



AGENDA
Village Board of Trustees
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 2, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Village Board 11-18-2024
5. **CONSENT AGENDA/OMNIBUS VOTE (Roll Call Vote)**

(All items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee so requests. In that event, the discussion will be the first item of business after approval of the Consent Agenda.)

 - A. Approval of Agenda
 - B. Approval of the schedule of bills for December 2, 2024.
 - C. Approval of an ordinance amending section 12-4-2, rates for water and sewer service, of the Hoffman Estates Municipal Code.
 - D. Approval of an ordinance amending section 12-6-2, stormwater utility fee, of the Hoffman Estates Municipal Code.
 - E. Approval of an ordinance adopting the budget for all corporate purposes of the Village of Hoffman Estates, Cook County, Illinois, in lieu of the appropriation ordinance, for the fiscal year commencing on the first day of January, 2025, and ending on the thirty-first day of December, 2025.
 - F. Approval of an ordinance authorizing the levy and collection of taxes for the corporate and municipal purposes of the Village of Hoffman Estates for the fiscal year beginning on the 1st day of January, 2025 and ending on the 31st day of December, 2025.
 - G. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2015A and 2015C Taxable General Obligation Refunding Bonds.
 - H. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2015B General Obligation Bonds.
 - I. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2017A and 2017B

General Obligation Bonds.

- J. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2018 General Obligation Refunding Bonds.
- K. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2019 General Obligation Bonds.
- L. Approval of an ordinance abating a portion of the 2024 tax levy – Series 2024 General Obligation Bonds.
- M. Approval of an ordinance implementing a municipal grocery retailers' occupation tax and a municipal grocery service occupation tax.
- N. Approval of:
 - a. amendments and extension of existing contract between the Village of Hoffman Estates and Groot Industries, Inc. for Collection of Residential Dwelling Unit Solid Waste; and
 - b. amendments and extension of existing contract between the Village of Hoffman Estates and Groot Industries, Inc. for Collection of Commercial and Institutional Solid Waste; and
 - c. ordinance amending Section 7-9-1, Solid Waste and Recycling, of the Hoffman Estates Municipal Code.
- O. Approval of a Memorandum of Understanding with the Illinois Department of Natural Resources for Spring Creek watershed floodway construction rules.
- P. Authorization to:
 - a. enter into a software as a service agreement for Enterprise Resource Planning (ERP) software services with BS&A Software in an amount not to exceed \$611,540; and
 - b. enter into a software as a service agreement and hardware purchase for time and attendance tracking services with Andrews Technology for a five-year term in an amount not to exceed \$177,685; and
 - c. enter into a consulting services agreement for Implementation Assistance Services with Plante Moran in an amount not to exceed \$127,050; and
 - d. grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$50,000.
- Q. Authorization to enter into a Licensed User Agreement with Ticketmaster, LLC for ticketing services at the NOW Arena.
- R. Authorization to award contract to H. Linden & Sons Sewer and Water, Inc. of Plano, IL for the Huntington Boulevard Watermain Replacement Project in an amount not to exceed \$1,211,319.
- S. Authorization to:
 - a. waive formal bidding (due to state joint purchasing master contract); and

- b. purchase up to 4,080 tons of road salt through the 2024/25 State of Illinois joint purchasing contract with Morton Salt Inc., Chicago, IL in an amount not to exceed \$276,787.

T. Authorization to:

- a. waive formal bidding (due to sole source); and
- b. purchase a replacement Flygt submersible pump for the WDA lift station from Xylem Water Solutions USA, Inc., Mokena, IL in an amount not to exceed \$84,950.50.

U. Authorization to:

- a. waive formal bidding; and
- b. award a two (2) year service agreement to Flock Group, Inc, Atlanta, GA, in an amount not to exceed \$98,450.00.

V. Authorization to:

- a. waive formal bidding; and
- b. award a five (5) year service agreement to Axon Enterprise, Inc, Scottsdale, AZ, in an amount not to exceed \$1,486,990.47.

6. **REPORTS**

A. President's Report

1. Proclamation(s)

- a. Sewa Diwali

B. Trustee Comments

C. Village Manager's Report

D. Village Clerk's Report

E. Committee Reports

- 1. General Administration & Personnel
- 2. Transportation & Road Improvement
- 3. Planning, Building & Zoning
- 4. Finance
- 5. Public Works & Utilities

6. Public Health & Safety

7. **PLANNING AND ZONING COMMISSION RECOMMENDATIONS**

- A. Approval of an Ordinance granting a Site Plan Amendment and a Special Use to Clearbrook for a social service agency located at 1260 W. Higgins Road

8. **ADDITIONAL BUSINESS**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.

MEETING: **HOFFMAN ESTATES VILLAGE BOARD**
DATE: **NOVEMBER 18, 2024**
PLACE: **COUNCIL CHAMBERS**
 MUNICIPAL BUILDING COMPLEX
 1900 HASSELL ROAD
 HOFFMAN ESTATES, ILLINOIS

1. CALL TO ORDER/ROLL CALL

Village President William McLeod called the meeting to order at 7:00 p.m. The Executive Assistant called the roll. Trustees present: Karen Mills, Anna Newell, Gary Pilafas, Gary Stanton, Karen Arnet, Patrick Kinnane. A quorum was present.

ADMINISTRATIVE PERSONNEL PRESENT

E. Palm, Village Manager
D. O'Malley, Deputy Village Manager
J. Pape, Assistant Village Manager
A. Janura, Corporation Counsel
K. Cawley, Chief of Police
A. Wax, Fire Chief
R. Musiala, Finance Director
J. Nebel, PW Director
P. Gugliotta, Director of Dev. Services
B. Ackerlund, Assistant PW Director
M. Saavedra, HHS Director
D. Raszka, Director of IT
M. Brito, Communications Mgr.
R. Signorella, Multimedia Production Manager

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Trustee Pilafas.

3. PUBLIC COMMENTS

Mayor McLeod asked to move Public Comments to the end of the meeting. There was agreement.

4. APPROVAL OF MINUTES

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 4A.

4.A. Approval of Minutes – November 4, 2024

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

5. CONSENT AGENDA/OMNIBUS VOTE:

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.A.

5.A. Approval of Agenda

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.B.

5.B. Approval of the schedule of bills for November 18, 2024 - \$4,530,046.55.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.C.

5.C. Authorization to enter into an agreement with Carbonhouse, LLC, Charlotte, NC for a website redesign for NOWArena.com in an amount not to exceed \$35,000.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.D.

5.D. Approval of construction engineering services agreement with Civiltech Engineering, Inc., for the Hassell Road STP Resurfacing Project in an amount not to exceed \$136,582.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.E.

5.E. Approval of Ordinance #5123-2024 for a Joint Funding Agreement with IDOT and local funding appropriation for the Hassell Road STP Resurfacing Project.

Roll Call:

Aye: Pilafas, Stanton, Arnet, Kinnane, Mills, Newell
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.F.

5.F. Approval of Ordinance #5124-2024 amending the Village of Hoffman Estates Health Reimbursement Arrangement (HRA) with Bencor/MidAmerica.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.G.

5.G. Approval of a one-year extension of preliminary and final site plan approval for Belle Tire located at 1165 W. Higgins Road.

Roll Call:

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.H.

5.H. Authorization to award a contract to Thompson Elevator Inspection Service, Inc., of Mount Prospect, IL for elevator inspection and plan review services for a three-year term ending December 1, 2027.

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve Item 5.I.

5.I. Authorization to:

- a. award a contract to Construction Inc. of Lombard, IL for the Village Green Concessions & Restrooms Project in an amount not to exceed \$3,899,000; and
- b. grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$30,000.

Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

6. REPORTS

6.A. President's Report

1. Presentation(s)

- a. Recognition of Fire Lieutenant Nick Forsythe for his response to Hurricane Helene in North Carolina as a member of the Illinois Water Rescue-1 Team.

Fire Chief Alan Wax introduced Glenn Ericksen, CEO of MABAS Illinois. Mr. Ericksen detailed MABAS' support during Hurricane Helene in North Carolina in late September. MABAS mobilized two water-rescue teams which responded to the hurricane. The teams spent 7 days rescuing 100s of people during boat and land-based rescues. The team extended their stay another 7 days. Mr. Ericksen presented Lieutenant Forsythe with a Humanitarian Service Medal for his outstanding and heroic actions in service within North Carolina. Mr. Ericksen also presented the Village and the Fire Department with a Humanitarian Award in support of MABAS' response in North Carolina.

Chief Wax reported that the Village and the Fire Department is appreciative of Lieutenant Forsythe and that Nick had the support of his family during his 15-day deployment. He presented Nick's family with a Certificate of Recognition and Appreciation for their support. Lieutenant Forsythe introduced his family and was thanked by the Village Board.

2. Proclamation(s)

Trustee Mills read the following proclamation.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to concur with the proclamation proclaiming November 20, 2024 as Universal Children's Day. Voice vote taken. All ayes. Motion carried.

Trustee Stanton read the following proclamation.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to concur with the proclamation proclaiming November 30, 2024 as Small Business Saturday. Voice vote taken. All ayes. Motion carried.

Peter Gugliotta accepted the proclamation.

Trustee Kinnane read the following proclamation.

Motion by Trustee Stanton, seconded by Trustee Mills, to concur with the proclamation proclaiming December 3, 2024 as Giving Tuesday. Voice vote taken. All ayes. Motion carried.

Monica Saavedra accepted the proclamation.

3. Boards & Commissions Appointment(s)/Reappointment(s)/Resignation(s)

Motion by Trustee Mills, seconded by Trustee Kinnane, to accept with regret the resignation of Jodi Schultz from the Commission for Senior Citizens and the Fourth of July Commission. Voice vote taken. All ayes. Motion carried.

Mayor McLeod wished everyone a very Happy Thanksgiving next week. He reminded everyone of the Chamber's Wine Wednesday on November 20 at World's Fair Coffee at Bell Works, and the Village's Friendship Tree Lighting this Saturday, November 23, at 5 pm at Village Hall. Mayor McLeod attended many events including a NWMC Transportation Committee meeting, the Sister Cities Commission's Marie Antoinette Program, the Windy City Bulls game and the Community Pride recognition this evening.

6.B. Trustee Comments

Trustee Mills congratulated the recipients of this year's Community Pride awards.

Trustee Newell attended the budget meeting on November 7, the Cram the Cruiser event at the Police Department on November 8 and congratulated the Community Pride award recipients.

Trustee Pilafas congratulated the Windy City Bulls on their new season, attended an Arts Commission meeting as well as an Emerging Technology Commission meeting. He congratulated Lieutenant Forsythe on his work in North Carolina during the hurricane.

Trustee Kinnane attended many food deliveries and volunteer functions for Our Lady of Angels Church in Chicago, a Knights of Columbus meeting on November 14 as well as the Community Pride recognitions.

Trustee Arnet echoed Trustee Newell's and Trustee Pilafas' comments.

Trustee Stanton attended the Veterans Day observances, the Windy City Bulls game and the Community Pride awards.

6.C. Village Manager's Report

The Village Manager had no report.

6.D. Village Clerk's Report

The Village Clerk had no report.

6.E. Committee Reports

Finance Committee

Trustee Pilafas stated that they would be meeting to receive and file the Finance Department Monthly Report, the Information Technology Monthly Report, and the NOW Arena Monthly Report.

Public Works & Utilities

Trustee Newell stated that they would be meeting to waive formal bidding and purchase up to 4,080 tons of road salt through the 2024/25 State of Illinois joint purchasing contract with Morton Salt Inc., Chicago, IL in an amount not to exceed \$67.84 per ton (\$276,787 in total); waive formal bidding and purchase a replacement Flygt submersible pump for the WDA lift station from Xylem Water Solutions USA, Inc., Mokena, IL in an amount not to exceed \$84,950.50 and receive and file the Public Works Department Monthly Report and the Engineering Division Monthly Report.

Public Health & Safety

Trustee Mills stated that they would be meeting to receive and file the Police Department Monthly Report, the Health & Human Services Monthly Report, the Emergency Management Division Monthly Report and the Fire Department Monthly Report.

6.F. Treasurer's Report

The Treasurer's Report was received and filed.

7. ADDITIONAL BUSINESS

None.

3. PUBLIC COMMENT

Several audience members addressed the Village Board to protest the war in Gaza and asked the Village Board to pass a cease fire resolution or proclamation.

8. ADJOURNMENT

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting at 7:44 p.m.

Roll Call:

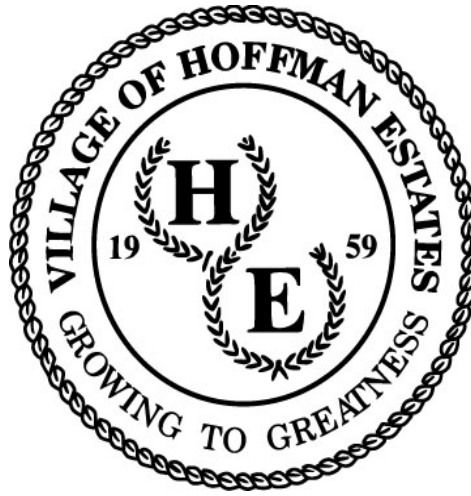
Aye: Mills, Newell, Pilafas, Stanton, Arnet, Kinnane
Mayor McLeod voted aye.

Motion carried.

Debbie Schoop
Executive Assistant

Date Approved

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



BILL LIST SUMMARY

BILL LIST AS OF	12/02/2024	\$	1,360,417.48
MANUAL CHECKS	11/15 - 11/27/2024	\$	24,043.66
PAYROLL	11/15/2024 & 11/29/2024	\$	1,530,336.55
TOTAL			\$ 2,914,797.69

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT		VENDOR	DESCRIPTION	AMOUNT
GENERAL FUND				
01	0301	THE FINER LINE	PREPAY WHT/BLK NAME BADGE	\$233.75
01	0301	THE FINER LINE	RERUN SET-UP FOR IMPRINT	\$25.00
01	0302	ADVANCE AUTO PARTS	RTN STOCK REPAIR PARTS	(\$7.24)
01	0302	ADVANCE AUTO PARTS	STOCK REPAIR PARTS	\$115.32
01	0302	ALTEC INDUSTRIES	STOCK REPAIR PARTS	\$51.15
01	0302	BUMPER TO BUMPER/ LEE AUTO	STOCK REPAIR PARTS	\$66.71
01	0302	CAR-ONE TIRE AND AUTO	STOCK REPAIR PARTS	\$876.00
01	0302	FACTORY MOTOR PARTS CO	STOCK REPAIR PARTS	\$31.32
01	0302	FULLIFE SAFETY CENTER	STOCK REPAIR PARTS	\$222.00
01	0302	GRAINGER INC	STOCK REPAIR PARTS	\$9.68
01	0302	KELLER-HEARTT OIL	SHL SPX S6 AFT A668 55-GA	\$1,977.25
01	0302	MYERS TIRE SUPPLY	STOCK REPAIR PARTS	\$109.01
01	0302	O'REILLY AUTO PARTS	STOCK REPAIR PARTS	\$102.46
01	0302	PIEMONTES DUNDEE CHEVROLET INC	STOCK REPAIR PARTS	\$7.01
01	0302	POMP'S TIRE	12R22.5 MAXTREAD	\$957.50
01	0302	POMP'S TIRE	DELIVERY FUEL SURCHARGE	\$5.00
01	0302	POMP'S TIRE	LT245/75R17 TRANSFORC AT2	\$603.04
01	0302	POMP'S TIRE	TIRE USER FEE-IL	\$10.00
01	0302	POMP'S TIRE	TRK SCRAP DISPOSAL FEE	\$42.00
01	0302	RUSH TRUCK CENTER OF ILLINOIS, INC	STOCK REPAIR PARTS	\$289.98
01	0302	ULTRA STROBE COMMUNICATIONS	STOCK REPAIR PARTS	\$875.40
01	0303	PROVEN IT	COPIER SERVICES	\$1,487.84
CASH AND INVENTORIES				\$8,090.18
01	1445	CHICAGO HOT BREADS	HEARING FEE OVERPAYMENT	\$30.00
PAYMENTS FROM DEPOSITS ON HAND				\$30.00
01	1222	AFLAC	DED:1027 AFLAC-INS	\$10,263.09
01	1223	AFLAC	DED:2027 AFL-AF TAX	\$2,750.61
PAYROLL DEDUCTION				\$13,013.70
01000010	3105	AZAVAR AUDIT SOLUTIONS	CONTINGENCY PAYMENT	\$583.25
01000012	3301	AZAVAR AUDIT SOLUTIONS	CONTINGENCY PAYMENT	\$583.24
01000014	3502	CARLOS R. RODRIGUEZ	TICKET OVERPAYMENT REFUND	\$30.00
01000014	3502	LOUIS FRENCH	AMBULANCE OVERPAYMENT REFUND	\$100.00
01000014	3502	MADHAN GOVARDHAN	TICKET OVERPAYMENT REFUND	\$55.04
GENERAL-REVENUE ACCOUNTS				\$1,351.53
01101123	4404	AHEAD OF OUR TIME PUBLISHING INC	SUBSCRIPTION JAN-DEC 2025	\$500.00
LEGISLATIVE				\$500.00
01101224	4507	SRSD CONSULTING, LLC	CONSULTING & COACHING	\$2,250.00
01101224	4542	BAXTER & WOODMAN, INC.	GIS SUPPORT SERVICES	\$2,437.50
ADMINISTRATIVE				\$4,687.50

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01101324 4542	RICHARD A KAVITT ATTORNEY AT LAW	PROFESSIONAL SERVICES	\$1,450.00
01101324 4567	CLARK BAIRD SMITH LLP	PROFESSIONAL SERVICES	\$6,843.75
01101324 4567	KOZIOL REPORTING SERVICE	PROFESSIONAL SERVICES	\$1,296.50
LEGAL			\$9,590.25
01101524 4546	PADDOCK PUBLICATIONS INC	PUBLIC HEARINGS	\$60.00
VILLAGE CLERK			\$60.00
01101623 4402	WAREHOUSE DIRECT	OFFICE SUPPLIES	\$199.76
01101623 4416	PROVEN IT	COPIER SERVICES	\$66.71
01101624 4579	PHYSICIANS IMMEDIATE CARE CHICAGO	HR - FITNESS/ DUTY EXAM	\$1,235.00
01101624 4579	PHYSICIANS IMMEDIATE CARE CHICAGO	OVERCHARGED FEE REFUND	(\$660.00)
01101624 4580	EMPLOYMENT SCREENING ALLIANCE GROUP	CRIMINAL/ MOTOR VEHICLE	\$200.00
HUMAN RESOURCES			\$1,041.47
01107124 4542	COMCAST BUSINESS	INTERNET SERVICES	\$41.96
EMERGENCY OPERATIONS			\$41.96
TOTAL GENERAL GOVERNMENT DEPARTMENT			\$15,921.18
POLICE DEPARTMENT			
01201223 4416	PROVEN IT	COPIER SERVICES	\$471.64
01201223 4422	PAMELA G KARAHALIOS	PROFESSIONAL SERVICES	\$1,150.00
01201224 4507	MORIZZO FUNERAL HOME & CREMATION	PROFESSIONAL SERVICES	\$380.00
01201224 4542	FRONTLINE PUBLIC SAFETY SOLUTIONS	PERFORMANCE TRACKER - 3 YEARS	\$7,875.00
01201224 4542	FRONTLINE PUBLIC SAFETY SOLUTIONS	PROFESSIONAL STANDARD TRACKER	\$6,693.75
01201224 4542	FRONTLINE PUBLIC SAFETY SOLUTIONS	TRAINING TRACKER SOFTWARE	\$3,038.76
ADMINISTRATIVE			\$19,609.15
01202122 4301	CLAYTON JOHNSON	TRAVEL EXPENSES REIMB	\$531.69
PATROL & RESPONSE			\$531.69
01202220 4108	ANDY FRAIN SERVICES, INC	SECURITY SERVICES OCT'24	\$27,222.86
TRAFFIC CONTROL			\$27,222.86
01202323 4414	TEXTME, INCORPORATED	TEXTME SERVICE FEE	\$75.00
INVESTIGATIONS			\$75.00

VILLAGE OF HOFFMAN ESTATES*DECEMBER 2, 2024*

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01202423 4414	4IMPRINT INC	CUSTOM TEMPORARY TATTOOS	\$378.00
01202423 4414	4IMPRINT INC	ESTIMATED SHIPPING/HANDLING	\$99.12
01202423 4414	4IMPRINT INC	EVOLUTION GOLF TEES	\$292.50
01202423 4414	4IMPRINT INC	MISSION PEN	\$378.00
01202423 4414	4IMPRINT INC	NEON RETRO SUNGLASSES	\$504.00
01202423 4414	4IMPRINT INC	SET UP CHARGES	\$99.00
01202423 4414	CLUB COLORS BUYER, LLC	UNIFORMS	\$444.87
COMMUNITY RELATIONS			\$2,195.49

TOTAL POLICE DEPARTMENT	\$49,634.19
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FIRE DEPARTMENT

01301222 4301	IFSAP	RECOGNITION LUNCHEON	\$350.00
01301223 4416	PROVEN IT	COPIER SERVICES	\$38.54
ADMINISTRATIVE			\$388.54

01303122 4301.19	ELGIN COMMUNITY COLLEGE	CLASS 5/13-17/24 - STEVEN NUSSE	\$850.00
01303122 4304	TODAYS UNIFORMS	UNIFORMS	\$893.75
01303122 4304.16	AIR ONE EQUIPMENT INC	3 FIREFIGHTING GLOVES	\$265.00
01303123 4408.12	CAD TECH	ESTIMATED SHIPPING/HANDLING	\$15.00
01303123 4408.12	CAD TECH	VELCRO ID PATCHES/ PORTABLE RADIO	\$1,334.00
01303123 4408.12	H6 TACTICAL INC	10 REGULAR PORTABLE RADIO	\$629.55
01303123 4408.12	H6 TACTICAL INC	40 XL PORTABLE RADIO STRAPS	\$2,698.20
01303123 4408.12	H6 TACTICAL INC	50 SWAY STRAPS/ PORTABLE RADIO	\$447.75
01303123 4408.12	H6 TACTICAL INC	ESTIMATED SHIPPING/HANDLING	\$147.25
01303124 4509.19	CAROL STREAM FIRE PROT.DISTRICT	TRAINING TOWER - LIVE BURNS	\$1,100.00
01303125 4602.18	ELEVATED SAFETY LLC	ESTIMATED SHIPPING/HANDLING	\$60.00
01303125 4602.18	ELEVATED SAFETY LLC	TRT TEAM EQUIPMENT	\$2,016.96
SUPPRESSION			\$10,457.46

01303223 4419	NORTHWEST COMMUNITY HOSPITAL	ACID REMAP LLC ANNUAL FEE	\$227.27
01303224 4510	KYLE CIOPER	DEPARTMENT PURCHASES REIMB	\$48.07
01303224 4542	BIOCONNECT INC.	SERVICE SUBSCRIPTION	\$38,977.00
EMERGENCY MEDICAL SERVICES			\$39,252.34

01303324 4507	CHICAGO METRO FIRE PREVENTION CO	RADIO DISCONNECTION FEE	\$85.00
01303324 4507	FIRE SAFETY CONSULTANTS INC	SPRINKLERS INSPECTIONS	\$1,385.00
01303324 4507	JOHNSON CONTROLS SECURITY SOLUTIONS	PROFESSIONALSERVICES	\$450.00
PREVENTION			\$1,920.00

TOTAL FIRE DEPARTMENT	\$52,018.34
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PUBLIC WORKS

01401223 4402	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$22.45
01401224 4507	PHYSICIANS IMMEDIATE CARE CHICAGO	PW - FITNESS/ DUTY EXAM	\$1,550.00
ADMINISTRATIVE			\$1,572.45

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01404223 4414	3M HAK0206	VARIOUS SUPPLIES	\$733.42
01404224 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 5510 PRAIRIESTON	\$664.84
01404224 4521	BUILDERS ASPHALT, LLC	HMA PRIVATE SURFACE	\$141.24
01404224 4523	GRAYBAR ELECTRIC CO INC	REPAIR PARTS	\$299.25
01404224 4542	LAKESHORE RECYCLING SYSTEMS	2024 STREET SWEEPING SERVICE	\$34,023.00
01404224 4544	3M HAK0206	VARIOUS SUPPLIES	\$988.08
TRAFFIC OPERATIONS			\$36,849.83

01404324 4507	V CARDENAS LANDSCAPING	2024 LANDSCAPE MAINTENANCE	\$2,744.43
FORESTRY			\$2,744.43

01404424 4501	COMCAST BUSINESS	INTERNET SERVICES	\$207.59
01404424 4502	COMMONWEALTH EDISON	ELECTRIC 2200 W HIGGINS	\$53.35
01404424 4503	NICOR GAS	GAS 1700 MOON LAKE	\$236.65
01404424 4503	NICOR GAS	GAS 1775 VISTA LN	\$80.56
01404424 4503	NICOR GAS	GAS 1900 HASSELL RD	\$55.39
01404424 4503	NICOR GAS	GAS 225 FLAGSTAFF LN	\$224.77
01404424 4503	NICOR GAS	GAS 2305 PEMBROKE	\$475.34
01404424 4503	NICOR GAS	GAS 2405 PEMBROKE	\$345.50
01404424 4503	NICOR GAS	GAS 411 W HIGGINS RD	\$1,632.63
01404424 4503	NICOR GAS	GAS 5775 BEACON POINTE	\$533.81
01404424 4507	SOUND INC.	MONTHLY CONTROL PANEL	\$1,019.41
01404424 4509	CINTAS #22	FLOOR MAT RENTAL AND CLEAN	\$51.80
01404424 4510	BATTERIES PLUS BULBS	VARIOUS SUPPLIES	\$168.68
01404424 4510	GRAINGER INC	REPAIR PARTS	\$95.61
01404424 4510	THE SHERWIN-WILLIAMS CO	RTN PAINT SUPPLIES	(\$16.22)
01404424 4518	CINTAS #22	FLOOR MAT RENTAL AND CLEAN	\$85.07
01404424 4518	EASY ICE LLC	PREVENTATIVE MAINTENANCE	\$497.50
01404424 4518	JOHNSTONE SUPPLY	REPAIR PARTS	\$579.81
01404424 4518	MOLTREE MECHANICAL	REPAIR SERVICE	\$515.00
01404424 4518	SOUND INC.	MONTHLY CONTROL PANEL	\$156.80
01404424 4520	GRAINGER INC	REPAIR PARTS	\$75.99
01404424 4520	THE SHERWIN-WILLIAMS CO	PAINT	\$80.62
01404424 4545	FULLIFE SAFETY CENTER	REPAIR PARTS	\$437.95
FACILITIES			\$7,593.61

01404522 4304	CINTAS #22	UNIFORM AND MAT RENTAL	\$159.54
01404523 4411	AL WARREN OIL CO INC	FUEL BIO-DIESEL	\$4,051.74
01404523 4411	AL WARREN OIL CO INC	FUEL REGULAR	\$13,024.80
01404523 4414	AMAZON CAPITAL SERVICES INC	STANDARD CALCULATOR	\$11.70
01404523 4414	FACTORY MOTOR PARTS CO	REPAIR PARTS	\$335.95
01404524 4510	AIRGAS USA, LLC	MEDICAL SUPPLIES	\$364.74
01404524 4510	CHRIS THIELSEN	REPAIR PARTS & SERVICE	\$280.00
01404524 4510	METRO TANK & PUMP CO	SERVICE CALL	\$900.00
01404524 4513	BRAD MANNING FORD INC	HEADLINER	\$1,711.19
01404524 4513	CAR-ONE TIRE AND AUTO	REPAIR PARTS	\$40.00
01404524 4513	CAR-ONE TIRE AND AUTO	TIRE DISPOSAL FEE	\$32.00
01404524 4513	FRIENDLY FORD	REPAIR PARTS	\$301.08
01404524 4514	FOSTER COACH SALES INC	REPAIR PARTS	\$300.96
01404524 4514	MAPES AUTO UPHOLSTERY, INC	REPAIR SERVICE	\$160.00
01404524 4514	POMP'S TIRE	MED TRK SCRAP DISPOSAL FEE	\$56.00

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
01404524 4514	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$992.58
01404524 4514	ULTRA STROBE COMMUNICATIONS	VARIOUS SUPPLIES	\$203.90
01404524 4534	ACME TRUCK BRAKE & SUPPLY CO.	REPAIR PARTS	\$589.81
01404524 4534	ADVANCE AUTO PARTS	REPAIR PARTS	\$126.14
01404524 4534	BRAD MANNING FORD INC	REPAIR PARTS/ MIRROR	\$186.67
01404524 4534	BUMPER TO BUMPER/ LEE AUTO	REPAIR PARTS	\$33.69
01404524 4534	CAR-ONE TIRE AND AUTO	CONFIRMING REPAIR UNIT 93	\$1,720.91
01404524 4534	POMP'S TIRE	REPAIR PARTS	\$76.00
01404524 4534	POMP'S TIRE	RTN REPAIR PARTS	(\$44.00)
01404524 4534	POMP'S TIRE	TIRE REPAIR	\$36.48
01404524 4534	RUSH TRUCK CENTER OF ILLINOIS, INC	REPAIR PARTS	\$2,145.32
01404524 4534	ULTRA STROBE COMMUNICATIONS	REPAIR PARTS	\$187.20
01404524 4534	ULTRA STROBE COMMUNICATIONS	VARIOUS SUPPLIES	\$637.82
01404524 4545	MIKE BACKSTROM	BOOT ALLOWANCE	\$125.00
01404525 4602	AMAZON CAPITAL SERVICES INC	ELECTRIC KETTLE	\$24.99
01404525 4602	POMP'S TIRE	COATS 6450-3D WHEEL BALANCER	\$17,982.27
FLEET SERVICES			\$46,754.48

01404724 4522	WELCH BROS INC	REPAIR PARTS	\$500.00
STORM SEWERS			\$500.00

TOTAL PUBLIC WORKS DEPARTMENT			\$96,014.80
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DEVELOPMENT SERVICES

01505023 4403	THE FINER LINE	NAMEPLATE & ENGRAVING	\$55.75
01505024 4546	PADDOCK PUBLICATIONS INC	PUBLIC HEARINGS	\$19.50
PLANNING AND TRANSPORTATION			\$75.25

01505123 4403	PLUM GROVE PRINTERS INC	BUSINESS CARDS	\$33.95
01505124 4507	THOMPSON ELEVATOR INSPECTION INC	ELEVATOR INSPECTIONS	\$720.00
CODE ENFORCEMENT			\$753.95

01505224 4542	MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES	\$17,740.63
01505224 4545	ANDREW LOBOSCO	WORK SHOES REIMB	\$139.95
ENGINEERING			\$17,880.58

01505924 4542	MCDANIELS MARKETING	BRAND DEVELOPMENT	\$1,000.00
01505924 4542	MCDANIELS MARKETING	WEBSITE DEVELOPMENT	\$4,975.00
01505924 4546	BISNOW LLC	CHICAGO MORNING BRIEF	\$3,800.00
ECONOMIC DEVELOPMENT			\$9,775.00

TOTAL DEVELOPMENT SERVICES DEPARTMENT			\$28,484.78
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HEALTH & HUMAN SERVICES DEPARTMENT

01556523 4416	PROVEN IT	COPIER SERVICES	\$107.11
TOTAL HEALTH & HUMAN SERVICES DEPARTMENT			\$107.11

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
BOARDS & COMMISSIONS DEPARTMENT			
01605824 4555	LILLIAN MOSIER	SISTER CITIES REIMB	\$191.98
01605824 4555	MARCIA FRANK	SISTER CITIES REIMB	\$82.24
01605824 4555	STONEGATE CONF.& BANQUET CENTRE	SISTER CITIES COMMISSION DINNER	\$5,220.34
01605824 4559	ARLINGTONES	SENIOR COMMISSION ENTERTAINMENT	\$300.00
01605824 4573	DANIELA PENALOZA	HISPANIC HERITAGE DAY	\$200.00
01605824 4593	HOLIDAY CHEER DECORATIONS	VILLAGE HALL HOLIDAY LIGHTS	\$8,800.00
MISCELLANEOUS B & C			\$14,794.56
TOTAL BOARDS & COMMISSIONS DEPARTMENT			\$14,794.56
TOTAL GENERAL FUND			\$279,460.37
ASSET SEIZURE FUND			
08200824 4539	ADVANCE AUTO PARTS	RTN REPAIR PARTS	(\$22.00)
TOTAL ASSET SEIZURE FUND			(\$22.00)
ROAD IMPROVEMENT FUND			
29000025 4606	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$684,082.90
29000025 4606	WEBSTER, MCGRATH & AHLBERG, LTD.	2024 GENERAL SURVEYING SERVICES	\$6,655.00
TOTAL ROAD IMPROVEMENT FUND			\$690,737.90
CAPITAL VEHICLE AND EQUIPMENT FUND			
37000025 4602	AXON ENTERPRISE INC	PROFESSIONAL EQUIPMENT/CAMERAS	\$121,729.01
37000025 4603	ULTRA STROBE COMMUNICATIONS	CODE 3 MEGA THIN RED/BLUE	\$1,077.45
37000025 4603	ULTRA STROBE COMMUNICATIONS	CODE 3 UNIVERSAL BRACKET	\$93.50
37000025 4603	ULTRA STROBE COMMUNICATIONS	CODE 3 VISOR FLIP LIGHT	\$189.95
37000025 4603	ULTRA STROBE COMMUNICATIONS	WHELEN CENCOME CORE LGHT	\$1,630.00
37000025 4612	AIR ONE EQUIPMENT INC	SHIPPING FEE PO #24000540	\$110.00
37000025 4612	AIR ONE EQUIPMENT INC	TFT INTAKE VALVES	\$7,836.00
TOTAL CAPITAL VEHICLE AND EQUIPMENT FUND			\$132,665.91
WATERWORKS AND SEWERAGE FUND			
40400013 3425	CEDA ATTN: LIHWAP	TANYA PINTO - RTN LIHWAP	\$175.30
WATER REFUND			\$175.30
40406723 4402	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$22.45
40406723 4408	USA BLUE BOOK	VARIOUS SUPPLIES	\$182.85
40406723 4414	MENARDS - HNVN PARK	VARIOUS SUPPLIES	\$187.56
40406723 4414	PROVEN IT	COPIER SERVICES	\$104.13
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1355 WESTBURY	\$58.22
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1775 ABBEY WOOD	\$4,309.28
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1790 CHIPPENDALE	\$136.66
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2 N HILLCREST	\$66.66
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2002 PARKVIEW	\$1,150.40

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2150 STONINGTON	\$4.31
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2550 BEVERLY RD	\$541.62
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 3990 HUNTINGTON	\$78.39
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 4140 CRIMSON	\$694.84
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 4690 OLMSTEAD	\$56.60
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 780 HASSELL RD	\$179.80
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 95 ASTER LN	\$814.36
40406724 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC S/S HIGGINS 1/W	\$198.84
40406724 4503	NICOR GAS	GAS 1775 ABBEYWOOD LN	\$52.04
40406724 4503	NICOR GAS	GAS 2550 PRAIRIE STONE	\$52.62
40406724 4503	NICOR GAS	GAS 95 ASTER LN	\$169.14
40406724 4507	BAXTER & WOODMAN,INC.	WATER & SEWER RATE STUDY	\$9,895.73
40406724 4507	SOUND INC.	MONTHLY CONTROL PANEL	\$392.12
40406724 4509	ALEXANDER CHEMICAL CORPORATION	CONTAINER RENTAL	\$104.00
40406724 4510	STANDARD EQUIPMENT CO	REPAIR PARTS	\$79.30
40406724 4527	MENARDS - HNVN PARK	VARIOUS SUPPLIES	\$88.90
40406724 4528	HYDRAFLO INC.	REPAIR PARTS	\$3,286.84
40406724 4528	ZIEBELL WATER SERVICE	REPAIR PARTS	\$1,360.00
40406724 4529	ADVANCED TURF SOLUTIONS	LANDSCAPE MATERIALS	\$580.00
40406724 4529	ALTORFER INDUSTRIES INC	316 EXCAVATOR	\$3,457.00
40406724 4529	BEVERLY MATERIALS, L.L.C.	020 CM11 WASHED	\$1,605.76
40406724 4529	BEVERLY MATERIALS, L.L.C.	CLEAN FILL - SEMI	\$68.00
40406724 4529	GREEN SOILS MANAGEMENT LLC	PREMIUM COMPOST	\$150.00
40406724 4529	MCMMASTER CARR SUPPLY CO	REPAIR PARTS	\$115.75
40406724 4529	MENARDS - HNVN PARK	REPAIR PARTS	\$221.50
40406724 4529	MENARDS - HNVN PARK	VARIOUS SUPPLIES	\$100.27
40406724 4529	SERVICE COMPONENTS INC	REPAIR PARTS	\$183.20
40406724 4529	WATER PRODUCTS CO.	REPAIR PARTS	\$511.21
40406724 4529	ZIEBELL WATER SERVICE	16" CL52 TJ DI PIPE	\$2,460.00
40406724 4529	ZIEBELL WATER SERVICE	REPAIR PARTS	\$566.50
40406724 4531	MARSHALL WOLF AUTOMATION	REPAIR PARTS	\$355.15
40406724 4545	FULLIFE SAFETY CENTER	REPAIR PARTS	\$137.80
40406724 4585	ADVANCE AUTO PARTS	REPAIR PARTS	\$73.65
40406724 4585	HENDERSON PRODUCTS INC	REPAIR PARTS	\$246.66
40406724 4585	SPRING ALIGN OF PALATINE	REPAIR PARTS	\$1,697.62
40406724 4585	SPRING ALIGN OF PALATINE	REPLACE FRONT SPRINGS	\$2,935.46
40406724 4585	ULTRA STROBE COMMUNICATIONS	REPAIR PARTS	\$1,083.70
WATER DIVISION			\$40,816.89

40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1200 KINGS DALE	\$116.83
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1215 MOON LAKE	\$744.49
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1629 CROWFOOT	\$139.38
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1775 HUNTINGTON	\$249.39
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1790 CHIPPENDALE	\$204.99
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 1869 HAMPTON	\$109.61
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2090 CENTRAL	\$144.57
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2095 CARLING	\$71.65
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 2380 GOLF RD	\$406.17
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 6100 SHOE FACTOR	\$696.63
40406824 4502	CONSTELLATION NEW ENERGY INC	ELECTRIC 897 PARK LANE	\$93.58

VILLAGE OF HOFFMAN ESTATES

DECEMBER 2, 2024

ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
40406824 4525	GRAINGER INC	REPAIR PARTS	\$178.37
40406824 4525	METROPOLITAN INDUSTRIES INC	REPAIR SERVICE	\$1,533.43
40406824 4530	VCNA PRAIRIE LLC	CONCRETE	\$858.25
40406825 4602	LEE JENSEN SALES CO., INC.	7' TRIPOD WITH BRACKET	\$1,659.00
SEWER DIVISION			\$7,206.34

40407325 4608	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$16,072.00
40407325 4608	CIORBA GROUP, INC.	NEW PFIZER LIFT CONSTRUCTION	\$23,155.75
40407325 4609	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$108,857.00
40407325 4609	MUNICIPAL WELL & PUMP	SOLE SOURCE FOR WELL 10 W	\$3,157.00
CAPITAL PROJECTS			\$151,241.75

TOTAL WATERWORKS AND SEWERAGE FUND			\$199,440.28
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NOW ARENA OPERATING FUND

41000024 4510	PROVEN IT	COPIER SERVICES	\$174.90
TOTAL NOW ARENA OPERATING FUND			\$174.90

STORMWATER MANAGEMENT FUND

42000024 4507	BAXTER & WOODMAN,INC.	STORMWATER RATE STUDY	\$180.00
42000025 4613	ALAMP CONCRETE CONTRACTORS,INC.	2024 STREET REVITALIZATION	\$41,245.12
42000025 4613	HEY AND ASSOCIATES INC	STORM/ SEWER ENGINEERING SERVICE	\$12,471.79
TOTAL STORMWATER MANAGEMENT FUND			\$53,896.91

