fund	18,333	20,554	128,333	178,334	220,000	81.1%	
2025 Project Fund	1,291,667	-	9,041,667	-	15,500,000	0.0%	
Road Improvement Fund	1,283,300	1,013,403	8,983,100	7,023,129	15,399,600	45.6%	
TOTAL CAP. PROJECT FUNDS	3,749,973	1,709,304	26,249,813	13,863,698	44,999,680	30.8%	58.3%
Police Pension Fund	711,559	4,746,837	4,980,914	9,058,492	8,538,710	106.1%	
Fire Pension Fund	573,987	5,753,968	4,017,907	9,032,565	6,887,840	131.1%	
TOTAL TRUST FUNDS	1,285,546	10,500,805	8,998,821	18,091,057	15,426,550	117.3%	58.3%
TOTAL ALL FUNDS	14,943,821	20,505,671	120,690,863	108,313,572	212,948,980	50.9%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 31, 2025

	<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	40,910	50,468	286,370	291,119	490,920	59.3%	
Administration	110,653	108,385	774,568	846,234	1,327,830	63.7%	
Legal	42,947	215,217	300,627	624,893	515,360	121.3%	
Finance	121,233	120,875	848,628	853,422	1,454,790	58.7%	
Village Clerk	24,288	24,334	170,013	171,451	291,450	58.8%	
Human Resource Mgmt.	78,017	72,285	546,117	519,560	936,200	55.5%	
Communications	43,689	48,956	305,824	293,784	524,270	56.0%	
Emergency Operations	9,149	4,858	64,044	71,563	109,790	65.2%	
Total General Admin.	470,884	645,378	3,296,189	3,672,028	5,650,610	65.0%	58.3%
Police Department							
Administration	164,343	128,534	1,150,403	1,128,724	1,972,120	57.2%	
Juvenile Investigations	64,863	41,295	454,038	416,678	778,350	53.5%	
Tactical	102,119	72,263	714,834	698,042	1,225,430	57.0%	
Patrol and Response	1,252,675	736,441	8,768,725	8,033,110	15,032,100	53.4%	
Traffic	73,762	92,135	516,332	719,231	885,140	81.3%	
Investigations	142,767	95,390	999,367	990,458	1,713,200	57.8%	
Community Relations	1,483	898	10,383	1,836	17,800	10.3%	
Communications	32,667	32,708	228,667	261,666	392,000	66.8%	
Canine	17,053	11,505	119,373	119,137	204,640	58.2%	
Special Services	19,101	44,797	133,706	199,220	229,210	86.9%	
Records	34,298	33,282	240,083	221,461	411,570	53.8%	
Administrative Services	127,591	125,308	893,136	839,121	1,531,090	54.8%	
Total Police	2,032,721	1,414,555	14,229,046	13,628,685	24,392,650	55.9%	58.3%
Fire Department							
Administration	80,483	77,556	563,378	537,878	965,790	55.7%	
Public Education	12,045	8,096	84,315	67,895	144,540	47.0%	
Suppression	937,905	699,938	6,565,335	6,258,198	11,254,860	55.6%	
Emer. Med. Serv.	939,212	578,422	6,574,482	5,368,829	11,270,540	47.6%	
Prevention	57,303	91,769	401,118	343,005	687,630	49.9%	
Fire Stations	4,567	4,490	31,967	14,398	54,800	26.3%	
Total Fire	2,031,513	1,460,271	14,220,593	12,590,203	24,378,160	51.6%	58.3%
Public Works Department							
Administration	34,571	31,895	241,996	234,768	414,850	56.6%	
Snow/Ice Control	183,411	97,645	1,283,876	1,289,214	2,200,930	58.6%	
Traffic Operations	111,373	118,212	779,608	677,414	1,336,470	50.7%	
Forestry	174,907	178,473	1,224,347	867,873	2,098,880	41.3%	
Facilities	126,911	101,422	888,376	832,897	1,522,930	54.7%	
Fleet Services	158,148	166,657	1,107,033	938,764	1,897,770	49.5%	
F.A.S.T.	19,826	57,674	138,781	111,260	237,910	46.8%	
Storm Sewers	43,458	22,008	304,208	148,684	521,500	28.5%	
Total Public Works	852,603	773,987	5,968,223	5,100,873	10,231,240	49.9%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 31, 2025