INSURANCE FUND

46700024 4552	EBY GRAPHICS	VEHICLE GRAPHIC	\$69.81
46700024 4579	PHYSICIANS IMMEDIATE CARE CHICAGO	DS - FITNESS/ DUTY EXAM	\$300.00
46700024 4579	PHYSICIANS IMMEDIATE CARE CHICAGO	FIRE - FITNESS/ DUTY EXAM	\$300.00
RISK RETENTION			\$669.81

TOTAL INSURANCE FUND			\$669.81
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INFORMATION TECHNOLOGY FUND

47008524 4542	COOK COUNTY BUREAU OF TECHNOLOGY	COOK COUNTY	\$1,093.40
OPERATIONS			\$1,093.40

TOTAL INFORMATION TECHNOLOGY FUND			\$1,093.40
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ROSELLE ROAD TIF FUND

62000024 4507	TOTAL TRAFFIC & WEATHER NETWORK	WEATHER BROADCAST	\$2,300.00
TOTAL ROSELLE ROAD TIF FUND			\$2,300.00

BILL LIST TOTAL			\$1,360,417.48
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SUPERION
DATE: 11/27/2024
TIME: 11:50:18

VILLAGE OF HOFFMAN ESTATES
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.t_c='20' and transact.trans_date between '20241115 00:00:00.000' and '20241127 00:00:00.000'
ACCOUNTING PERIOD: 11/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	134846	V 04/30/24	21904	TADAO FURUYA	40	UB REFUND	0.00	-199.07
0102	134964	V 05/07/24	21897	MELISSA CABRAL	01000014	TICKET OVERPAYMENT REF	0.00	-395.00
0102	136711	V 10/08/24	21677	DANIELA PENALOZA	01605824	HISPANIC HERITAGE DAY	0.00	-200.00
0102	136984	V 11/05/24	8894	NIPSTA	01303122	FALL SESSION-E ABRAHAM	0.00	-1,300.00
0102	137252	11/15/24	4496	VERIZON WIRELESS	01101124	LANDLINES	0.00	531.64
0102	137252	11/15/24	4496	VERIZON WIRELESS	01101224	LANDLINES	0.00	246.55
0102	137252	11/15/24	4496	VERIZON WIRELESS	01101424	LANDLINES	0.00	129.79
0102	137252	11/15/24	4496	VERIZON WIRELESS	01101524	LANDLINES	0.00	43.26
0102	137252	11/15/24	4496	VERIZON WIRELESS	01101624	LANDLINES	0.00	130.69
0102	137252	11/15/24	4496	VERIZON WIRELESS	01102524	LANDLINES	0.00	43.26
0102	137252	11/15/24	4496	VERIZON WIRELESS	01107124	LANDLINES	0.00	43.26
0102	137252	11/15/24	4496	VERIZON WIRELESS	01201224	LANDLINES	0.00	1,451.48
0102	137252	11/15/24	4496	VERIZON WIRELESS	01303124	LANDLINES	0.00	84.37
0102	137252	11/15/24	4496	VERIZON WIRELESS	01303224	LANDLINES	0.00	839.41
0102	137252	11/15/24	4496	VERIZON WIRELESS	01303324	LANDLINES	0.00	173.07
0102	137252	11/15/24	4496	VERIZON WIRELESS	01401224	LANDLINES	0.00	125.47
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404224	LANDLINES	0.00	216.34
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404324	LANDLINES	0.00	333.14
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404424	LANDLINES	0.00	322.32
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404524	LANDLINES	0.00	133.04
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404624	LANDLINES	0.00	103.84
0102	137252	11/15/24	4496	VERIZON WIRELESS	01404724	LANDLINES	0.00	64.90
0102	137252	11/15/24	4496	VERIZON WIRELESS	01501224	LANDLINES	0.00	86.53
0102	137252	11/15/24	4496	VERIZON WIRELESS	01505024	LANDLINES	0.00	160.08
0102	137252	11/15/24	4496	VERIZON WIRELESS	01505124	LANDLINES	0.00	679.28
0102	137252	11/15/24	4496	VERIZON WIRELESS	01505224	LANDLINES	0.00	791.09
0102	137252	11/15/24	4496	VERIZON WIRELESS	01505924	LANDLINES	0.00	118.99
0102	137252	11/15/24	4496	VERIZON WIRELESS	01556524	LANDLINES	0.00	86.53
0102	137252	11/15/24	4496	VERIZON WIRELESS	40406724	LANDLINES	0.00	1,920.04
0102	137252	11/15/24	4496	VERIZON WIRELESS	47008524	LANDLINES	0.00	38.94
0102	137252	11/15/24	4496	VERIZON WIRELESS	47001224	LANDLINES	0.00	3,009.01
0102	137252	11/15/24	4496	VERIZON WIRELESS	47001224	EQUIPMENT CHARGE	0.00	1,122.46
TOTAL CHECK							0.00	13,028.78
0102	137253	11/18/24	20189	GROUNDED WELLNESS CENTER	01556524	EMPLOYEE YOGA	0.00	1,200.00
0102	137254	11/18/24	21145	MANUEL X ZAMARRIPA	01556524	PRESENTATION NOV 21	0.00	500.00
0102	137255	11/19/24	2645	FEDERAL EXPRESS CORP	01101423	SHIPPING	0.00	38.05
0102	137256	11/20/24	20699	BRYAN C DUDEK	01	C-PAL	0.00	2,000.00
0102	137257	11/20/24	14297	AUDRA MARKS	01	C-PAL	0.00	1,850.07
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01505123	VARIOUS SUPPLIES	0.00	127.88
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	40406723	VARIOUS SUPPLIES	0.00	62.90
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	40406723	VARIOUS SUPPLIES	0.00	100.12
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	40406724	VARIOUS SUPPLIES	0.00	76.82

SUPERION
DATE: 11/27/2024
TIME: 11:50:18

VILLAGE OF HOFFMAN ESTATES
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.t_c='20' and transact.trans_date between '20241115 00:00:00.000' and '20241127 00:00:00.000'
ACCOUNTING PERIOD: 11/24

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET UNIT	-----DESCRIPTION-----	SALES TAX	AMOUNT
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	40406823	VARIOUS SUPPLIES	0.00	72.49
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01301222	VARIOUS SUPPLIES	0.00	497.87
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404124	VARIOUS SUPPLIES	0.00	131.09
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404223	VARIOUS SUPPLIES	0.00	156.93
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404424	VARIOUS SUPPLIES	0.00	156.81
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404424	VARIOUS SUPPLIES	0.00	75.58
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404424	VARIOUS SUPPLIES	0.00	271.20
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404524	VARIOUS SUPPLIES	0.00	117.99
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404623	VARIOUS SUPPLIES	0.00	294.00
0102	137258	11/20/24	4065	THE HOME DEPOT #1904	01404623	VARIOUS SUPPLIES	0.00	181.70
TOTAL CHECK							0.00	2,323.38
0102	137259	11/21/24	13934	PILI RIOS	01605824	SISTER CITIES REIMB	0.00	1,465.45
0102	137260	11/21/24	5883	JEFFREY HOWARD	01605824	SISTER CITIES REIMB	0.00	800.00
0102	137261	11/22/24	21964	HENRICKSEN	08200825	CHADDY,GUEST,MESH BCK	0.00	1,932.00
0102	137262	11/26/24	22158	JOHN MUIR PTA	01	CHRIST DRIVE DONATION	0.00	1,000.00
TOTAL CASH ACCOUNT							0.00	24,043.66
TOTAL FUND							0.00	24,043.66
TOTAL REPORT							0.00	24,043.66



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5C

REQUEST: Approval of an ordinance amending section 12-4-2, rates for water and sewer service, of the Hoffman Estates Municipal Code.

FROM:

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Water Rate increase 2025-2029 Ordinance

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 12-4-2,
RATES FOR WATER AND SEWER SERVICE,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

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 sub-section A of Section 12-4-2, Rates for Water and Sewer Service, of the Hoffman Estates Municipal Code, be and is hereby amended to read as follows:

Section 12-4-2. RATES FOR WATER AND SEWER SERVICE

A. There shall be and there are hereby established rates or charges for the use of and for the water service supplied by the system of the Village of Hoffman Estates within the Village limits and for the sewer service supplied by the Village of Hoffman Estates based upon the base rate and the amount of water consumption billed, as shown on the water meters:

BASE RATE SCHEDULE

Diameter of Water Service (inches)	Date effective from and after bills issued:				
	5/1/2025	5/1/2026	5/1/2027	5/1/2028	5/1/2029
5/8"	\$11.73	\$15.73	\$19.73	\$22.73	\$25.73
¾"	\$12.34	\$16.55	\$20.76	\$23.91	\$27.07
1"	\$14.82	\$19.87	\$24.92	\$28.71	\$32.50
1½"	\$20.99	\$28.14	\$35.30	\$40.66	\$46.03
2"	\$28.39	\$38.07	\$47.76	\$55.02	\$62.28
3"	\$51.85	\$69.53	\$87.22	\$100.48	\$113.74
4"	\$82.70	\$110.90	\$139.11	\$160.26	\$181.41
6"	\$181.46	\$243.34	\$305.21	\$351.62	\$398.03
8"	\$317.25	\$425.43	\$533.62	\$614.76	\$695.90
10"	\$477.74	\$640.65	\$803.57	\$925.75	\$1,047.93
12"	\$730.80	\$980.00	\$1,229.21	\$1,416.12	\$1,603.02

WATER AND SEWER CONSUMPTION SCHEDULE

	Water Rate Charge	Sewer Rate Charge	Combined Rate Charge
<u>Residential Users, Monthly Billing:</u>			
Water usage per 1000 gallons (from and after bills issued May 1, 2025)	\$13.50	\$1.94	\$15.44
Water usage per 1,000 gallons (from and after bills issued May 1, 2026)	\$14.31	\$2.06	\$16.37
Water usage per 1,000 gallons (from and after bills issued May 1, 2027)	\$15.17	\$2.18	\$17.35
Water usage per 1,000 gallons (from and after bills issued May 1, 2028)	\$15.78	\$2.27	\$18.05
Water usage per 1,000 gallons (from and after bills issued May 1, 2029)	\$16.41	\$2.36	\$18.77

***Commercial/Industrial - Apartment -
Institutional/Governmental Users
Monthly Billings:***

Water usage per 1000 gallons (from and after bills issued May 1, 2025)	\$13.50	\$1.94	\$15.44
Water usage per 1,000 gallons (from and after bills issued May 1, 2026)	\$14.31	\$2.06	\$16.37
Water usage per 1,000 gallons (from and after bills issued May 1, 2027)	\$15.17	\$2.18	\$17.35
Water usage per 1,000 gallons (from and after bills issued May 1, 2028)	\$15.78	\$2.27	\$18.05
Water usage per 1,000 gallons (from and after bills issued May 1, 2029)	\$16.41	\$2.36	\$18.77
Food Processor Surcharge	Thirty percent (30%) over and above computed usage billing due to additional sewer maintenance required because of wastewater characteristics.		

Cross Connection Program Fee \$3.50 per month
When several non-residential units, each with water usage of less than fifteen thousand (15,000) gallons per month, are included in one building under single ownership, they may, at the Director of Public Works' option, be served by a single service and a single meter and will then be billed to a single address. In such cases, the minimum charges and the quantities of water at each rate shall be multiplied by the number of non-residential units being served by that service.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.
Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk
Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5D

REQUEST: Approval of an ordinance amending section 12-6-2, stormwater utility fee, of the Hoffman Estates Municipal Code.

FROM:

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Stormwater Rate Increase Ordinance 2025-2029

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 12-6-2,
STORMWATER UTILITY FEE, AND
SECTION 12-6-8, ADJUSTMENT OF STORMWATER UTILITY FEE,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

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 sub-sections B and C of Section 12-6-2, STORMWATER UTILITY FEE, of the Hoffman Estates Municipal Code, be and are hereby amended to read as follows:

Section 12-6-2. STORMWATER UTILITY FEE

B. The monthly Stormwater Utility Fees for residential lots but excluding apartments, condominiums that are not townhomes, and co-ops, shall be as follows, according to the parcel's lot size:

RESIDENTIAL RATE SCHEDULE

Square feet of lot size:	Date effective from and after bills issued:	
	3/1/2014	5/1/2025
0-7,500	\$1.50 per month	\$3.50 per month
7,501-12,500	\$2.00 per month	\$6.00 per month
Over 12,500	\$2.50 per month	\$8.50 per month

C. The Stormwater Utility Fees for all other properties not covered by Paragraph B of this Section 12-6-2 are calculated based on the amount of Impervious Surface Area on the respective sites as follows:

COMMERCIAL RATE SCHEDULE

	Date effective from and after bills issued:	
	3/1/2014	5/1/2025
Per 3,300 square feet of Impervious Surface Area	\$2.00 per month	\$6.00 per month

Section 2: That Section 12-6-8, ADJUSTMENT OF STORMWATER UTILITY FEE, of the Hoffman Estates Municipal Code, be and is hereby amended to read as follows:

Section 12-6-8. ADJUSTMENT OF STORMWATER UTILITY FEE

A. Any owner whose property does not contain Impervious Surface Area to the extent of the Stormwater Utility Fee charged to that property pursuant to Section 12-6-2.C. hereinabove may apply in writing to the Village's Director of Engineering for an adjustment against that owner's Stormwater Utility Fee.

B. Procedures for Adjustment

1. The owner seeking an adjustment shall submit a written request to the Director of Engineering with a detailed explanation, and shall include the owner's contact name and address, the property address, the subdivision name, if applicable, and also include detailed information regarding any detention/retention system prior to discharge into the Village Stormwater Management System, along with

sufficient evidence that any detention/retention system is in good working order and is maintained on a regular basis, topographical depictions of the runoff patterns and directions of all stormwater emanating from the relevant property, and relevant photographic evidence in support of the request.

2. The Director of Engineering shall review a request for an adjustment of the owner's Stormwater Utility Fee, and shall either grant or deny the requested adjustment in writing, within 30 days after the date on which the request is received.

C. The Village's Director of Finance shall apply adjustments granted by the Director of Engineering to the owner's account, and shall refund any overpaid monies for a period not to exceed 365 days to the owner within 30 days of receipt of the Director of Engineering's review of the request

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 _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5E

REQUEST: Approval of an ordinance adopting the budget for all corporate purposes of the Village of Hoffman Estates, Cook County, Illinois, in lieu of the appropriation ordinance, for the fiscal year commencing on the first day of January, 2025, and ending on the thirty-first day of December, 2025.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. 2025 Budget Ord
2. 2025 Budget Ordinance - Exhibit A

ORDINANCE NO. _____ - 2024

**AN ORDINANCE ADOPTING THE BUDGET
FOR ALL CORPORATE PURPOSES OF THE
VILLAGE OF HOFFMAN ESTATES,
COOK COUNTY, ILLINOIS,
IN LIEU OF THE APPROPRIATION ORDINANCE,
FOR THE FISCAL YEAR COMMENCING ON THE
FIRST DAY OF JANUARY, 2025, AND ENDING ON THE
THIRTY-FIRST DAY OF DECEMBER, 2025**

WHEREAS, on December 2, 2024, a public hearing on a proposed budget for all corporate purposes of the Village of Hoffman Estates for the fiscal year commencing on the first day of January, 2025, and ending on the thirty-first day of December, 2025, was held, pursuant to legal notice published on November 15, 2024, in the Daily Herald, a newspaper having a general circulation within the Village of Hoffman Estates, and

WHEREAS, on November 15, 2024, a copy of said proposed budget was available for public inspection at the Village Hall of the Village of Hoffman Estates during regular business hours.

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 the budget for all corporate purposes of the Village of Hoffman Estates, for the fiscal year commencing on the first day of January, 2025, and ending on the thirty-first day of December, 2025, as presented to and approved by the Board of Trustees on December 2, 2024, attached hereto as Exhibit A, and incorporated by reference herein as a public record, is hereby adopted.

Section 2: That the Budget Adoption Ordinance is in lieu of the statutory appropriation ordinance, and the following amounts set forth in the Budget for the various corporate purposes shall constitute the aggregate amount of the budget for the Village of Hoffman Estates, Illinois:

For General Fund:	
General Government	
Legislative	\$490,920
Administration	1,327,830
Legal	515,360
Finance	1,454,790
Village Clerk	291,450
Human Resources Management	936,200
Communications	524,270
Emergency Operations	109,790
Police	
Administration	1,972,120
Juvenile Investigations	778,350
Tactical	1,225,430
Patrol and Response	15,032,100

Traffic Control	885,140
Investigations	1,713,200
Community Relations	17,800
Communications	392,000
Canine	204,640
Special Services	229,210
Records	411,570
Administrative Services	1,531,090
Fire Department	
Administration	965,790
Public Education	144,540
Suppression	11,254,860
Emergency Medical Services	11,270,540
Fire Prevention	687,630
Fire Stations	54,800
Public Works	
Administration	414,850
Snow and Ice Control	2,200,930
Traffic Operations	1,336,470
Forestry	2,098,880
Facilities	1,522,930
Fleet Services	1,897,770
F.A.S.T.	237,910
Storm Sewers	521,500
Development Services	
Administration	473,710
Planning	1,126,550
Code Enforcement	2,013,140
Transportation & Engineering	1,970,730
Economic Development	1,227,570
Health and Human Services	1,549,930
Boards and Commission	
Fourth of July Commission	241,110
Fire and Police Commission	96,780
Misc. Boards and Commissions	332,080
Operating Transfers	8,807,590
Water and Sewer Fund	28,917,550
NOW Arena Operating	4,668,380
NOW Arena Activity	17,811,290
Motor Fuel Tax Fund	3,317,500
Asset Seizure	141,500
Municipal Waste System	3,687,900
Roselle Rd TIF Fund	1,118,250
Higgins/Hassell TIF Fund	223,250
Barrington/Higgins TIF Fund	294,130
Lakewood Center TIF Fund	244,250
Higgins/Old Sutton TIF Fund	2,528,250
Stonington & Pembroke TIF Fund	444,250

Community Dev. Block Grant	157,600
Debt Service Funds	7,946,510
Capital Project Funds	48,421,520
Insurance Fund	2,362,160
Information Technology Fund	4,055,630
Police Pension Fund	9,774,700
Firefighters Pension Fund	8,638,010
TOTAL OF ALL FUNDS	\$227,244,480

Itemization of all revenues and expenditures is attached hereto as Exhibit “A”.

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

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

PASSED THIS _____ day of _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.

ANNUAL BUDGET
For
The Village of Hoffman Estates, IL



For the Fiscal Year
JANUARY 1, 2025
thru
DECEMBER 31, 2025



Village of Hoffman Estates

2025 Annual Operating Budget

Financial Summaries

Table of Contents

<i>Schedule</i>	<i>Page</i>
All Funds	
Budget Highlights	a - 2
Revenue Summary by Source	a - 3
Expenditure Summary by Object	a - 4
General Fund	
Revenue and Expenditure Summary	a - 5
Revenue Detail	a - 6
2024 Property Tax Levy Analysis	a - 9
Expenditure Summary by Department	a - 10
Expenditure Summary by Object	a - 13
Other Funds	
Revenue Summary	a - 16
Expenditure Summary	a - 18
Projected Impact on Fund Balance	a - 20

Village of Hoffman Estates

2025 Annual Operating Budget

Budget Highlights

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	2024 Budget to 2025 Budget Difference	% Difference
<u>Revenues</u>						
General Fund	74,081,802	72,975,850	76,541,340	77,062,960	4,087,110	5.6%
Other Funds	119,856,827	118,412,320	113,813,020	136,011,020	17,598,700	14.9%
Total Revenues	193,938,629	191,388,170	190,354,360	213,073,980	21,685,810	11.3%
<u>Expenses</u>						
General Fund	72,224,401	79,178,970	78,922,180	82,491,850	3,312,880	4.2%
Other Funds	94,353,112	128,584,460	112,577,280	144,752,630	16,168,170	12.6%
Total Expenses	166,577,514	207,763,430	191,499,460	227,244,480	19,481,050	9.4%
Net Revenues Over/(Under) Expenses	27,361,115	(16,375,260)	(1,145,100)	(14,170,500)		

Village of Hoffman Estates

2025 Annual Operating Budget

Revenue Summary by Source All Funds

	<i>2023 Actual</i>	<i>2024 Budget</i>	<i>2024 Estimate</i>	<i>2025 Budget</i>	<i>2024 Budget to 2025 Budget Percent Change</i>
Property Taxes	25,500,810	26,974,050	26,974,050	27,581,270	2.3%
Other Taxes	30,860,477	28,579,040	29,772,040	29,819,760	4.3%
Licenses, Permits	2,475,558	4,419,500	5,296,050	7,270,000	64.5%
Intergovernmental	25,888,791	29,532,300	29,646,940	28,608,950	-3.1%
Charges for Services	51,874,716	57,792,910	58,583,550	65,493,510	13.3%
Fines	1,431,474	1,266,500	964,600	660,000	-47.9%
Investment Earnings	29,957,823	2,615,000	4,733,140	3,216,500	23.0%
Miscellaneous	8,264,927	6,246,410	4,716,650	8,563,110	37.1%
Bond/Note Proceeds	429,640	12,485,000	9,935,020	15,500,000	24.1%
Subtotal	176,684,216	169,910,710	170,622,040	186,713,100	9.9%
Operating Transfers	17,254,413	21,477,460	19,732,320	26,360,880	22.7%
Total Revenues	193,938,629	191,388,170	190,354,360	213,073,980	11.3%

Village of Hoffman Estates

2025 Annual Operating Budget

Expenditure Summary by Object All Funds

	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	2024 Budget to 2025 Budget Percent Change
Salaries and Wages	37,300,029	40,323,200	39,406,260	42,317,820	4.9%
Employee Benefits	38,241,104	39,715,670	40,225,040	41,876,420	5.4%
Miscellaneous Employee Expenses	652,012	894,670	882,480	1,022,730	14.3%
Commodities	1,608,119	1,946,160	1,761,130	1,867,050	-4.1%
Contractual Services	40,471,357	49,751,140	45,728,580	54,090,710	8.7%
Debt Service	7,672,710	9,344,970	9,653,140	9,840,800	5.3%
Depreciation Expense	3,839,837	-	-	-	N/A
Total Operating Expenditures	129,785,168	141,975,810	137,656,630	151,015,530	6.4%
Capital Outlay	19,537,933	44,310,160	34,110,510	49,868,070	12.5%
Operating Transfers	17,254,413	21,477,460	19,732,320	26,360,880	22.7%
Total Expenditures & Transfers	166,577,514	207,763,430	191,499,460	227,244,480	9.4%
Full Time Equivalents					
Full Time	343.61	350.00	349.00	354.00	1.1%
Part Time	20.32	21.77	21.77	19.52	-10.3%
Total FTE's	363.93	371.77	370.77	373.52	0.5%

Village of Hoffman Estates

2025 Annual Operating Budget

General Fund Revenue and Expenditure Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Revenues</u>									
Taxes	35,232,190	33,658,273	35,179,086	34,233,050	35,189,050	35,098,770	2.5%	35,418,850	35,754,000
Licenses and Permits	3,811,512	2,298,477	2,475,558	4,419,500	5,296,050	7,270,000	64.5%	6,157,900	6,281,060
Intergovernmental	22,043,255	24,692,618	22,103,147	21,803,800	22,096,590	21,765,290	-0.2%	20,702,300	21,115,990
Charges for Services	8,665,444	11,078,155	10,533,151	10,204,250	11,433,630	11,273,900	10.5%	11,476,310	11,752,660
Fines and Forfeits	1,206,299	1,356,320	1,362,860	1,266,500	820,000	660,000	-47.9%	673,200	685,850
Investment Earnings	(87,757)	(19,217)	1,745,519	500,000	1,200,000	500,000	0.0%	510,000	520,200
Miscellaneous	645,104	579,820	490,796	438,750	396,020	385,000	-12.3%	438,710	442,490
Operating Transfers	1,210,834	174,291	191,685	110,000	110,000	110,000	0.0%	110,000	110,000
Total Revenues	72,726,881	73,818,737	74,081,802	72,975,850	76,541,340	77,062,960	5.6%	75,487,270	76,662,250
<u>Expenditures</u>									
General Administration	4,374,643	4,369,041	4,554,308	5,244,870	5,334,540	5,650,610	7.7%	5,803,890	6,054,860
Police	20,352,396	21,228,203	21,673,596	23,242,480	22,841,810	24,392,650	4.9%	24,828,310	25,769,680
Fire	19,606,760	21,976,089	23,684,727	23,589,230	23,464,550	24,378,160	3.3%	25,274,720	26,214,800
Public Works	7,254,000	7,854,140	7,291,450	9,556,530	8,980,150	10,231,240	7.1%	10,628,920	11,046,350
Development Services	5,267,434	5,756,240	5,501,520	6,114,630	6,120,380	6,811,700	11.4%	7,099,600	7,402,860
Health & Human Services	853,658	931,834	1,127,129	1,539,660	1,378,790	1,549,930	0.7%	1,615,490	1,684,550
Boards & Commissions	265,888	409,010	477,142	644,180	618,660	669,970	4.0%	692,360	715,610
Operating Transfers	7,962,568	5,566,367	7,914,530	9,247,390	10,183,300	8,807,590	-4.8%	8,768,470	7,032,300
Total Expenditures	65,937,346	68,090,925	72,224,401	79,178,970	78,922,180	82,491,850	4.2%	84,711,760	85,921,010
Excess/(Deficiency) of Revenues over Expenditures before Fund Balance Transfer	6,789,536	5,727,812	1,857,401	(6,203,120)	(2,380,840)	(5,428,890)		(9,224,490)	(9,258,760)
Fund Reserves Utilized	-	-	-	6,250,000	6,250,000	5,450,000		-	-
Excess/(Deficiency) of Revenues over Expenditures	6,789,536	5,727,812	1,857,401	46,880	3,869,160	21,110		(9,224,490)	(9,258,760)

Village of Hoffman Estates

2025 Annual Operating Budget

General Fund Revenue Detail

Account Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Taxes</u>									
Property Taxes, Current	11,011,755	10,319,543	13,512,778	13,604,510	13,604,510	13,604,510	0.0%	13,604,510	13,604,510
Property Taxes, Prior	28,787	3,232,427	552,733	50,000	310,000	50,000	0.0%	50,000	50,000
EDA Incremental Property Taxes	6,500,000	-	-	-	-	-	N/A	-	-
Hotel Tax	986,815	1,438,091	1,472,830	1,350,000	1,400,000	1,400,000	3.7%	1,428,000	1,456,560
Real Estate Transfer Tax	1,109,114	1,091,138	1,762,659	1,000,000	1,200,000	1,100,000	10.0%	1,122,000	1,144,440
Home Rule Sales Tax	4,312,594	5,156,619	5,439,627	5,100,000	5,200,000	5,200,000	2.0%	5,304,000	5,410,080
Food and Beverage Tax	550,235	668,312	619,043	550,580	550,580	550,580	0.0%	550,580	550,580
Telecommunications Tax	960,318	978,281	835,058	714,000	850,000	722,500	1.2%	650,250	585,230
Property Taxes - Fire	4,169,545	4,404,247	4,381,285	4,832,520	4,832,520	5,013,270	3.7%	5,113,540	5,215,810
Property Taxes - Police	5,307,780	5,909,150	5,879,534	6,436,440	6,436,440	6,862,910	6.6%	7,000,170	7,140,170
Prior Year Property Taxes - Fire	13,008	57,912	56,854	20,000	110,000	20,000	0.0%	20,400	20,810
Prior Year Property Taxes - Police	15,521	76,735	75,925	20,000	140,000	20,000	0.0%	20,400	20,810
Vehicle Wholesale Tax	152,376	122,227	159,271	175,000	175,000	175,000	0.0%	175,000	175,000
Entertainment Tax	96,629	172,256	394,068	350,000	350,000	350,000	0.0%	350,000	350,000
Transportation Tax	17,713	31,335	37,421	30,000	30,000	30,000	0.0%	30,000	30,000
Total Taxes	35,232,190	33,658,273	35,179,086	34,233,050	35,189,050	35,098,770	2.5%	35,418,850	35,754,000
<u>Licenses and Permits</u>									
Business Licenses	411,173	388,739	410,604	380,000	380,000	380,000	0.0%	387,600	395,350
Liquor Licenses	251,740	266,812	263,523	265,000	265,000	265,000	0.0%	270,300	275,710
Animal Licenses	8,677	7,460	7,196	7,500	980	-	N/A	-	-
Building Permits	3,139,923	1,635,466	1,794,050	3,767,000	4,650,000	6,625,000	75.9%	5,500,000	5,610,000
Taxi/Livery Licenses	-	-	185	-	70	-	N/A	-	-
Total Licenses and Permits	3,811,512	2,298,477	2,475,558	4,419,500	5,296,050	7,270,000	64.5%	6,157,900	6,281,060
<u>Intergovernmental</u>									
Sales Tax	8,981,002	9,413,124	9,912,739	9,500,000	9,600,000	9,785,000	3.0%	8,480,700	8,650,310
Local Use Tax	2,068,952	2,128,943	2,067,674	2,237,270	2,011,450	1,343,000	-40.0%	1,369,860	1,397,260
Income Tax	7,025,189	8,625,693	8,446,080	8,700,000	8,858,000	9,128,850	4.9%	9,311,430	9,497,660
Replacement Tax	456,154	921,537	772,658	490,000	510,000	586,500	19.7%	598,230	610,190
Replacement Tax - Police	26,473	53,247	44,842	24,570	24,570	24,570	0.0%	25,060	25,560
Replacement Tax - Fire	26,473	53,247	44,842	24,570	24,570	24,570	0.0%	25,060	25,560
Grants	28,832	44,023	151,981	201,390	351,000	200,000	-0.7%	204,000	208,080
Grants - COVID	2,865,772	2,832,995	-	-	-	-	N/A	-	-

Account Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
Foreign Fire Ins. Tax	81,370	96,389	102,487	80,000	80,000	80,000	0.0%	81,600	83,230
Fire Protection Dist. Tax	58,244	81,922	66,788	66,000	66,000	66,000	0.0%	67,320	68,670
Property Taxes - Road & Bridge	314,151	311,621	316,686	310,000	310,000	310,000	0.0%	316,200	322,520
Cook County Gas Tax Rebate	11,263	10,090	10,492	10,000	10,000	10,000	0.0%	10,200	10,400
Tobacco Grant Revenue	691	675	2,185	1,000	1,000	1,000	0.0%	1,020	1,040
Emergency Ops Grant Revenue	18,523	34,602	13,872	30,000	15,000	15,000	-50.0%	17,000	17,000
Cannabis Use Tax	76,417	84,510	80,228	85,000	85,000	90,800	6.8%	92,620	94,470
Cannabis Excise (Municipal) Tax	-	-	69,593	44,000	150,000	100,000	N/A	102,000	104,040
Property Tax - HACC Arrears	3,749	-	-	-	-	-	0.0%	-	-
Total Intergovernmental	22,043,255	24,692,618	22,103,147	21,803,800	22,096,590	21,765,290	-0.2%	20,702,300	21,115,990
<u>Charges for Services</u>									
Plan Review Fees	4,336	6,064	7,284	5,000	5,000	5,000	0.0%	5,100	5,200
Hearing Fees	35,000	42,215	15,960	30,000	20,000	20,000	-33.3%	20,400	20,810
Engineering Fees	1,184,170	323,419	320,448	200,000	1,500,000	1,000,000	400.0%	1,020,000	1,040,400
Ambulance Fees	1,362,191	1,608,354	1,700,536	2,200,000	2,000,000	2,400,000	9.1%	2,448,000	2,496,960
GEMT Revenue	930,116	3,738,217	3,145,427	3,000,000	3,000,000	3,000,000	0.0%	3,060,000	3,121,200
Counseling Fees	38,027	34,872	36,745	35,000	35,000	35,000	0.0%	35,700	36,410
Health Clinic Fees	22,493	28,119	28,432	25,000	25,000	25,000	0.0%	25,500	26,010
Snow Removal Fees	26,572	2,496	2,501	2,500	2,500	2,500	0.0%	2,550	2,600
Police Hireback	439,777	447,432	450,604	400,000	400,000	400,000	0.0%	408,000	416,160
Hireback - Arena	85,285	233,083	301,136	208,250	228,500	210,000	0.8%	214,200	218,480
Report Fees- Police	8,895	9,957	9,862	8,000	8,000	8,000	0.0%	8,160	8,320
False Alarm Fees	22,500	23,000	25,900	30,000	25,000	25,000	-16.7%	25,500	26,010
Counter Sales	6	9	6	-	-	-	N/A	-	-
Smoke Detector/Lock Box	1,220	1,530	5,755	-	2,000	1,500	N/A	1,530	1,560
Lease Payments	808,328	869,022	718,648	500,000	525,630	573,500	14.7%	584,970	596,670
GASB 87 Lease Activity	-	-	212,436	-	-	-	N/A	-	-
Cable TV Franchise Fee	544,255	537,792	487,677	540,000	460,000	460,000	-14.8%	460,000	460,000
Cable TV PEG Fee	33,558	29,588	25,262	30,000	30,000	30,000	0.0%	30,600	31,210
AT&T Franchise Fee	109,530	96,012	83,939	85,500	76,000	68,400	-20.0%	68,400	68,400
AT&T PEG Fee	21,906	19,202	16,788	20,000	20,000	20,000	0.0%	20,400	20,810
Fourth of July Proceeds	-	144,085	104,548	75,000	106,000	100,000	33.3%	102,000	104,040
Equipment Usage	190,962	247,338	219,073	190,000	200,000	200,000	5.3%	204,000	208,080
Employee Insurance Payments	1,860,945	1,665,016	1,718,333	1,650,000	1,800,000	1,800,000	9.1%	1,836,000	1,872,720
Police & Fire Application Fees	-	120	-	-	-	-	N/A	-	-
Passport Revenues	18,165	16,450	15,785	20,000	15,000	15,000	-25.0%	15,300	15,610
Wireless Alarm Subscribers	621,009	705,000	624,595	700,000	700,000	625,000	-10.7%	625,000	700,000
Rental Inspection Fees	296,198	249,763	255,471	250,000	250,000	250,000	0.0%	255,000	255,000
Total Charges for Services	8,665,444	11,078,155	10,533,151	10,204,250	11,433,630	11,273,900	10.5%	11,476,310	11,752,660

Account Name	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Fines and Forfeits</u>									
Court Fines, County	213,962	106,809	127,952	120,000	120,000	120,000	0.0%	122,400	124,850
Ticket Fines, Village	210,576	252,442	272,499	250,000	250,000	250,000	0.0%	255,000	260,100
Overweight Truck Permits	6,660	11,890	13,880	6,500	10,000	10,000	53.8%	10,200	10,400
Red Light Camera Revenue	716,340	948,161	903,746	850,000	400,000	240,000	-71.8%	244,800	249,700
Local Debt Recovery	58,761	37,018	44,783	40,000	40,000	40,000	0.0%	40,800	40,800
Total Fines and Forfeits	1,206,299	1,356,320	1,362,860	1,266,500	820,000	660,000	-47.9%	673,200	685,850
<u>Investment Earnings</u>									
Interest Income	84,855	453,160	1,386,321	500,000	1,200,000	500,000	0.0%	510,000	520,200
GASB 87 Interest	-	-	112,391	-	-	-	N/A	-	-
Unrealized Gain on Investments	(172,612)	(472,377)	246,807	-	-	-	N/A	-	-
Total Investment Earnings	(87,757)	(19,217)	1,745,519	500,000	1,200,000	500,000	0.0%	510,000	520,200
<u>Miscellaneous</u>									
Reimburse\Recoveries	270,889	208,885	125,688	150,000	150,000	150,000	0.0%	200,000	200,000
Sale of Equipment/Property	74,318	77,085	32,198	50,000	50,000	50,000	0.0%	51,000	52,020
Miscellaneous Revenue	11,084	15,181	31,347	10,000	24,000	15,000	50.0%	15,300	15,610
Board & Commissions Contrib.	15,500	12,602	21,634	15,000	15,000	15,000	0.0%	15,300	15,610
Sister Cities Proceeds	11,985	15,373	21,316	10,000	10,000	10,000	0.0%	10,200	10,400
HE Park District Contributions	-	4,500	4,500	4,500	4,500	4,500	0.0%	4,500	4,500
Annexation Fees	1,715	-	5,883	-	2,020	-	N/A	-	-
South Barrington Fuel Reimburse.	30,260	45,924	44,355	35,000	35,000	35,000	0.0%	35,700	36,410
Celebrations Commission Contr.	20	35	10	-	-	-	N/A	-	-
Veterans Memorial Contributions	561	533	367	500	500	500	0.0%	510	520
Tollway Fire/Ambulance Payments	26,596	32,050	44,730	25,000	30,000	30,000	20.0%	30,600	31,210
Arts Commission	225	-	-	-	-	-	N/A	-	-
Terminal Reserve Revenue	39,951	-	33,222	-	-	-	N/A	-	-
Enernoc Electricity Credit	72,995	21,242	6,090	10,000	-	-	N/A	-	-
Aggregate Civic Contribution	-	36,457	40,102	43,750	-	-	N/A	-	-
Platzkonzert Commission Cont.	52,862	46,037	25,793	40,000	30,000	30,000	-25.0%	30,600	31,210
Schaumburg Twnsp Fuel Reimb.	36,144	63,916	53,561	45,000	45,000	45,000	0.0%	45,000	45,000
Total Miscellaneous	645,104	579,820	490,796	438,750	396,020	385,000	-12.3%	438,710	442,490
<u>Operating Transfers</u>									
Transfer from Asset Seizure	406,834	124,291	141,685	110,000	110,000	110,000	0.0%	110,000	110,000
Transfer from Municipal Waste	50,000	50,000	50,000	-	-	-	N/A	-	-
Transfer from Capital Improvements	54,000	-	-	-	-	-	N/A	-	-
Transfer from Capital Replacement	700,000	-	-	-	-	-	N/A	-	-
Total Operating Transfers	1,210,834	174,291	191,685	110,000	110,000	110,000	0.0%	110,000	110,000
Total Revenues	72,726,881	73,818,737	74,081,802	72,975,850	76,541,340	77,062,960	5.6%	75,487,270	76,662,250

Village of Hoffman Estates

2025 Annual Operating Budget

2024 Levy Year Property Tax Levy Analysis

Levy Year	Fiscal Year	(1) Corporate	(2) Police Pension	(3) Fire Pension	Public Safety		(5) Bond & Interest	Less Abate.	Sub-total Levy	Loss & Cost 2%	Total Extension	(6) EAV	Rate	Inc (Dec) Over Prior Yr	Inc (Dec) in EAV
					Police Services	Fire Services									
2015	2016	-	3,164,840	2,806,000	5,548,277	5,716,233	8,387,367	(6,837,367)	18,785,350	375,707	19,161,057	1,226,372,669	1.563	8.4%	-3.3%
2016	2017*	-	3,367,390	3,084,350	5,548,277	5,716,233	8,026,379	(6,476,379)	19,266,250	385,325	19,651,575	1,387,343,031	1.417	-9.3%	13.1%
2017	2018	-	3,570,030	3,280,550	5,548,277	5,716,233	8,299,172	(6,198,592)	20,215,670	404,313	20,619,983	1,402,746,870	1.471	3.8%	1.1%
2018	2019	-	3,788,070	3,372,780	5,548,277	5,716,233	8,142,162	(6,041,581)	20,525,940	410,519	20,936,459	1,370,685,728	1.528	3.9%	-2.3%
2019	2020*	-	4,338,900	3,700,890	5,548,277	5,716,233	8,952,553	(6,851,973)	21,404,880	428,098	21,832,978	1,585,481,333	1.377	-9.9%	15.7%
2020	2021	-	5,422,671	4,272,701	5,548,277	5,716,233	9,057,761	(7,565,181)	22,452,462	449,049	22,901,511	1,612,295,657	1.421	3.2%	1.7%
2021	2022	-	5,954,497	4,444,257	6,718,277	6,886,233	9,103,316	(7,002,736)	26,103,844	522,077	26,625,921	1,636,722,547	1.627	14.5%	1.5%
2022	2023*	-	5,954,497	4,444,257	6,718,277	6,886,233	9,199,202	(7,098,622)	26,103,844	522,077	26,625,921	1,902,750,403	1.400	-14.0%	16.3%
2023	2024	-	6,492,370	4,807,925	6,718,277	6,886,233	9,201,937	(7,101,357)	27,005,385	540,108	27,545,493	1,991,155,078	1.384	-11.4%	19.2%
2024	2025	-	6,862,911	5,013,271	6,718,277	6,886,233	9,695,267	(7,594,687)	27,581,272	551,625	28,132,897	1,951,331,976	1.442	4.2%	-2.0%
Inc (Dec) over PY		-	370,541	205,346	-	-	493,331	(493,331)	575,887	11,517	587,404	(39,823,102)	0.058		
Percent Inc (Dec)		n/a	5.7%	4.3%	0.0%	0.0%	5.4%	6.9%	2.1%	2.1%	2.1%	-2.0%	4.2%		

NOTES:

* Triennial Reassessment Years

(1) Corporate Levy - for the General Fund

(2) Police Pension Actuarially-determined employer contribution:

Entry Age, 17-year, 100% amortization \$ 6,862,911
Required state minimum per IPOPIF \$ 6,669,940

(3) Firefighters Pension Actuarially-determined employer contribution:

Entry Age, 17-year, 100% amortization \$ 5,013,271
Required state minimum per IFPIF \$ 4,777,931

(5)	G.O. Bond Issue	Tax Levy	Abatement	Tax Levy
	2015A	2,735,255.00	2,735,255.00	-
	2015B	591,800.00	591,800.00	-
	2015C	1,011,812.50	1,011,812.50	-
	2016	1,479,600.00	-	1,479,600.00
	2017A	512,912.50	512,912.50	-
	2017B	159,800.00	159,800.00	-
	2018	2,060,337.50	1,439,357.50	620,980.00
	2019	758,719.94	758,719.94	-
	2024	385,030.00	385,030.00	-
	Totals	9,695,267.44	7,594,687.44	2,100,580.00

(6) TLY2024 EAV Calculation:

Base	1,991,155,078
Decrease due to projected equalization factor (Chicago re-assessment year)	(39,823,102)
	<u>1,951,331,976</u>

Village of Hoffman Estates

2025 Annual Operating Budget

General Fund Expenditure Summary by Department

<i>Program</i>	<i>2021 Actual</i>	<i>2022 Actual</i>	<i>2023 Actual</i>	<i>2024 Budget</i>	<i>2024 Estimate</i>	<i>2025 Budget</i>	<i>Percent Change</i>	<i>2026 Budget</i>	<i>2027 Budget</i>
<u>General Administration</u>									
Legislative	366,038	401,235	368,911	453,860	423,730	490,920	8.2%	509,430	528,740
Administration	571,606	903,496	1,041,537	1,211,260	1,286,480	1,327,830	9.6%	1,295,650	1,351,180
Legal	928,944	562,507	382,237	516,690	611,430	515,360	-0.3%	533,270	551,920
Finance	1,168,126	1,191,925	1,298,539	1,371,670	1,359,490	1,454,790	6.1%	1,527,330	1,604,440
Village Clerk	229,189	233,693	263,606	265,440	279,180	291,450	9.8%	305,510	320,430
Human Resource Management	579,045	627,875	672,799	779,180	783,070	936,200	20.2%	974,650	1,015,020
Communications	273,122	370,924	438,071	545,380	493,520	524,270	-3.9%	545,240	567,250
Multimedia Production	176,075	(1,929)	-	-	-	-	N/A	-	-
Emergency Operations	82,498	79,315	88,607	101,390	97,640	109,790	8.3%	112,810	115,880
Sub-Total	4,374,643	4,369,041	4,554,308	5,244,870	5,334,540	5,650,610	7.7%	5,803,890	6,054,860
<u>Police Department</u>									
Administration	1,371,583	1,545,381	1,660,979	1,866,750	1,878,450	1,972,120	5.6%	2,024,290	2,101,080
Juvenile	573,747	601,130	672,004	698,340	755,020	778,350	11.5%	790,010	820,370
Tactical	1,138,080	962,149	1,062,666	1,158,970	1,161,260	1,225,430	5.7%	1,240,610	1,284,330
Patrol and Response	12,497,341	13,608,912	13,371,927	14,088,720	14,177,960	15,032,100	6.7%	15,227,910	15,793,270
Traffic Control	1,046,756	853,753	1,002,693	1,118,720	882,620	885,140	-20.9%	900,440	933,120
Investigations	1,511,249	1,408,150	1,646,664	1,628,860	1,628,140	1,713,200	5.2%	1,745,060	1,811,910
Community Relations	4,901	9,061	9,735	12,800	12,670	17,800	39.1%	18,330	18,880
Communications	570,108	492,338	437,362	392,000	392,000	392,000	0.0%	403,760	415,870
Canine	208,593	156,531	2,917	196,490	8,180	204,640	4.1%	206,860	214,780
Special Services	144,123	223,492	244,707	229,010	225,650	229,210	0.1%	236,000	243,080
Records	308,150	292,595	324,063	396,790	399,020	411,570	3.7%	431,300	452,110
Administrative Services	977,766	1,074,712	1,237,879	1,455,030	1,320,840	1,531,090	5.2%	1,603,740	1,680,880
Sub-Total	20,352,396	21,228,203	21,673,596	23,242,480	22,841,810	24,392,650	4.9%	24,828,310	25,769,680

Program	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Fire Department</u>									
Administration	813,219	906,480	982,260	1,047,310	1,059,550	965,790	-7.8%	1,002,750	1,041,500
Public Education	71,213	70,385	93,854	108,570	116,720	144,540	33.1%	149,530	154,760
Suppression	9,624,754	10,561,750	10,089,412	10,777,590	10,709,130	11,254,860	4.4%	11,669,830	12,105,120
Emergency Medical Services	8,461,007	9,828,939	11,800,669	10,946,070	10,879,740	11,270,540	3.0%	11,682,870	12,115,160
Prevention	599,376	566,336	675,452	655,990	647,780	687,630	4.8%	713,290	740,110
Fire Stations	37,191	42,198	43,079	53,700	51,630	54,800	2.0%	56,450	58,150
Sub-Total	19,606,760	21,976,089	23,684,727	23,589,230	23,464,550	24,378,160	3.3%	25,274,720	26,214,800
<u>Public Works</u>									
Administration	372,198	312,625	263,433	361,490	378,110	414,850	14.8%	434,590	455,580
Snow and Ice Control	1,977,083	1,811,753	1,643,525	2,091,810	1,949,750	2,200,930	5.2%	2,286,420	2,376,230
Traffic Operations	482,739	1,262,974	1,236,318	1,406,810	1,346,360	1,336,470	-5.0%	1,390,770	1,447,860
Forestry	969,019	1,108,857	1,124,488	2,263,060	1,822,090	2,098,880	-7.3%	2,178,300	2,261,500
Facilities	1,111,720	1,361,715	1,225,038	1,302,530	1,328,530	1,522,930	16.9%	1,581,560	1,643,030
Fleet Services	1,269,306	1,616,301	1,432,946	1,652,800	1,686,780	1,897,770	14.8%	1,968,490	2,042,420
F.A.S.T.	175,835	222,007	193,127	239,790	234,560	237,910	-0.8%	247,130	256,790
Storm Sewers	162,449	163,075	169,496	238,240	233,970	521,500	118.9%	541,660	562,940
Traffic Control	733,653	(5,167)	3,080	-	-	-	N/A	-	-
Sub-Total	7,254,000	7,854,140	7,291,450	9,556,530	8,980,150	10,231,240	7.1%	10,628,920	11,046,350
<u>Development Services</u>									
Administration	429,724	408,470	452,754	454,180	448,880	473,710	4.3%	493,900	515,170
Planning & Transportation	529,839	666,678	732,946	969,870	1,088,630	1,126,550	16.2%	1,174,970	1,225,930
Code Enforcement	1,594,142	1,661,441	1,797,470	1,829,600	1,778,060	2,013,140	10.0%	2,104,450	2,201,090
Engineering	1,297,265	1,262,824	1,442,351	1,677,560	1,620,990	1,970,730	17.5%	2,054,250	2,142,240
Economic Development	1,416,463	1,756,827	1,075,998	1,183,420	1,183,820	1,227,570	3.7%	1,272,030	1,318,430
Sub-Total	5,267,434	5,756,240	5,501,520	6,114,630	6,120,380	6,811,700	11.4%	7,099,600	7,402,860
<u>Health & Human Services</u>									
Health & Human Services	853,658	931,834	1,127,129	1,539,660	1,378,790	1,549,930	0.7%	1,615,490	1,684,550
Sub-Total	853,658	931,834	1,127,129	1,539,660	1,378,790	1,549,930	0.7%	1,615,490	1,684,550

Program	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Boards & Commissions</u>									
Fourth of July Commission	29,456	140,990	156,666	213,930	217,890	241,110	12.7%	248,350	255,800
Fire and Police Commission	44,480	34,795	53,029	104,230	73,490	96,780	-7.1%	99,690	102,680
Miscellaneous Boards & Comm.	191,952	233,225	267,447	326,020	327,280	332,080	1.9%	344,320	357,130
Sub-Total	265,888	409,010	477,142	644,180	618,660	669,970	4.0%	692,360	715,610
General Fund Total before Operating Transfers	57,974,778	62,524,558	64,309,872	69,931,580	68,738,880	73,684,260	5.4%	75,943,290	78,888,710
<u>Operating Transfers</u>									
Transfer to Lakewood Center TIF	(9,549)	-	-	-	-	-	N/A	-	-
Transfer to Higgins/Old Sutton TIF	7,260	-	-	-	-	-	N/A	-	-
Transfer to 2015 G.O. Debt Service	123,875	120,552	121,279	123,300	123,300	124,100	0.6%	124,700	120,100
Transfer to 2016 G.O. Debt Service	3,120	-	-	-	-	-	N/A	-	453,020
Transfer to 2017A & B G.O. Debt Service	177,500	180,702	178,757	176,550	176,550	184,300	4.4%	181,750	179,200
Transfer to 2018 G.O. Debt Service	1,351,600	940,970	790,220	935,220	929,600	1,025,220	9.6%	962,970	569,700
Transfer to 2019 G.O. Debt Service	136,247	136,200	136,199	136,710	136,710	136,700	0.0%	136,710	136,710
Transfer to Prairie Stone Capital	-	-	-	50,000	-	-	N/A	-	-
Transfer to Capital Improvement Fund	-	194,470	2,649,254	1,570,000	1,809,900	920,000	-41.4%	1,035,000	417,000
Transfer to Capital V&E	-	1,434,147	1,824,942	3,274,880	5,159,710	1,990,270	-39.2%	2,243,570	2,031,070
Transfer to Road Improvement Fund	-	-	50,000	615,000	265,000	1,182,500	92.3%	1,357,900	107,500
Transfer to Capital Replacement Fund	5,000,000	2,500,000	-	-	-	-	N/A	-	-
Transfer to NOW Arena Operating	1,087,825	-	-	724,850	-	947,000	30.6%	1,367,200	1,573,050
Transfer to Information Technology Fund	84,690	59,326	1,224,627	1,630,880	1,377,670	1,492,470	-8.5%	625,640	795,920
Transfer to Stormwater Management	-	-	937,000	10,000	-	-	N/A	-	-
Transfer to MFT	-	-	2,252	-	-	-	N/A	-	-
Transfer to Stonington/Pembroke TIF	-	-	-	-	16,620	-	-	-	-
Transfer to 2024 G.O. Debt Service	-	-	-	-	188,240	385,030	N/A	385,030	385,030
Transfer to Municipal Waste	-	-	-	-	-	420,000	N/A	348,000	264,000
Sub-Total	7,962,568	5,566,367	7,914,530	9,247,390	10,183,300	8,807,590	-4.8%	8,768,470	7,032,300
TOTAL - ALL PROGRAMS	65,937,346	68,090,925	72,224,401	79,178,970	78,922,180	82,491,850	4.2%	84,711,760	85,921,010

Village of Hoffman Estates

2025 Annual Operating Budget

General Fund Expenditure Summary by Object

<i>Expenditure Object</i>	<i>2021 Actual</i>	<i>2022 Actual</i>	<i>2023 Actual</i>	<i>2024 Budget</i>	<i>2024 Estimate</i>	<i>2025 Budget</i>	<i>Percent Change</i>	<i>2026 Budget</i>	<i>2027 Budget</i>
<u>Salaries and Wages</u>									
General Administration	2,502,464	2,755,541	2,987,915	3,414,030	3,345,660	3,658,640	7.2%	3,786,670	3,919,150
Police	10,082,819	10,257,793	10,903,966	11,417,280	11,208,920	11,879,400	4.0%	12,289,210	12,713,180
Fire	11,154,635	11,700,804	12,068,330	12,688,460	12,434,490	13,135,700	3.5%	13,589,000	14,057,940
Public Works	3,277,209	3,452,421	3,368,624	3,920,990	3,758,100	4,287,740	9.4%	4,433,150	4,583,660
Development Services	2,605,704	2,711,634	3,097,065	3,397,720	3,314,400	3,681,960	8.4%	3,810,820	3,944,200
Health & Human Services	512,533	599,136	717,823	858,640	824,430	948,050	10.4%	981,060	1,015,230
Boards & Commissions	50,848	65,161	66,680	85,200	77,580	79,390	-6.8%	82,130	84,960
Sub-Total	30,186,210	31,542,490	33,210,403	35,782,320	34,963,580	37,670,880	5.3%	38,972,040	40,318,320
<u>Employee Benefits</u>									
General Administration	1,071,332	1,177,324	1,182,622	1,264,780	1,250,590	1,287,310	1.8%	1,375,410	1,470,850
Police	8,087,495	8,956,883	8,862,253	9,483,050	9,453,620	9,960,430	5.0%	9,905,820	10,340,080
Fire	6,598,297	7,066,644	6,963,749	7,290,490	7,322,390	7,529,640	3.3%	7,859,800	8,214,320
Public Works	1,398,610	1,522,066	1,434,110	1,562,390	1,515,750	1,672,060	7.0%	1,792,620	1,923,640
Development Services	1,212,999	1,209,322	1,206,199	1,353,350	1,328,440	1,442,580	6.6%	1,547,250	1,661,010
Health & Human Services	199,448	226,439	263,895	356,630	344,980	343,950	-3.6%	368,310	394,730
Boards & Commissions	35,723	37,351	37,618	39,240	37,400	39,790	1.4%	42,910	46,320
Sub-Total	18,603,905	20,196,031	19,950,445	21,349,930	21,253,170	22,275,760	4.3%	22,892,120	24,050,950
<u>Misc. Employee Benefits</u>									
General Administration	30,862	52,156	65,911	83,020	64,780	142,900	72.1%	147,130	151,500
Police	184,663	180,466	174,395	238,580	227,130	235,450	-1.3%	242,490	249,750
Fire	260,318	236,252	257,169	325,120	367,750	374,060	15.1%	385,290	396,850
Public Works	39,134	51,771	42,096	58,020	62,740	66,860	15.2%	68,870	70,930
Development Services	19,845	50,199	60,121	99,600	73,860	111,650	12.1%	115,010	118,480
Health & Human Services	7,050	5,618	4,865	11,100	10,590	10,460	-5.8%	10,770	11,100
Boards & Commissions	375	375	-	1,580	400	1,600	1.3%	1,650	1,700
Sub-Total	542,247	576,837	604,556	817,020	807,250	942,980	15.4%	971,210	1,000,310

Expenditure Object	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Commodities</u>									
General Administration	164,807	155,193	181,491	175,090	174,110	176,500	0.8%	181,770	187,190
Police	63,913	81,745	88,909	112,520	111,720	134,040	19.1%	138,040	142,160
Fire	74,754	94,144	83,323	126,250	125,840	106,150	-15.9%	109,340	112,620
Public Works	1,025,475	985,983	827,958	1,178,850	1,059,000	1,162,350	-1.4%	1,197,240	1,233,160
Development Services	16,641	20,780	38,758	28,750	29,610	30,500	6.1%	31,410	32,330
Health & Human Services	27,472	37,563	48,680	60,260	49,660	68,170	13.1%	70,230	72,340
Boards & Commissions	144	57	441	600	600	1,100	83.3%	1,130	1,160
Sub-Total	1,373,207	1,375,466	1,269,560	1,682,320	1,550,540	1,678,810	-0.2%	1,729,160	1,780,960
<u>Contractual Services</u>									
General Administration	1,410,079	1,142,188	1,062,384	1,321,290	1,548,140	1,493,220	13.0%	1,454,120	1,501,630
Police	1,916,979	1,731,551	1,632,646	1,980,690	1,803,160	1,900,540	-4.0%	1,961,480	2,024,500
Fire	1,420,600	2,772,626	4,177,645	3,053,570	3,097,300	3,126,020	2.4%	3,222,000	3,321,010
Public Works	1,944,194	2,435,229	2,224,244	3,400,220	3,059,920	3,503,990	3.1%	3,612,640	3,724,820
Development Services	1,495,754	1,829,160	1,191,207	1,323,930	1,455,680	1,629,340	23.1%	1,680,690	1,733,710
Health & Human Services	107,155	63,078	91,865	253,030	149,130	179,300	-29.1%	185,120	191,150
Boards & Commissions	178,797	306,065	372,403	517,560	502,680	548,090	5.9%	564,540	581,470
Sub-Total	8,473,557	10,279,897	10,752,394	11,850,290	11,616,010	12,380,500	4.5%	12,680,590	13,078,290
<u>Capital Outlay</u>									
General Administration	18,559	5,679	20,926	9,000	9,710	100	-98.9%	100	100
Police	16,527	19,765	11,428	10,360	37,260	282,790	2629.6%	291,270	300,010
Fire	98,156	105,618	134,511	105,340	116,780	106,590	1.2%	109,290	112,060
Public Works	69,798	163,610	162,368	201,400	286,300	368,500	83.0%	379,560	390,950
Development Services	17,474	17,402	38,310	21,500	19,300	20,950	-2.6%	21,580	22,230
Sub-Total	220,515	312,074	367,543	347,600	469,350	778,930	124.1%	801,800	825,350

Expenditure Object	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change	2026 Budget	2027 Budget
<u>Operating Transfers</u>									
Transfer to Lakewood Center TIF	(9,549)	-	-	-	-	-	N/A	-	-
Transfer to Higgins/Old Sutton TIF	7,260	-	-	-	-	-	N/A	-	-
Transfer to 2015 G.O. Debt Service	123,875	120,552	121,279	123,300	123,300	124,100	0.6%	124,700	120,100
Transfer to 2016 G.O. Debt Service	3,120	-	-	-	-	-	N/A	-	453,020
Transfer to 2017A & B G.O. Debt Service	177,500	180,702	178,757	176,550	176,550	184,300	4.4%	181,750	179,200
Transfer to 2018 G.O. Debt Service	1,351,600	940,970	790,220	935,220	929,600	1,025,220	9.6%	962,970	569,700
Transfer to 2019 G.O. Debt Service	136,247	136,200	136,199	136,710	136,710	136,700	0.0%	136,710	136,710
Transfer to Prairie Stone Capital	-	-	-	50,000	-	-	N/A	-	-
Transfer to Capital Improvement Fund	-	194,470	2,649,254	1,570,000	1,809,900	920,000	-41.4%	1,035,000	417,000
Transfer to Capital V&E	-	1,434,147	1,824,942	3,274,880	5,159,710	1,990,270	-39.2%	2,243,570	2,031,070
Transfer to Road Improvement Fund	-	-	50,000	615,000	265,000	1,182,500	92.3%	1,357,900	107,500
Transfer to Capital Replacement Fund	5,000,000	2,500,000	-	-	-	-	N/A	-	-
Transfer to NOW Arena Operating	1,087,825	-	-	724,850	-	947,000	30.6%	1,367,200	1,573,050
Transfer to Information Technology Fund	84,690	59,326	1,224,627	1,630,880	1,377,670	1,492,470	-8.5%	625,640	795,920
Transfer to Stormwater Management	-	-	937,000	10,000	-	-	N/A	-	-
Transfer to Motor Fuel Tax Fund	-	-	2,252	-	-	-	N/A	-	-
Transfer to Stonington/Pembroke TIF	-	-	-	-	16,620	-	N/A	-	-
Transfer to 2024 G.O. Debt Service	-	-	-	-	188,240	385,030	N/A	385,030	385,030
Transfer to Municipal Waste	-	-	-	-	-	420,000	N/A	348,000	264,000
Sub-Total	7,962,568	5,566,367	7,914,530	9,247,390	10,183,300	8,807,590	-4.8%	8,768,470	7,032,300
<u>Cost Allocations</u>									
Water Fund Cost Allocation	(1,367,830)	(1,709,440)	(1,767,170)	(1,855,300)	(1,878,420)	(2,001,000)	7.9%	(2,061,030)	(2,122,870)
CDBG Fund Cost Allocation	(57,033)	(48,797)	(77,860)	(42,600)	(42,600)	(42,600)	0.0%	(42,600)	(42,600)
Sub-Total	(1,424,863)	(1,758,237)	(1,845,030)	(1,897,900)	(1,921,020)	(2,043,600)	7.7%	(2,103,630)	(2,165,470)
TOTAL - ALL OBJECTS	65,937,346	68,090,925	72,224,401	79,178,970	78,922,180	82,491,850	4.2%	84,711,760	85,921,010

Village of Hoffman Estates

2025 Annual Operating Budget

Revenues - Other Funds

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change
<u>SPECIAL REVENUE FUNDS</u>							
Motor Fuel Tax	3,235,870	3,254,503	2,397,275	2,259,720	2,377,840	2,392,840	5.9%
Asset Seizure	156,535	286,186	109,253	-	171,640	-	N/A
Municipal Waste System	2,998,593	3,126,122	3,194,255	3,274,990	3,283,750	3,851,980	17.6%
Roselle Road TIF	787,307	1,564,110	909,649	840,000	900,000	860,000	2.4%
Community Dev. Block Grant	298,843	383,239	452,675	367,600	317,600	157,600	-57.1%
Higgins/Hassell TIF	889,257	746,942	739,069	457,500	620,000	615,000	34.4%
Barrington/Higgins TIF	755,703	506,437	374,165	-	50,000	-	N/A
Lakewood Center TIF	8,201,755	14,064,747	6,312,035	555,000	575,000	570,000	2.7%
Higgins/Old Sutton TIF	72,399	43,869	11,318	2,528,180	4,000	2,528,120	0.0%
Stonington & Pembroke TIF	-	-	-	444,180	279,740	444,250	0.0%
<u>DEBT SERVICE FUNDS</u>							
2015B G.O. Debt Service	123,875	120,552	121,279	123,300	123,300	124,100	0.6%
2016 G.O. Debt Service	431,152	329,625	340,039	330,100	337,300	1,480,100	348.4%
2017A&B G.O. Debt Service	177,500	180,702	178,757	176,550	176,550	184,300	4.4%
2018 G.O. Refunding Debt Service	3,042,575	2,856,641	2,789,455	2,862,200	2,910,580	1,813,200	-36.7%
2019 G.O. Refunding Debt Service	136,247	136,200	136,199	136,710	136,710	136,700	0.0%
2024 G.O. Refunding Debt Service	-	-	-	-	188,240	385,030	N/A

Continued on the next page

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change
<u>CAPITAL PROJECT FUNDS</u>							
Capital Improvements Fund	1,632,951	1,930,659	4,225,000	5,870,000	6,435,400	3,215,000	-45.2%
Road Improvement Fund	6,032,888	6,331,879	6,939,431	7,243,750	6,348,900	15,399,600	112.6%
Capital Vehicle & Equipment Fund	2,758,324	1,852,522	2,173,715	5,909,220	6,076,140	4,495,270	-23.9%
Capital Replacement Fund	4,997,389	2,583,931	406,161	100,000	350,000	200,000	100.0%
Central Rd Corridor Improve. Fund	311	566	1,284	500	1,000	500	0.0%
Hoffman Blvd Bridge Maintenance	843	234	14,102	-	15,000	10,000	N/A
Western Corridor Fund	(19,193)	(66,969)	138,648	1,457,250	867,750	1,616,250	10.9%
Traffic Improvement Fund	251	-	-	-	-	-	N/A
Prairie Stone Capital Fund	78,973	11,932	38,311	2,550,000	335,000	3,950,000	54.9%
Western Area Traffic Improve. Fund	3,641	183	630	-	900	23,060	N/A
Central Area Impact Fee Fund	82	31	613,539	5,000	-	-	N/A
West. Area Rd. Impact Fee Fund	352	1,283	900,271	200	50,300	370,000	184900.0%
2019 Capital Project Fund	40	3,218	536,905	-	25,000	-	N/A
2024 Capital Project Fund	-	-	-	9,900,000	9,195,020	220,000	-97.8%
2025 Capital Project Fund	-	-	-	-	-	15,500,000	N/A
Stormwater Management Fund	553,576	853,404	1,535,720	2,580,000	3,210,000	3,120,000	20.9%
<u>ENTERPRISE FUNDS</u>							
Waterworks and Sewerage	22,518,970	25,756,024	22,827,692	25,381,960	25,742,660	24,846,520	-2.1%
NOW Arena Operating	3,914,688	3,456,265	3,846,568	3,929,200	3,616,750	4,566,350	16.2%
NOW Arena Activity	5,313,795	9,952,817	10,730,154	14,947,160	14,947,160	17,811,290	19.2%
2015 A & C G.O. Debt Service	7,853,599	2,452,792	3,778,278	3,830,080	3,850,640	3,823,080	-0.2%
<u>INTERNAL SERVICE FUND</u>							
Insurance	1,565,677	1,871,029	2,498,801	2,079,240	2,100,440	2,178,730	4.8%
Information Technology Fund	1,288,474	1,556,874	2,646,890	3,416,630	3,417,520	3,695,600	8.2%
<u>TRUST FUNDS</u>							
Police Pension	20,188,421	(4,118,624)	17,946,203	8,079,010	8,017,240	8,538,710	5.7%
Firefighters Pension	18,318,619	(11,004,034)	19,993,100	6,777,090	6,757,950	6,887,840	1.6%
TOTAL - OTHER FUNDS	118,310,281	71,025,889	119,856,827	118,412,320	113,813,020	136,011,020	14.9%

Village of Hoffman Estates

2025 Annual Operating Budget

Expenditures - Other Funds

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change
<u>SPECIAL REVENUE FUNDS</u>							
Motor Fuel Tax	3,407,201	3,000,920	2,603,516	2,325,000	2,620,000	3,317,500	42.7%
Asset Seizure	446,031	156,428	251,700	147,500	151,180	141,500	-4.1%
Municipal Waste System	2,846,564	3,153,529	3,412,137	3,242,390	3,362,290	3,687,900	13.7%
Roselle Road TIF	6,762	1,244,080	1,356,051	138,180	108,120	1,118,250	709.3%
Community Dev. Block Grant	309,278	383,239	401,911	367,600	317,600	157,600	-57.1%
Higgins/Hassell TIF	674,929	850,066	510,187	523,180	693,120	223,250	-57.3%
Barrington/Higgins TIF	401,549	75,624	149,682	291,500	2,500	294,130	0.9%
Lakewood Center TIF	7,750,281	14,058,796	6,188,329	289,180	88,120	244,250	-15.5%
Higgins/Old Sutton TIF	9,015	3,323	16,874	2,528,180	8,120	2,528,250	0.0%
Stonington & Pembroke TIF	-	-	16,620	444,180	263,120	444,250	0.0%
<u>DEBT SERVICE FUNDS</u>							
2015B G.O. Debt Service	123,875	120,552	121,279	123,300	123,300	124,100	0.6%
2016 G.O. Debt Service	437,175	330,075	330,079	330,100	330,100	1,480,100	348.4%
2017A&B G.O. Debt Service	177,500	180,702	178,757	176,550	176,550	184,300	4.4%
2018 G.O. Refunding Debt Service	2,863,175	2,861,927	2,861,679	2,862,200	2,862,200	1,813,200	-36.7%
2019 G.O. Refunding Debt Service	136,247	136,200	136,199	136,710	136,710	136,700	0.0%
2024 G.O. Refunding Debt Service	-	-	-	-	188,240	385,030	N/A

Continued on the next page

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Estimate	2025 Budget	Percent Change
<u>CAPITAL PROJECT FUNDS</u>							
Capital Improvements Fund	1,774,257	1,818,021	4,441,508	6,041,250	6,490,040	3,097,500	-48.7%
Road Improvement Fund	5,354,365	6,370,519	7,184,909	8,316,250	7,457,500	15,839,600	90.5%
Capital Vehicle & Equipment Fund	3,022,545	1,353,151	1,612,225	5,904,220	6,031,140	4,490,270	-23.9%
Capital Replacement Fund	700,000	-	-	2,000,000	300,000	5,360,000	N/A
Hoffman Blvd Bridge Maintenance	-	-	2,402	40,000	-	80,000	100.0%
Western Corridor Fund	284,331	98,001	15,000	1,427,250	767,750	1,566,250	9.7%
Prairie Stone Capital Fund	164,149	43,334	86,260	3,250,000	950,000	3,950,000	21.5%
West. Area Rd. Impact Fee Fund	162	189	319	200	300	1,300,300	650050.0%
2019 Capital Project Fund	34,397	-	-	-	780,000	-	N/A
2024 Capital Project Fund	-	-	-	9,900,000	1,152,030	8,259,400	-16.6%
2025 Capital Project Fund	-	-	-	-	-	1,550,000	N/A
Stormwater Management Fund	535,858	664,093	853,165	2,574,600	3,184,300	2,903,200	12.8%
<u>ENTERPRISE FUNDS</u>							
Waterworks and Sewerage	18,711,900	18,493,261	22,375,009	29,799,460	27,828,740	28,917,550	-3.0%
NOW Arena Operating	1,415,077	1,590,827	3,195,540	3,961,810	4,195,870	4,668,380	17.8%
NOW Arena Activity	5,064,422	10,072,447	10,788,817	14,947,160	14,947,160	17,811,290	19.2%
2015 A & C G.O. Debt Service	6,575,956	3,728,422	3,827,587	3,830,080	3,830,080	3,823,080	-0.2%
<u>INTERNAL SERVICE FUND</u>							
Insurance	2,093,529	929,395	1,685,546	2,157,470	2,158,590	2,362,160	9.5%
Information Technology Fund	1,381,858	1,293,162	2,392,794	3,366,330	3,337,540	4,055,630	20.5%
<u>TRUST FUNDS</u>							
Police Pension	7,870,994	8,573,025	8,880,911	9,097,960	9,502,310	9,774,700	7.4%
Firefighters Pension	7,319,911	7,520,479	7,856,671	8,044,670	8,232,660	8,638,010	7.4%
TOTAL - OTHER FUNDS	81,896,932	89,103,785	94,353,112	128,584,460	112,577,280	144,752,630	12.6%

Village of Hoffman Estates

2025 Annual Operating Budget

Projected Impact of Fiscal Year 2025

	12/31/2023 Fund Balance	2024 Estimated Revenues	2024 Estimated Expenses	Estimated Beginning Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Estimated Ending Fund Balance
General Fund	35,145,631	76,541,340	78,922,180	32,764,791	76,952,960	73,684,260	110,000	8,807,590	27,335,901
Municipal Waste System Subaccount	171,489	3,283,750	3,362,290	92,949	3,431,980	3,687,900	420,000	-	257,029
Special Revenue Funds									
Motor Fuel Tax	1,245,805	2,377,840	2,620,000	1,003,645	2,392,840	-	-	3,317,500	78,985
Community Dev. Block Grant	50,765	317,600	317,600	50,765	157,600	157,600	-	-	50,765
Asset Seizure	570,162	171,640	151,180	590,622	-	31,500	-	110,000	449,122
Roselle Rd TIF	2,302,137	900,000	108,120	3,094,017	860,000	1,118,250	-	-	2,835,767
Barrington/Higgins TIF	1,620,603	50,000	2,500	1,668,103	-	294,130	-	-	1,373,973
Higgins/Hassell TIF	352,280	620,000	693,120	279,160	615,000	223,250	-	-	670,910
Lakewood Center TIF	581,132	575,000	88,120	1,068,012	570,000	214,250	-	30,000	1,393,762
Higgins/Old Sutton TIF	98,374	4,000	8,120	94,254	2,528,120	2,528,250	-	-	94,124
Stonington & Pembroke TIF	(16,620)	279,740	263,120	-	444,250	444,250	-	-	-
Debt Service Funds									
2015B G.O. Debt Service	-	123,300	123,300	-	-	124,100	124,100	-	-
2016 G.O. Debt Service	(625)	337,300	330,100	6,575	1,480,100	1,480,100	-	-	6,575
2017A & B G.O. Debt Service	-	176,550	176,550	-	-	184,300	184,300	-	-
2018 G.O. Debt Service	(48,380)	2,910,580	2,862,200	-	787,980	1,813,200	1,025,220	-	-
2019 G.O. Debt Service	-	136,710	136,710	-	-	136,700	136,700	-	-
2024 G.O. Debt Service	-	188,240	188,240	-	-	385,030	385,030	-	-
Capital Project Funds									
Capital Improvements Fund	104,917	6,435,400	6,490,040	50,277	2,073,750	1,845,000	1,141,250	1,252,500	167,777
Road Improvement Fund	1,774,507	6,348,900	7,457,500	665,907	4,097,100	15,839,600	11,302,500	-	225,907
Capital Vehicle & Equipment Fund	1,515,231	6,076,140	6,031,140	1,560,231	2,505,000	4,490,270	1,990,270	-	1,565,231
Capital Replacement Fund	8,276,952	350,000	300,000	8,326,952	200,000	-	-	5,360,000	3,166,952
Central Rd Corridor Improve. Fund	57,556	1,000	-	58,556	500	-	-	-	59,056
Hoffman Blvd Bridge Maintenance	288,407	15,000	-	303,407	10,000	80,000	-	-	233,407
Western Corridor Fund	70,649	867,750	767,750	170,649	1,616,250	-	-	1,566,250	220,649
Traffic Improvement Fund	18,695	-	-	18,695	-	-	-	-	18,695
Prairie Stone Capital Fund	727,587	335,000	950,000	112,587	500,000	3,950,000	3,450,000	-	112,587
Western Area Traffic Improve. Fund	1,048	900	-	1,948	23,060	-	-	25,000	8
Central Area Impact Fee Fund	-	-	-	-	-	-	-	-	-
West. Area Rd. Impact Fee Fund	901,379	50,300	300	951,379	370,000	300	-	1,300,000	21,079
2019 Capital Project Fund	875,397	25,000	780,000	120,397	-	-	-	-	120,397
2024 Capital Project Fund	-	9,195,020	1,152,030	8,042,990	220,000	8,259,400	-	-	3,590
2025 Capital Project Fund	-	-	-	-	15,500,000	1,550,000	-	-	13,950,000
Stormwater Management Fund	1,293,553	3,210,000	3,184,300	1,319,253	3,120,000	2,903,200	-	-	1,536,053
Enterprise Funds (unrestricted only)									
Water & Sewer Fund	15,569,273	25,742,660	27,828,740	13,483,193	24,846,520	27,977,550	-	940,000	9,412,163
NOW Arena Operating Fund	3,491,072	3,616,750	4,195,870	2,911,952	3,619,350	1,016,340	947,000	3,652,040	2,809,922
NOW Arena Activity	-	14,947,160	14,947,160	-	17,212,330	17,811,290	598,960	-	-
2015A & C G.O. Debt Service	627,705	3,850,640	3,830,080	648,265	770,000	3,823,080	3,053,080	-	648,265
Internal Service Funds (unrestricted only)									
Insurance	2,599,872	2,100,440	2,158,590	2,541,722	2,178,730	2,362,160	-	-	2,358,292
Information Technology	668,680	3,417,520	3,337,540	748,660	2,203,130	4,055,630	1,492,470	-	388,630
Trust & Agency Funds									
Police Pension	93,796,588	8,017,240	9,502,310	92,311,518	8,538,710	9,774,700	-	-	91,075,528
Firefighters Pension	110,378,666	6,757,950	8,232,660	108,903,956	6,887,840	8,638,010	-	-	107,153,786
Total Revenues & Expenditures		190,354,360	191,499,460		\$186,713,100	200,883,600	\$26,360,880	\$26,360,880	



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
President's Salary	39,750	42,600	39,900	53,300	-	53,300	25.1%	55,170	57,100
Trustee's Salaries	91,950	111,600	89,850	120,900	-	120,900	8.3%	125,130	129,510
Liquor Comm. Salary	18,300	18,600	18,600	18,600	-	18,600	0.0%	19,250	19,920
Full-time Wages	2,661,982	2,985,920	3,058,410	3,259,920	-	3,259,920	9.2%	3,374,020	3,492,100
Part-time Wages	170,910	251,600	133,490	199,610	-	199,610	-20.7%	206,600	213,830
Overtime Wages	5,023	3,710	5,410	6,310	-	6,310	70.1%	6,500	6,690
Total Salaries and Wages	2,987,915	3,414,030	3,345,660	3,658,640	-	3,658,640	7.2%	3,786,670	3,919,150
FTE - Full Time	26.38	27.20	27.20	28.20	-	28.20	3.7%	28.20	28.20
FTE - Part Time	4.43	4.43	4.43	3.63	-	3.63	-18.1%	3.63	3.63
<u>Employee Benefits</u>									
Health Insurance	705,471	684,440	673,940	661,610	-	661,610	-3.3%	727,780	800,570
Life Insurance	2,037	1,610	1,580	1,630	-	1,630	1.2%	1,670	1,710
Social Security Expense	167,847	211,670	207,430	226,830	-	226,830	7.2%	234,790	243,000
Medicare Expense	42,108	49,510	48,500	53,050	-	53,050	7.2%	54,910	56,830
IMRF Expense	250,386	295,550	291,140	315,190	-	315,190	6.6%	326,240	337,670
Tuition Reimbursement	14,772	22,000	28,000	29,000	-	29,000	31.8%	30,020	31,070
Total Employee Benefits	1,182,622	1,264,780	1,250,590	1,287,310	-	1,287,310	1.8%	1,375,410	1,470,850
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	54,975	67,520	50,120	128,050	-	128,050	89.6%	131,860	135,780
Dues and Memberships	9,803	14,100	13,260	13,450	-	13,450	-4.6%	13,840	14,260
Uniforms	1,133	1,400	1,400	1,400	-	1,400	0.0%	1,430	1,460
Total Misc. Employee Exp.	65,911	83,020	64,780	142,900	-	142,900	72.1%	147,130	151,500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Commodities</u>									
Postage	59,173	58,600	61,300	62,000	-	62,000	5.8%	63,860	65,780
Office Supplies	10,286	8,300	8,540	8,600	-	8,600	3.6%	8,870	9,140
Printing and Binding	38,156	47,780	46,450	49,510	-	49,510	3.6%	51,000	52,540
Periodicals & Publications	9,205	10,440	9,940	5,940	-	5,940	-43.1%	6,110	6,300
Awards	13,101	12,460	12,460	12,460	-	12,460	0.0%	12,830	13,210
Small Tools & Equipment	1,033	1,500	1,500	1,500	-	1,500	0.0%	1,530	1,560
Other Supplies	43,759	30,410	29,880	31,490	-	31,490	3.6%	32,430	33,380
Photocopy Expense	6,779	5,600	4,040	5,000	-	5,000	-10.7%	5,140	5,280
Total Commodities	181,491	175,090	174,110	176,500	-	176,500	0.8%	181,770	187,190
<u>Contractual Services</u>									
Telephone Expense	13,468	13,950	14,550	14,550	-	14,550	4.3%	14,990	15,440
Association Dues	45,075	45,310	45,330	45,330	-	45,330	0.0%	46,690	48,090
Auditing Fees	88,252	51,000	42,100	44,210	-	44,210	-13.3%	45,540	46,910
Professional Services	218,814	309,520	282,800	299,470	-	299,470	-3.2%	220,550	226,780
Maintenance, Equipment	19,232	24,760	24,640	25,360	-	25,360	2.4%	26,020	26,690
Other Contractual Services	257,873	232,470	252,440	264,450	-	264,450	13.8%	272,380	280,550
Employee Safety Programs	2,582	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
Advertising and Publishing	3,831	7,000	7,000	7,000	-	7,000	0.0%	7,210	7,420
Westlaw Lease	9,504	9,120	9,300	9,800	-	9,800	7.5%	10,090	10,390
Filing Fees	2,494	2,430	2,830	2,930	-	2,930	20.6%	3,020	3,110
Workers Comp Insurance	3,250	6,040	6,070	6,300	-	6,300	4.3%	6,490	6,690
IT User Charges	275,530	337,560	475,230	485,910	-	485,910	43.9%	504,580	524,090
Outside Legal Fees	79,609	185,000	322,090	185,000	-	185,000	0.0%	190,550	196,270
Employee Wellness Program	31,362	53,800	35,150	56,300	-	56,300	4.6%	57,990	59,730
Employee Training	571	28,600	10,680	28,680	-	28,680	0.3%	29,540	30,430
Employee Physicals	8,392	8,000	11,200	11,200	-	11,200	40.0%	11,540	11,890
Pre-Employment Exams	2,546	3,230	3,230	3,230	-	3,230	0.0%	3,330	3,430
Total Contractual Services	1,062,384	1,321,290	1,548,140	1,493,220	-	1,493,220	13.0%	1,454,120	1,501,630
TOTAL OPERATING EXP.	5,480,322	6,258,210	6,383,280	6,758,570	-	6,758,570	8.0%	6,945,100	7,230,320