	<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>			
Development Services							
Administration	39,476	37,356	276,331	277,655	473,710	58.6%	
Planning & Transportation	93,879	75,506	657,154	541,735	1,126,550	48.1%	
Code Enforcement	167,762	164,891	1,174,332	1,204,337	2,013,140	59.8%	
Engineering	164,228	147,587	1,149,593	1,045,280	1,970,730	53.0%	
Economic Development	102,298	34,661	716,083	867,054	1,227,570	70.6%	
Total Development Services	567,642	460,003	3,973,492	3,936,061	6,811,700	57.8%	58.3%
Health & Human Services	129,161	124,210	904,126	816,733	1,549,930	52.7%	58.3%
Miscellaneous							
4th of July	56,122	56,122	185,294	185,294	241,110	76.9%	
Police & Fire Comm.	8,065	54	56,455	636	96,780	0.7%	
Misc. Boards & Comm.	27,673	43,840	193,713	167,046	332,080	50.3%	
Misc. Public Improvements	733,966	494,950	5,137,761	4,073,451	8,807,590	46.2%	
Total Miscellaneous	825,826	594,965	5,573,223	4,426,428	9,477,560	46.7%	58.3%
Total General Fund	6,910,350	5,473,368	48,164,892	44,171,010	82,491,850	53.5%	58.3%
Water & Sewer Fund							
Water Department	1,252,448	1,383,001	8,767,138	7,971,091	15,029,380	53.0%	
Sewer Department	208,196	198,069	1,457,371	1,319,024	2,498,350	52.8%	
Billing Division	86,599	80,110	606,194	628,873	1,039,190	60.5%	
Debt Service Division	61,400	61,400	134,298	134,298	145,500	92.3%	
Capital Projects Division	1,197,658	1,197,658	4,104,824	4,104,824	7,515,540	54.6%	
2015 Bond Capital Projects	-	-	37,500	37,500	420,000	8.9%	
2017 Bond Capital Projects	-	-	79,706	79,706	489,420	16.3%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	-	-	59,643	59,643	622,530	9.6%	
Operating Transfers	75,833	75,834	530,833	530,838	910,000	58.3%	
Total Water & Sewer	2,882,135	2,996,072	15,901,327	14,989,616	28,917,550	51.8%	58.3%
Motor Fuel Tax	276,458	276,458	1,935,208	1,994,192	3,317,500	60.1%	
Community Dev. Block Grant Fund	30,772	30,772	62,634	62,634	157,600	39.7%	
Asset Seizure Fund	11,792	11,213	82,542	107,229	141,500	75.8%	
Municipal Waste System	307,325	311,212	2,151,275	2,089,620	3,687,900	56.7%	
NOW Arena Operating Fund	389,032	100,773	2,723,222	224,555	4,668,380	4.8%	
NOW Arena Activity Fund	1,484,274	-	10,389,919	4,141,835	17,811,290	23.3%	
Stormwater Management	241,933	1,297,917	1,693,533	1,554,665	2,903,200	53.6%	
Insurance	196,847	28,980	1,377,927	1,521,661	2,362,160	64.4%	
Information Technology	337,969	347,770	2,365,784	1,726,134	4,055,630	42.6%	
Roselle Road TIF	93,188	1,050	652,313	26,095	1,118,250	2.3%	
Barrington/Higgins TIF	24,511	2,625	171,576	9,160	294,130	3.1%	
Lakewood Center TIF	20,354	19,100	142,479	66,810	244,250	27.4%	
Higgins-Old Sutton TIF	210,688	1,050	210,688	2,865	2,528,250	0.1%	
Higgins/Hassell TIF	18,604	1,050	130,229	614,016	223,250	275.0%	
Stonington & Pembroke TIF	37,021	(1,575)	259,146	3,040	444,250	0.7%	
TOTAL OPERATING FUNDS	13,473,252	10,897,835	88,414,694	73,305,137	155,366,940	47.2%	58.3%