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Capital Outlay</u>									
Department Equipment	20,926	8,900	9,610	-	-	-	N/A	-	-
Other Furniture & Equipment	-	100	100	100	-	100	0.0%	100	100
Total Capital Outlay	20,926	9,000	9,710	100	-	100	-98.9%	100	100
<u>Cost Allocation</u>									
Water Cost Allocation	(946,940)	(1,022,340)	(1,058,450)	(1,108,060)	-	(1,108,060)	8.4%	(1,141,310)	(1,175,560)
Total Cost Allocation	(946,940)	(1,022,340)	(1,058,450)	(1,108,060)	-	(1,108,060)	8.4%	(1,141,310)	(1,175,560)
TOTAL EXPENDITURES	4,554,308	5,244,870	5,334,540	5,650,610	-	5,650,610	7.7%	5,803,890	6,054,860



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Legislative
11

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4101 - President's Salary	39,750	42,600	39,900	53,300	-	53,300	25.1%	55,170	57,100
4102 - Trustees' Salaries	91,950	111,600	89,850	120,900	-	120,900	8.3%	125,130	129,510
4103 - Liquor Comm. Salary	18,300	18,600	18,600	18,600	-	18,600	0.0%	19,250	19,920
4104 - Full-time Wages	95,037	103,050	100,960	108,260	-	108,260	5.1%	112,050	115,970
4105 - Part-time Wages	3,933	6,500	4,710	6,500	-	6,500	0.0%	6,730	6,970
Total Salaries and Wages	248,969	282,350	254,020	307,560	-	307,560	8.9%	318,330	329,470
FTE - Full Time	1.00	1.00	1.00	1.00	-	1.00	0.0%	1.00	1.00
FTE - Part Time	0.05	0.05	0.05	0.05	-	0.05	0.0%	0.05	0.05
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	26,930	26,730	26,310	28,910	-	28,910	8.2%	31,800	34,980
4202 - Life Insurance	30	20	20	20	-	20	0.0%	20	20
4203 - Social Security Expense	15,168	17,510	15,750	19,070	-	19,070	8.9%	19,740	20,430
4204 - Medicare Expense	3,547	4,090	3,680	4,460	-	4,460	9.0%	4,620	4,780
4205 - IMRF Expense	12,990	14,340	13,550	15,680	-	15,680	9.3%	16,230	16,800
Total Employee Benefits	58,666	62,690	59,310	68,140	-	68,140	8.7%	72,410	77,010
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	21,778	20,820	9,740	21,330	-	21,330	2.4%	21,970	22,630
Total Misc. Employee Exp.	21,778	20,820	9,740	21,330	-	21,330	2.4%	21,970	22,630
<u>23 - Commodities</u>									
4402 - Office Supplies	241	500	500	500	-	500	0.0%	520	540
4403 - Printing and Binding	110	500	2,440	500	-	500	0.0%	520	540
4404 - Periodicals & Publications	1,826	1,460	1,460	1,460	-	1,460	0.0%	1,500	1,550
4414 - Other Supplies	29,441	17,880	15,680	17,880	-	17,880	0.0%	18,420	18,970
4416 - Photocopy Expense	33	50	50	50	-	50	0.0%	50	50
Total Commodities	31,651	20,390	20,130	20,390	-	20,390	0.0%	21,010	21,650



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Legislative
11

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	7,132	7,170	7,170	7,170	-	7,170	0.0%	7,390	7,610
4504 - Association Dues	45,075	45,310	45,330	45,330	-	45,330	0.0%	46,690	48,090
4507 - Professional Services	4,500	60,000	60,000	60,000	-	60,000	0.0%	61,800	63,650
4542 - Other Contractual Services	69	8,150	10,840	10,650	-	10,650	30.7%	10,970	11,300
4553 - Workers Comp Insurance	180	340	340	340	-	340	0.0%	350	360
Total Contractual Services	56,957	120,970	123,680	123,490	-	123,490	2.1%	127,200	131,010
TOTAL OPERATING EXP.	418,021	507,220	466,880	540,910	-	540,910	6.6%	560,920	581,770
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(49,110)	(53,360)	(43,150)	(49,990)	-	(49,990)	6.3%	(51,490)	(53,030)
Total Cost Allocation	(49,110)	(53,360)	(43,150)	(49,990)	-	(49,990)	6.3%	(51,490)	(53,030)
TOTAL EXPENDITURES	368,911	453,860	423,730	490,920	-	490,920	8.2%	509,430	528,740



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	697,333	848,170	861,540	890,700	-	890,700	5.0%	921,870	954,140
4105 - Part-time Wages	13,470	56,420	17,010	57,990	-	57,990	2.8%	60,020	62,120
Total Salaries and Wages	710,803	904,590	878,550	948,690	-	948,690	4.9%	981,890	1,016,260
FTE - Full Time	4.18	5.00	5.00	5.00	-	5.00	0.0%	5.00	5.00
FTE - Part Time	1.35	1.35	1.35	1.35	-	1.35	0.0%	1.35	1.35
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	117,326	133,620	131,530	107,050	-	107,050	-19.9%	117,760	129,540
4202 - Life Insurance	959	750	750	780	-	780	4.0%	800	820
4203 - Social Security Expense	33,423	56,080	54,470	58,820	-	58,820	4.9%	60,880	63,010
4204 - Medicare Expense	10,025	13,120	12,740	13,760	-	13,760	4.9%	14,240	14,740
4205 - IMRF Expense	62,069	82,590	78,980	86,050	-	86,050	4.2%	89,060	92,180
Total Employee Benefits	223,801	286,160	278,470	266,460	-	266,460	-6.9%	282,740	300,290
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	17,473	21,120	17,840	21,420	-	21,420	1.4%	22,060	22,720
4303 - Dues and Memberships	4,746	6,990	6,270	6,330	-	6,330	-9.4%	6,520	6,720
Total Misc. Employee Exp.	22,219	28,110	24,110	27,750	-	27,750	-1.3%	28,580	29,440
<u>23 - Commodities</u>									
4402 - Office Supplies	4,168	1,200	1,200	1,200	-	1,200	0.0%	1,240	1,280
4403 - Printing and Binding	221	200	200	200	-	200	0.0%	210	220
4404 - Periodicals & Publications	1,201	930	1,730	1,730	-	1,730	86.0%	1,780	1,830
4414 - Other Supplies	406	500	1,500	500	-	500	0.0%	520	540
4416 - Photocopy Expense	1,424	700	860	800	-	800	14.3%	820	840
Total Commodities	7,421	3,530	5,490	4,430	-	4,430	25.5%	4,570	4,710



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,641	1,680	2,400	2,400	-	2,400	42.9%	2,470	2,540
4507 - Professional Services	116,284	65,000	83,500	85,000	-	85,000	30.8%	-	-
4542 - Other Contractual Services	68,960	25,800	43,600	25,800	-	25,800	0.0%	26,570	27,370
4553 - Workers Comp Insurance	630	1,110	1,170	1,200	-	1,200	8.1%	1,240	1,280
4583 - IT User Charges	159,200	198,090	290,800	297,330	-	297,330	50.1%	308,760	320,700
Total Contractual Services	346,714	291,680	421,470	411,730	-	411,730	41.2%	339,040	351,890
TOTAL OPERATING EXP.	1,310,957	1,514,070	1,608,090	1,659,060	-	1,659,060	9.6%	1,636,820	1,702,590
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(269,420)	(302,810)	(321,610)	(331,230)	-	(331,230)	9.4%	(341,170)	(351,410)
Total Cost Allocation	(269,420)	(302,810)	(321,610)	(331,230)	-	(331,230)	9.4%	(341,170)	(351,410)
TOTAL EXPENDITURES	1,041,537	1,211,260	1,286,480	1,327,830	-	1,327,830	9.6%	1,295,650	1,351,180



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Legal
13

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	111,626	129,750	122,540	130,820	-	130,820	0.8%	135,400	140,140
4105 - Part-time Wages	19,806	36,900	22,280	38,080	-	38,080	3.2%	39,410	40,790
Total Salaries and Wages	131,432	166,650	144,820	168,900	-	168,900	1.4%	174,810	180,930
FTE Full Time	0.80	0.80	0.80	0.80	-	0.80	0.0%	0.80	0.80
FTE Part Time	0.59	0.59	0.59	0.59	-	0.59	0.0%	0.59	0.59
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	21,540	21,380	21,050	21,410	-	21,410	0.1%	23,550	25,910
4202 - Life Insurance	60	50	50	50	-	50	0.0%	50	50
4203 - Social Security Expense	7,776	10,330	8,980	10,470	-	10,470	1.4%	10,840	11,220
4204 - Medicare Expense	1,818	2,420	2,100	2,450	-	2,450	1.2%	2,530	2,620
4205 - IMRF Expense	8,541	11,850	10,970	11,870	-	11,870	0.2%	12,290	12,720
Total Employee Benefits	39,735	46,030	43,150	46,250	-	46,250	0.5%	49,260	52,520
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	-	1,750	1,500	1,750	-	1,750	0.0%	1,800	1,850
4303 - Dues and Memberships	872	550	620	620	-	620	12.7%	640	660
Total Misc. Employee Exp.	872	2,300	2,120	2,370	-	2,370	3.0%	2,440	2,510
<u>23 - Commodities</u>									
4404 - Periodicals & Publications	5,224	7,750	6,450	2,450	-	2,450	-68.4%	2,520	2,600
4416 - Photocopy Expense	-	100	100	100	-	100	0.0%	100	100
Total Commodities	5,224	7,850	6,550	2,550	-	2,550	-67.5%	2,620	2,700



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Legal
13

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	-	-	-	-	-	-	N/A	-	-
4542 - Other Contractual Services	182,750	190,000	190,000	190,000	-	190,000	0.0%	195,700	201,570
4547 - Westlaw Service	9,504	9,120	9,300	9,800	-	9,800	7.5%	10,090	10,390
4548 - Filing Fees	391	500	900	1,000	-	1,000	100.0%	1,030	1,060
4553 - Workers Comp Insurance	220	410	410	430	-	430	4.9%	440	450
4567 - Outside Legal Fees	79,609	185,000	322,090	185,000	-	185,000	0.0%	190,550	196,270
Total Contractual Services	272,474	385,030	522,700	386,230	-	386,230	0.3%	397,810	409,740
TOTAL OPERATING EXP.	449,737	607,860	719,340	606,300	-	606,300	-0.3%	626,940	648,400
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(67,500)	(91,170)	(107,910)	(90,940)	-	(90,940)	-0.3%	(93,670)	(96,480)
Total Cost Allocation	(67,500)	(91,170)	(107,910)	(90,940)	-	(90,940)	-0.3%	(93,670)	(96,480)
TOTAL EXPENDITURES	382,237	516,690	611,430	515,360	-	515,360	-0.3%	533,270	551,920



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Finance
14

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	1,003,922	1,086,230	1,088,790	1,164,750	-	1,164,750	7.2%	1,205,520	1,247,710
4105 - Part-time Wages	19,425	20,570	20,370	21,660	-	21,660	5.3%	22,420	23,200
4106 - Overtime Wages	2,221	2,400	4,000	4,000	-	4,000	66.7%	4,120	4,240
Total Salaries and Wages	1,025,568	1,109,200	1,113,160	1,190,410	-	1,190,410	7.3%	1,232,060	1,275,150
FTE - Full Time	12.00	12.00	12.00	12.00	-	12.00	0.0%	12.00	12.00
FTE - Part Time	0.44	0.44	0.44	0.44	-	0.44	0.0%	0.44	0.44
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	314,908	299,460	294,880	299,850	-	299,850	0.1%	329,840	362,820
4202 - Life Insurance	539	400	370	380	-	380	-5.0%	390	400
4203 - Social Security Expense	59,591	68,770	69,020	73,810	-	73,810	7.3%	76,390	79,060
4204 - Medicare Expense	14,431	16,080	16,140	17,260	-	17,260	7.3%	17,860	18,490
4205 - IMRF Expense	90,318	101,270	101,430	107,970	-	107,970	6.6%	111,750	115,660
Total Employee Benefits	479,788	485,980	481,840	499,270	-	499,270	2.7%	536,230	576,430
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	4,553	7,100	4,900	10,050	-	10,050	41.5%	10,350	10,660
4303 - Dues and Memberships	1,305	3,140	3,040	2,820	-	2,820	-10.2%	2,900	2,990
Total Misc. Employee Exp.	5,858	10,240	7,940	12,870	-	12,870	25.7%	13,250	13,650
<u>23 - Commodities</u>									
4401 - Postage	34,573	34,000	34,000	34,000	-	34,000	0.0%	35,020	36,070
4402 - Office Supplies	3,837	4,000	4,000	4,000	-	4,000	0.0%	4,120	4,240
4403 - Printing and Binding	2,473	2,610	2,760	2,760	-	2,760	5.7%	2,840	2,930
4414 - Other Supplies	2,359	3,450	3,250	3,250	-	3,250	-5.8%	3,350	3,450
4416 - Photocopy Expense	2,658	3,000	1,130	2,000	-	2,000	-33.3%	2,060	2,120
Total Commodities	45,899	47,060	45,140	46,010	-	46,010	-2.2%	47,390	48,810



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Finance
14

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,641	1,800	1,800	1,800	-	1,800	0.0%	1,850	1,910
4505 - Auditing Fees	88,252	51,000	42,100	44,210	-	44,210	-13.3%	45,540	46,910
4507 - Professional Services	16,115	17,330	18,110	17,610	-	17,610	1.6%	18,140	18,680
4510 - Maintenance of Equipment	6,516	4,510	4,510	4,510	-	4,510	0.0%	4,650	4,790
4542 - Other Contractual Services	5,514	8,190	7,590	37,590	-	37,590	359.0%	38,720	39,880
4553 - Workers Comp Insurance	920	1,730	1,730	1,790	-	1,790	3.5%	1,840	1,900
4583 - IT User Charges	68,450	86,820	113,170	115,710	-	115,710	33.3%	120,160	124,810
Total Contractual Services	187,407	171,380	189,010	223,220	-	223,220	30.2%	230,900	238,880
 TOTAL OPERATING EXP.	 1,744,519	 1,823,860	 1,837,090	 1,971,780	 -	 1,971,780	 8.1%	 2,059,830	 2,152,920
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(445,980)	(452,190)	(477,600)	(516,990)	-	(516,990)	14.3%	(532,500)	(548,480)
Total Cost Allocation	(445,980)	(452,190)	(477,600)	(516,990)	-	(516,990)	14.3%	(532,500)	(548,480)
 TOTAL EXPENDITURES	 1,298,539	 1,371,670	 1,359,490	 1,454,790	 -	 1,454,790	 6.1%	 1,527,330	 1,604,440



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Village Clerk
15

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	161,837	181,200	178,480	190,020	-	190,020	4.9%	196,670	203,550
4105 - Part-time Wages	764	1,140	-	-	-	-	N/A	-	-
4106 - Overtime Wages	924	-	300	1,000	-	1,000	N/A	1,030	1,060
Total Salaries and Wages	163,525	182,340	178,780	191,020	-	191,020	4.8%	197,700	204,610
FTE Full Time	3.00	3.00	3.00	3.00	-	3.00	0.0%	3.00	3.00
FTE Part Time	-	-	-	-	-	-	N/A	-	-
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	84,737	58,940	58,110	56,700	-	56,700	-3.8%	62,370	68,610
4202 - Life Insurance	60	60	60	60	-	60	0.0%	60	60
4203 - Social Security Expense	10,075	11,310	11,080	11,840	-	11,840	4.7%	12,260	12,690
4204 - Medicare Expense	2,356	2,650	2,590	2,770	-	2,770	4.5%	2,870	2,970
4205 - IMRF Expense	14,497	16,650	16,310	17,330	-	17,330	4.1%	17,940	18,570
Total Employee Benefits	111,725	89,610	88,150	88,700	-	88,700	-1.0%	95,500	102,900
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	499	2,030	2,550	2,550	-	2,550	25.6%	2,630	2,710
4303 - Dues and Memberships	643	650	820	820	-	820	26.2%	840	870
Total Misc. Employee Exp.	1,142	2,680	3,370	3,370	-	3,370	25.7%	3,470	3,580
<u>23 - Commodities</u>									
4402 - Office Supplies	1,147	1,750	1,750	1,750	-	1,750	0.0%	1,800	1,850
4403 - Printing and Binding	1,506	2,880	2,400	2,400	-	2,400	-16.7%	2,470	2,540
4404 - Periodicals & Publications	954	300	300	300	-	300	0.0%	310	320
4414 - Other Supplies	54	80	80	80	-	80	0.0%	80	80
4416 - Photocopy Expense	2,205	1,250	1,120	1,250	-	1,250	0.0%	1,290	1,330
Total Commodities	5,867	6,260	5,650	5,780	-	5,780	-7.7%	5,950	6,120



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Village Clerk
15

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
EXPENSE SUMMARY:									
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	517	540	540	540	-	540	0.0%	560	580
4546 - Advertising and Publishing	1,746	2,000	2,000	2,000	-	2,000	0.0%	2,060	2,120
4548 - Filing Fees	2,103	1,930	1,930	1,930	-	1,930	0.0%	1,990	2,050
4553 - Workers Comp Insurance	110	210	210	210	-	210	0.0%	220	230
4583 - IT User Charges	8,930	10,970	26,870	27,470	-	27,470	150.4%	28,520	29,620
Total Contractual Services	13,407	15,650	31,550	32,150	-	32,150	105.4%	33,350	34,600
TOTAL OPERATING EXP.	295,666	296,540	307,500	321,020	-	321,020	8.3%	335,970	351,810
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	-	100	100	100	-	100	0.0%	100	100
Total Capital Outlay	-	100	100	100	-	100	0.0%	100	100
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(32,060)	(31,200)	(28,420)	(29,670)	-	(29,670)	-4.9%	(30,560)	(31,480)
Total Cost Allocation	(32,060)	(31,200)	(28,420)	(29,670)	-	(29,670)	-4.9%	(30,560)	(31,480)
TOTAL EXPENDITURES	263,606	265,440	279,180	291,450	-	291,450	9.8%	305,510	320,430



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Human Resources
Management (16)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	396,057	430,910	495,560	551,950	-	551,950	28.1%	571,270	591,260
4105 - Part-time Wages	52,485	58,010	7,370	-	-	-	N/A	-	-
4106 - Overtime Wages	103	-	50	-	-	-	N/A	-	-
Total Salaries and Wages	448,645	488,920	502,980	551,950	-	551,950	12.9%	571,270	591,260
FTE - Full Time	3.40	3.40	3.40	4.40	-	4.40	29.4%	4.40	4.40
FTE - Part Time	0.80	0.80	0.80	-	-	-	N/A	-	-
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	86,170	90,860	89,440	94,170	-	94,170	3.6%	103,590	113,950
4202 - Life Insurance	230	210	220	220	-	220	4.8%	230	240
4203 - Social Security Expense	26,248	30,310	31,180	34,220	-	34,220	12.9%	35,420	36,660
4204 - Medicare Expense	6,290	7,090	7,290	8,000	-	8,000	12.8%	8,280	8,570
4205 - IMRF Expense	39,512	44,490	45,720	50,160	-	50,160	12.7%	51,920	53,740
4212 - Tuition Reimbursement	14,772	22,000	28,000	29,000	-	29,000	31.8%	30,020	31,070
Total Employee Benefits	173,222	194,960	201,850	215,770	-	215,770	10.7%	229,460	244,230
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	7,973	7,600	9,250	67,750	-	67,750	791.4%	69,780	71,870
4303 - Dues and Memberships	658	710	800	800	-	800	12.7%	820	840
4304 - Uniforms	127	150	150	150	-	150	0.0%	150	150
Total Misc. Employee Exp.	8,757	8,460	10,200	68,700	-	68,700	712.1%	70,750	72,860



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Human Resources
Management (16)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>23 - Commodities</u>									
4402 - Office Supplies	893	750	900	900	-	900	20.0%	930	960
4403 - Printing and Binding	481	440	500	500	-	500	13.6%	520	540
4405 - Awards	13,101	12,460	12,460	12,460	-	12,460	0.0%	12,830	13,210
4414 - Other Supplies	6,593	3,900	5,000	5,180	-	5,180	32.8%	5,340	5,500
4416 - Photocopy Expense	459	500	780	800	-	800	60.0%	820	840
Total Commodities	21,526	18,050	19,640	19,840	-	19,840	9.9%	20,440	21,050
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,210	1,080	1,560	1,560	-	1,560	44.4%	1,610	1,660
4507 - Professional Services	15,421	14,250	12,690	13,020	-	13,020	-8.6%	13,410	13,810
4510 - Maintenance of Equipment	-	500	-	500	-	500	0.0%	520	540
4545 - Employee Safety Programs	2,582	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
4546 - Advertising and Publishing	2,085	5,000	5,000	5,000	-	5,000	0.0%	5,150	5,300
4553 - Workers Comp Insurance	400	760	760	790	-	790	3.9%	810	830
4564 - Employee Wellness Program	31,362	53,800	35,150	56,300	-	56,300	4.6%	57,990	59,730
4568 - Employee Training	571	28,600	10,680	28,680	-	28,680	0.3%	29,540	30,430
4579 - Employee Physicals	8,392	8,000	11,200	11,200	-	11,200	40.0%	11,540	11,890
4580 - Pre-employment Exams	2,546	3,230	3,230	3,230	-	3,230	0.0%	3,330	3,430
4583 - IT User Charges	38,950	41,680	44,390	45,400	-	45,400	8.9%	47,140	48,960
Total Contractual Services	103,519	160,400	128,160	169,180	-	169,180	5.5%	174,650	180,300
TOTAL OPERATING EXP.	755,669	870,790	862,830	1,025,440	-	1,025,440	17.8%	1,066,570	1,109,700
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(82,870)	(91,610)	(79,760)	(89,240)	-	(89,240)	-2.6%	(91,920)	(94,680)
Total Cost Allocation	(82,870)	(91,610)	(79,760)	(89,240)	-	(89,240)	-2.6%	(91,920)	(94,680)
TOTAL EXPENDITURES	672,799	779,180	783,070	936,200	-	936,200	20.2%	974,650	1,015,020



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Communications
25

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	196,171	206,610	210,540	223,420	-	223,420	8.1%	231,240	239,330
4105 - Part-time Wages	21,168	29,230	22,270	30,570	-	30,570	4.6%	31,640	32,750
4106 - Overtime Wages	1,186	1,060	1,060	1,060	-	1,060	0.0%	1,090	1,120
Total Salaries and Wages	218,525	236,900	233,870	255,050	-	255,050	7.7%	263,970	273,200
FTE - Full Time	2.00	2.00	2.00	2.00	-	2.00	0.0%	2.00	2.00
FTE - Part Time	0.70	0.70	0.70	0.70	-	0.70	0.0%	0.70	0.70
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	53,860	53,450	52,620	53,520	-	53,520	0.1%	58,870	64,760
4202 - Life Insurance	160	120	110	120	-	120	0.0%	120	120
4203 - Social Security Expense	13,112	14,690	14,500	15,810	-	15,810	7.6%	16,370	16,940
4204 - Medicare Expense	3,066	3,440	3,390	3,700	-	3,700	7.6%	3,830	3,960
4205 - IMRF Expense	19,243	20,910	21,020	22,500	-	22,500	7.6%	23,290	24,110
Total Employee Benefits	89,441	92,610	91,640	95,650	-	95,650	3.3%	102,480	109,890
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,925	4,100	2,060	200	-	200	-95.1%	210	220
4303 - Dues and Memberships	1,515	1,680	1,330	1,680	-	1,680	0.0%	1,730	1,780
Total Misc. Employee Exp.	3,440	5,780	3,390	1,880	-	1,880	-67.5%	1,940	2,000
<u>23 - Commodities</u>									
4401 - Postage	24,600	24,600	27,300	28,000	-	28,000	13.8%	28,840	29,710
4402 - Office Supplies	-	100	190	250	-	250	150.0%	260	270
4403 - Printing & Binding	33,365	41,150	38,150	43,150	-	43,150	4.9%	44,440	45,770
4414 - Other Supplies	3,680	2,500	2,270	2,500	-	2,500	0.0%	2,580	2,660
Total Commodities	61,645	68,350	67,910	73,900	-	73,900	8.1%	76,120	78,410



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Communications
25

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
EXPENSE SUMMARY:									
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	810	1,140	540	540	-	540	-52.6%	560	580
4507 - Professional Services	39,780	122,440	77,200	87,840	-	87,840	-28.3%	90,480	93,190
4510 - Maintenance of Equipment	3,365	9,000	9,100	9,100	-	9,100	1.1%	9,370	9,650
4542 - Other Contractual Services	-	-	-	-	-	-	N/A	-	-
4553 - Worker's Comp Insurance	140	260	260	310	-	310	19.2%	320	330
Total Contractual Services	44,095	132,840	87,100	97,790	-	97,790	-26.4%	100,730	103,750
 TOTAL OPERATING EXP.	 417,146	 536,480	 483,910	 524,270	 -	 524,270	 -2.3%	 545,240	 567,250
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	20,926	8,900	9,610	-	-	-	N/A	-	-
Total Capital Outlay	20,926	8,900	9,610	-	-	-	N/A	-	-
 TOTAL EXPENDITURES	 438,071	 545,380	 493,520	 524,270	 -	 524,270	 -3.9%	 545,240	 567,250



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Emergency Operations
71

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4105 - Part-time Wages	39,859	42,830	39,480	44,810	-	44,810	4.6%	46,380	48,000
4106 - Overtime Wages	589	250	-	250	-	250	0.0%	260	270
Total Salaries and Wages	40,448	43,080	39,480	45,060	-	45,060	4.6%	46,640	48,270
FTE - Part Time	0.50	0.50	0.50	0.50	-	0.50	0.0%	0.50	0.50
<u>21 - Employee Benefits</u>									
4203 - Social Security Expense	2,455	2,670	2,450	2,790	-	2,790	4.5%	2,890	2,990
4204 - Medicare Expense	574	620	570	650	-	650	4.8%	680	700
4205 - IMRF Expense	3,215	3,450	3,160	3,630	-	3,630	5.2%	3,760	3,890
Total Employee Benefits	6,244	6,740	6,180	7,070	-	7,070	4.9%	7,330	7,580
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	774	3,000	2,280	3,000	-	3,000	0.0%	3,060	3,120
4303 - Dues & Membership	65	380	380	380	-	380	0.0%	390	400
4304 - Uniforms	1,006	1,250	1,250	1,250	-	1,250	0.0%	1,280	1,310
Total Misc. Employee Exp.	1,845	4,630	3,910	4,630	-	4,630	0.0%	4,730	4,830
<u>23 - Commodities</u>									
4408 - Small Tools & Equipment	1,033	1,500	1,500	1,500	-	1,500	0.0%	1,530	1,560
4414 - Other Supplies	1,225	2,100	2,100	2,100	-	2,100	0.0%	2,140	2,180
Total Commodities	2,258	3,600	3,600	3,600	-	3,600	0.0%	3,670	3,740



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: General Government
10

Division: Emergency Operations
71

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
EXPENSE SUMMARY:									
24 - Contractual Services									
4501 - Telephone Expense	517	540	540	540	-	540	0.0%	550	560
4507 - Professional Services	26,713	30,500	31,300	36,000	-	36,000	18.0%	36,720	37,450
4510 - Maintenance, Equipment	9,351	10,750	11,030	11,250	-	11,250	4.7%	11,480	11,710
4542 - Other Contractual Services	580	330	410	410	-	410	24.2%	420	430
4553 - Workers Comp Insurance	650	1,220	1,190	1,230	-	1,230	0.8%	1,270	1,310
Total Contractual Services	37,812	43,340	44,470	49,430	-	49,430	14.1%	50,440	51,460
TOTAL OPERATING EXP.	88,607	101,390	97,640	109,790	-	109,790	8.3%	112,810	115,880
TOTAL EXPENDITURES	88,607	101,390	97,640	109,790	-	109,790	8.3%	112,810	115,880



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	9,909,974	10,630,990	10,478,490	11,252,620	-	11,252,620	5.8%	11,643,510	12,047,980
Part-time Wages	79,251	88,820	70,990	23,730	-	23,730	-73.3%	24,560	25,420
Overtime Wages	458,659	261,450	277,250	272,850	-	272,850	4.4%	281,030	289,460
Overtime COVID	-	-	-	-	-	-	N/A	-	-
Court Time Wages	103,277	105,200	102,200	105,200	-	105,200	0.0%	108,360	111,610
Crossing Guard Wages	112,035	105,820	59,990	-	-	-	N/A	-	-
Hire-Back Wages	59,426	75,000	70,000	75,000	-	75,000	0.0%	77,250	79,570
Hire-Back Wages, Arena	181,344	150,000	150,000	150,000	-	150,000	0.0%	154,500	159,140
Total Salaries and Wages	10,903,966	11,417,280	11,208,920	11,879,400	-	11,879,400	4.0%	12,289,210	12,713,180
FTE - Full Time	104.70	108.00	107.00	109.00	-	109.00	0.9%	109.00	109.00
FTE - Part Time	1.70	1.70	1.70	0.50	-	0.50	-70.6%	0.50	0.50
<u>Employee Benefits</u>									
Health Insurance	2,520,802	2,618,330	2,552,000	2,619,720	-	2,619,720	0.1%	2,881,700	3,169,860
Life Insurance	5,504	4,100	3,870	3,990	-	3,990	-2.7%	4,110	4,230
Social Security Expense	80,296	87,660	84,750	92,590	-	92,590	5.6%	95,580	98,600
Medicare Expense	153,617	172,460	163,540	172,040	-	172,040	-0.2%	177,820	183,800
IMRF Expense	101,296	119,490	111,250	131,380	-	131,380	10.0%	135,980	140,750
Police Pension Cont	6,000,738	6,481,010	6,538,210	6,940,710	-	6,940,710	7.1%	6,610,630	6,742,840
Total Employee Benefits	8,862,253	9,483,050	9,453,620	9,960,430	-	9,960,430	5.0%	9,905,820	10,340,080
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	71,349	117,400	111,930	118,820	-	118,820	1.2%	122,370	126,040
Dues and Memberships	13,900	14,800	14,810	15,330	-	15,330	3.6%	15,790	16,250
Uniforms	89,146	106,380	100,390	101,300	-	101,300	-4.8%	104,330	107,460
Total Misc. Employee Exp.	174,395	238,580	227,130	235,450	-	235,450	-1.3%	242,490	249,750



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Commodities</u>									
Office Supplies	7,532	7,500	7,500	7,500	-	7,500	0.0%	7,730	7,960
Printing and Binding	3,061	11,170	10,690	11,630	-	11,630	4.1%	11,980	12,340
Periodicals & Publications	112	100	100	100	-	100	0.0%	100	100
Awards	6,340	6,750	6,850	7,250	-	7,250	7.4%	7,470	7,690
Ammunition	19,636	24,800	20,030	19,500	-	19,500	-21.4%	20,090	20,690
Small Tools, Minor Equipment	2,320	4,910	4,760	29,060	-	29,060	491.9%	29,930	30,820
Other Supplies	32,413	36,290	37,110	33,250	-	33,250	-8.4%	34,230	35,250
Photocopy Expense	15	100	4,730	4,800	-	4,800	4700.0%	4,940	5,090
Board of Prisoners	2,423	3,400	3,400	3,400	-	3,400	0.0%	3,500	3,610
Veteran's Memorial Expense	1,508	2,300	2,150	3,150	-	3,150	37.0%	3,240	3,340
Administrative Towing Fees	13,550	15,200	14,400	14,400	-	14,400	-5.3%	14,830	15,270
Total Commodities	88,909	112,520	111,720	134,040	-	134,040	19.1%	138,040	142,160
<u>Contractual Services</u>									
Telephone Expense	16,364	18,040	18,040	18,040	-	18,040	0.0%	18,580	19,140
Professional Services	15,378	17,300	22,480	22,500	-	22,500	30.1%	23,180	23,870
Animal Impounding	19,090	14,800	10,400	11,600	-	11,600	-21.6%	11,950	12,310
Maintenance, Equipment	25,298	30,690	22,430	12,600	-	12,600	-58.9%	12,980	13,380
Other Contractual Services	798,142	800,420	606,640	636,210	-	636,210	-20.5%	655,290	674,960
Liability Insurance	384,766	470,920	466,560	524,830	-	524,830	11.4%	540,570	556,780
Workers Comp Insurance	108,488	204,580	203,350	211,310	-	211,310	3.3%	217,660	224,180
IT User Charges	265,120	423,940	453,260	463,450	-	463,450	9.3%	481,270	499,880
Total Contractual Services	1,632,646	1,980,690	1,803,160	1,900,540	-	1,900,540	-4.0%	1,961,480	2,024,500
TOTAL OPERATING EXP.	21,662,168	23,232,120	22,804,550	24,109,860	-	24,109,860	3.8%	24,537,040	25,469,670



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Capital Outlay</u>									
Department Equipment	8,503	6,830	3,500	4,830	-	4,830	-29.3%	4,970	5,120
Other Capital Improvements	-	-	30,230	274,430	-	274,430	N/A	282,660	291,140
Other Furniture & Equipment	515	1,000	1,000	1,000	-	1,000	0.0%	1,030	1,060
Tobacco Grant Expenditures	2,410	2,530	2,530	2,530	-	2,530	0.0%	2,610	2,690
Total Capital Outlay	11,428	10,360	37,260	282,790	-	282,790	2629.6%	291,270	300,010
TOTAL EXPENDITURES	21,673,596	23,242,480	22,841,810	24,392,650	-	24,392,650	4.9%	24,828,310	25,769,680



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	839,826	812,020	797,160	861,370	-	861,370	6.1%	891,520	922,720
4106 - Overtime Wages	-	150	150	150	-	150	0.0%	150	150
Total Salaries and Wages	839,826	812,170	797,310	861,520	-	861,520	6.1%	891,670	922,870
FTE - Full Time	6.50	6.00	6.00	6.00	-	6.00	0.0%	6.00	6.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	134,850	160,350	157,840	133,810	-	133,810	-16.6%	147,190	161,910
4202 - Life Insurance	310	330	310	320	-	320	-3.0%	330	340
4203 - Social Security Expense	7,534	8,360	11,560	8,920	-	8,920	6.7%	9,230	9,550
4204 - Medicare Expense	10,645	18,630	11,340	12,410	-	12,410	-33.4%	12,840	13,290
4205 - IMRF Expense	11,103	12,310	12,380	13,150	-	13,150	6.8%	13,610	14,090
4213 - Police Pension Cont	276,653	297,980	304,100	319,110	-	319,110	7.1%	303,940	310,020
Total Employee Benefits	441,095	497,960	497,530	487,720	-	487,720	-2.1%	487,140	509,200
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel and Training Expense	4,703	5,200	5,570	5,760	-	5,760	10.8%	5,930	6,110
4303 - Dues and Memberships	1,265	1,700	1,840	1,980	-	1,980	16.5%	2,040	2,100
4304 - Uniforms	800	800	800	800	-	800	0.0%	820	840
Total Misc. Employee Exp.	6,768	7,700	8,210	8,540	-	8,540	10.9%	8,790	9,050
<u>23 - Commodities</u>									
4402 - Office Supplies	7,532	7,500	7,500	7,500	-	7,500	0.0%	7,730	7,960
4403 - Printing and Binding	1,728	1,700	1,700	1,700	-	1,700	0.0%	1,750	1,800
4404 - Periodicals & Publications	112	100	100	100	-	100	0.0%	100	100
4405 - Awards	6,340	6,750	6,850	7,250	-	7,250	7.4%	7,470	7,690
4414 - Other Supplies	1,944	1,100	1,100	1,100	-	1,100	0.0%	1,130	1,160
4416 - Photocopy Expense	15	100	4,730	4,800	-	4,800	4700.0%	4,940	5,090
4417 - Board of Prisoners	2,423	3,400	3,400	3,400	-	3,400	0.0%	3,500	3,610
4421 - Veteran's Memorial Expenses	1,508	2,300	2,150	3,150	-	3,150	37.0%	3,240	3,340
4422 - Administrative Towing Fees	13,550	15,200	14,400	14,400	-	14,400	-5.3%	14,830	15,270
Total Commodities	35,152	38,150	41,930	43,400	-	43,400	13.8%	44,690	46,020



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	16,364	18,040	18,040	18,040	-	18,040	0.0%	18,580	19,140
4507 - Professional Services	8,125	7,750	10,050	9,850	-	9,850	27.1%	10,150	10,450
4510 - Maintenance, Equipment	13,453	12,360	4,100	4,100	-	4,100	-66.8%	4,220	4,350
4542 - Other Contractual Services	2,756	8,200	7,530	31,900	-	31,900	289.0%	32,860	33,850
4551 - Liability Insurance	23,660	26,160	26,160	28,890	-	28,890	10.4%	29,760	30,650
4553 - Workers Comp Insurance	6,250	11,790	11,800	12,180	-	12,180	3.3%	12,550	12,930
4583 - IT User Charges	265,120	423,940	453,260	463,450	-	463,450	9.3%	481,270	499,880
Total Contractual Services	335,728	508,240	530,940	568,410	-	568,410	11.8%	589,390	611,250
TOTAL OPERATING EXP.	1,658,569	1,864,220	1,875,920	1,969,590	-	1,969,590	5.7%	2,021,680	2,098,390
<u>25 - Capital Outlay</u>									
4633 - Tobacco Grant Expenditures	2,410	2,530	2,530	2,530	-	2,530	0.0%	2,610	2,690
Total Capital Outlay	2,410	2,530	2,530	2,530	-	2,530	0.0%	2,610	2,690
TOTAL EXPENDITURES	1,660,979	1,866,750	1,878,450	1,972,120	-	1,972,120	5.6%	2,024,290	2,101,080



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Juvenile Investigations
18

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	347,300	351,630	403,480	384,670	-	384,670	9.4%	398,130	412,060
4106 - Overtime Wages	10,350	9,000	9,000	9,000	-	9,000	0.0%	9,270	9,550
4107 - Court Time	-	200	200	200	-	200	0.0%	210	220
Total Salaries and Wages	357,650	360,830	412,680	393,870	-	393,870	9.2%	407,610	421,830
FTE - Full Time	3.25	3.25	3.25	3.25	-	3.25	0.0%	3.25	3.25
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	65,866	65,620	64,680	92,470	-	92,470	40.9%	101,720	111,890
4202 - Life Insurance	170	100	120	130	-	130	30.0%	130	130
4204 - Medicare Expense	5,157	5,230	5,980	5,710	-	5,710	9.2%	5,910	6,120
4213 - Police Pension Cont.	224,780	242,110	247,080	259,280	-	259,280	7.1%	246,950	251,890
Total Employee Benefits	295,973	313,060	317,860	357,590	-	357,590	14.2%	354,710	370,030
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues and Memberships	-	100	100	100	-	100	0.0%	100	100
4304 - Uniforms	3,000	3,000	3,380	3,750	-	3,750	25.0%	3,860	3,980
Total Misc. Employee Exp.	3,000	3,100	3,480	3,850	-	3,850	24.2%	3,960	4,080
<u>23 - Commodities</u>									
4414 - Other Supplies	171	800	450	800	-	800	0.0%	820	840
Total Commodities	171	800	450	800	-	800	0.0%	820	840



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Juvenile Investigations
18

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4551 - Liability Insurance	11,830	14,170	14,170	15,650	-	15,650	10.4%	16,120	16,600
4553 - Workers Comp Insurance	3,380	6,380	6,380	6,590	-	6,590	3.3%	6,790	6,990
Total Contractual Services	15,210	20,550	20,550	22,240	-	22,240	8.2%	22,910	23,590
TOTAL OPERATING EXP.	672,004	698,340	755,020	778,350	-	778,350	11.5%	790,010	820,370
TOTAL EXPENDITURES	672,004	698,340	755,020	778,350	-	778,350	11.5%	790,010	820,370



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Tactical
20

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	472,087	555,320	552,070	591,740	-	591,740	6.6%	609,490	627,770
4106 - Overtime Wages	66,278	40,000	40,000	40,000	-	40,000	0.0%	41,200	42,440
4107 - Court Time	7,984	12,000	12,000	12,000	-	12,000	0.0%	12,360	12,730
Total Salaries and Wages	546,349	607,320	604,070	643,740	-	643,740	6.0%	663,050	682,940
FTE - Full Time	5.00	5.00	5.00	5.00	-	5.00	0.0%	5.00	5.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	134,630	133,620	131,530	133,810	-	133,810	0.1%	147,190	161,910
4202 - Life Insurance	260	170	200	200	-	200	17.6%	210	220
4204 - Medicare Expense	7,689	8,810	8,760	9,330	-	9,330	5.9%	9,610	9,900
4213 - Police Pension Cont.	345,832	372,470	380,130	398,890	-	398,890	7.1%	379,920	387,520
Total Employee Benefits	488,411	515,070	520,620	542,230	-	542,230	5.3%	536,930	559,550
<u>22 - Misc. Employee Benefits</u>									
4304 - Uniforms	3,425	3,800	3,800	3,800	-	3,800	0.0%	3,910	4,030
Total Misc. Employee Exp.	3,425	3,800	3,800	3,800	-	3,800	0.0%	3,910	4,030
<u>23 - Commodities</u>									
4403 - Printing and Binding	107	100	100	100	-	100	0.0%	100	100
Total Commodities	107	100	100	100	-	100	0.0%	100	100



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Tactical
20

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4510 - Maintenance, Equipment	774	700	700	1,000	-	1,000	42.9%	1,030	1,060
4551 - Liability Insurance	18,200	21,800	21,800	24,070	-	24,070	10.4%	24,790	25,530
4553 - Workers Comp Insurance	5,400	10,180	10,170	10,490	-	10,490	3.0%	10,800	11,120
Total Contractual Services	24,374	32,680	32,670	35,560	-	35,560	8.8%	36,620	37,710
TOTAL OPERATING EXP.	1,062,666	1,158,970	1,161,260	1,225,430	-	1,225,430	5.7%	1,240,610	1,284,330
TOTAL EXPENDITURES	1,062,666	1,158,970	1,161,260	1,225,430	-	1,225,430	5.7%	1,240,610	1,284,330



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Patrol
21

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	6,286,299	6,619,410	6,617,930	6,942,020	-	6,942,020	4.9%	7,184,990	7,436,460
4106 - Overtime Wages	283,447	165,000	165,000	165,000	-	165,000	0.0%	169,950	175,050
4107 - Court Time Wages	93,794	84,000	84,000	84,000	-	84,000	0.0%	86,520	89,120
Total Salaries and Wages	6,663,540	6,868,410	6,866,930	7,191,020	-	7,191,020	4.7%	7,441,460	7,700,630
FTE - Full Time	63.75	64.75	64.75	64.75	-	64.75	0.0%	64.75	64.75
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	1,585,450	1,575,220	1,551,150	1,575,220	-	1,575,220	0.0%	1,732,740	1,906,010
4202 - Life Insurance	3,366	2,810	2,530	2,610	-	2,610	-7.1%	2,690	2,770
4203 - Social Security Expense	47	-	-	-	-	-	N/A	-	-
4204 - Medicare Expense	94,830	99,590	99,570	104,270	-	104,270	4.7%	107,900	111,660
4205 - IMRF Expense	70	-	-	-	-	-	N/A	-	-
4213 - Police Pension Cont.	4,478,714	4,823,510	4,922,670	5,165,650	-	5,165,650	7.1%	4,919,980	5,018,380
Total Employee Benefits	6,162,477	6,501,130	6,575,920	6,847,750	-	6,847,750	5.3%	6,763,310	7,038,820
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	54,212	87,860	82,910	85,780	-	85,780	-2.4%	88,350	91,000
4303 - Dues and Memberships	7,575	7,580	7,580	7,580	-	7,580	0.0%	7,810	8,040
4304 - Uniforms	71,963	83,880	80,880	72,300	-	72,300	-13.8%	74,470	76,700
Total Misc. Employee Exp.	133,750	179,320	171,370	165,660	-	165,660	-7.6%	170,630	175,740
<u>23 - Commodities</u>									
4403 - Printing and Binding	585	5,500	5,500	5,500	-	5,500	0.0%	5,670	5,840
4407 - Ammunition	19,636	24,800	20,030	19,500	-	19,500	-21.4%	20,090	20,690
4408 - Small Tools, Minor Equipment	1,855	3,260	3,260	3,260	-	3,260	0.0%	3,360	3,460
4414 - Other Supplies	16,264	19,800	20,080	13,610	-	13,610	-31.3%	14,020	14,440
Total Commodities	38,340	53,360	48,870	41,870	-	41,870	-21.5%	43,140	44,430



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Patrol
21

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4507 - Professional Services	4,748	7,100	7,600	9,600	-	9,600	35.2%	9,890	10,190
4510 - Maintenance, Equipment	11,071	17,130	17,130	7,000	-	7,000	-59.1%	7,210	7,430
4542 - Other Contractual Services	47,468	49,670	49,940	50,400	-	50,400	1.5%	51,910	53,470
4551 - Liability Insurance	235,706	282,350	282,350	311,780	-	311,780	10.4%	321,130	330,760
4553 - Workers Comp Insurance	67,342	124,920	125,620	129,590	-	129,590	3.7%	133,480	137,480
Total Contractual Services	366,335	481,170	482,640	508,370	-	508,370	5.7%	523,620	539,330
TOTAL OPERATING EXP.	13,364,442	14,083,390	14,145,730	14,754,670	-	14,754,670	4.8%	14,942,160	15,498,950
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	7,485	5,330	2,000	3,000	-	3,000	-43.7%	3,090	3,180
4610 - Other Capital Improvements	-	-	30,230	274,430	-	274,430	N/A	282,660	291,140
Total Capital Outlay	7,485	5,330	32,230	277,430	-	277,430	5105.1%	285,750	294,320
TOTAL EXPENDITURES	13,371,927	14,088,720	14,177,960	15,032,100	-	15,032,100	6.7%	15,227,910	15,793,270



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Traffic
22

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	233,642	307,600	305,310	331,720	-	331,720	7.8%	343,330	355,350
4106 - Overtime Wages	50,696	25,000	35,000	35,000	-	35,000	40.0%	36,050	37,130
4107 - Court Time Wages	1,498	3,000	3,000	3,000	-	3,000	0.0%	3,090	3,180
4108 - Crossing Guard Wages	112,035	105,820	59,990	-	-	-	N/A	-	-
Total Salaries and Wages	397,872	441,420	403,300	369,720	-	369,720	-16.2%	382,470	395,660
FTE - Full Time	2.00	3.00	3.00	3.00	-	3.00	0.0%	3.00	3.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	80,780	80,180	78,930	80,280	-	80,280	0.1%	88,310	97,140
4202 - Life Insurance	160	90	120	120	-	120	33.3%	120	120
4203 - Social Security Expense	7,123	6,560	3,790	3,790	-	3,790	-42.2%	3,920	4,060
4204 - Medicare Expense	5,556	6,440	6,000	5,360	-	5,360	-16.8%	5,550	5,740
4205 - IMRF Expense	254	-	-	-	-	-	N/A	-	-
4213 - Police Pension Cont.	190,615	223,480	228,080	239,330	-	239,330	7.1%	227,950	232,510
Total Employee Benefits	284,488	316,750	316,920	328,880	-	328,880	3.8%	325,850	339,570
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	2,905	9,170	9,380	6,750	-	6,750	-26.4%	6,950	7,160
4303 - Dues and Memberships	100	100	100	100	-	100	0.0%	100	100
4304 - Uniforms	1,925	2,300	2,300	2,300	-	2,300	0.0%	2,370	2,440
Total Misc. Employee Exp.	4,930	11,570	11,780	9,150	-	9,150	-20.9%	9,420	9,700
<u>23 - Commodities</u>									
4403 - Printing and Binding	81	100	100	300	-	300	200.0%	310	320
4408 - Small Tools, Minor Equipment	465	400	-	25,050	-	25,050	6162.5%	25,800	26,570
4414 - Other Supplies	976	730	980	830	-	830	13.7%	850	880
Total Commodities	1,522	1,230	1,080	26,180	-	26,180	2028.5%	26,960	27,770



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Traffic
22

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	301,000	324,000	125,800	125,800	-	125,800	-61.2%	129,570	133,460
4551 - Liability Insurance	7,280	13,080	13,080	14,440	-	14,440	10.4%	14,870	15,320
4553 - Workers Comp Insurance	5,086	9,670	9,660	9,970	-	9,970	3.1%	10,270	10,580
Total Contractual Services	313,366	346,750	148,540	150,210	-	150,210	-56.7%	154,710	159,360
TOTAL OPERATING EXP.	1,002,178	1,117,720	881,620	884,140	-	884,140	-20.9%	899,410	932,060
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	515	1,000	1,000	1,000	-	1,000	0.0%	1,030	1,060
Total Capital Outlay	515	1,000	1,000	1,000	-	1,000	0.0%	1,030	1,060
TOTAL EXPENDITURES	1,002,693	1,118,720	882,620	885,140	-	885,140	-20.9%	900,440	933,120



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Investigations
23

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	826,337	847,520	838,900	881,300	-	881,300	4.0%	912,150	944,080
4106 - Overtime Wages	41,838	20,000	20,000	20,000	-	20,000	0.0%	20,600	21,220
4107 - Court Time Wages	-	3,000	3,000	3,000	-	3,000	0.0%	3,090	3,180
Total Salaries and Wages	868,175	870,520	861,900	904,300	-	904,300	3.9%	935,840	968,480
FTE - Full Time	8.00	7.00	7.00	7.00	-	7.00	0.0%	7.00	7.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	201,950	187,070	184,160	187,330	-	187,330	0.1%	206,060	226,670
4202 - Life Insurance	390	280	250	260	-	260	-7.1%	270	280
4203 - Social Security Expense	5,119	4,890	4,280	5,380	-	5,380	10.0%	5,570	5,760
4204 - Medicare Expense	12,258	12,660	12,330	13,100	-	13,100	3.5%	13,490	13,890
4205 - IMRF Expense	7,536	7,200	6,440	7,940	-	7,940	10.3%	8,220	8,510
4213 - Police Pension Cont.	484,144	446,970	456,150	478,670	-	478,670	7.1%	455,910	465,020
Total Employee Benefits	711,397	659,070	663,610	692,680	-	692,680	5.1%	689,520	720,130
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	7,615	11,400	10,600	14,530	-	14,530	27.5%	14,970	15,420
4303 - Dues and Memberships	4,325	4,640	4,640	4,890	-	4,890	5.4%	5,040	5,190
4304 - Uniforms	4,600	5,350	5,350	6,100	-	6,100	14.0%	6,280	6,470
Total Misc. Employee Exp.	16,540	21,390	20,590	25,520	-	25,520	19.3%	26,290	27,080
<u>23 - Commodities</u>									
4403 - Printing and Binding	184	630	150	680	-	680	7.9%	700	720
4414 - Other Supplies	2,345	2,970	2,770	2,150	-	2,150	-27.6%	2,210	2,280
Total Commodities	2,529	3,600	2,920	2,830	-	2,830	-21.4%	2,910	3,000



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Investigations
23

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	9,555	26,550	31,370	36,110	-	36,110	36.0%	37,190	38,310
4551 - Liability Insurance	29,120	30,520	30,520	33,700	-	33,700	10.4%	34,710	35,750
4553 - Workers Comp Insurance	8,330	15,710	15,730	16,230	-	16,230	3.3%	16,720	17,220
Total Contractual Services	47,005	72,780	77,620	86,040	-	86,040	18.2%	88,620	91,280
TOTAL OPERATING EXP.	1,645,646	1,627,360	1,626,640	1,711,370	-	1,711,370	5.2%	1,743,180	1,809,970
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	1,017	1,500	1,500	1,830	-	1,830	22.0%	1,880	1,940
Total Capital Outlay	1,017	1,500	1,500	1,830	-	1,830	22.0%	1,880	1,940
TOTAL EXPENDITURES	1,646,664	1,628,860	1,628,140	1,713,200	-	1,713,200	5.2%	1,745,060	1,811,910



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Community
Relations (24)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4106 - Overtime Wages	-	100	100	100	-	100	0.0%	100	100
Total Salaries and Wages	-	100	100	100	-	100	0.0%	100	100
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	783	750	750	2,750	-	2,750	266.7%	2,830	2,910
4303 - Dues and Memberships	470	500	370	500	-	500	0.0%	520	540
Total Misc. Employee Exp.	1,253	1,250	1,120	3,250	-	3,250	160.0%	3,350	3,450
<u>23 - Commodities</u>									
4403 - Printing and Binding	40	2,800	2,800	2,800	-	2,800	0.0%	2,880	2,970
4414 - Other Supplies	8,442	8,150	8,150	11,150	-	11,150	36.8%	11,480	11,820
Total Commodities	8,482	10,950	10,950	13,950	-	13,950	27.4%	14,360	14,790
<u>24 - Contractual Services</u>									
4510 - Maintenance, Equipment	-	500	500	500	-	500	0.0%	520	540
Total Contractual Services	-	500	500	500	-	500	0.0%	520	540
TOTAL OPERATING EXP.	9,735	12,800	12,670	17,800	-	17,800	39.1%	18,330	18,880
TOTAL EXPENDITURES	9,735	12,800	12,670	17,800	-	17,800	39.1%	18,330	18,880



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Communications
25

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	437,362	392,000	392,000	392,000	-	392,000	0.0%	403,760	415,870
Total Contractual Services	437,362	392,000	392,000	392,000	-	392,000	0.0%	403,760	415,870
TOTAL OPERATING EXP.	437,362	392,000	392,000	392,000	-	392,000	0.0%	403,760	415,870
TOTAL EXPENDITURES	437,362	392,000	392,000	392,000	-	392,000	0.0%	403,760	415,870



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Canine
26

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	-	77,040	-	79,600	-	79,600	3.3%	82,390	85,270
4106 - Overtime Wages	-	1,500	-	1,500	-	1,500	0.0%	1,550	1,600
4107 - Court Time Wages	-	3,000	-	3,000	-	3,000	0.0%	3,090	3,180
Total Salaries and Wages	-	81,540	-	84,100	-	84,100	3.1%	87,030	90,050
FTE - Full Time	-	1.00	-	1.00	-	1.00	0.0%	1.00	1.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	-	26,730	-	26,760	-	26,760	0.1%	29,440	32,380
4204 - Medicare Expense	-	1,180	-	1,220	-	1,220	3.4%	1,260	1,310
4213 - Police Pension Cont.	-	74,490	-	79,780	-	79,780	7.1%	75,980	77,500
Total Employee Benefits	-	102,400	-	107,760	-	107,760	5.2%	106,680	111,190
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	168	1,020	720	1,150	-	1,150	12.7%	1,180	1,220
4304 - Uniforms	-	750	380	750	-	750	0.0%	770	790
Total Misc. Employee Exp.	168	1,770	1,100	1,900	-	1,900	7.3%	1,950	2,010
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equipment	-	1,250	1,500	750	-	750	-40.0%	770	790
4414 - Other Supplies	244	750	750	750	-	750	0.0%	770	790
Total Commodities	244	2,000	2,250	1,500	-	1,500	-25.0%	1,540	1,580



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Canine
26

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4507 - Professional Services	2,505	2,450	4,830	3,050	-	3,050	24.5%	3,140	3,230
4551 - Liability Insurance	-	4,360	-	4,820	-	4,820	10.6%	4,960	5,110
4553 - Workers Comp Insurance	-	1,970	-	1,510	-	1,510	-23.4%	1,560	1,610
Total Contractual Services	2,505	8,780	4,830	9,380	-	9,380	6.8%	9,660	9,950
TOTAL OPERATING EXP.	2,917	196,490	8,180	204,640	-	204,640	4.1%	206,860	214,780
TOTAL EXPENDITURES	2,917	196,490	8,180	204,640	-	204,640	4.1%	206,860	214,780



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Special Services
27

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4109 - Hire-Back Wages	59,426	75,000	70,000	75,000	-	75,000	0.0%	77,250	79,570
4115 - Hire-Back Wages, Arena	181,344	150,000	150,000	150,000	-	150,000	0.0%	154,500	159,140
Total Salaries and Wages	240,770	225,000	220,000	225,000	-	225,000	0.0%	231,750	238,710
<u>21 - Employee Benefits</u>									
4203 - Social Security Expense	221	250	330	330	-	330	32.0%	250	250
4204 - Medicare Expense	3,396	3,260	4,700	3,260	-	3,260	0.0%	3,360	3,460
4205 - IMRF Pension	320	500	620	620	-	620	24.0%	640	660
Total Employee Benefits	3,937	4,010	5,650	4,210	-	4,210	5.0%	4,250	4,370
TOTAL EXPENDITURES	244,707	229,010	225,650	229,210	-	229,210	0.1%	236,000	243,080



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Records
28

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	194,764	226,970	226,700	233,410	-	233,410	2.8%	241,580	250,040
4105 - Part-time Wages	16,502	23,050	22,410	23,730	-	23,730	3.0%	24,560	25,420
4106 - Overtime Wages	78	100	-	100	-	100	0.0%	100	100
Total Salaries and Wages	211,344	250,120	249,110	257,240	-	257,240	2.8%	266,240	275,560
FTE - Full Time	3.20	4.00	4.00	4.00	-	4.00	0.0%	4.00	4.00
FTE - Part Time	0.50	0.50	0.50	0.50	-	0.50	0.0%	0.50	0.50
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	61,363	82,390	81,140	82,490	-	82,490	0.1%	90,740	99,810
4202 - Life Insurance	169	60	80	80	-	80	33.3%	80	80
4203 - Social Security Expense	12,675	11,810	15,490	15,820	-	15,820	34.0%	16,510	17,080
4204 - Medicare Expense	2,964	3,620	3,620	3,700	-	3,700	2.2%	3,810	3,920
4205 - IMRF Expense	18,575	22,830	22,770	23,330	-	23,330	2.2%	24,150	25,000
Total Employee Benefits	95,746	120,710	123,100	125,420	-	125,420	3.9%	135,290	145,890
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	318	1,100	1,100	1,100	-	1,100	0.0%	1,130	1,160
4303 - Dues and Memberships	40	40	40	40	-	40	0.0%	40	40
Total Misc. Employee Benefits	358	1,140	1,140	1,140	-	1,140	0.0%	1,170	1,200
<u>23 - Commodities</u>									
4403 - Printing and Binding	303	300	300	350	-	350	16.7%	360	370
4414 - Other Supplies	1,332	800	1,640	1,670	-	1,670	108.8%	1,720	1,770
Total Commodities	1,635	1,100	1,940	2,020	-	2,020	83.6%	2,080	2,140



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Records
28

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4551 - Liability Insurance	11,650	17,440	17,440	19,260	-	19,260	10.4%	19,840	20,440
4553 - Workers Comp Insurance	3,330	6,280	6,290	6,490	-	6,490	3.3%	6,680	6,880
Total Contractual Services	14,980	23,720	23,730	25,750	-	25,750	8.6%	26,520	27,320
TOTAL OPERATING EXP.	324,063	396,790	399,020	411,570	-	411,570	3.7%	431,300	452,110
TOTAL EXPENDITURES	324,063	396,790	399,020	411,570	-	411,570	3.7%	431,300	452,110



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Administrative
Services (29)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	709,719	833,480	736,940	946,790	-	946,790	13.6%	979,930	1,014,230
4105 - Part-time Wages	62,749	65,770	48,580	-	-	-	-100.0%	-	-
4106 - Overtime Wages	5,972	600	8,000	2,000	-	2,000	233.3%	2,060	2,120
Total Salaries and Wages	778,440	899,850	793,520	948,790	-	948,790	5.4%	981,990	1,016,350
FTE - Full Time	13.00	14.00	14.00	15.00	-	15.00	7.1%	15.00	15.00
FTE - Part Time	1.20	1.20	1.20	-	-	-	-100.0%	-	-
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	255,913	307,150	302,570	307,550	-	307,550	0.1%	338,310	372,140
4202 - Life Insurance	679	260	260	270	-	270	3.8%	280	290
4203 - Social Security Expense	47,577	55,790	49,300	58,350	-	58,350	4.6%	60,100	61,900
4204 - Medicare Expense	11,122	13,040	11,240	13,680	-	13,680	4.9%	14,090	14,510
4205 - IMRF Expense	63,438	76,650	69,040	86,340	-	86,340	12.6%	89,360	92,490
Total Employee Benefits	378,729	452,890	432,410	466,190	-	466,190	2.9%	502,140	541,330
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	644	900	900	1,000	-	1,000	11.1%	1,030	1,060
4303 - Dues and Memberships	125	140	140	140	-	140	0.0%	140	140
4304 - Uniforms	3,433	6,500	3,500	11,500	-	11,500	76.9%	11,850	12,210
Total Misc. Employee Exp.	4,202	7,540	4,540	12,640	-	12,640	67.6%	13,020	13,410
<u>23 - Commodities</u>									
4403 - Printing and Binding	34	40	40	200	-	200	400.0%	210	220
4414 - Other Supplies	694	1,190	1,190	1,190	-	1,190	0.0%	1,230	1,270
Total Commodities	728	1,230	1,230	1,390	-	1,390	13.0%	1,440	1,490



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Police
20

Division: Administrative
Services (29)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4508 - Animal Impounding	19,090	14,800	10,400	11,600	-	11,600	-21.6%	11,950	12,310
4551 - Liability Insurance	47,320	61,040	61,040	72,220	-	72,220	18.3%	74,390	76,620
4553 - Workers Comp Insurance	9,370	17,680	17,700	18,260	-	18,260	3.3%	18,810	19,370
Total Contractual Services	75,780	93,520	89,140	102,080	-	102,080	9.2%	105,150	108,300
TOTAL OPERATING EXP.	1,237,879	1,455,030	1,320,840	1,531,090	-	1,531,090	5.2%	1,603,740	1,680,880
TOTAL EXPENDITURES	1,237,879	1,455,030	1,320,840	1,531,090	-	1,531,090	5.2%	1,603,740	1,680,880



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	10,888,292	11,405,490	11,087,820	11,782,400	-	11,782,400	3.3%	12,194,790	12,621,610
Part-time Wages	25,254	27,590	25,740	29,030	-	29,030	5.2%	30,050	31,100
Overtime Wages	1,048,594	1,167,130	1,213,190	1,226,020	-	1,226,020	5.0%	1,262,800	1,300,680
Hireback Wages, Arena	77,706	58,250	78,500	68,250	-	68,250	17.2%	70,300	72,410
Contract Benefit Time	28,485	30,000	29,240	30,000	-	30,000	0.0%	31,060	32,140
Total Salaries and Wages	12,068,330	12,688,460	12,434,490	13,135,700	-	13,135,700	3.5%	13,589,000	14,057,940
FTE - Full Time	97.00	97.00	97.00	97.00	-	97.00	0.0%	97.00	97.00
FTE - Part Time	0.40	0.40	0.40	0.40	-	0.40	0.0%	0.40	0.40
<u>Employee Benefits</u>									
Health Insurance	2,265,855	2,165,700	2,134,840	2,200,290	-	2,200,290	1.6%	2,420,320	2,662,350
Life Insurance	5,344	3,990	3,730	3,840	-	3,840	-3.8%	3,950	4,080
Social Security Expense	24,642	30,240	29,010	23,680	-	23,680	-21.7%	24,500	25,360
Medicare Expense	164,846	190,610	174,740	189,960	-	189,960	-0.3%	196,580	203,420
IMRF Expense	19,753	22,860	22,980	24,030	-	24,030	5.1%	24,850	25,720
Fire Pension Contribution	4,483,309	4,877,090	4,957,090	5,087,840	-	5,087,840	4.3%	5,189,600	5,293,390
Total Employee Benefits	6,963,749	7,290,490	7,322,390	7,529,640	-	7,529,640	3.3%	7,859,800	8,214,320
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	65,489	100,850	122,120	133,880	-	133,880	32.8%	137,900	142,040
Dues and Memberships	8,075	9,830	9,890	9,890	-	9,890	0.6%	10,190	10,500
Uniforms	181,442	210,940	232,240	226,790	-	226,790	7.5%	233,590	240,590
Employee Incentives	2,163	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
Total Misc. Employee Exp.	257,169	325,120	367,750	374,060	-	374,060	15.1%	385,290	396,850



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Commodities</u>									
Office Supplies	1,518	2,000	1,800	2,000	-	2,000	0.0%	2,060	2,120
Printing and Binding	482	1,350	900	1,300	-	1,300	-3.7%	1,340	1,380
Periodicals & Publications	427	1,490	1,490	990	-	990	-33.6%	1,020	1,050
Small Tools, Minor Equipment	17,048	45,550	45,550	25,550	-	25,550	-43.9%	26,320	27,110
Janitorial Supplies	19,855	20,000	19,500	20,000	-	20,000	0.0%	20,600	21,220
Other Supplies	25,576	26,010	26,410	26,310	-	26,310	1.2%	27,100	27,910
Photocopy Expense	947	750	1,090	900	-	900	20.0%	930	960
Paramedic Supplies	17,470	29,100	29,100	29,100	-	29,100	0.0%	29,970	30,870
Total Commodities	83,323	126,250	125,840	106,150	-	106,150	-15.9%	109,340	112,620
<u>Contractual Services</u>									
Telephone	15,510	17,680	15,720	15,720	-	15,720	-11.1%	16,200	16,690
Professional Services	389,358	307,500	307,500	307,500	-	307,500	0.0%	316,730	326,230
Equipment Rental	8,200	8,500	7,400	8,500	-	8,500	0.0%	8,760	9,020
Maintenance, Equipment	65,591	78,010	104,210	108,440	-	108,440	39.0%	111,690	115,040
Maintenance, Fire Apparatus	25,203	33,800	33,800	33,800	-	33,800	0.0%	34,810	35,850
Other Contractual Services	2,903,233	1,530,130	1,566,770	1,528,130	-	1,528,130	-0.1%	1,573,970	1,621,190
Liability Insurance	353,100	422,940	422,940	467,030	-	467,030	10.4%	481,040	495,470
Workers Comp Insurance	203,070	382,970	383,750	395,960	-	395,960	3.4%	407,830	420,070
IT User Charges	214,380	272,040	255,210	260,940	-	260,940	-4.1%	270,970	281,450
Total Contractual Services	4,177,645	3,053,570	3,097,300	3,126,020	-	3,126,020	2.4%	3,222,000	3,321,010
TOTAL OPERATING EXP.	23,550,215	23,483,890	23,347,770	24,271,570	-	24,271,570	3.4%	25,165,430	26,102,740



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Capital Outlay</u>									
Department Equipment	31,430	41,090	52,530	42,340	-	42,340	3.0%	43,610	44,920
Other Furniture & Equipment	13,804	14,250	14,250	14,250	-	14,250	0.0%	14,680	15,120
Foreign Fire Insurance	89,277	50,000	50,000	50,000	-	50,000	0.0%	51,000	52,020
Total Capital Outlay	134,511	105,340	116,780	106,590	-	106,590	1.2%	109,290	112,060
TOTAL EXPENDITURES	23,684,727	23,589,230	23,464,550	24,378,160	-	24,378,160	3.3%	25,274,720	26,214,800



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	427,046	467,640	480,630	398,500	-	398,500	-14.8%	412,450	426,890
4106 - Overtime Wages	8,559	6,580	34,200	8,800	-	8,800	33.7%	9,060	9,330
4115 - Hireback Wages	26,178	22,500	18,000	22,500	-	22,500	0.0%	23,180	23,880
4116 - Contract Benefit Time	137	-	840	-	-	-	N/A	-	-
Total Salaries and Wages	461,920	496,720	533,670	429,800	-	429,800	-13.5%	444,690	460,100
FTE - Full Time	3.20	3.20	3.20	2.80	-	2.80	-12.5%	2.80	2.80
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	88,056	64,630	63,670	70,680	-	70,680	9.4%	77,750	85,530
4202 - Life Insurance	180	190	180	180	-	180	-5.3%	190	200
4203 - Social Security Expense	11,847	14,710	14,480	9,980	-	9,980	-32.2%	10,330	10,690
4204 - Medicare Expense	6,808	13,980	7,560	6,200	-	6,200	-55.7%	6,390	6,580
4205 - IMRF Expense	5,845	6,390	6,360	6,710	-	6,710	5.0%	6,940	7,180
4214 - Fire Pension Cont.	67,345	71,870	74,220	76,180	-	76,180	6.0%	77,710	79,260
Total Employee Benefits	180,081	171,770	166,470	169,930	-	169,930	-1.1%	179,310	189,440
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	4,854	12,500	11,000	12,500	-	12,500	0.0%	12,880	13,270
4303 - Dues and Memberships	7,340	8,940	9,000	9,000	-	9,000	0.7%	9,270	9,550
4305 - Employee Incentives	2,163	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
Total Misc. Employee Exp.	14,357	24,940	23,500	25,000	-	25,000	0.2%	25,760	26,540



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>23 - Commodities</u>									
4402 - Office Supplies	1,518	2,000	1,800	2,000	-	2,000	0.0%	2,060	2,120
4403 - Printing and Binding	276	300	300	300	-	300	0.0%	310	320
4404 - Periodicals & Publications	-	500	500	-	-	-	N/A	-	-
4414 - Other Supplies	357	470	470	470	-	470	0.0%	480	490
4416 - Photocopy Expense	947	750	1,090	900	-	900	20.0%	930	960
Total Commodities	3,098	4,020	4,160	3,670	-	3,670	-8.7%	3,780	3,890
<u>24 - Contractual Services</u>									
4501 - Telephone	1,117	1,840	540	540	-	540	-70.7%	560	580
4551 - Liability Insurance	11,650	13,950	13,950	13,480	-	13,480	-3.4%	13,880	14,300
4553 - Workers Comp Insurance	6,380	12,030	12,050	12,430	-	12,430	3.3%	12,800	13,180
4583 - IT User Charges	214,380	272,040	255,210	260,940	-	260,940	-4.1%	270,970	281,450
Total Contractual Services	233,527	299,860	281,750	287,390	-	287,390	-4.2%	298,210	309,510
TOTAL OPERATING EXP.	892,983	997,310	1,009,550	915,790	-	915,790	-8.2%	951,750	989,480
<u>25 - Capital Outlay</u>									
4650 - Foreign Fire Insurance	89,277	50,000	50,000	50,000	-	50,000	0.0%	51,000	52,020
Total Capital Outlay	89,277	50,000	50,000	50,000	-	50,000	0.0%	51,000	52,020
TOTAL EXPENDITURES	982,260	1,047,310	1,059,550	965,790	-	965,790	-7.8%	1,002,750	1,041,500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Public Education
30

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	32,379	33,720	37,650	57,210	-	57,210	69.7%	59,210	61,280
4106 - Overtime Wages	32,767	42,970	42,390	45,640	-	45,640	6.2%	47,010	48,420
Total Salaries and Wages	65,146	76,690	80,040	102,850	-	102,850	34.1%	106,220	109,700
FTE - Full Time	0.20	0.20	0.20	0.30	-	0.30	N/A	0.30	0.30
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	5,390	5,350	5,260	8,030	-	8,030	50.1%	8,830	9,710
4202 - Life Insurance	10	10	10	10	-	10	0.0%	10	10
4203 - Social Security Expense	12	-	10	10	-	10	N/A	-	-
4204 - Medicare Expense	902	1,110	1,150	1,480	-	1,480	33.3%	1,530	1,580
4205 - IMRF Expense	19	-	20	20	-	20	N/A	-	-
4214 - Fire Pension Cont.	9,618	10,270	15,910	16,320	-	16,320	58.9%	16,650	16,980
Total Employee Benefits	15,951	16,740	22,360	25,870	-	25,870	54.5%	27,020	28,280
<u>23 - Commodities</u>									
4403 - Printing and Binding	206	1,000	600	1,000	-	1,000	0.0%	1,030	1,060
4414 - Other Supplies	8,528	8,830	8,830	8,930	-	8,930	1.1%	9,200	9,480
4414.21 - Other Supplies - CPR/AED	3,043	3,960	3,540	3,960	-	3,960	0.0%	4,080	4,200
Total Commodities	11,777	13,790	12,970	13,890	-	13,890	0.7%	14,310	14,740
<u>24 - Contractual Services</u>									
4551 - Liability Insurance	730	870	870	1,440	-	1,440	65.5%	1,480	1,520
4553 - Workers Comp Insurance	250	480	480	490	-	490	2.1%	500	520
Total Contractual Services	980	1,350	1,350	1,930	-	1,930	43.0%	1,980	2,040
TOTAL OPERATING EXP.	93,854	108,570	116,720	144,540	-	144,540	33.1%	149,530	154,760
TOTAL EXPENDITURES	93,854	108,570	116,720	144,540	-	144,540	33.1%	149,530	154,760



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Suppression
31

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	5,203,728	5,440,140	5,275,550	5,693,150	-	5,693,150	4.7%	5,892,410	6,098,640
4106 - Overtime Wages	865,564	931,000	955,620	979,930	-	979,930	5.3%	1,009,330	1,039,610
4116 - Contract Benefit Time	14,174	15,000	14,200	15,000	-	15,000	0.0%	15,530	16,070
Total Salaries and Wages	6,083,466	6,386,140	6,245,370	6,688,080	-	6,688,080	4.7%	6,917,270	7,154,320
FTE - Full Time	46.25	46.25	46.25	46.65	-	46.65	0.9%	46.65	46.65
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	1,084,350	1,030,820	1,016,190	1,052,760	-	1,052,760	2.1%	1,158,040	1,273,840
4202 - Life Insurance	2,547	1,890	1,770	1,820	-	1,820	-3.7%	1,870	1,930
4203 - Social Security	16	-	20	-	-	-	N/A	-	-
4204 - Medicare Expense	83,026	92,600	87,840	96,950	-	96,950	4.7%	100,340	103,850
4214 - Fire Pension Cont.	2,224,984	2,425,710	2,473,240	2,538,480	-	2,538,480	4.6%	2,589,250	2,641,040
Total Employee Benefits	3,394,923	3,551,020	3,579,060	3,690,010	-	3,690,010	3.9%	3,849,500	4,020,660
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	46,902	64,630	63,370	72,080	-	72,080	11.5%	74,240	76,470
4304 - Uniforms	179,698	206,700	228,200	222,450	-	222,450	7.6%	229,120	235,990
Total Misc. Employee Exp.	226,600	271,330	291,570	294,530	-	294,530	8.6%	303,360	312,460
<u>23 - Commodities</u>									
4404 - Periodicals & Publications	427	800	800	800	-	800	0.0%	820	840
4408 - Small Tools & Equipment	17,048	45,550	45,550	25,550	-	25,550	-43.9%	26,320	27,110
4414 - Other Supplies	2,961	5,900	6,720	6,100	-	6,100	3.4%	6,280	6,470
Total Commodities	20,435	52,250	53,070	32,450	-	32,450	-37.9%	33,420	34,420



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Suppression
31

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	1,008	1,020	1,020	1,020	-	1,020	0.0%	1,050	1,080
4509 - Equipment Rental	8,200	8,500	7,400	8,500	-	8,500	0.0%	8,760	9,020
4510 - Maintenance, Equipment	30,125	42,010	67,110	48,680	-	48,680	15.9%	50,140	51,640
4515 - Maintenance, Fire Apparatus	25,203	33,800	33,800	33,800	-	33,800	0.0%	34,810	35,850
4542 - Other Contractual Services	19,014	20,700	17,340	18,100	-	18,100	-12.6%	18,640	19,200
4551 - Liability Insurance	168,360	201,660	201,660	224,610	-	224,610	11.4%	231,350	238,290
4553 - Workers Comp Insurance	101,030	190,520	190,910	196,990	-	196,990	3.4%	202,900	208,990
Total Contractual Services	352,940	498,210	519,240	531,700	-	531,700	6.7%	547,650	564,070
TOTAL OPERATING EXP.	10,078,365	10,758,950	10,688,310	11,236,770	-	11,236,770	4.4%	11,651,200	12,085,930
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	11,048	18,640	20,820	18,090	-	18,090	-3.0%	18,630	19,190
Total Capital Outlay	11,048	18,640	20,820	18,090	-	18,090	-3.0%	18,630	19,190
TOTAL EXPENDITURES	10,089,412	10,777,590	10,709,130	11,254,860	-	11,254,860	4.4%	11,669,830	12,105,120



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: EMS
32

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	5,071,696	5,301,460	5,132,840	5,442,790	-	5,442,790	2.7%	5,633,290	5,830,460
4106 - Overtime Wages	130,606	158,530	158,530	164,070	-	164,070	3.5%	168,990	174,060
4115 - Hireback Wages, Arena	50,283	35,000	60,000	45,000	-	45,000	28.6%	46,350	47,740
4116 - Contract Benefit Time	14,174	15,000	14,200	15,000	-	15,000	0.0%	15,530	16,070
Total Salaries and Wages	5,266,759	5,509,990	5,365,570	5,666,860	-	5,666,860	2.8%	5,864,160	6,068,330
FTE - Full Time	45.35	45.35	45.35	45.25	-	45.25	-0.2%	45.25	45.25
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	1,061,129	1,011,450	997,100	1,015,300	-	1,015,300	0.4%	1,116,830	1,228,510
4202 - Life Insurance	2,497	1,860	1,730	1,790	-	1,790	-3.8%	1,840	1,900
4203 - Social Security Expense	1,983	2,590	2,580	1,360	-	1,360	-47.5%	1,410	1,460
4204 - Medicare Expense	71,471	79,890	75,310	82,160	-	82,160	2.8%	85,040	88,020
4214 - Fire Pension Cont.	2,181,362	2,369,240	2,393,720	2,456,860	-	2,456,860	3.7%	2,505,990	2,556,110
Total Employee Benefits	3,318,442	3,465,030	3,470,440	3,557,470	-	3,557,470	2.7%	3,711,110	3,876,000
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	12,392	15,800	40,400	41,200	-	41,200	160.8%	42,440	43,710
Total Misc. Employee Exp.	12,392	15,800	40,400	41,200	-	41,200	160.8%	42,440	43,710
<u>23 - Commodities</u>									
4419 - Paramedic Supplies	17,470	29,100	29,100	29,100	-	29,100	0.0%	29,970	30,870
Total Commodities	17,470	29,100	29,100	29,100	-	29,100	0.0%	29,970	30,870