OPERATING REPORT SUMMARY
EXPENDITURES
July 31, 2025

	<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>			
2015A G.O. Debt Service	-	-	616,037	616,037	3,823,080	16.1%	
2015 G.O. Debt Service	-	-	6,802	6,802	124,100	5.5%	
2016 G.O. Debt Service	-	-	165,279	165,279	1,480,100	11.2%	
2017A & B G.O. Debt Service	-	-	49,154	49,154	184,300	26.7%	
2018 G.O. Debt Service	-	-	443,852	443,852	1,813,200	24.5%	
2019 G.O. Debt Service	-	-	13,049	13,049	136,700	9.5%	
2024 G.O. Debt Service	-	-	192,991	192,991	385,030	50.1%	
TOTAL DEBT SERV. FUNDS	-	-	1,487,163	1,487,163	7,946,510	18.7%	58.3%
Western Corridor Fund	130,521	-	913,646	-	1,566,250	0.0%	
Hoffman Blvd Bridge Maintenance	6,667	-	46,667	-	80,000	0.0%	
Prairie Stone Capital Fund	329,167	402,518	2,304,167	407,092	3,950,000	10.3%	
Western Area Traffic Imp.	2,083	2,083	14,583	14,581	25,000	58.3%	
Western Area Rd Improve Imp. Fee	108,358	108,333	650,150	758,331	1,300,300	58.3%	
Capital Improvements Fund	258,125	239,375	1,548,750	1,383,634	3,097,500	44.7%	
Capital Vehicle & Equipment Fund	374,189	195,424	2,619,324	1,936,176	4,490,270	43.1%	
Capital Replacement Fund	446,667	446,667	3,126,667	3,126,669	5,360,000	58.3%	
2019 Project Fund	-	-	-	24,183		N/A	
2024 Project Fund	688,283	998,902	4,817,983	3,733,478	8,259,400	45.2%	
2025 Project Fund	129,167	-	904,167	-	1,550,000	0.0%	
Road Improvement Fund	1,319,967	101,923	9,239,767	3,301,070	15,839,600	20.8%	
TOTAL CAP. PROJECT FUNDS	3,793,193	2,495,225	26,185,870	14,685,214	45,518,320	32.3%	58.3%
Police Pension Fund	814,558	1,652,883	5,701,908	4,102,882	9,774,700	42.0%	
Fire Pension Fund	719,834	1,452,880	5,038,839	3,643,220	8,638,010	42.2%	
TOTAL TRUST FUNDS	1,534,393	3,105,763	10,740,748	7,746,102	18,412,710	42.1%	58.3%
TOTAL ALL FUNDS	18,800,838	16,498,822	126,828,474	97,223,616	227,244,480	42.8%	58.3%



2025 July MONTHLY REPORT

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Project Activities

- UKG Ready Parallel Testing
 - System Configuration Edits
- PACE Payroll Import Testing
- BS&A Discovery with Development Services

CentralSquare

PLUS Applications

- Created Cognos reports for Development Services
 - Business List
 - Fire Inspections
- Assisted several new employees having difficulty setting up their passwords and questions in Psync.
 - Bill Lynch
 - David Banasynski
- Submitted multiple CST Support tickets to have them add new employees to the PLUS environment.
 - Bill Lynch
- Worked with CST to terminate several employees from the PLUS environment.
 - Kala Kuttentberg
 - Paul Petrenko
- Penalized all BL, HB and RRL
- Updated GP fee to reflect a 6 month period, new expiration date will be the same as BL's

Community Development Applications

- Created Users in Community Development
 - Bill Lynch

GovQA

- Updated workflows for Community Services

Administration

- Prepared monthly report.
- Processed Payroll for department employees

Training

- Trained/Overview of UKG application to IT Department

Meetings

- Met several times during the month with the IT Director to review project status and issues of note.
- Weekly UKG Working Sessions
- Weekly UKG In-House Working Sessions
- BS&A Discovery Meetings
- Plante Moran Weekly Check-ins
- Plante Moran and VOHE Stakeholders Project Meetings Bi-Weekly

Project Activities

Project – Flock Video Management Setup

- The IT Department began configuring the integration of the Flock system into our existing video management solution. The Flock system will be integrated into the Police Department's Real Time Information Center (RTIC). This solution will allow for real time alerts as well as providing camera access for surrounding municipalities if desired.

Project – Network Modernization

- IT staff replaced 2 different network appliances to modernize and streamline the Village's network. This project required re-cabling all of the Village's internet facing devices as well as multiple re-configurations of existing infrastructure.

Project – Mobile Device Management (MDM)

- IT staff continue to configure and test the new MDM system before rolling out all staff.