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: EMS
32

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	11,239	11,940	11,940	11,940	-	11,940	0.0%	12,300	12,670
4510 - Maintenance, Equipment	27,525	31,000	31,000	53,760	-	53,760	73.4%	55,370	57,030
4542 - Other Contractual Services	2,884,219	1,509,430	1,549,430	1,510,030	-	1,510,030	0.0%	1,555,330	1,601,990
4551 - Liability Insurance	165,080	197,740	197,740	217,870	-	217,870	10.2%	224,410	231,140
4553 - Workers Comp Insurance	90,060	169,840	170,190	175,610	-	175,610	3.4%	180,880	186,310
Total Contractual Services	3,178,123	1,919,950	1,960,300	1,969,210	-	1,969,210	2.6%	2,028,290	2,089,140
TOTAL OPERATING EXP.	11,793,185	10,939,870	10,865,810	11,263,840	-	11,263,840	3.0%	11,675,970	12,108,050
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	7,483	6,200	13,930	6,700	-	6,700	8.1%	6,900	7,110
Total Capital Outlay	7,483	6,200	13,930	6,700	-	6,700	8.1%	6,900	7,110
TOTAL EXPENDITURES	11,800,669	10,946,070	10,879,740	11,270,540	-	11,270,540	3.0%	11,682,870	12,115,160



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Prevention
33

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	153,443	162,530	161,150	190,750	-	190,750	17.4%	197,430	204,340
4105 - Part-time Wages	25,254	27,590	25,740	29,030	-	29,030	5.2%	30,050	31,100
4106 - Overtime Wages	11,098	17,850	16,450	18,580	-	18,580	4.1%	19,140	19,710
4115 - Hireback Wages, Arena	1,245	750	500	750	-	750	0.0%	770	790
Total Salaries and Wages	191,040	208,720	203,840	239,110	-	239,110	14.6%	247,390	255,940
FTE - Full Time	2.00	2.00	2.00	2.00	-	2.00	0.0%	2.00	2.00
FTE - Part Time	0.40	0.40	0.40	0.40	-	0.40	0.0%	0.40	0.40
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	26,930	53,450	52,620	53,520	-	53,520	0.1%	58,870	64,760
4202 - Life Insurance	110	40	40	40	-	40	0.0%	40	40
4203 - Social Security Expense	10,784	12,940	11,920	12,330	-	12,330	-4.7%	12,760	13,210
4204 - Medicare Expense	2,639	3,030	2,880	3,170	-	3,170	4.6%	3,280	3,390
4205 - IMRF Expense	13,889	16,470	16,600	17,300	-	17,300	5.0%	17,910	18,540
Total Employee Benefits	54,352	85,930	84,060	86,360	-	86,360	0.5%	92,860	99,940
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,341	7,920	7,350	8,100	-	8,100	2.3%	8,340	8,590
4303 - Dues and Memberships	735	890	890	890	-	890	0.0%	920	950
4304 - Uniforms	1,743	4,240	4,040	4,340	-	4,340	2.4%	4,470	4,600
Total Misc. Employee Exp.	3,819	13,050	12,280	13,330	-	13,330	2.1%	13,730	14,140
<u>23 - Commodities</u>									
4403 - Printing and Binding	-	50	-	-	-	-	N/A	-	-
4404 - Periodicals & Publications	-	190	190	190	-	190	0.0%	200	210
4414 - Other Supplies	10,688	6,850	6,850	6,850	-	6,850	0.0%	7,060	7,270
Total Commodities	10,688	7,090	7,040	7,040	-	7,040	-0.7%	7,260	7,480



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Prevention
33

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	2,146	2,880	2,220	2,220	-	2,220	-22.9%	2,290	2,360
4507 - Professional Services	389,358	307,500	307,500	307,500	-	307,500	0.0%	316,730	326,230
4551 - Liability Insurance	7,280	8,720	8,720	9,630	-	9,630	10.4%	9,920	10,220
4553 - Workers Comp Insurance	5,350	10,100	10,120	10,440	-	10,440	3.4%	10,750	11,070
Total Contractual Services	404,133	329,200	328,560	329,790	-	329,790	0.2%	339,690	349,880
TOTAL OPERATING EXP.	664,032	643,990	635,780	675,630	-	675,630	4.9%	700,930	727,380
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equip.	11,420	12,000	12,000	12,000	-	12,000	0.0%	12,360	12,730
Total Capital Outlay	11,420	12,000	12,000	12,000	-	12,000	0.0%	12,360	12,730
TOTAL EXPENDITURES	675,452	655,990	647,780	687,630	-	687,630	4.8%	713,290	740,110



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Fire
30

Division: Fire Stations
35

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4106 - Overtime Wages	-	10,200	6,000	9,000	-	9,000	-11.8%	9,270	9,550
Total Commodities	-	10,200	6,000	9,000	-	9,000	-11.8%	9,270	9,550
<u>23 - Commodities</u>									
4412 - Janitorial Supplies	19,855	20,000	19,500	20,000	-	20,000	0.0%	20,600	21,220
Total Commodities	19,855	20,000	19,500	20,000	-	20,000	0.0%	20,600	21,220
<u>24 - Contractual Services</u>									
4510 - Maintenance, Equipment	7,941	5,000	6,100	6,000	-	6,000	20.0%	6,180	6,370
Total Contractual Services	7,941	5,000	6,100	6,000	-	6,000	20.0%	6,180	6,370
TOTAL OPERATING EXP.	27,796	35,200	31,600	35,000	-	35,000	-0.6%	36,050	37,140
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	12,899	16,250	17,780	17,550	-	17,550	8.0%	18,080	18,620
4628 - Other Furniture & Equip.	2,384	2,250	2,250	2,250	-	2,250	0.0%	2,320	2,390
Total Capital Outlay	15,283	18,500	20,030	19,800	-	19,800	7.0%	20,400	21,010
TOTAL EXPENDITURES	43,079	53,700	51,630	54,800	-	54,800	2.0%	56,450	58,150



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	2,876,543	3,245,700	3,055,640	3,530,190	-	3,530,190	8.8%	3,653,740	3,781,620
Part-time Wages	55,674	126,090	121,860	127,850	-	127,850	1.4%	130,910	134,080
Overtime Wages	436,408	549,200	580,600	629,700	-	629,700	14.7%	648,500	667,960
Total Salaries and Wages	3,368,624	3,920,990	3,758,100	4,287,740	-	4,287,740	9.4%	4,433,150	4,583,660
FTE - Full Time	33.91	34.91	34.91	36.78	-	36.78	5.4%	36.78	36.78
FTE - Part Time	2.11	3.12	3.12	3.12	-	3.12	0.0%	3.12	3.12
<u>Employee Benefits</u>									
Health Insurance	888,411	908,560	894,430	959,850	-	959,850	5.6%	1,055,850	1,161,440
Life Insurance	1,878	1,390	1,440	1,470	-	1,470	5.8%	1,520	1,570
Social Security Expense	200,966	243,100	230,630	265,860	-	265,860	9.4%	274,850	284,190
Medicare Expense	47,172	56,870	53,940	62,170	-	62,170	9.3%	64,290	66,460
IMRF Expense	295,683	352,470	335,310	382,710	-	382,710	8.6%	396,110	409,980
Total Employee Benefits	1,434,110	1,562,390	1,515,750	1,672,060	-	1,672,060	7.0%	1,792,620	1,923,640
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	8,062	22,250	24,600	29,800	-	29,800	33.9%	30,700	31,620
Dues and Memberships	4,847	5,970	5,590	5,910	-	5,910	-1.0%	6,080	6,250
Uniforms	29,187	29,800	32,550	31,150	-	31,150	4.5%	32,090	33,060
Total Misc. Employee Exp.	42,096	58,020	62,740	66,860	-	66,860	15.2%	68,870	70,930
<u>Commodities</u>									
Office Supplies	869	1,000	800	800	-	800	-20.0%	820	840
Printing and Binding	3,046	3,250	3,550	3,550	-	3,550	9.2%	3,660	3,770
Small Tools, Minor Equipment	16,764	17,950	20,100	25,000	-	25,000	39.3%	25,770	26,550
Salt	196,919	342,000	300,000	315,000	-	315,000	-7.9%	324,450	334,180



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Chemicals	28,866	44,000	33,000	39,000	-	39,000	-11.4%	40,170	41,380
Gas & Oil	518,935	695,100	630,000	700,100	-	700,100	0.7%	721,100	742,730
Janitorial Supplies	17,875	18,000	18,000	18,000	-	18,000	0.0%	18,540	19,100
Other Supplies	44,577	57,450	53,450	60,800	-	60,800	5.8%	62,630	64,510
Photocopy Expense	107	100	100	100	-	100	0.0%	100	100
Total Commodities	827,958	1,178,850	1,059,000	1,162,350	-	1,162,350	-1.4%	1,197,240	1,233,160
<u>Contractual Services</u>									
Telephone	54,879	94,050	93,590	98,440	-	98,440	4.7%	101,240	104,250
Electricity	128,279	170,000	150,000	160,000	-	160,000	-5.9%	164,800	169,740
Natural Gas	55,602	60,000	60,000	60,000	-	60,000	0.0%	61,800	63,650
Professional Services	333,966	1,316,900	931,400	1,125,000	-	1,125,000	-14.6%	1,158,750	1,193,510
Equipment Rental	6,560	10,250	13,650	27,850	-	27,850	171.7%	28,690	29,550
Maintenance, Equipment	222,121	210,900	216,600	247,150	-	247,150	17.2%	254,590	262,240
Maintenance, Police Vehicles	71,466	72,000	77,500	77,500	-	77,500	7.6%	79,830	82,220
Maintenance, Fire Vehicles	128,641	126,700	133,200	126,700	-	126,700	0.0%	130,500	134,420
Maintenance, 2305 Pembroke	2,086	1,700	1,500	1,700	-	1,700	0.0%	1,750	1,800
Maintenance, 1900 Hassell	47,712	66,500	56,500	133,500	-	133,500	100.8%	137,510	141,640
Maintenance, 1200 Gannon	28,923	28,700	30,100	34,000	-	34,000	18.5%	35,020	36,070
Maintenance, Fire Stations	72,624	82,500	78,850	83,450	-	83,450	1.2%	85,950	88,530
Maintenance, Other Buildings	58,202	33,700	55,450	73,500	-	73,500	118.1%	75,710	77,980
Maintenance, Streets	22,403	22,000	22,500	23,500	-	23,500	6.8%	24,210	24,940
Maintenance, Storm Sewers	20,026	22,000	17,000	72,000	-	72,000	227.3%	74,160	76,380
Maintenance, Street Lights	8,377	23,800	26,500	31,500	-	31,500	32.4%	32,450	33,420
Other Contractual Services	209,845	235,450	222,250	233,700	-	233,700	-0.7%	240,720	247,940
Traffic Control	47,202	55,000	50,000	55,000	-	55,000	0.0%	56,650	58,350
Employee Safety Program	6,450	8,200	10,200	10,350	-	10,350	26.2%	10,660	10,980
IT User Charges	363,620	374,840	418,720	428,120	-	428,120	14.2%	444,580	461,760



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Liability Insurance	123,440	152,210	152,210	152,210	-	152,210	0.0%	156,780	161,490
Workers Comp Insurance	47,910	90,370	89,000	90,370	-	90,370	0.0%	93,080	95,860
Maintenance, Gen. Govt. Vehicles	186	750	500	750	-	750	0.0%	770	790
Maintenance, Streets Vehicles	149,682	130,000	140,000	145,000	-	145,000	11.5%	149,350	153,830
Maintenance, Code Enf. Vehicles	5,620	6,500	6,000	6,500	-	6,500	0.0%	6,700	6,900
Maintenance, Engineering Vehicles	5,525	3,000	3,500	3,500	-	3,500	16.7%	3,610	3,720
Maintenance, Trees	2,897	2,200	3,200	2,700	-	2,700	22.7%	2,780	2,860
Total Contractual Services	2,224,244	3,400,220	3,059,920	3,503,990	-	3,503,990	3.1%	3,612,640	3,724,820
TOTAL OPERATING EXP.	7,897,032	10,120,470	9,455,510	10,693,000	-	10,693,000	5.7%	11,104,520	11,536,210
<u>Capital Outlay</u>									
Department Equipment	23,154	27,500	78,200	21,000	-	21,000	-23.6%	21,630	22,280
Other Capital Expenditures	68,128	149,500	144,500	264,500	-	264,500	76.9%	272,440	280,610
Other Furniture & Equipment	71,086	24,400	63,600	83,000	-	83,000	240.2%	85,490	88,060
Total Capital Outlay	162,368	201,400	286,300	368,500	-	368,500	83.0%	379,560	390,950
<u>Cost Allocation</u>									
Water Cost Allocation	(767,950)	(765,340)	(761,660)	(830,260)	-	(830,260)	8.5%	(855,160)	(880,810)
Total Cost Allocation	(767,950)	(765,340)	(761,660)	(830,260)	-	(830,260)	8.5%	(855,160)	(880,810)
TOTAL EXPENDITURES	7,291,450	9,556,530	8,980,150	10,231,240	-	10,231,240	7.1%	10,628,920	11,046,350



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	152,012	160,090	160,190	169,460	-	169,460	5.9%	175,390	181,530
4105 - Part-time Wages	4,491	16,600	1,120	15,730	-	15,730	-5.2%	16,280	16,850
4106 - Over-time Wages	2	100	-	100	-	100	0.0%	100	100
Total Salaries and Wages	156,505	176,790	161,310	185,290	-	185,290	4.8%	191,670	198,380
FTE - Full Time	1.45	1.45	1.45	1.45	-	1.45	0.0%	1.45	1.45
FTE - Part Time	0.19	0.47	0.47	0.47	-	0.47	0.0%	0.47	0.47
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	39,040	38,740	38,140	38,800	-	38,800	0.2%	42,680	46,950
4202 - Life Insurance	80	80	70	70	-	70	-12.5%	70	70
4203 - Social Security Expense	8,737	10,960	9,870	11,490	-	11,490	4.8%	11,880	12,300
4204 - Medicare Expense	2,216	2,560	2,310	2,690	-	2,690	5.1%	2,780	2,880
4205 - IMRF Expense	13,855	16,150	14,730	16,810	-	16,810	4.1%	17,400	18,010
Total Employee Benefits	63,928	68,490	65,120	69,860	-	69,860	2.0%	74,810	80,210
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	2,146	10,950	9,500	14,000	-	14,000	27.9%	14,420	14,850
4303 - Dues and Memberships	177	900	950	1,050	-	1,050	16.7%	1,080	1,110
4304 - Uniforms	1,395	2,000	2,800	2,500	-	2,500	25.0%	2,580	2,660
Total Misc. Employee Exp.	3,718	13,850	13,250	17,550	-	17,550	26.7%	18,080	18,620
<u>23 - Commodities</u>									
4402 - Office Supplies	869	1,000	800	800	-	800	-20.0%	820	840
4403 - Printing and Binding	416	650	950	950	-	950	46.2%	980	1,010
4414 - Other Supplies	1,804	3,050	3,050	3,350	-	3,350	9.8%	3,450	3,550
4416 - Photocopy Expense	107	100	100	100	-	100	0.0%	100	100
Total Commodities	3,196	4,800	4,900	5,200	-	5,200	8.3%	5,350	5,500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	919	960	720	3,270	-	3,270	240.6%	3,370	3,470
4507 - Professional Services	6,550	6,750	6,750	6,750	-	6,750	0.0%	6,950	7,160
4509 - Equipment Rental	1,351	1,500	1,500	1,600	-	1,600	6.7%	1,650	1,700
4545 - Employee Safety	16	400	400	400	-	400	0.0%	410	420
4551 - Liability Insurance	5,280	6,320	6,320	6,320	-	6,320	0.0%	6,510	6,710
4553 - Workers Comp Insurance	2,210	4,170	4,180	4,170	-	4,170	0.0%	4,300	4,430
4583 - IT User Charges	363,620	374,840	418,720	428,120	-	428,120	14.2%	444,580	461,760
Total Contractual Services	379,946	394,940	438,590	450,630	-	450,630	14.1%	467,770	485,650
TOTAL OPERATING EXP.	607,293	658,870	683,170	728,530	-	728,530	10.6%	757,680	788,360
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(343,860)	(297,380)	(305,060)	(313,680)	-	(313,680)	5.5%	(323,090)	(332,780)
Total Cost Allocation	(343,860)	(297,380)	(305,060)	(313,680)	-	(313,680)	5.5%	(323,090)	(332,780)
TOTAL EXPENDITURES	263,433	361,490	378,110	414,850	-	414,850	14.8%	434,590	455,580



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Snow & Ice
41

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	638,475	755,680	695,160	823,660	-	823,660	9.0%	852,490	882,330
4105 - Part-time Wages	13,560	40,400	37,000	40,400	-	40,400	0.0%	40,400	40,400
4106 - Overtime Wages	297,917	390,000	380,000	412,500	-	412,500	5.8%	424,880	437,630
Total Salaries and Wages	949,952	1,186,080	1,112,160	1,276,560	-	1,276,560	7.6%	1,317,770	1,360,360
FTE - Full Time	7.98	8.38	8.38	8.72	-	8.72	4.1%	8.72	8.72
FTE -Part Time	0.96	0.96	0.96	0.96	-	0.96	0.0%	0.96	0.96
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	206,487	215,660	212,310	225,050	-	225,050	4.4%	247,560	272,320
4202 - Life Insurance	439	330	350	360	-	360	9.1%	370	380
4203 - Social Security Expense	56,741	73,540	67,760	79,150	-	79,150	7.6%	81,700	84,340
4204 - Medicare Expense	13,270	17,200	15,850	18,510	-	18,510	7.6%	19,110	19,730
4205 - IMRF Expense	84,271	104,670	97,110	112,220	-	112,220	7.2%	116,150	120,220
Total Employee Benefits	361,208	411,400	393,380	435,290	-	435,290	5.8%	464,890	496,990
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,675	3,500	6,200	5,000	-	5,000	42.9%	5,150	5,300
Total Misc. Employee Exp.	1,675	3,500	6,200	5,000	-	5,000	42.9%	5,150	5,300
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equip.	1,324	1,000	1,500	1,500	-	1,500	50.0%	1,550	1,600
4409 - Salt	196,919	342,000	300,000	315,000	-	315,000	-7.9%	324,450	334,180
4410 - Chemicals	28,866	44,000	33,000	39,000	-	39,000	-11.4%	40,170	41,380
4414 - Other Supplies	18,827	24,300	20,250	24,100	-	24,100	-0.8%	24,820	25,560
Total Commodities	245,936	411,300	354,750	379,600	-	379,600	-7.7%	390,990	402,720



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Snow & Ice
41

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4507 - Professional Services	15,853	16,500	21,000	40,000	-	40,000	142.4%	41,200	42,440
4509 - Equipment Rental	-	-	-	-	-	-	N/A	-	-
4510 - Maintenance, Equipment	1,169	2,750	2,000	2,500	-	2,500	-9.1%	2,580	2,660
4520 - Maintenance, Other Bldgs.	20,632	1,000	750	2,500	-	2,500	150.0%	2,580	2,660
4551 - Liability Insurance	29,050	36,540	36,540	36,540	-	36,540	0.0%	37,640	38,770
4553 - Workers Comp Insurance	11,210	21,140	21,170	21,140	-	21,140	0.0%	21,770	22,420
Total Contractual Services	77,914	77,930	81,460	102,680	-	102,680	31.8%	105,770	108,950
TOTAL OPERATING EXP.	1,636,685	2,090,210	1,947,950	2,199,130	-	2,199,130	5.2%	2,284,570	2,374,320
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equip	6,840	1,600	1,800	1,800	-	1,800	12.5%	1,850	1,910
Total Capital Outlay	6,840	1,600	1,800	1,800	-	1,800	12.5%	1,850	1,910
TOTAL EXPENDITURES	1,643,525	2,091,810	1,949,750	2,200,930	-	2,200,930	5.2%	2,286,420	2,376,230



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Traffic Operations
42

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	570,850	641,080	609,570	601,520	-	601,520	-6.2%	622,570	644,360
4105 - Part-time Wages	6,240	7,440	5,760	7,440	-	7,440	0.0%	7,700	7,970
4106 - Overtime Wages	5,371	6,500	6,000	6,500	-	6,500	0.0%	6,700	6,900
Total Salaries and Wages	582,461	655,020	621,330	615,460	-	615,460	-6.0%	636,970	659,230
FTE - Full Time	6.93	7.13	7.13	6.28	-	6.28	-11.9%	6.28	6.28
FTE - Part Time	0.23	0.23	0.23	0.23	-	0.23	0.0%	0.23	0.23
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	170,314	174,450	171,750	151,940	-	151,940	-12.9%	167,130	183,840
4202 - Life Insurance	380	280	300	310	-	310	10.7%	320	330
4203 - Social Security Expense	35,784	40,610	38,620	38,160	-	38,160	-6.0%	39,490	40,870
4204 - Medicare Expense	8,369	9,500	9,030	8,920	-	8,920	-6.1%	9,240	9,560
4205 - IMRF Expense	51,122	59,260	55,660	55,340	-	55,340	-6.6%	57,280	59,280
Total Employee Benefits	265,969	284,100	275,360	254,670	-	254,670	-10.4%	273,460	293,880
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	-	650	400	650	-	650	0.0%	670	690
4304 - Uniforms	8,400	8,400	10,750	8,400	-	8,400	0.0%	8,650	8,910
Total Misc. Employee Exp.	8,400	9,050	11,150	9,050	-	9,050	0.0%	9,320	9,600
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equip.	2,745	3,400	3,250	3,500	-	3,500	2.9%	3,610	3,720
4414 - Other Supplies	7,325	9,000	8,500	9,000	-	9,000	0.0%	9,270	9,550
Total Commodities	10,070	12,400	11,750	12,500	-	12,500	0.8%	12,880	13,270



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Traffic Operations
42

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	2,683	3,840	6,390	4,440	-	4,440	15.6%	4,570	4,710
4502 - Electricity	51,541	70,000	55,000	60,000	-	60,000	-14.3%	61,800	63,650
4509 - Equipment Rental	-	2,500	2,000	2,000	-	2,000	-20.0%	2,060	2,120
4510 - Maintenance, Equipment	530	850	800	850	-	850	0.0%	880	910
4521 - Maintenance, Streets	22,403	22,000	22,500	23,500	-	23,500	6.8%	24,210	24,940
4523 - Maintenance, Street Lights	8,377	23,800	26,500	31,500	-	31,500	32.4%	32,450	33,420
4542 - Other Contractual Services	199,855	217,500	206,000	216,500	-	216,500	-0.5%	223,000	229,690
4544 - Traffic Control	47,202	55,000	50,000	55,000	-	55,000	0.0%	56,650	58,350
4545 - Employee Safety Program	1,371	1,500	1,800	1,750	-	1,750	16.7%	1,800	1,850
4551 - Liability Insurance	25,230	31,090	31,090	31,090	-	31,090	0.0%	32,020	32,980
4553 - Workers Comp Insurance	6,340	17,760	16,290	17,760	-	17,760	0.0%	18,290	18,840
Total Contractual Services	365,532	445,840	418,370	444,390	-	444,390	-0.3%	457,730	471,460
TOTAL OPERATING EXP.	1,232,432	1,406,410	1,337,960	1,336,070	-	1,336,070	-5.0%	1,390,360	1,447,440
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	3,886	400	8,400	400	-	400	0.0%	410	420
Total Capital Outlay	3,886	400	8,400	400	-	400	0.0%	410	420
TOTAL EXPENDITURES	1,236,318	1,406,810	1,346,360	1,336,470	-	1,336,470	-5.0%	1,390,770	1,447,860



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Forestry
43

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	476,718	570,000	538,560	610,130	-	610,130	7.0%	631,480	653,580
4105 - Part-time Wages	7,009	14,880	12,840	14,880	-	14,880	0.0%	15,400	15,940
4106 - Overtime Wages	8,359	6,500	9,000	8,000	-	8,000	23.1%	8,240	8,490
Total Salaries and Wages	492,086	591,380	560,400	633,010	-	633,010	7.0%	655,120	678,010
FTE - Full Time	6.64	6.84	6.84	6.84	-	6.84	0.0%	6.84	6.84
FTE - Part Time	0.46	0.46	0.46	0.46	-	0.46	0.0%	0.46	0.46
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	178,800	182,790	179,940	183,050	-	183,050	0.1%	201,360	221,500
4202 - Life Insurance	369	270	290	290	-	290	7.4%	300	310
4203 - Social Security Expense	29,545	36,670	34,210	39,250	-	39,250	7.0%	40,620	42,040
4204 - Medicare Expense	6,910	8,580	8,000	9,180	-	9,180	7.0%	9,500	9,830
4205 - IMRF Expense	42,948	52,630	49,410	55,270	-	55,270	5.0%	57,200	59,200
Total Employee Benefits	258,572	280,940	271,850	287,040	-	287,040	2.2%	308,980	332,880
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,233	1,600	1,800	1,800	-	1,800	12.5%	1,850	1,910
4303 - Dues and Memberships	1,450	1,720	1,320	1,440	-	1,440	-16.3%	1,480	1,520
4304 - Uniforms	8,615	8,400	8,400	8,400	-	8,400	0.0%	8,650	8,910
Total Misc. Employee Exp.	11,298	11,720	11,520	11,640	-	11,640	-0.7%	11,980	12,340
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equip.	1,150	1,200	1,200	2,000	-	2,000	66.7%	2,060	2,120
4414 - Other Supplies	2,398	2,600	2,600	2,600	-	2,600	0.0%	2,680	2,760
Total Commodities	3,548	3,800	3,800	4,600	-	4,600	21.1%	4,740	4,880



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Forestry
43

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	4,230	9,270	6,140	9,390	-	9,390	1.3%	9,670	9,960
4507 - Professional Services	239,771	1,156,000	762,500	785,200	-	785,200	-32.1%	808,760	833,020
4510 - Maintenance, Equipment	5,472	6,500	6,000	6,500	-	6,500	0.0%	6,700	6,900
4537 - Maintenance, Trees	2,897	2,200	3,200	2,700	-	2,700	22.7%	2,780	2,860
4545 - Employee Safety Program	1,649	2,700	2,700	3,250	-	3,250	20.4%	3,350	3,450
4551 - Liability Insurance	24,170	29,820	29,820	29,820	-	29,820	0.0%	30,710	31,630
4553 - Workers Comp Insurance	8,980	16,930	16,960	16,930	-	16,930	0.0%	17,440	17,960
Total Contractual Services	287,169	1,223,420	827,320	853,790	-	853,790	-30.2%	879,410	905,780
TOTAL OPERATING EXP.	1,052,673	2,111,260	1,674,890	1,790,080	-	1,790,080	-15.2%	1,860,230	1,933,890
<u>25 - Capital Outlay</u>									
4610 - Other Capital Expenditures	68,128	149,500	144,500	264,500	-	264,500	76.9%	272,440	280,610
4628 - Other Furniture & Equipment	3,687	2,300	2,700	44,300	-	44,300	1826.1%	45,630	47,000
Total Capital Outlay	71,815	151,800	147,200	308,800	-	308,800	103.4%	318,070	327,610
TOTAL EXPENDITURES	1,124,488	2,263,060	1,822,090	2,098,880	-	2,098,880	-7.3%	2,178,300	2,261,500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Facilities
44

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	442,462	456,000	417,820	493,110	-	493,110	8.1%	510,370	528,230
4106 - Overtime Wages	21,597	28,500	25,500	27,000	-	27,000	-5.3%	27,810	28,640
Total Salaries and Wages	464,059	484,500	468,820	520,110	-	520,110	7.3%	538,180	556,870
FTE - Full Time	4.95	4.95	4.95	5.35	-	5.35	8.1%	5.35	5.35
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	133,290	132,280	130,220	143,170	-	143,170	8.2%	157,490	173,240
4202 - Life Insurance	270	190	180	190	-	190	0.0%	200	210
4203 - Social Security Expense	26,980	30,040	27,350	32,250	-	32,250	7.4%	33,370	34,530
4204 - Medicare Expense	6,310	7,030	6,400	7,540	-	7,540	7.3%	7,800	8,070
4205 - IMRF Expense	38,876	44,230	40,000	47,170	-	47,170	6.6%	48,820	50,530
Total Employee Benefits	205,726	213,770	204,150	230,320	-	230,320	7.7%	247,680	266,580
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	512	500	500	2,500	-	2,500	400.0%	2,580	2,660
4303 - Dues and Memberships	-	30	-	-	-	-	N/A	-	-
4304 - Uniforms	4,250	4,250	4,250	4,250	-	4,250	0.0%	4,380	4,510
Total Misc. Employee Exp.	4,762	4,780	4,750	6,750	-	6,750	41.2%	6,960	7,170
<u>23 - Commodities</u>									
4403 - Printing and Binding	2,630	2,600	2,600	2,600	-	2,600	0.0%	2,680	2,760
4408 - Small Tools, Minor Equipment	1,991	2,400	2,500	2,500	-	2,500	4.2%	2,580	2,660
4412 - Janitorial Supplies	17,875	18,000	18,000	18,000	-	18,000	0.0%	18,540	19,100
4414 - Other Supplies	2,738	2,650	2,550	2,600	-	2,600	-1.9%	2,680	2,760
Total Commodities	25,234	25,650	25,650	25,700	-	25,700	0.2%	26,480	27,280



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Facilities
44

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	42,946	74,680	74,560	75,760	-	75,760	1.4%	78,030	80,370
4502 - Electricity	76,738	100,000	95,000	100,000	-	100,000	0.0%	103,000	106,090
4503 - Natural Gas	55,602	60,000	60,000	60,000	-	60,000	0.0%	61,800	63,650
4507 - Professional Services	38,040	35,900	36,900	87,450	-	87,450	143.6%	90,070	92,770
4509 - Equipment Rental	1,180	2,000	1,850	2,000	-	2,000	0.0%	2,060	2,120
4510 - Maintenance, Equipment	189,053	183,900	188,100	167,900	-	167,900	-8.7%	172,940	178,130
4516 - Maintenance, 1900 Hassell	47,712	66,500	56,500	133,500	-	133,500	100.8%	137,510	141,640
4517 - Maintenance, 411 W. Higgins	28,923	28,700	30,100	34,000	-	34,000	18.5%	35,020	36,070
4518 - Maintenance, Fire Stations	72,624	82,500	78,850	83,450	-	83,450	1.2%	85,950	88,530
4520 - Maintenance, Other Bldgs	37,570	32,700	54,700	71,000	-	71,000	117.1%	73,130	75,320
4542 - Other Contractual Services	4,710	9,450	8,250	9,200	-	9,200	-2.6%	9,480	9,760
4545 - Employee Safety Program	960	900	900	1,150	-	1,150	27.8%	1,180	1,220
4551 - Liability Insurance	18,020	21,580	21,580	21,580	-	21,580	0.0%	22,230	22,900
4553 - Workers Comp Insurance	6,180	11,660	11,670	11,660	-	11,660	0.0%	12,010	12,370
Total Contractual Services	620,258	710,470	718,960	858,650	-	858,650	20.9%	884,410	910,940
TOTAL OPERATING EXP.	1,320,039	1,439,170	1,422,330	1,641,530	-	1,641,530	14.1%	1,703,710	1,768,840
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	55,569	16,500	41,500	36,500	-	36,500	121.2%	37,600	38,730
Total Capital Outlay	55,569	16,500	41,500	36,500	-	36,500	121.2%	37,600	38,730
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(150,570)	(153,140)	(135,300)	(155,100)	-	(155,100)	1.3%	(159,750)	(164,540)
Total Cost Allocation	(150,570)	(153,140)	(135,300)	(155,100)	-	(155,100)	1.3%	(159,750)	(164,540)
TOTAL EXPENDITURES	1,225,038	1,302,530	1,328,530	1,522,930	-	1,522,930	16.9%	1,581,560	1,643,030



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Fleet Services
45

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	452,378	498,510	471,210	581,580	-	581,580	16.7%	601,940	623,010
4105 - Part-time Wages	24,374	46,770	39,640	49,400	-	49,400	5.6%	51,130	52,920
4106 - Overtime Wages	30,343	29,600	76,600	90,600	-	90,600	206.1%	93,320	96,120
Total Salaries and Wages	507,095	574,880	587,450	721,580	-	721,580	25.5%	746,390	772,050
FTE - Full Time	4.30	4.50	4.50	5.35	-	5.35	18.9%	5.35	5.35
FTE - Part Time	0.50	1.00	1.00	1.00	-	1.00	0.0%	1.00	1.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	115,780	120,260	118,390	143,170	-	143,170	19.1%	157,490	173,240
4202 - Life Insurance	240	180	180	180	-	180	0.0%	190	200
4203 - Social Security Expense	30,152	35,640	37,730	44,740	-	44,740	25.5%	46,280	47,870
4204 - Medicare Expense	7,051	8,340	8,820	10,460	-	10,460	25.4%	10,820	11,190
4205 - IMRF Expense	44,212	52,490	56,150	65,450	-	65,450	24.7%	67,740	70,110
Total Employee Benefits	197,435	216,910	221,270	264,000	-	264,000	21.7%	282,520	302,610
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	2,296	4,800	6,000	5,600	-	5,600	16.7%	5,770	5,940
4303 - Dues and Memberships	115	120	120	120	-	120	0.0%	120	120
4304 - Uniforms	4,377	5,050	4,650	5,050	-	5,050	0.0%	5,200	5,360
Total Misc. Employee Exp.	6,788	9,970	10,770	10,770	-	10,770	8.0%	11,090	11,420
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equipment	4,934	5,100	6,100	5,600	-	5,600	9.8%	5,770	5,940
4411 - Gas & Oil	518,935	695,100	630,000	700,100	-	700,100	0.7%	721,100	742,730
4414 - Other Supplies	6,822	9,600	12,900	12,900	-	12,900	34.4%	13,290	13,690
Total Commodities	530,691	709,800	649,000	718,600	-	718,600	1.2%	740,160	762,360



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Fleet Services
45

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	2,065	2,420	2,480	1,560	-	1,560	-35.5%	1,610	1,660
4507 - Professional Services	24,194	33,750	37,550	37,600	-	37,600	11.4%	38,730	39,890
4509 - Equipment Rental	4,012	4,000	8,200	22,000	-	22,000	450.0%	22,660	23,340
4510 - Maintenance, Equipment	25,872	15,500	18,500	68,000	-	68,000	338.7%	70,040	72,140
4513 - Maintenance, Police Vehicles	71,466	72,000	77,500	77,500	-	77,500	7.6%	79,830	82,220
4514 - Maintenance, Fire Vehicles	128,641	126,700	133,200	126,700	-	126,700	0.0%	130,500	134,420
4533 - Maintenance, Gen. Govt. Vhcls	186	750	500	750	-	750	0.0%	770	790
4534 - Maintenance, Streets Vehicles	149,682	130,000	140,000	145,000	-	145,000	11.5%	149,350	153,830
4535 - Maintenance, Code Enf. Vhcls	5,620	6,500	6,000	6,500	-	6,500	0.0%	6,700	6,900
4536 - Maintenance, Eng. Vhcls	5,525	3,000	3,500	3,500	-	3,500	16.7%	3,610	3,720
4545 - Employee Safety Program	1,860	2,000	2,000	2,250	-	2,250	12.5%	2,320	2,390
4551 - Liability Insurance	15,650	19,620	19,620	19,620	-	19,620	0.0%	20,210	20,820
4553 - Workers Comp Insurance	6,530	12,320	12,340	12,320	-	12,320	0.0%	12,690	13,070
Total Contractual Services	441,303	428,560	461,390	523,300	-	523,300	22.1%	539,020	555,190
TOTAL OPERATING EXP.	1,683,312	1,940,120	1,929,880	2,238,250	-	2,238,250	15.4%	2,319,180	2,403,630
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	23,154	27,500	78,200	21,000	-	21,000	-23.6%	21,630	22,280
Total Capital Outlay	23,154	27,500	78,200	21,000	-	21,000	-23.6%	21,630	22,280
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(273,520)	(314,820)	(321,300)	(361,480)	-	(361,480)	14.8%	(372,320)	(383,490)
Total Cost Allocation	(273,520)	(314,820)	(321,300)	(361,480)	-	(361,480)	14.8%	(372,320)	(383,490)
TOTAL EXPENDITURES	1,432,946	1,652,800	1,686,780	1,897,770	-	1,897,770	14.8%	1,968,490	2,042,420



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: F.A.S.T.
46

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	62,147	77,710	77,680	82,640	-	82,640	6.3%	85,530	88,520
4106 - Overtime Wages	66,174	82,000	76,000	78,000	-	78,000	-4.9%	80,340	82,750
Total Salaries and Wages	128,321	159,710	153,680	160,640	-	160,640	0.6%	165,870	171,270
FTE - Full Time	0.83	0.83	0.83	0.83	-	0.83	0.0%	0.83	0.83
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	22,350	22,190	21,840	22,210	-	22,210	0.1%	24,430	26,870
4202 - Life Insurance	50	30	30	30	-	30	0.0%	30	30
4203 - Social Security Expense	7,720	9,900	9,400	9,960	-	9,960	0.6%	10,280	10,620
4204 - Medicare Expense	1,805	2,320	2,200	2,330	-	2,330	0.4%	2,410	2,480
4205 - IMRF Expense	11,340	14,580	13,860	14,570	-	14,570	-0.1%	15,080	15,610
Total Employee Benefits	43,265	49,020	47,330	49,100	-	49,100	0.2%	52,230	55,610
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	200	250	200	250	-	250	0.0%	260	270
4304 - Uniforms	1,300	850	850	850	-	850	0.0%	880	910
Total Misc. Employee Exp.	1,500	1,100	1,050	1,100	-	1,100	0.0%	1,140	1,180
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equipment	1,847	2,500	2,500	2,500	-	2,500	0.0%	2,580	2,660
4414 - Other Supplies	3,971	4,750	2,500	4,750	-	4,750	0.0%	4,890	5,040
Total Commodities	5,818	7,250	5,000	7,250	-	7,250	0.0%	7,470	7,700



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: F.A.S.T.
46

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,260	2,040	2,280	3,000	-	3,000	47.1%	3,090	3,180
4509 - Equipment Rental	17	250	100	250	-	250	0.0%	260	270
4510 - Maintenance, Equipment	25	500	300	500	-	500	0.0%	520	540
4519 - Maintenance, 2305 Pembroke	2,086	1,700	1,500	1,700	-	1,700	0.0%	1,750	1,800
4542 - Other Contractual Services	5,280	8,500	8,000	8,000	-	8,000	-5.9%	8,240	8,490
4545 - Employee Safety Program	321	400	400	650	-	650	62.5%	670	690
4551 - Liability Insurance	3,020	3,620	3,620	3,620	-	3,620	0.0%	3,730	3,840
4553 - Workers Comp Insurance	1,110	2,100	2,100	2,100	-	2,100	0.0%	2,160	2,220
Total Contractual Services	13,119	19,110	18,300	19,820	-	19,820	3.7%	20,420	21,030
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	1,104	3,600	9,200	-	-	-	N/A	-	-
Total Capital Outlay	1,104	3,600	9,200	-	-	-	N/A	-	-
TOTAL OPERATING EXP.	193,127	239,790	234,560	237,910	-	237,910	-0.8%	247,130	256,790
TOTAL EXPENDITURES	193,127	239,790	234,560	237,910	-	237,910	-0.8%	247,130	256,790



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Storm Sewers
47

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	81,501	86,630	85,450	168,090	-	168,090	94.0%	173,970	180,060
4106 - Overtime Wages	6,645	6,000	7,500	7,000	-	7,000	16.7%	7,210	7,430
Total Salaries and Wages	88,146	92,630	92,950	175,090	-	175,090	89.0%	181,180	187,490
FTE - Full Time	0.83	0.83	0.83	1.96	-	1.96	136.1%	1.96	1.96
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	22,350	22,190	21,840	52,460	-	52,460	136.4%	57,710	63,480
4202 - Life Insurance	50	30	40	40	-	40	33.3%	40	40
4203 - Social Security Expense	5,307	5,740	5,690	10,860	-	10,860	89.2%	11,230	11,620
4204 - Medicare Expense	1,241	1,340	1,330	2,540	-	2,540	89.6%	2,630	2,720
4205 - IMRF Expense	9,059	8,460	8,390	15,880	-	15,880	87.7%	16,440	17,020
Total Employee Benefits	38,007	37,760	37,290	81,780	-	81,780	116.6%	88,050	94,880
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	3,105	3,200	3,200	3,300	-	3,300	3.1%	3,400	3,500
4304 - Uniforms	850	850	850	1,700	-	1,700	100.0%	1,750	1,800
Total Misc. Employee Exp.	3,955	4,050	4,050	5,000	-	5,000	23.5%	5,150	5,300
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equipment	2,773	2,350	3,050	7,400	-	7,400	214.9%	7,620	7,850
4414 - Other Supplies	692	1,500	1,100	1,500	-	1,500	0.0%	1,550	1,600
Total Commodities	3,465	3,850	4,150	8,900	-	8,900	131.2%	9,170	9,450



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Public Works
40

Division: Storm Sewers
47

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	776	840	1,020	1,020	-	1,020	21.4%	900	900
4507 - Professional Services	9,558	68,000	66,700	168,000	-	168,000	147.1%	173,040	178,230
4510 - Maintenance, Equipment	-	900	900	900	-	900	0.0%	930	960
4522 - Maintenance, Storm Sewers	20,026	22,000	17,000	72,000	-	72,000	227.3%	74,160	76,380
4545 - Employee Safety Program	273	300	2,000	900	-	900	200.0%	930	960
4551 - Liability Insurance	3,020	3,620	3,620	3,620	-	3,620	0.0%	3,730	3,840
4553 - Workers Comp Insurance	2,270	4,290	4,290	4,290	-	4,290	0.0%	4,420	4,550
Total Contractual Services	35,923	99,950	95,530	250,730	-	250,730	150.9%	258,110	265,820
TOTAL OPERATING EXP.	169,496	238,240	233,970	521,500	-	521,500	118.9%	541,660	562,940
TOTAL EXPENDITURES	169,496	238,240	233,970	521,500	-	521,500	118.9%	541,660	562,940



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	2,886,246	3,133,010	3,067,500	3,486,830	-	3,486,830	11.3%	3,608,870	3,735,190
Part-time Wages	166,310	216,460	216,150	186,480	-	186,480	-13.9%	193,010	199,770
Overtime Wages	39,489	42,250	27,250	2,650	-	2,650	-93.7%	2,730	2,810
Commissioners Stipends	5,020	6,000	3,500	6,000	-	6,000	0.0%	6,210	6,430
Total Salaries and Wages	3,097,065	3,397,720	3,314,400	3,681,960	-	3,681,960	8.4%	3,810,820	3,944,200
FTE - Full Time	31.73	32.50	32.50	33.50	-	33.50	3.1%	33.50	33.50
FTE - Part Time	3.12	3.37	3.37	3.12	-	3.12	-7.4%	3.12	3.12
<u>Employee Benefits</u>									
Health Insurance	696,911	789,200	777,320	833,640	-	833,640	5.6%	917,010	1,008,710
Life Insurance	1,469	1,100	1,080	1,110	-	1,110	0.9%	1,140	1,170
Social Security Expense	187,406	210,670	205,490	228,280	-	228,280	8.4%	236,270	244,540
Medicare Expense	44,004	49,260	47,640	53,400	-	53,400	8.4%	55,260	57,190
IMRF Expense	276,409	303,120	296,910	326,150	-	326,150	7.6%	337,570	349,400
Total Employee Benefits	1,206,199	1,353,350	1,328,440	1,442,580	-	1,442,580	6.6%	1,547,250	1,661,010
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	49,700	84,250	58,900	93,320	-	93,320	10.8%	96,130	99,030
Dues and Memberships	8,858	13,250	13,300	16,430	-	16,430	24.0%	16,920	17,430
Uniforms	1,562	2,100	1,660	1,900	-	1,900	-9.5%	1,960	2,020
Total Misc. Employee Exp.	60,121	99,600	73,860	111,650	-	111,650	12.1%	115,010	118,480
<u>Commodities</u>									
Office Supplies	14,749	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
Printing and Binding	6,080	4,450	4,300	5,300	-	5,300	19.1%	5,450	5,610



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Periodicals & Publications	7,486	9,390	10,230	10,700	-	10,700	14.0%	11,020	11,340
Small Tools, Minor Equipment	1,800	2,050	2,050	1,450	-	1,450	-29.3%	1,490	1,530
Other Supplies	3,796	5,860	7,600	5,950	-	5,950	1.5%	6,140	6,330
Photocopy Expense	4,847	3,500	1,930	3,600	-	3,600	2.9%	3,700	3,800
Total Commodities	38,758	28,750	29,610	30,500	-	30,500	6.1%	31,410	32,330
<u>Contractual Services</u>									
Telephone Expense	18,831	21,650	22,160	23,320	-	23,320	7.7%	24,010	24,720
Professional Services	85,165	150,900	271,600	283,300	-	283,300	87.7%	291,800	300,560
Maintenance of Equipment	324	550	550	125,700	-	125,700	22754.5%	129,470	133,350
Other Contractual Services	183,684	222,500	196,500	222,500	-	222,500	0.0%	229,180	236,050
Employee Safety Program	1,459	1,600	2,480	4,380	-	4,380	173.8%	4,510	4,650
Advertising & Publishing	58,642	61,750	61,350	61,750	-	61,750	0.0%	63,600	65,500
Workers Comp Insurance	2,490	4,680	4,690	4,850	-	4,850	3.6%	5,010	5,170
Sales Tax Rebates	644,653	608,220	611,220	612,000	-	612,000	0.6%	630,360	649,270
IT User Charges	195,960	252,080	285,130	291,540	-	291,540	15.7%	302,750	314,440
Total Contractual Services	1,191,207	1,323,930	1,455,680	1,629,340	-	1,629,340	23.1%	1,680,690	1,733,710
TOTAL OPERATING EXP.	5,593,350	6,203,350	6,201,990	6,896,030	-	6,896,030	11.2%	7,185,180	7,489,730
<u>Capital Outlay</u>									
Department Equipment	38,310	21,500	19,300	20,950	-	20,950	-2.6%	21,580	22,230
Total Capital Outlay	38,310	21,500	19,300	20,950	-	20,950	-2.6%	21,580	22,230
<u>Cost Allocation</u>									
Water Cost Allocation	(52,280)	(67,620)	(58,310)	(62,680)	-	(62,680)	-7.3%	(64,560)	(66,500)
CDBG Cost Allocation	(77,860)	(42,600)	(42,600)	(42,600)	-	(42,600)	0.0%	(42,600)	(42,600)
Total Cost Allocation	(130,140)	(110,220)	(100,910)	(105,280)	-	(105,280)	-4.5%	(107,160)	(109,100)
TOTAL EXPENDITURES	5,501,520	6,114,630	6,120,380	6,811,700	-	6,811,700	11.4%	7,099,600	7,402,860



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	277,785	274,350	279,300	300,350	-	300,350	9.5%	310,860	321,740
Total Salaries and Wages	277,785	274,350	279,300	300,350	-	300,350	9.5%	310,860	321,740
FTE - Full Time	2.39	2.10	2.10	2.00	-	2.00	-4.8%	2.00	2.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	64,360	56,120	55,250	53,520	-	53,520	-4.6%	58,870	64,760
4202 - Life Insurance	220	170	140	140	-	140	-17.6%	140	140
4203 - Social Security Expense	16,114	17,010	17,320	18,620	-	18,620	9.5%	19,270	19,950
4204 - Medicare Expense	3,943	3,980	4,010	4,360	-	4,360	9.5%	4,510	4,670
4205 - IMRF Expense	27,425	25,050	25,200	27,240	-	27,240	8.7%	28,190	29,180
Total Employee Benefits	112,062	102,330	101,920	103,880	-	103,880	1.5%	110,980	118,700
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,567	4,500	4,500	4,500	-	4,500	0.0%	4,640	4,780
4303 - Dues and Memberships	1,138	1,790	1,790	1,790	-	1,790	0.0%	1,840	1,900
Total Misc. Employee Exp.	2,705	6,290	6,290	6,290	-	6,290	0.0%	6,480	6,680
<u>23 - Commodities</u>									
4402 - Office Supplies	14,749	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
4416 - Photocopy Expense	649	750	210	750	-	750	0.0%	770	790
Total Commodities	15,398	4,250	3,710	4,250	-	4,250	0.0%	4,380	4,510



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Administration
12

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,034	1,120	1,120	1,120	-	1,120	0.0%	1,150	1,180
4553 - Workers Comp Insurance	100	180	180	190	-	190	5.6%	200	210
4583 - IT User Charges	43,670	65,660	56,360	57,630	-	57,630	-12.2%	59,850	62,150
Total Contractual Services	44,804	66,960	57,660	58,940	-	58,940	-12.0%	61,200	63,540
TOTAL OPERATING EXP.	452,754	454,180	448,880	473,710	-	473,710	4.3%	493,900	515,170
TOTAL EXPENDITURES	452,754	454,180	448,880	473,710	-	473,710	4.3%	493,900	515,170



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Planning &
Transportation (50)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	461,164	529,140	529,140	559,710	-	559,710	5.8%	579,300	599,580
4105 - Part-time Wages	9,716	49,310	49,310	21,030	-	21,030	-57.4%	21,770	22,530
4110 - Commissioners Stipends	5,020	6,000	3,500	6,000	-	6,000	0.0%	6,210	6,430
Total Salaries and Wages	475,900	584,450	581,950	586,740	-	586,740	0.4%	607,280	628,540
FTE - Full Time	5.00	5.00	5.00	5.00	-	5.00	0.0%	5.00	5.00
FTE - Part Time	-	0.41	0.41	0.13	-	0.13	-68.3%	0.13	0.13
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	128,876	134,280	132,190	134,470	-	134,470	0.1%	147,920	162,710
4202 - Life Insurance	270	200	190	190	-	190	-5.0%	200	210
4203 - Social Security Expense	29,152	36,240	36,080	36,380	-	36,380	0.4%	37,650	38,970
4204 - Medicare Expense	6,818	8,470	8,470	8,510	-	8,510	0.5%	8,810	9,110
4205 - IMRF Expense	41,174	49,370	49,370	50,770	-	50,770	2.8%	52,550	54,390
Total Employee Benefits	206,290	228,560	226,300	230,320	-	230,320	0.8%	247,130	265,390
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	1,345	1,800	1,800	2,500	-	2,500	38.9%	2,580	2,660
4303 - Dues and Memberships	2,743	3,350	3,350	4,200	-	4,200	25.4%	4,330	4,460
Total Misc. Employee Exp.	4,088	5,150	5,150	6,700	-	6,700	30.1%	6,910	7,120
<u>23 - Commodities</u>									
4403 - Printing and Binding	2,457	600	600	1,000	-	1,000	66.7%	1,030	1,060
4404 - Periodicals & Publications	723	1,240	1,600	2,050	-	2,050	65.3%	2,110	2,170
4414 - Other Supplies	736	600	1,000	1,500	-	1,500	150.0%	1,550	1,600
4416 - Photocopy Expense	1,164	800	300	800	-	800	0.0%	820	840
Total Commodities	5,080	3,240	3,500	5,350	-	5,350	65.1%	5,510	5,670



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Planning &
Transportation (50)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	517	2,000	1,280	1,440	-	1,440	-28.0%	1,480	1,520
4507 - Professional Services	66,913	105,000	233,200	229,000	-	229,000	118.1%	235,870	242,950
4542 - Other Contractual Services	16,140	48,000	20,000	48,000	-	48,000	0.0%	49,440	50,920
4546 - Advertising & Publishing	438	750	350	750	-	750	0.0%	770	790
4553 - Workers Comp Insurance	440	830	830	860	-	860	3.6%	890	920
4583 - IT User Charges	35,000	34,490	58,670	59,990	-	59,990	73.9%	62,290	64,710
Total Contractual Services	119,448	191,070	314,330	340,040	-	340,040	78.0%	350,740	361,810
TOTAL OPERATING EXP.	810,806	1,012,470	1,131,230	1,169,150	-	1,169,150	15.5%	1,217,570	1,268,530
<u>28 - Cost Allocation</u>									
4903 - CDBG Cost Allocation	(77,860)	(42,600)	(42,600)	(42,600)	-	(42,600)	0.0%	(42,600)	(42,600)
Total Cost Allocation	(77,860)	(42,600)	(42,600)	(42,600)	-	(42,600)	0.0%	(42,600)	(42,600)
TOTAL EXPENDITURES	732,946	969,870	1,088,630	1,126,550	-	1,126,550	16.2%	1,174,970	1,225,930



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Code Enforcement
51

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	1,135,930	1,112,290	1,085,830	1,244,110	-	1,244,110	11.9%	1,287,650	1,332,720
4105 - Part-time Wages	75,444	89,800	55,210	50,690	-	50,690	-43.6%	52,460	54,300
4106 - Overtime Wages	1,662	2,250	2,250	2,650	-	2,650	17.8%	2,730	2,810
Total Salaries and Wages	1,213,036	1,204,340	1,143,290	1,297,450	-	1,297,450	7.7%	1,342,840	1,389,830
FTE - Full Time	14.05	13.40	13.40	14.50	-	14.50	8.2%	14.50	14.50
FTE - Part Time	1.59	1.59	1.59	1.09	-	1.09	-31.4%	1.09	1.09
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	275,225	275,480	271,560	321,900	-	321,900	16.9%	354,090	389,500
4202 - Life Insurance	489	370	360	370	-	370	0.0%	380	390
4203 - Social Security Expense	74,005	74,670	70,880	80,440	-	80,440	7.7%	83,260	86,170
4204 - Medicare Expense	17,307	17,460	16,420	18,810	-	18,810	7.7%	19,470	20,150
4205 - IMRF Expense	108,539	109,680	108,810	117,190	-	117,190	6.8%	121,290	125,540
Total Employee Benefits	475,565	477,660	468,030	538,710	-	538,710	12.8%	578,490	621,750
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	14,158	20,850	20,850	23,820	-	23,820	14.2%	24,530	25,270
4303 - Dues and Memberships	1,894	2,670	3,490	3,740	-	3,740	40.1%	3,850	3,970
4304 - Uniforms	1,285	1,300	1,300	1,500	-	1,500	15.4%	1,550	1,600
Total Misc. Employee Exp.	17,338	24,820	25,640	29,060	-	29,060	17.1%	29,930	30,840



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Code Enforcement
51

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>23 - Commodities</u>									
4403 - Printing and Binding	2,114	2,650	2,650	2,800	-	2,800	5.7%	2,880	2,970
4404 - Periodicals & Publications	362	2,300	2,300	1,750	-	1,750	-23.9%	1,800	1,850
4408 - Small Tools, Minor Equip.	1,180	1,300	1,300	1,450	-	1,450	11.5%	1,490	1,530
4414 - Other Supplies	1,416	3,960	5,200	2,200	-	2,200	-44.4%	2,270	2,340
4416 - Photocopy Expense	1,543	1,250	650	1,250	-	1,250	0.0%	1,290	1,330
Total Commodities	6,615	11,460	12,100	9,450	-	9,450	-17.5%	9,730	10,020
<u>24 - Contractual Services</u>									
4501 - Telephone	9,081	8,810	11,040	10,080	-	10,080	14.4%	10,380	10,690
4507 - Professional Services	15,829	23,500	18,000	24,900	-	24,900	6.0%	25,650	26,420
4545 - Employee Safety Program	896	900	1,480	2,780	-	2,780	208.9%	2,860	2,950
4553 - Workers Comp Insurance	970	1,820	1,830	1,890	-	1,890	3.8%	1,950	2,010
4583 - IT User Charges	58,140	76,290	96,650	98,820	-	98,820	29.5%	102,620	106,580
Total Contractual Services	84,916	111,320	129,000	138,470	-	138,470	24.4%	143,460	148,650
TOTAL OPERATING EXP.	1,797,470	1,829,600	1,778,060	2,013,140	-	2,013,140	10.0%	2,104,450	2,201,090
TOTAL EXPENDITURES	1,797,470	1,829,600	1,778,060	2,013,140	-	2,013,140	10.0%	2,104,450	2,201,090



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Engineering (52)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	750,293	900,370	846,740	1,036,770	-	1,036,770	15.1%	1,073,060	1,110,620
4105 - Part-time Wages	81,150	77,350	111,630	114,760	-	114,760	48.4%	118,780	122,940
4106 - Overtime Wages	37,826	40,000	25,000	-	-	-	N/A	-	-
Total Salaries and Wages	869,269	1,017,720	983,370	1,151,530	-	1,151,530	13.1%	1,191,840	1,233,560
FTE - Full Time	8.00	9.00	9.00	9.00	-	9.00	0.0%	9.00	9.00
FTE - Part Time	1.53	1.37	1.37	1.90	-	1.90	38.7%	1.90	1.90
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	166,780	243,140	239,390	243,470	-	243,470	0.1%	267,820	294,600
4202 - Life Insurance	360	270	270	280	-	280	3.7%	290	300
4203 - Social Security Expense	52,830	63,100	60,970	71,390	-	71,390	13.1%	73,890	76,480
4204 - Medicare Expense	12,356	14,760	14,010	16,700	-	16,700	13.1%	17,280	17,890
4205 - IMRF Expense	74,458	90,090	84,200	99,580	-	99,580	10.5%	103,070	106,680
Total Employee Benefits	306,784	411,360	398,840	431,420	-	431,420	4.9%	462,350	495,950
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	3,770	6,200	4,400	10,200	-	10,200	64.5%	10,510	10,830
4303 - Dues and Memberships	738	2,290	2,320	4,320	-	4,320	88.6%	4,450	4,580
4304 - Uniforms	277	800	360	400	-	400	-50.0%	410	420
Total Misc. Employee Exp.	4,786	9,290	7,080	14,920	-	14,920	60.6%	15,370	15,830
<u>23 - Commodities</u>									
4403 - Printing and Binding	1,101	1,000	650	1,100	-	1,100	10.0%	1,130	1,160
4404 - Periodicals & Publications	573	200	130	600	-	600	200.0%	620	640
4408 - Small Tools, Minor Equipmen	620	750	750	-	-	-	N/A	-	-
4414 - Other Supplies	427	1,100	1,000	1,950	-	1,950	77.3%	2,010	2,070
4416 - Photocopy Expense	1,401	600	720	700	-	700	16.7%	720	740
Total Commodities	4,123	3,650	3,250	4,350	-	4,350	19.2%	4,480	4,610



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Engineering (52)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4501 - Telephone	6,876	7,680	6,680	8,640	-	8,640	12.5%	8,900	9,170
4507 - Professional Services	2,308	18,000	16,000	25,000	-	25,000	38.9%	25,750	26,520
4510 - Maintenance of Equipment	324	550	550	125,700	-	125,700	22754.5%	129,470	133,350
4542 - Other Contractual Services	149,079	110,000	110,000	110,000	-	110,000	0.0%	113,300	116,700
4545 - Employee Safety Program	563	700	1,000	1,600	-	1,600	128.6%	1,650	1,700
4553 - Workers Comp Insurance	780	1,470	1,470	1,520	-	1,520	3.4%	1,570	1,620
4583 - IT User Charges	59,150	75,640	73,450	75,100	-	75,100	-0.7%	77,990	81,000
Total Contractual Services	219,080	214,040	209,150	347,560	-	347,560	62.4%	358,630	370,060
TOTAL OPERATING EXP.	1,404,041	1,656,060	1,601,690	1,949,780	-	1,949,780	17.7%	2,032,670	2,120,010
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	38,310	21,500	19,300	20,950	-	20,950	-2.6%	21,580	22,230
Total Capital Outlay	38,310	21,500	19,300	20,950	-	20,950	-2.6%	21,580	22,230
TOTAL EXPENDITURES	1,442,351	1,677,560	1,620,990	1,970,730	-	1,970,730	17.5%	2,054,250	2,142,240



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Economic
Development (59)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	261,074	316,860	326,490	345,890	-	345,890	9.2%	358,000	370,530
Total Salaries and Wages	261,074	316,860	326,490	345,890	-	345,890	9.2%	358,000	370,530
FTE - Full Time	2.29	3.00	3.00	3.00	-	3.00	0.0%	3.00	3.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	61,670	80,180	78,930	80,280	-	80,280	0.1%	88,310	97,140
4202 - Life Insurance	130	90	120	130	-	130	44.4%	130	130
4203 - Social Security Expense	15,305	19,650	20,240	21,450	-	21,450	9.2%	22,200	22,970
4204 - Medicare Expense	3,580	4,590	4,730	5,020	-	5,020	9.4%	5,190	5,370
4205 - IMRF Expense	24,813	28,930	29,330	31,370	-	31,370	8.4%	32,470	33,610
Total Employee Benefits	105,498	133,440	133,350	138,250	-	138,250	3.6%	148,300	159,220
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	28,860	50,900	27,350	52,300	-	52,300	2.8%	53,870	55,490
4303 - Dues and Memberships	2,345	3,150	2,350	2,380	-	2,380	-24.4%	2,450	2,520
Total Misc. Employee Exp.	31,205	54,050	29,700	54,680	-	54,680	1.2%	56,320	58,010
<u>23 - Commodities</u>									
4403 - Printing and Binding	409	200	400	400	-	400	100.0%	410	420
4404 - Periodicals & Publications	5,827	5,650	6,200	6,300	-	6,300	11.5%	6,490	6,680
4414 - Other Supplies	1,217	200	400	300	-	300	50.0%	310	320
4416 - Photocopy Expense	90	100	50	100	-	100	0.0%	100	100
Total Commodities	7,543	6,150	7,050	7,100	-	7,100	15.4%	7,310	7,520



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Development Services
50

Division: Economic
Development (59)

<i>EXPENSE SUMMARY:</i>	<i>2023 Actual</i>	<i>2024 Budget</i>	<i>2024 Estimate</i>	<i>2025 Dept. Request</i>	<i>2024 Carry- Over</i>	<i>2025 Budget</i>	<i>Percent Change</i>	<i>2026 Financial Plan</i>	<i>2027 Financial Plan</i>
<u>24 - Contractual Services</u>									
4501 - Telephone Expense	1,322	2,040	2,040	2,040	-	2,040	0.0%	2,100	2,160
4507 - Professional Services	115	4,400	4,400	4,400	-	4,400	0.0%	4,530	4,670
4542 - Other Contractual Services	18,465	64,500	66,500	64,500	-	64,500	0.0%	66,440	68,430
4546 - Advertising & Publicity	58,204	61,000	61,000	61,000	-	61,000	0.0%	62,830	64,710
4553 - Worker's Comp Insurance	200	380	380	390	-	390	2.6%	400	410
4590 - Sales Tax Rebates	644,653	608,220	611,220	612,000	-	612,000	0.6%	630,360	649,270
Total Contractual Services	722,959	740,540	745,540	744,330	-	744,330	0.5%	766,660	789,650
 TOTAL OPERATING EXP.	 1,128,278	 1,251,040	 1,242,130	 1,290,250	 -	 1,290,250	 3.1%	 1,336,590	 1,384,930
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	(52,280)	(67,620)	(58,310)	(62,680)	-	(62,680)	-7.3%	(64,560)	(66,500)
Total Cost Allocation	(52,280)	(67,620)	(58,310)	(62,680)	-	(62,680)	-7.3%	(64,560)	(66,500)
 TOTAL EXPENDITURES	 1,075,998	 1,183,420	 1,183,820	 1,227,570	 -	 1,227,570	 3.7%	 1,272,030	 1,318,430



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Health & Human Services
5565

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	512,804	635,220	596,660	706,890	-	706,890	11.3%	731,630	757,240
Part-time Wages	205,019	223,420	220,140	236,160	-	236,160	5.7%	244,430	252,990
Overtime Wages	-	-	7,630	5,000	-	5,000	N/A	5,000	5,000
Total Salaries and Wages	717,823	858,640	824,430	948,050	-	948,050	10.4%	981,060	1,015,230
FTE Full Time	7.50	8.00	8.00	8.00	-	8.00	0.0%	8.00	8.00
FTE Part Time	2.30	2.35	2.35	2.35	-	2.35	0.0%	2.35	2.35
<u>Employee Benefits</u>									
Health Insurance	150,341	216,130	212,790	189,660	-	189,660	-12.2%	208,630	229,490
Life Insurance	280	260	240	250	-	250	-3.8%	260	270
Social Security Expense	43,168	53,240	51,110	58,780	-	58,780	10.4%	60,830	62,940
Medicare Expense	10,096	12,450	11,950	13,750	-	13,750	10.4%	14,230	14,720
IMRF Expense	60,010	74,550	68,890	81,510	-	81,510	9.3%	84,360	87,310
Total Employee Benefits	263,895	356,630	344,980	343,950	-	343,950	-3.6%	368,310	394,730
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	2,410	4,700	4,070	4,700	-	4,700	0.0%	4,840	4,990
Dues and Memberships	2,455	6,400	6,520	5,760	-	5,760	-10.0%	5,930	6,110
Total Misc. Employee Exp.	4,865	11,100	10,590	10,460	-	10,460	-5.8%	10,770	11,100



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Health & Human Services
5565

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Commodities</u>									
Office Supplies	2,217	2,100	2,080	2,500	-	2,500	19.0%	2,580	2,660
Printing and Binding	61	1,180	910	950	-	950	-19.5%	980	1,010
Periodicals & Publications	-	600	590	850	-	850	41.7%	880	910
Awards	520	1,200	1,160	1,500	-	1,500	25.0%	1,550	1,600
Medical Supplies	35,467	43,530	33,260	44,070	-	44,070	1.2%	45,390	46,750
Other Supplies	9,031	10,400	9,680	16,300	-	16,300	56.7%	16,790	17,290
Photocopy Expense	1,385	1,250	1,980	2,000	-	2,000	60.0%	2,060	2,120
Total Commodities	48,680	60,260	49,660	68,170	-	68,170	13.1%	70,230	72,340
<u>Contractual Services</u>									
Telephone Expense	1,679	1,040	1,040	1,050	-	1,050	1.0%	1,080	1,110
Professional Services	29,436	183,670	82,690	110,790	-	110,790	-39.7%	114,110	117,530
Maintenance of Equipment	143	850	810	870	-	870	2.4%	900	930
Workers Comp Insurance	550	1,040	1,040	1,070	-	1,070	2.9%	1,100	1,130
Youth Programs	384	1,000	940	1,000	-	1,000	0.0%	1,030	1,060
Employee Wellness Program	16,443	10,750	10,610	11,350	-	11,350	5.6%	11,690	12,040
IT User Charges	43,230	54,680	52,000	53,170	-	53,170	-2.8%	55,210	57,350
Total Contractual Services	91,865	253,030	149,130	179,300	-	179,300	-29.1%	185,120	191,150
TOTAL OPERATING EXP.	1,127,129	1,539,660	1,378,790	1,549,930	-	1,549,930	0.7%	1,615,490	1,684,550
TOTAL EXPENDITURES	1,127,129	1,539,660	1,378,790	1,549,930	-	1,549,930	0.7%	1,615,490	1,684,550



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Salaries and Wages</u>									
Full-time Wages	65,340	72,300	65,180	76,490	-	76,490	5.8%	79,170	81,940
Overtime Wages	-	10,000	10,000	-	-	-	N/A	-	-
Commissioners Stipends	440	2,000	1,500	2,000	-	2,000	0.0%	2,060	2,120
Fire Protection District Stipends	900	900	900	900	-	900	0.0%	900	900
Total Salaries and Wages	66,680	85,200	77,580	79,390	-	79,390	-6.8%	82,130	84,960
FTE - Full Time	1.00	1.00	1.00	1.00	-	1.00	0.0%	1.00	1.00
<u>Employee Benefits</u>									
Health Insurance	26,930	26,730	26,310	26,760	-	26,760	0.1%	29,440	32,380
Life Insurance	30	20	20	20	-	20	0.0%	20	20
Social Security Expense	3,957	4,660	4,050	4,920	-	4,920	5.6%	5,080	5,260
Medicare Expense	925	1,230	1,130	1,150	-	1,150	-6.5%	1,190	1,230
IMRF Expense	5,775	6,600	5,890	6,940	-	6,940	5.2%	7,180	7,430
Total Employee Benefits	37,618	39,240	37,400	39,790	-	39,790	1.4%	42,910	46,320
<u>Misc. Employee Benefits</u>									
Travel & Training Expense	-	1,200	-	1,200	-	1,200	0.0%	1,240	1,280
Dues and Memberships	-	380	400	400	-	400	5.3%	410	420
Total Misc. Employee Exp.	-	1,580	400	1,600	-	1,600	1.3%	1,650	1,700
<u>Commodities</u>									
Office Supplies	112	50	50	50	-	50	0.0%	50	50
Other Supplies	257	500	500	1,000	-	1,000	100.0%	1,030	1,060
Photocopy Expense	72	50	50	50	-	50	0.0%	50	50
Total Commodities	441	600	600	1,100	-	1,100	83.3%	1,130	1,160



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Contractual Services</u>									
Professional Services	51,794	87,160	58,130	89,330	-	89,330	2.5%	92,010	94,770
Other Contractual Services	394	500	500	500	-	500	0.0%	520	540
Advertising and Publishing	5,259	8,100	8,220	8,300	-	8,300	2.5%	8,550	8,810
Workers Comp Insurance	70	130	130	130	-	130	0.0%	130	130
Sister Cities Commission	20,570	20,790	17,740	21,790	-	21,790	4.8%	22,440	23,110
Commission for Seniors	18,197	23,600	23,060	37,130	-	37,130	57.3%	38,240	39,390
Youth Commission	2,614	8,500	5,350	9,100	-	9,100	7.1%	9,370	9,650
Emerging Technology	-	100	-	100	-	100	0.0%	100	100
Entertainment	34,795	42,100	36,900	87,200	-	87,200	107.1%	89,820	92,510
Parade	11,792	12,350	17,980	15,300	-	15,300	23.9%	15,760	16,230
Fireworks	40,250	40,250	40,250	42,260	-	42,260	5.0%	43,530	44,840
Grounds & Facilities	45,550	46,100	37,900	42,010	-	42,010	-8.9%	43,270	44,570
Beer Tent	-	27,000	38,610	27,000	-	27,000	0.0%	27,810	28,640
Misc. Activities	19,130	40,230	40,230	21,240	-	21,240	-47.2%	21,880	22,540
Historical Sites Commission	320	950	-	-	-	-	N/A	-	-
Cultural Awareness Comm.	9,141	9,700	9,700	9,700	-	9,700	0.0%	9,990	10,290
Arts Commission	35,996	45,750	45,200	58,650	-	58,650	28.2%	60,410	62,220
Utilities Commission	262	750	750	500	-	500	-33.3%	520	540
Green Commission	150	550	2,050	1,350	-	1,350	145.5%	1,390	1,430
Local Historian	-	100	100	100	-	100	0.0%	100	100
Celebration Commission	27,168	34,000	42,800	-	-	-	N/A	-	-
Economic Development Comm.	3,814	7,000	7,000	8,000	-	8,000	14.3%	8,240	8,490
Commission for the Disabled	4,993	4,950	3,180	6,500	-	6,500	31.3%	6,700	6,900
Celtic Festival	19,824	15,000	25,000	20,000	-	20,000	33.3%	20,600	21,220
Platzkonzert Commission	20,320	41,900	41,900	41,900	-	41,900	0.0%	43,160	44,450
Total Contractual Services	372,403	517,560	502,680	548,090	-	548,090	5.9%	564,540	581,470
TOTAL OPERATING EXP.	477,142	644,180	618,660	669,970	-	669,970	4.0%	692,360	715,610
TOTAL EXPENDITURES	477,142	644,180	618,660	669,970	-	669,970	4.0%	692,360	715,610



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

Division: 4th of July
53

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4546 - Advertising and Publicity	5,149	5,900	6,020	6,100	-	6,100	3.4%	6,280	6,470
4561 - Entertainment	34,795	42,100	36,900	87,200	-	87,200	107.1%	89,820	92,510
4561.1 - Parade	11,792	12,350	17,980	15,300	-	15,300	23.9%	15,760	16,230
4561.2 - Fireworks	40,250	40,250	40,250	42,260	-	42,260	5.0%	43,530	44,840
4562 - Grounds & Facilities	45,550	46,100	37,900	42,010	-	42,010	-8.9%	43,270	44,570
4562.1 - Beer Tent	-	27,000	38,610	27,000	-	27,000	0.0%	27,810	28,640
4563 - Misc. Activities	19,130	40,230	40,230	21,240	-	21,240	-47.2%	21,880	22,540
Total Contractual Services	156,666	213,930	217,890	241,110	-	241,110	12.7%	248,350	255,800
TOTAL EXPENDITURES	156,666	213,930	217,890	241,110	-	241,110	12.7%	248,350	255,800



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

Division: Fire and Police
Commission (57)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4110 - Commissioners Stipends	440	2,000	1,500	2,000	-	2,000	0.0%	2,060	2,120
4112 - Overtime Wages - Fire	-	10,000	10,000	-	-	-	N/A	-	-
Total Salaries and Wages	440	12,000	11,500	2,000	-	2,000	-83.3%	2,060	2,120
<u>21 - Employees Benefits</u>									
4203 - Social Security Exp.	27	120	90	120	-	120	0.0%	120	120
4204 - Medicare Expense	6	170	170	30	-	30	-82.4%	30	30
Total Employees Benefits	34	290	260	150	-	150	-48.3%	150	150
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	-	1,200	-	1,200	-	1,200	0.0%	1,240	1,280
4303 - Dues and Memberships	-	380	400	400	-	400	5.3%	410	420
Total Misc. Employee Exp.	-	1,580	400	1,600	-	1,600	1.3%	1,650	1,700
<u>23 - Commodities</u>									
4414 - Other Supplies	257	500	500	1,000	-	1,000	100.0%	1,030	1,060
Total Commodities	257	500	500	1,000	-	1,000	100.0%	1,030	1,060
<u>24 - Contractual Services</u>									
4507 - Professional Services	51,794	87,160	58,130	89,330	-	89,330	2.5%	92,010	94,770
4542 - Other Contractual Services	394	500	500	500	-	500	0.0%	520	540
4546 - Advertising and Publishing	110	2,200	2,200	2,200	-	2,200	0.0%	2,270	2,340
Total Contractual Services	52,298	89,860	60,830	92,030	-	92,030	2.4%	94,800	97,650
TOTAL OPERATING EXP.	53,029	104,230	73,490	96,780	-	96,780	-7.1%	99,690	102,680
TOTAL EXPENDITURES	53,029	104,230	73,490	96,780	-	96,780	-7.1%	99,690	102,680



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

Division: Miscellaneous
58

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full Time Wages	65,340	72,300	65,180	76,490	-	76,490	5.8%	79,170	81,940
4111 - Fire Protection District Stipends	900	900	900	900	-	900	0.0%	900	900
Total Salaries and Wages	66,240	73,200	66,080	77,390	-	77,390	5.7%	80,070	82,840
FTE - Full Time	1.00	1.00	1.00	1.00	-	1.00	0.0%	1.00	1.00
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	26,930	26,730	26,310	26,760	-	26,760	0.1%	29,440	32,380
4202 - Life Insurance	30	20	20	20	-	20	0.0%	20	20
4203 - Social Security Expense	3,930	4,540	3,960	4,800	-	4,800	5.7%	4,960	5,140
4204 - Medicare Expense	919	1,060	960	1,120	-	1,120	5.7%	1,160	1,200
4205 - IMRF Expense	5,775	6,600	5,890	6,940	-	6,940	5.2%	7,180	7,430
Total Employee Benefits	37,584	38,950	37,140	39,640	-	39,640	1.8%	42,760	46,170
<u>23 - Commodities</u>									
4402 - Office Supplies	112	50	50	50	-	50	0.0%	50	50
4416 - Photocopy Expense	72	50	50	50	-	50	0.0%	50	50
Total Commodities	184	100	100	100	-	100	0.0%	100	100



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: General Fund
01

Department: Boards & Commissions
60

Division: Miscellaneous
58

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4553 - Workers Comp Insurance	70	130	130	130	-	130	0.0%	130	130
4555 - Sister Cities Commission	20,570	20,790	17,740	21,790	-	21,790	4.8%	22,440	23,110
4559 - Commission for Seniors	18,197	23,600	23,060	37,130	-	37,130	57.3%	38,240	39,390
4560 - Youth Commission	2,614	8,500	5,350	9,100	-	9,100	7.1%	9,370	9,650
4565 - Emerging Technology	-	100	-	100	-	100	0.0%	100	100
4569 - Historical Sites Commission	320	950	-	-	-	-	N/A	-	-
4573 - Cultural Awareness Comm.	9,141	9,700	9,700	9,700	-	9,700	0.0%	9,990	10,290
4575 - Arts Commission	35,996	45,750	45,200	58,650	-	58,650	28.2%	60,410	62,220
4576 - Utilities Commission	262	750	750	500	-	500	-33.3%	520	540
4578 - Sustainability Commission	150	550	2,050	1,350	-	1,350	145.5%	1,390	1,430
4586 - Local Historian	-	100	100	100	-	100	0.0%	100	100
4593 - Celebration Commission	27,168	34,000	42,800	-	-	-	N/A	-	-
4595 - Economic Development Comm.	3,814	7,000	7,000	8,000	-	8,000	14.3%	8,240	8,490
4599 - Comm. for the Disabled	4,993	4,950	3,180	6,500	-	6,500	31.3%	6,700	6,900
5501 - Celtic Festival	19,824	15,000	25,000	20,000	-	20,000	33.3%	20,600	21,220
5502 - Platzkonzert Commission	20,320	41,900	41,900	41,900	-	41,900	0.0%	43,160	44,450
Total Contractual Services	163,438	213,770	223,960	214,950	-	214,950	0.6%	221,390	228,020
TOTAL OPERATING EXP.	267,447	326,020	327,280	332,080	-	332,080	1.9%	344,320	357,130
TOTAL EXPENDITURES	267,447	326,020	327,280	332,080	-	332,080	1.9%	344,320	357,130