Security and Other Updates

- Configured and deployed (10) Screencast wireless dongle
- Updated and tested the EOC environment for an upcoming exercise. Replaced defective TV in EOC
- Installed Drone2Map for the GIS department

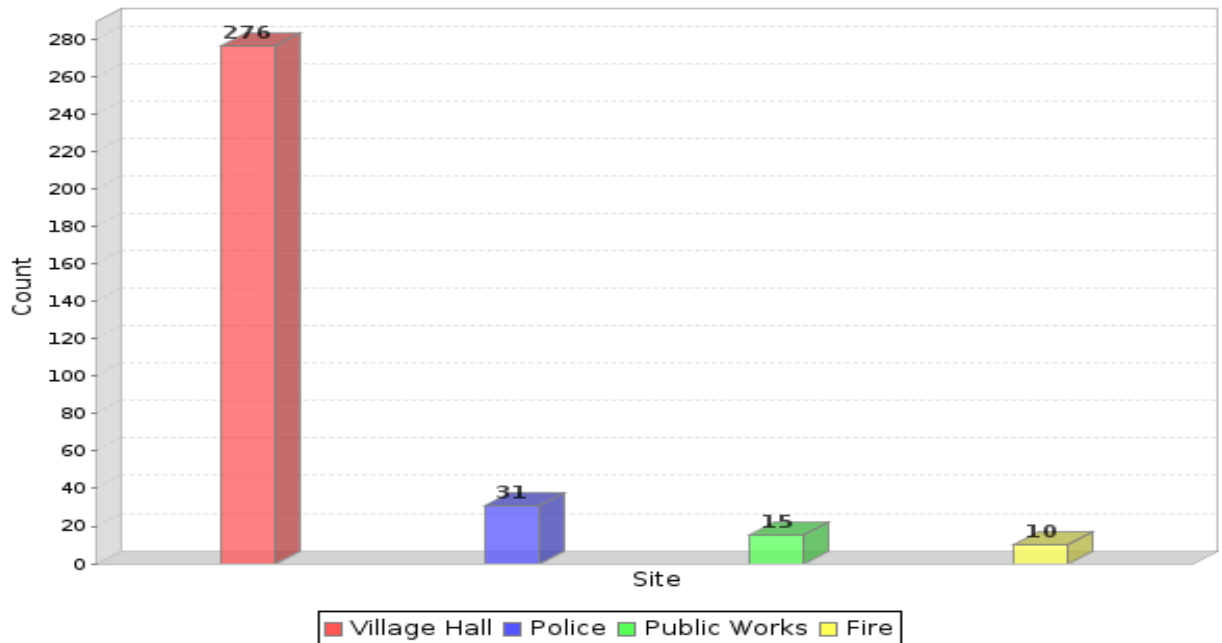
IT Training

- Completed 7 new user orientations
- Assisted multiple staff members with UKG

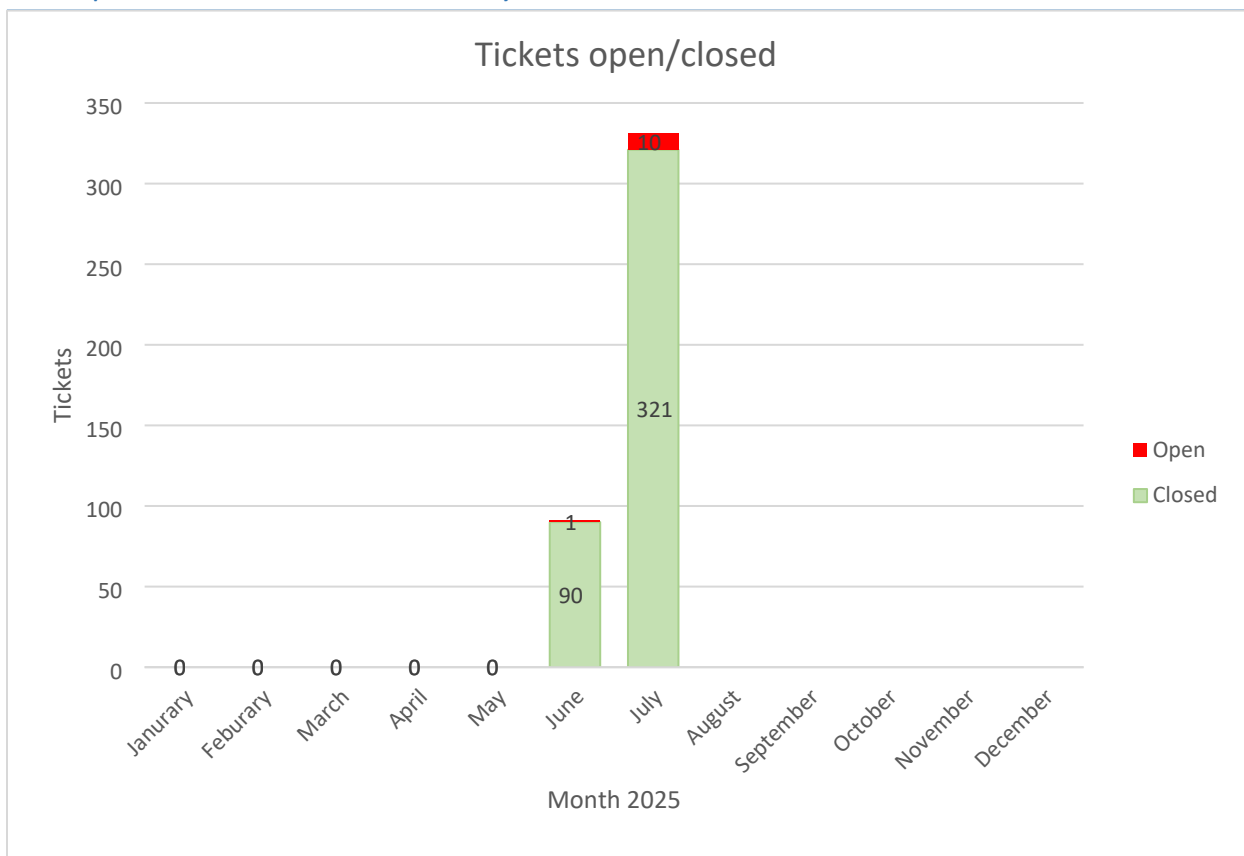
IT Meetings

- Met with Sentinel Technologies and staff from the SCADA department to discuss security items
- Continued bi-weekly meetings with Flock and Police members

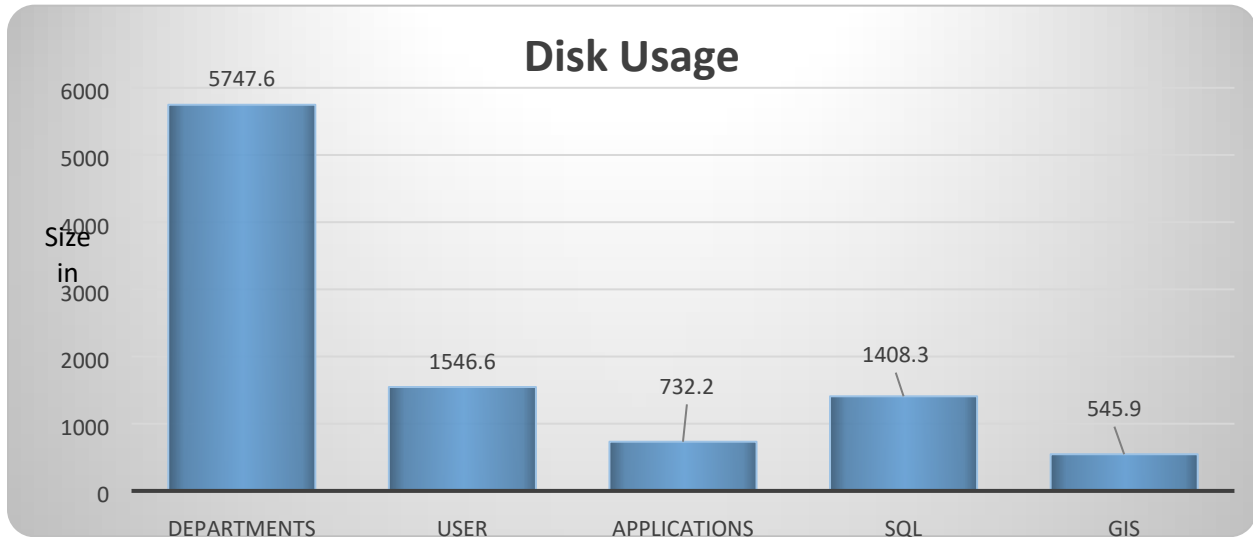
Completed Work Orders by Location



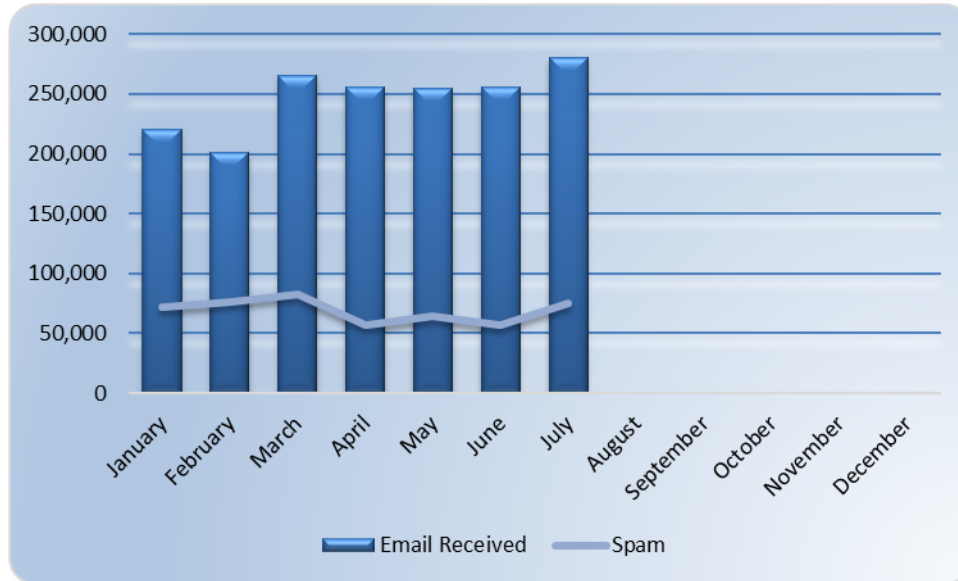
Completed Work Orders by Month



System and Data Functions



Email Spam Report



Darek Raszka, Director of Information Technology

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee

FROM: Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.-NOW Arena 

RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
AUGUST 2025**

DATE: August 14, 2025

1. The north elevator project is nearing completion. The contractor continues work to finalize this project.
2. The retaining wall project work began on August 4 and is progressing. This project is currently projected to be completed within schedule.
3. Budgeted capital items are progressing. The fencing adjacent to the suite lot on top the dock area is to be replaced, sealing/painting of the east wall and AV equipment replacements are awaiting quotes to proceed. All are scheduled to be completed by the end of this fiscal year.
4. OVG reached out to discuss extending the management agreement. They have provided a draft amended agreement which is being reviewed. This matter will come before Committee and the Board for consideration at a future Finance Committee/Village Board meeting.
5. Several budgeted capital items have been purchased to replace arena equipment such as sewer pumps and beverage coolers, these projects are waiting on parts and materials for completion. Replacement of the main kitchen freezer was approved by the Board at the July 21 meeting. Parts and materials have been ordered for this project.
6. Staff has prepared the arena capital projects for the FY26-30 CIP program. This plan is scheduled to be considered by the Capital Improvement Board on October 15 and then by the Village Board during the annual budget review later this year.
7. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.
8. Meet regularly with Ben Gibbs, General Manager to discuss operational items and events at the arena.
9. The Hideaway Beer Garden is open. Check out the website www.hideawaybrewgarden.com for details of the events for the 2025 season.

Attachment

cc: Ben Gibbs, General Manager (OVG)

Now Arena
General Manager Update
August 2025 Update

Event Highlights	Notes
Aug 9: Celtic Fest (Village Green) Aug 14: AR Rahman Live Aug 16: Corp Rental (HBG)	
Finance Department	
General	Arena Finished March Financials. Director of Finance (DOF) Lisa Oroni left in mid-April and the NOW Arena continues to recruit for a replacement. A third party contractor is helping to complete April and May financials.
Monthly Financial Statement	Building Event Revenue YTD: \$1,454,251 Building Sponsor/Other Revenue YTD: \$95,110 Building Expenses YTD: \$1,017,035 Building Income YTD: \$532,325 vs Budget \$328,356
Operations Department	
General	Preparing sold out AR Rahman show and Platz Germanfest.
Positions to Fill	
Third Party Providers	N/A
Village Support	PW assisting with completing the elevator replacement and repair of the loading hill.
Events Department	
General	Event Managers are prepping upcoming events including AR Rahman and beer garden.
Positions to Fill	Senior Event Manager
Marketing Department	
General	Supporting marketing for Platz and HBG
Positions to Fill	N/A
Group Sales Department	
General	N/A
Box Office Department	
General	Working on several on sales.
Food & Beverage Department	
General	Looking to hire additional culinary support.
Premium Seating Department	
General	Continue to renew annual suites, marquee signage and working on beer pouring rights.
Positions to Fill	NA
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor.
Monthly Financial Statement	Corporate Sales: \$67,948 Suites Sales: \$35,220

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.