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Motor Fuel Tax
03

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Revenues									
12-3308 - MFT Allotments	1,174,319	1,224,000	1,178,000	1,169,000	-	1,169,000	-4.5%	1,169,000	1,169,000
12-3308 - MFT Renewal Allotments	1,092,954	1,005,720	1,139,840	1,178,840	-	1,178,840	17.2%	1,178,840	1,178,840
12-3309 - MFT Suppl. Allotments	65,605	-	-	-	-	-	N/A	-	-
15-3601 - Interest Income	62,146	30,000	60,000	45,000	-	45,000	50.0%	46,350	47,740
18-3601 - Transfer from General	2,252	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	2,397,275	2,259,720	2,377,840	2,392,840	-	2,392,840	5.9%	2,394,190	2,395,580
Expenditures									
<u>Contractual Services</u>									
24-4512- Maint. Traffic Signals	108,516	125,000	125,000	-	-	-	N/A	-	-
Total Contractual Services	108,516	125,000	125,000	-	-	-	N/A	-	-
TOTAL OPERATING EXP.	108,516	125,000	125,000	-	-	-	N/A	-	-
<u>Operating Transfers</u>									
27-4829 - Transfer to Road Improve.	2,495,000	2,200,000	2,495,000	3,317,500	-	3,317,500	50.8%	2,200,000	2,300,000
TOTAL OPERATING TRANSFERS	2,495,000	2,200,000	2,495,000	3,317,500	-	3,317,500	50.8%	2,200,000	2,300,000
TOTAL EXPENDITURES	2,603,516	2,325,000	2,620,000	3,317,500	-	3,317,500	42.7%	2,200,000	2,300,000
Excess (Deficiency) of Revenues over Expenditures	(206,241)	(65,280)	(242,160)	(924,660)	-	(924,660)	1316.5%	194,190	95,580



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Community Development Block Grant (CDBG) Fund
04

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Revenues									
12-3305 - Grant Revenues	401,911	367,600	317,600	157,600	-	157,600	-57.1%	317,600	137,600
15-3601 - Interest Income	64	-	-	-	-	-	N/A	-	-
16-3701 - Reimb/ Recoveries	50,700	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	452,675	367,600	317,600	157,600	-	157,600	-57.1%	317,600	137,600
Expenditures									
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	43,363	75,000	50,000	90,000	-	90,000	20.0%	75,000	75,000
Total Contractual Services	43,363	75,000	50,000	90,000	-	90,000	20.0%	75,000	75,000
<u>25 - Capital Outlay</u>									
4610 - Other Capital Expenditures	18,821	50,000	25,000	25,000	-	25,000	-50.0%	-	20,000
Total Capital Outlay	18,821	50,000	25,000	25,000	-	25,000	-50.0%	-	20,000
<u>27 - Operating Transfers</u>									
4829 - Transfer to Road Improvement	261,825	200,000	200,000	-	-	-	N/A	200,000	-
Total Operating Transfers	261,825	200,000	200,000	-	-	-	N/A	200,000	-
<u>28 - Cost Allocation</u>									
4903 - CDBG Cost Allocation	77,902	42,600	42,600	42,600	-	42,600	0.0%	42,600	42,600
Total Cost Allocation	77,902	42,600	42,600	42,600	-	42,600	0.0%	42,600	42,600
TOTAL EXPENDITURES	401,911	367,600	317,600	157,600	-	157,600	-57.1%	317,600	137,600
Excess (Deficiency) of Revenues over Expenditures	50,763	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Asset Seizure
08

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Revenues 08-00-00									
14-3503 - Federal Seizure	68,614	-	130,000	-	-	-	N/A	-	-
14-3510 - State Seizure	-	-	14,600	-	-	-	N/A	-	-
15-3601 - Interest Income - State	2,981	-	2,000	-	-	-	N/A	-	-
15-3601.2 - Interest Income - County	48	-	40	-	-	-	N/A	-	-
16-3701 - Reimbursements/Recoveries	37,610	-	25,000	-	-	-	N/A	-	-
TOTAL REVENUES	109,253	-	171,640	-	-	-	N/A	-	-
State Expenditures 08-20-09									
<u>23 - Commodities</u>									
4414 - Other Supplies	8,102	3,500	-	3,500	-	3,500	0.0%	3,610	3,720
Total Contractual Services	8,102	3,500	-	3,500	-	3,500	0.0%	3,610	3,720
<u>24 - Contractual Services</u>									
4539 - Maintenance, Vehicles & Equip.	-	500	16,000	500	-	500	0.0%	520	540
Total Contractual Services	-	500	16,000	500	-	500	0.0%	520	540
TOTAL STATE EXPENDITURES	8,102	4,000	16,000	4,000	-	4,000	0.0%	4,130	4,260



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Asset Seizure
08

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Federal Expenditures 08-20-08									
<u>22 - Misc. Employee Expenses</u>									
4307 - Uniforms	-	500	500	500	-	500	0.0%	520	540
Total Misc. Employee Exp.	-	500	500	500	-	500	0.0%	520	540
<u>24 - Contractual Services</u>									
4539 - Maintenance, Vehicles & Equip.	3,307	1,500	1,500	1,500	-	1,500	0.0%	1,550	1,600
4542 - Other Contractual Services	94,580	2,000	2,000	2,000	-	2,000	0.0%	2,060	2,120
Total Contractual Services	97,886	3,500	3,500	3,500	-	3,500	0.0%	3,610	3,720
<u>25 - Capital Outlay</u>									
4605 - Department Equipment	4,027	29,500	21,180	23,500	-	23,500	-20.3%	24,210	24,940
Total Capital Outlay	4,027	29,500	21,180	23,500	-	23,500	-20.3%	24,210	24,940
<u>27 - Other Expenditures</u>									
4801 - Transfer to General	141,685	110,000	110,000	110,000	-	110,000	0.0%	110,000	110,000
Total Other Expenditures	141,685	110,000	110,000	110,000	-	110,000	0.0%	110,000	110,000
TOTAL FEDERAL EXPENDITURES	243,598	143,500	135,180	137,500	-	137,500	-4.2%	138,340	139,200
TOTAL EXPENDITURES	251,700	147,500	151,180	141,500	-	141,500	-4.1%	142,470	143,460
Excess (Deficiency) of Revenues over Expenditures	(142,447)	(147,500)	20,460	(141,500)	-	(141,500)	-4.1%	(142,470)	(143,460)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Municipal Waste System Fund
09

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
Revenues:									
13-3440 - Tipping Fees	2,961,326	3,071,300	3,070,200	3,235,300	-	3,235,300	5.3%	3,397,065	3,566,918
13-3440.1 - Delinquent Collections	240	240	-	-	-	-	N/A	-	-
15-3601 - Interest Income	13,305	5,000	20,000	5,000	-	5,000	0.0%	5,000	5,000
16-3706 - Yardwaste Stickers	6,984	8,900	7,150	-	-	-	N/A	-	-
16-3706 - Commercial Recycling	27,494	-	-	-	-	-	N/A	-	-
16-3706 - SWANCC Recycling	-	-	-	-	-	-	N/A	-	-
16-3730 - Franchise Revenues	150,390	153,400	155,200	160,480	-	160,480	4.6%	166,097	171,910
16-3731 - Construction Roll-offs	34,515	36,150	31,200	31,200	-	31,200	-13.7%	31,200	31,200
18-3901 - Transfer from General	-	-	-	420,000	-	420,000	N/A	348,000	264,000
TOTAL REVENUES	3,194,255	3,274,990	3,283,750	3,851,980	-	3,851,980	17.6%	3,947,362	4,039,028
Expenditures:									
<u>20 - Salaries & Wages</u>									
4105 - Salaries & Wages - PT	43,954	46,550	46,100	49,020	-	49,020	5.3%	50,490	52,260
Total Salaries & Wages	43,954	46,550	46,100	49,020	-	49,020	5.3%	50,490	52,260
FTE's - Part Time	0.88	0.88	0.88	0.88	-	0.88	0.0%	0.88	0.88
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	14,987	15,870	15,560	11,540	-	11,540	-27.3%	12,690	13,960
4203 - Social Security Expense	2,588	2,890	2,860	3,040	-	3,040	5.2%	3,130	3,240
4204 - Medicare Expense	605	670	670	710	-	710	6.0%	730	760
4205 - IMRF Expense	3,890	4,250	4,210	4,450	-	4,450	4.7%	4,610	4,770
Total Employee Benefits	22,071	23,680	23,300	19,740	-	19,740	-16.6%	21,160	22,730



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Municipal Waste System Fund
09

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	2,523,194	2,376,490	2,432,190	2,798,200	-	2,798,200	17.7%	2,868,160	2,939,860
4581 - Tipping Fees	772,917	795,670	860,700	820,940	-	820,940	3.2%	845,570	870,940
Total Contractual Services	3,296,112	3,172,160	3,292,890	3,619,140	-	3,619,140	14.1%	3,713,730	3,810,800
<u>27 - Operating Transfers</u>									
4801 - Transfer to General Fund	50,000	-	-	-	-	-	N/A	-	-
Total Operating Transfers	50,000	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	3,412,137	3,242,390	3,362,290	3,687,900	-	3,687,900	13.7%	3,785,380	3,885,790
Excess (Deficiency) of Revenues over Expenditures	(217,882)	32,600	(78,540)	164,080	-	164,080	403.3%	161,982	153,238



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Roselle Road TIF
62

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes	810,806	800,000	800,000	800,000	-	800,000	0.0%	800,000	800,000
15-3601 - Interest Income	98,843	40,000	100,000	60,000	-	60,000	50.0%	30,000	30,000
16-3702 - Sale of Village Property	-	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	909,649	840,000	900,000	860,000	-	860,000	2.4%	830,000	830,000
<u>Expenditures</u>									
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	300	680	620	620	-	620	-8.8%	620	620
Total Misc. Employee Benefits	300	680	620	620	-	620	-8.8%	620	620
<u>24 - Contractual Services</u>									
4507 - Professional Services	1,355,751	117,500	107,500	1,117,630	-	1,117,630	851.2%	117,710	117,790
Total Contractual Services	1,355,751	117,500	107,500	1,117,630	-	1,117,630	851.2%	117,710	117,790
<u>Operating Transfers</u>									
27-4837 - Transfer to Cap V&E Fund	-	20,000	-	-	-	-	N.A	-	-
Total Operating Transfers	-	20,000	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	1,356,051	138,180	108,120	1,118,250	-	1,118,250	842.4%	118,330	118,410
Excess (Deficiency) of Revenues over Expenditures	(446,401)	701,820	791,880	(258,250)	-	(258,250)	-136.8%	711,670	711,590



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Barrington/Higgins Roads TIF
63

<i>EXPENSE SUMMARY:</i>	<i>2023 Actual</i>	<i>2024 Budget</i>	<i>2024 Estimate</i>	<i>2025 Dept. Request</i>	<i>2024 Carry- Over</i>	<i>2025 Budget</i>	<i>Percent Change</i>	<i>2026 Financial Plan</i>	<i>2027 Financial Plan</i>
<u>Revenues</u>									
10-3101 - Property Taxes	310,764	-	-	-	-	-	N/A	-	-
15-3601 - Interest Income	63,401	-	50,000	-	-	-	N/A	-	-
TOTAL REVENUES	374,165	-	50,000	-	-	-	N/A	-	-
<u>Expenditures</u>									
<u>24 - Contractual Services</u>									
4507 - Professional Services	139,292	291,500	2,500	294,130	-	294,130	0.9%	-	-
4542 - Other Contractual Services	10,390	-	-	-	-	-	N/A	-	-
Total Contractual Services	149,682	291,500	2,500	294,130	-	294,130	0.9%	-	-
TOTAL EXPENDITURES	149,682	291,500	2,500	294,130	-	294,130	0.9%	-	-
Excess (Deficiency) of Revenues over Expenditures	224,484	(291,500)	47,500	(294,130)	-	(294,130)	0.9%	-	-



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Lakewood Center TIF
67

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes	853,566	550,000	550,000	550,000	-	550,000	0.0%	550,000	550,000
15-3601 - Interest Income	22,850	5,000	25,000	20,000	-	20,000	300.0%	20,000	20,000
17-3802 - Note Proceeds	5,435,619	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	6,312,035	555,000	575,000	570,000	-	570,000	2.7%	570,000	570,000
<u>Expenditures</u>									
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	300	680	620	620	-	620	-8.8%	620	620
Total Misc. Employee Services	300	680	620	620	-	620	-8.8%	620	620
<u>24 - Contractual Services</u>									
4507 - Professional Services	752,410	138,500	87,500	63,630	-	63,630	-54.1%	63,710	63,790
4542 - Other Contractual Services	-	150,000	-	150,000	-	150,000	0.0%	150,000	150,000
Total Contractual Services	752,410	288,500	87,500	213,630	-	213,630	-26.0%	213,710	213,790
<u>25 - Capital Outlay</u>									
4610 - Other Capital Expend	5,435,619	-	-	-	-	-	N/A	-	-
Total Capital Outlay	5,435,619	-	-	-	-	-	N/A	-	-
<u>27 - Operating Transfers</u>									
4829 - Transfer to Road Improv Fund	-	-	-	30,000	-	30,000	N/A	-	-
Total Operating Transfers	-	-	-	30,000	-	30,000	N/A	-	-
TOTAL EXPENDITURES	6,188,329	289,180	88,120	244,250	-	244,250	-15.5%	214,330	214,410
Excess (Deficiency) of Revenues over Expenditures	123,706	265,820	486,880	325,750	-	325,750	22.5%	355,670	355,590



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Higgins-Old Sutton TIF
68

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes	6,651	65,000	-	-	-	-	N/A	-	-
15-3601 - Interest Income	4,667	1,000	4,000	4,000	-	4,000	300.0%	1,000	1,000
16-3706 - Miscellaneous Revenue	-	2,462,180	-	2,524,120	-	2,524,120	2.5%	-	-
TOTAL REVENUES	11,318	2,528,180	4,000	2,528,120	-	2,528,120	0.0%	1,000	1,000
<u>Expenditures</u>									
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	300	680	620	620	-	620	-8.8%	620	620
Total Misc. Employee Benefits	300	680	620	620	-	620	-8.8%	620	620
<u>24 - Contractual Services</u>									
4507 - Professional Services	16,574	27,500	7,500	27,630	-	27,630	0.5%	27,710	27,790
4542 - Other Contractual Services	-	2,500,000	-	2,500,000	-	2,500,000	0.0%	-	-
Total Contractual Services	16,574	2,527,500	7,500	2,527,630	-	2,527,630	0.0%	27,710	27,790
TOTAL EXPENDITURES	16,874	2,528,180	8,120	2,528,250	-	2,528,250	0.0%	28,330	28,410
Excess (Deficiency) of Revenues over Expenditures	(5,556)	-	(4,120)	(130)	-	(130)	N/A	(27,330)	(27,410)



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Higgins/Hassell TIF
72

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes	617,492	450,000	600,000	600,000	-	600,000	33.3%	600,000	600,000
15-3601 - Interest Income	16,126	7,500	20,000	15,000	-	15,000	100.0%	10,000	10,000
17-3802 - Note Proceeds	105,451	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	739,069	457,500	620,000	615,000	-	615,000	34.4%	610,000	610,000
<u>Expenditures</u>									
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	300	680	620	620	-	620	-8.8%	620	620
Total Misc. Employee Benefits	300	680	620	620	-	620	-8.8%	620	620
<u>24 - Contractual Services</u>									
4507 - Professional Services	46,305	217,500	92,500	217,630	-	217,630	0.1%	217,710	217,790
4542 - Other Contractual Services	43,488	300,000	-	-	-	-	N/A	-	-
4567 - Outside Legal Fees	975	5,000	-	5,000	-	5,000	0.0%	5,000	5,000
Total Contractual Services	90,768	522,500	92,500	222,630	-	222,630	-57.4%	222,710	222,790
<u>25 - Capital Outlay</u>									
4610 - Other Capital Expenses	105,451	-	-	-	-	-	N/A	-	-
Total Capital Outlay	105,451	-	-	-	-	-	N/A	-	-
<u>26 - Debt Service</u>									
4702 - Principal Expense	313,668	-	-	-	-	-	N/A	-	-
Total Debt Service	313,668	-	-	-	-	-	N/A	-	-
<u>27 - Operating Transfers</u>									
4840 - Transfer to Water & Sewer	-	-	600,000	-	-	-	N/A	-	-
Total Operating Transfers	-	-	600,000	-	-	-	N/A	-	-
TOTAL EXPENDITURES	510,187	523,180	693,120	223,250	-	223,250	-57.3%	223,330	223,410
Excess (Deficiency) of Revenues over Expenditures	228,882	(65,680)	(73,120)	391,750	-	391,750	-696.5%	386,670	386,590



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Stonington & Pembroke TIF
69

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes	-	-	20,000	20,000	-	20,000	N/A	99,180	99,180
15-3601 - Interest Income	-	-	-	-	-	-	N/A	-	-
16-3706 - Miscellaneous Revenue	-	444,180	243,120	424,250	-	424,250	-4.5%	345,150	345,230
18-3901 - Transfer from General	-	-	16,620	-	-	-	N/A	-	-
TOTAL REVENUES	-	444,180	279,740	444,250	-	444,250	0.0%	444,330	444,410
<u>Expenditures</u>									
<u>22 - Misc. Employee Benefits</u>									
4303 - Dues & Memberships	-	680	620	620	-	620	-8.8%	620	620
Total Misc. Employee Benefits	-	680	620	620	-	620	-8.8%	620	620
<u>24 - Contractual Services</u>									
4507 - Professional Services	16,620	293,500	112,500	293,630	-	293,630	0.0%	293,710	293,790
4542 - Other Contractual Services	-	150,000	150,000	150,000	-	150,000	0.0%	150,000	150,000
Total Contractual Services	16,620	443,500	262,500	443,630	-	443,630	0.0%	443,710	443,790
TOTAL EXPENDITURES	16,620	444,180	263,120	444,250	-	444,250	0.0%	444,330	444,410
Excess (Deficiency) of Revenues over Expenditures	(16,620)	-	16,620	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Debt Service Funds

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
Property Taxes, Current	1,726,449	2,100,580	2,100,580	2,100,580	-	2,100,580	0.0%	2,100,580	2,100,580
Property Taxes, Prior	437,052	5,500	47,500	5,500	-	5,500	0.0%	5,500	5,500
Tow Fee Revenues	164,000	150,000	160,000	160,000	-	160,000	6.7%	160,000	160,000
Interest Income	46,275	21,000	35,200	22,000	-	22,000	4.8%	22,000	22,000
Miscellaneous Revenue	750,000	750,000	750,000	750,000	-	750,000	0.0%	750,000	750,000
Transfer from General Fund	1,226,455	1,371,780	1,554,400	1,855,350	-	1,855,350	35.3%	1,791,160	1,843,760
Transfer from NOW Arena Oper.	2,993,776	3,060,080	3,075,640	3,053,080	-	3,053,080	-0.2%	3,162,450	3,168,140
TOTAL REVENUES	7,344,007	7,458,940	7,723,320	7,946,510	-	7,946,510	6.5%	7,991,690	8,049,980
<u>Expenditures</u>									
Paying Agent Fees	1,436	2,000	2,000	2,000	-	2,000	0.0%	2,000	2,000
Trustee Fees	1,915	2,000	2,000	2,000	-	2,000	0.0%	2,000	2,000
Other Contractual Services	75,000	75,000	75,000	75,000	-	75,000	0.0%	75,000	75,000
Principal Expense	4,405,515	4,592,790	4,592,790	4,895,100	-	4,895,100	6.6%	5,147,470	5,439,890
Interest Expense	2,971,714	2,787,150	2,975,390	2,972,410	-	2,972,410	6.6%	2,765,220	2,531,090
TOTAL EXPENDITURES	7,455,580	7,458,940	7,647,180	7,946,510	-	7,946,510	6.5%	7,991,690	8,049,980
Excess (Deficiency) of Revenues over Expenditures	(111,573)	-	76,140	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2015A & C Taxable G.O. Refunding Bonds (NOW Arena)

17

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Income	34,502	20,000	25,000	20,000	-	20,000	0.0%	20,000	20,000
16-3706 - Miscellaneous Revenue	750,000	750,000	750,000	750,000	-	750,000	0.0%	750,000	750,000
18-3941 - Transfer from NOW Arena Opr	2,993,776	3,060,080	3,075,640	3,053,080	-	3,053,080	-0.2%	3,162,450	3,168,140
TOTAL REVENUES	3,778,278	3,830,080	3,850,640	3,823,080	-	3,823,080	-0.2%	3,932,450	3,938,140
<u>Expenditures</u>									
24-4574 - Trustee Fees	957	1,000	1,000	1,000	-	1,000	0.0%	1,000	1,000
24-4542 - Other Contractual Services	75,000	75,000	75,000	75,000	-	75,000	0.0%	75,000	75,000
26-4702 - Principal, Series 2015A	2,335,000	2,425,000	2,425,000	2,515,000	-	2,515,000	3.7%	2,620,000	-
26-4703 - Interest, Series 2015A	404,818	317,260	317,260	220,260	-	220,260	-30.6%	114,630	-
26-4702 - Principal, Series 2015C	-	-	-	-	-	-	N/A	110,000	2,855,000
26-4703 - Interest, Series 2015C	1,011,812	1,011,820	1,011,820	1,011,820	-	1,011,820	0.0%	1,011,820	1,007,140
TOTAL EXPENDITURES	3,827,587	3,830,080	3,830,080	3,823,080	-	3,823,080	-0.2%	3,932,450	3,938,140
Excess (Deficiency) of Revenues over Expenditures	(49,309)	-	20,560	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2015B G.O. Bonds
73

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
18-3901 - Transfer from General	121,279	123,300	123,300	124,100	-	124,100	0.6%	124,700	120,100
TOTAL REVENUES	121,279	123,300	123,300	124,100	-	124,100	0.6%	124,700	120,100
<u>Expenditures</u>									
24-4543 - Paying Agent Fees	479	500	500	500	-	500	0.0%	500	500
26-4702 - Principal, Series 2015B	100,000	105,000	105,000	110,000	-	110,000	4.8%	115,000	115,000
26-4703 - Interest, Series 2015B	20,800	17,800	17,800	13,600	-	13,600	-23.6%	9,200	4,600
TOTAL EXPENDITURES	121,279	123,300	123,300	124,100	-	124,100	0.6%	124,700	120,100
Excess (Deficiency) of Revenues over Expenditures	-	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2016 G.O. Refunding Bonds
74

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes, Current	333,669	329,600	329,600	1,479,600	-	1,479,600	348.9%	283,600	2,100,580
10-3102 - Property Taxes, Prior	5,886	500	7,500	500	-	500	0.0%	500	500
15-3601 - Interest Income	484	-	200	-	-	-	N/A	-	-
18-3901 - Transfer from General		-	-	-	-	-	N/A	-	453,020
TOTAL REVENUES	340,039	330,100	337,300	1,480,100	-	1,480,100	348.4%	284,100	2,554,100
<u>Expenditures</u>									
24-4574 - Trustee Fees	479	500	500	500	-	500	0.0%	500	500
26-4702 - Principal, Series 2016	-	-	-	1,150,000	-	1,150,000	N/A	-	2,270,000
26-4703 - Interest, Series 2016	329,600	329,600	329,600	329,600	-	329,600	0.0%	283,600	283,600
TOTAL EXPENDITURES	330,079	330,100	330,100	1,480,100	-	1,480,100	348.4%	284,100	2,554,100
Excess (Deficiency) of Revenues over Expenditures	9,960	-	7,200	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2017A & B G.O. Bonds
75

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
18-3901 - Transfer from General	178,757	176,550	176,550	184,300	-	184,300	4.4%	181,750	179,200
TOTAL REVENUES	178,757	176,550	176,550	184,300	-	184,300	4.4%	181,750	179,200
<u>Expenditures</u>									
24-4543 - Paying Agent Fees	957	1,000	1,000	1,000	-	1,000	0.0%	1,000	1,000
26-4702 - Principal, Series 2017A	45,000	45,000	45,000	50,000	-	50,000	11.1%	50,000	50,000
26-4703 - Interest, Series 2017A	12,100	10,750	10,750	9,400	-	9,400	-12.6%	7,900	6,400
26-4702 - Principal, Series 2017B	30,000	30,000	30,000	35,000	-	35,000	16.7%	35,000	35,000
26-4703 - Interest, Series 2017B	90,700	89,800	89,800	88,900	-	88,900	-1.0%	87,850	86,800
TOTAL EXPENDITURES	178,757	176,550	176,550	184,300	-	184,300	4.4%	181,750	179,200
Excess (Deficiency) of Revenues over Expenditures	-	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2018 G.O. Refunding Bonds
76

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes, Current	1,392,780	1,770,980	1,770,980	620,980	-	620,980	-64.9%	1,816,980	-
10-3102 - Property Taxes, Prior Year	431,166	5,000	40,000	5,000	-	5,000	0.0%	5,000	5,000
14-3505 - Tow Fee Revenues	164,000	150,000	160,000	160,000	-	160,000	6.7%	160,000	160,000
15-3601 - Interest Income	11,289	1,000	10,000	2,000	-	2,000	100.0%	2,000	2,000
18-3901 - Transfer from General	790,220	935,220	929,600	1,025,220	-	1,025,220	9.6%	962,970	569,700
TOTAL REVENUES	2,789,455	2,862,200	2,910,580	1,813,200	-	1,813,200	-36.7%	2,946,950	736,700
<u>Expenditures</u>									
24-4574 - Trustee Fees	479	500	500	500	-	500	0.0%	500	500
26-4702 - Principal, Series 2018	1,790,000	1,880,000	1,880,000	925,000	-	925,000	-50.8%	2,105,000	-
26-4703 - Interest, Series 2018	1,071,200	981,700	981,700	887,700	-	887,700	-9.6%	841,450	736,200
TOTAL EXPENDITURES	2,861,679	2,862,200	2,862,200	1,813,200	-	1,813,200	-36.7%	2,946,950	736,700
Excess (Deficiency) of Revenues over Expenditures	(72,224)	-	48,380	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2019 G.O. Bonds
77

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
18-3901 - Transfer from General	136,199	136,710	136,710	136,700	-	136,700	0.0%	136,710	136,710
TOTAL REVENUES	136,199	136,710	136,710	136,700	-	136,700	0.0%	136,710	136,710
<u>Expenditures</u>									
24-4574 - Trustee Fees	-	500	500	500	-	500	0.0%	500	500
26-4702 - Principal, Series 2019	105,515	107,790	107,790	110,100	-	110,100	2.1%	112,470	114,890
26-4703 - Interest, Series 2019	30,684	28,420	28,420	26,100	-	26,100	-8.2%	23,740	21,320
TOTAL EXPENDITURES	136,199	136,710	136,710	136,700	-	136,700	0.0%	136,710	136,710
Excess (Deficiency) of Revenues over Expenditures	-	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2024 G.O. Bonds

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
18-3901 - Transfer from General	-	-	188,240	385,030	-	385,030	N/A	385,030	385,030
TOTAL REVENUES	-	-	188,240	385,030	-	385,030	N/A	385,030	385,030
<u>Expenditures</u>									
26-4703 - Interest, Series 2024	-	-	188,240	385,030	-	385,030	N/A	385,030	385,030
TOTAL EXPENDITURES	-	-	188,240	385,030	-	385,030	N/A	385,030	385,030
Excess (Deficiency) of Revenues over Expenditures	-	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Capital Improvements Fund
36

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3119 - Municipal Gas Use Tax	1,120,469	1,160,000	1,050,000	1,160,000	-	1,160,000	0.0%	1,160,000	1,160,000
10-3121 - Packaged Liquor Tax	333,682	330,000	330,000	330,000	-	330,000	0.0%	330,000	330,000
12-3305 - Grant Revenue	-	1,872,750	2,303,250	573,750	-	573,750	-69.4%	-	-
15-3601 - Interest Earnings	36,595	10,000	50,000	10,000	-	10,000	0.0%	10,000	10,000
16-3701 - Reimbursements/Recoveries	-	-	50,000	-	-	-	N/A	-	-
18-3901 - Transfer from General Fund	2,649,254	1,570,000	1,809,900	920,000	-	920,000	-41.4%	1,035,000	417,000
18-3925 - Transfer from Western Corridor	15,000	927,250	767,750	191,250	-	191,250	-79.4%	-	-
18-3940 - Transfer from Water	70,000	-	74,500	30,000	-	30,000	N/A	275,000	-
TOTAL REVENUES	4,225,000	5,870,000	6,435,400	3,215,000	-	3,215,000	-45.2%	2,810,000	1,917,000
<u>Expenditures</u>									
<u>25 - Capital Outlay</u>									
4507 - Professional Services	11,548	-	-	-	-	-	N/A	-	-
4604 - Building Improvements	421,425	670,000	754,400	480,000	-	480,000	-28.4%	990,000	32,000
4610 - Other Capital Improvements	290,721	-	-	-	-	-	N/A	200,000	250,000
4615 - Sidewalk Improvements	374,814	3,820,000	4,321,000	1,365,000	-	1,365,000	-64.3%	250,000	275,000
4629 - Land Acquisition	2,053,000	-	-	-	-	-	N/A	-	-
4829 - Transfer Road Impv Fund	1,290,000	1,333,750	1,182,500	1,252,500	-	1,252,500	-6.1%	1,232,500	1,222,500
4837 - Transfer to Capital V & E	-	217,500	232,140	-	-	-	N/A	-	-
TOTAL EXPENDITURES	4,441,508	6,041,250	6,490,040	3,097,500	-	3,097,500	-48.7%	2,672,500	1,779,500
Excess (Deficiency) of Revenues over Expenditures	(216,508)	(171,250)	(54,640)	117,500	-	117,500	-168.6%	137,500	137,500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Western Area Traffic Improvements
32

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Income	630	-	900	-	-	-	N/A	-	-
16-3706 - Miscellaneous Revenue	-	-	-	23,060	-	23,060	N/A	-	-
TOTAL REVENUES	630	-	900	23,060	-	23,060	N/A	-	-
<u>Expenditures</u>									
27-4829 - Transfer to Road Imp	-	-	-	25,000	-	25,000	N/A	-	-
TOTAL EXPENDITURES	-	-	-	25,000	-	25,000	N/A	-	-
Excess (Deficiency) of Revenues over Expenditures	630	-	900	(1,940)	-	(1,940)	N/A	-	-



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Road Improvement Fund
29

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3118 - Electric Utility Tax	1,597,898	1,650,000	1,650,000	1,650,000	-	1,650,000	0.0%	1,650,000	1,650,000
10-3120 - Municipal Motor Fuel Tax	352,294	350,000	350,000	350,000	-	350,000	0.0%	350,000	350,000
12-3305 - Grant Revenue	76,442	135,000	80,000	1,932,100	-	1,932,100	1331.2%	2,382,300	315,000
13-3433 - Road Usage Fees	12,138	-	1,400	-	-	-	N/A	-	-
15-3601 - Interest Earnings	159,225	60,000	100,000	60,000	-	60,000	0.0%	60,000	60,000
15-3603 - Unrealized Gain On Inves	25,159	-	-	-	-	-	N/A	-	-
16-3701 - Reimbursements/Recoveries	-	-	25,000	105,000	-	105,000	N/A	-	-
18-3901 - Transfer from General Fund	50,000	615,000	265,000	1,182,500	-	1,182,500	92.3%	1,357,900	107,500
18-3903 - Transfer from MFT Fund	2,495,000	2,200,000	2,495,000	3,317,500	-	3,317,500	50.8%	2,200,000	2,300,000
18-3904 - Transfer from CDBG	261,825	200,000	200,000	-	-	-	N/A	200,000	-
18-3925 - Transfer from Western Corridor	-	500,000	-	1,375,000	-	1,375,000	175.0%	400,000	-
18-3930 - Transfer from Central Improvem	619,450	-	-	-	-	-	N/A	-	-
18-3935 - Transfer from Western Area Ro	-	-	-	1,300,000	-	1,300,000	N/A	-	-
18-3936 - Transfer from Cap Imp	1,290,000	1,333,750	1,182,500	1,252,500	-	1,252,500	-6.1%	1,232,500	1,222,500
18-3932 - Transfer from West Traffic Impr	-	-	-	25,000	-	25,000	N/A	-	-
18-3940 - Transfer from Water	-	200,000	-	910,000	-	910,000	355.0%	200,000	-
18-3968 - Transfer from Lakewood Center	-	-	-	30,000	-	30,000	N/A	-	-
18-3938 - Transfer from Capital Replacem	-	-	-	1,910,000	-	1,910,000	N/A	-	-
TOTAL REVENUES	6,939,431	7,243,750	6,348,900	15,399,600	-	15,399,600	112.6%	10,032,700	6,005,000
<u>Expenditures</u>									
<u>25 - Capital Outlay</u>									
4606 - Road Improvements	6,388,551	6,011,250	7,312,500	8,415,000	-	8,415,000	40.0%	7,325,000	5,945,000
4610 - Other Capital Improvements	(87,799)	1,355,000	145,000	7,424,600	-	7,424,600	447.9%	2,647,700	-
Total Capital Outlay	6,300,752	7,366,250	7,457,500	15,839,600	-	15,839,600	115.0%	9,972,700	5,945,000



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Road Improvement Fund
29

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>27 - Operating Transfers</u>									
Transfer to Western Impact	884,157	-	-	-	-	-	N/A	-	-
Transfer to Water & Sewer	-	950,000	-	-	-	-	N/A	-	-
Total Operating Transfers	884,157	950,000	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	7,184,909	8,316,250	7,457,500	15,839,600	-	15,839,600	90.5%	9,972,700	5,945,000
Excess (Deficiency) of Revenues over Expenditures	(245,478)	(1,072,500)	(1,108,600)	(440,000)	-	(440,000)	-59.0%	60,000	60,000



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Capital Vehicle & Equipment Fund
37

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
12-3305 - Grant Revenues	-	639,290	639,290	-	-	-	N/A	-	-
15-3601 - Interest Earnings	24,585	5,000	45,000	5,000	-	5,000	0.0%	5,000	5,000
16-3706 - Misc. Revenue Funding for Future Yrs	-	1,752,550	-	2,500,000	-	2,500,000	42.6%	-	-
18-3901 - Transfer from General Fund	1,824,942	3,274,880	5,159,710	1,990,270	-	1,990,270	-39.2%	2,243,570	2,031,070
18-3936 - Transfer from Capital Improvements	-	217,500	232,140	-	-	-	N/A	-	-
18-3962 - Transfer from Roseller Rd TIF Funds	-	20,000	-	-	-	-	N/A	-	-
26-3804 - Premium on Bonds	918,569	-	-	-	-	-	N/A	-	-
26-3807 - GASB 96, Proceeds	(594,381)	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	2,173,715	5,909,220	6,076,140	4,495,270	-	4,495,270	-23.9%	2,248,570	2,036,070
<u>Expenditures</u>									
25-4602 - Department Equipment	113,273	1,179,020	1,197,830	330,790	-	330,790	-71.9%	497,790	411,290
25-4602.20 - GASB 96, Capital Outlay	(594,381)	-	-	-	-	-	N/A	-	-
25-4603 - Motor Vehicles	675,995	1,454,480	2,812,270	1,241,980	-	1,241,980	-14.6%	1,528,280	852,280
25-4612 - Fire Apparatus	11,054	3,270,720	2,021,040	2,917,500	-	2,917,500	-10.8%	217,500	767,500
26-4614 - Intersection Improvement	918,569	-	-	-	-	-	N/A	-	-
26-4704 - Interest, Other Loans	181,536	-	-	-	-	-	N/A	-	-
26-4711 - GASB 96, Interest Expense	6,587	-	-	-	-	-	N/A	-	-
26-4702 - Principal Expense	282,246	-	-	-	-	-	N/A	-	-
26-4703 - Interest Expense	17,346	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	1,612,225	5,904,220	6,031,140	4,490,270	-	4,490,270	-23.9%	2,243,570	2,031,070
Excess (Deficiency) of Revenues over Expenditures	561,490	5,000	45,000	5,000	-	5,000	0.0%	5,000	5,000



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Capital Replacement Fund
38

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Income	396,737	100,000	350,000	200,000	-	200,000	100.0%	200,000	200,000
15-3603 - Unrealized Gain on Inves	9,424	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	406,161	100,000	350,000	200,000	-	200,000	100.0%	200,000	200,000
<u>Expenditures</u>									
27-4827 - Transfer to Prairie Stone	-	2,000,000	300,000	3,450,000	-	3,450,000	72.5%	-	-
27-4829 - Transfer to Road Improvement	-	-	-	1,910,000	-	1,910,000	N/A	-	-
TOTAL EXPENDITURES	-	2,000,000	300,000	5,360,000	-	5,360,000	168.0%	-	-
Excess (Deficiency) of Revenues over Expenditures	406,161	(1,900,000)	50,000	(5,160,000)	-	(5,160,000)	171.6%	200,000	200,000



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Stormwater Management Fund
42

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
12-3305 - Grant Revenue	-	250,000	-	300,000	-	300,000	20.0%	-	-
13-3457 - Stormwater Utility Fee	563,361	545,000	560,000	1,260,000	-	1,260,000	131.2%	1,613,000	1,613,000
15-3601 - Interest Earnings	35,358	5,000	20,000	5,000	-	5,000	0.0%	5,000	5,000
16-3706 - Miscellaneous Revenue	-	-	2,630,000	1,555,000	-	1,555,000	N/A	-	-
17-3803 - Bond Proceeds	-	1,770,000	-	-	-	-	N/A	-	-
18-3901 - Transfer from General Fund	937,000	10,000	-	-	-	-	N/A	-	-
18-3903 - Transfer from MFT Fund	-	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	1,535,720	2,580,000	3,210,000	3,120,000	-	3,120,000	20.9%	1,618,000	1,618,000
<u>00-Capital Expenditures:</u>									
<u>24 - Contractual Services</u>									
4507 - Professional Services	-	-	9,700	-	-	-	N/A	-	-
Total Contractual Services	-	-	9,700	-	-	-	N/A	-	-
<u>25 - Capital Outlay</u>									
4613 - Drainage Improvements	807,515	2,530,000	3,130,000	2,855,000	-	2,855,000	12.8%	1,635,000	520,000
Total Capital Outlay	807,515	2,530,000	3,130,000	2,855,000	-	2,855,000	12.8%	1,635,000	520,000
<u>26 - Debt Service</u>									
26-Principal Expense	35,000	35,000	35,000	40,000	-	40,000	14.3%	40,000	40,000
26-Interest Expense	10,650	9,600	9,600	8,200	-	8,200	-14.6%	6,600	5,000
Total Debt Service	45,650	44,600	44,600	48,200	-	48,200	8.1%	46,600	45,000
TOTAL EXPENDITURES	853,165	2,574,600	3,184,300	2,903,200	-	2,903,200	12.8%	1,681,600	565,000
Excess (Deficiency) of Revenues over Expenditures	682,555	5,400	25,700	216,800	-	216,800	3914.8%	(63,600)	1,053,000



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Central Area Road Corridor Improvement
23

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Income	1,284	500	1,000	500	-	500	0.0%	500	500
TOTAL REVENUES	1,284	500	1,000	500	-	500	0.0%	500	500
<u>Expenditures</u>									
27-4829 - Transfer to Road Imp	-	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	N/A	-	-
Excess (Def) of Rev over Exp.	1,284	500	1,000	500	-	500	0.0%	500	500



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Hoffman Blvd Bridge Maintenance
24

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Income	14,102	-	15,000	10,000	-	10,000	N/A	-	-
TOTAL REVENUES	14,102	-	15,000	10,000	-	10,000	N/A	-	-
<u>Expenditures</u>									
24-4542 - Other Contractual Svcs.	2,402	40,000	-	80,000	-	80,000	100.0%	110,000	-
TOTAL EXPENDITURES	2,402	40,000	-	80,000	-	80,000	100.0%	110,000	-
Excess (Deficiency) of Revenues over Expenditures	11,700	(40,000)	15,000	(70,000)	-	(70,000)	75.0%	(110,000)	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Western Corridor Fund
25

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
13-3433 - Road Usage Fees	-	1,427,250	767,750	1,566,250	-	1,566,250	9.7%	400,000	-
15-3601 - Interest Income	40,601	30,000	100,000	50,000	-	50,000	66.7%	50,000	50,000
15-3603 - Unrealized Gain on Inv	98,047	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	138,648	1,457,250	867,750	1,616,250	-	1,616,250	10.9%	450,000	50,000
<u>Expenditures</u>									
25-4836 - Transfer to Capital Improvemen	15,000	927,250	767,750	191,250	-	191,250	-79.4%	-	-
25-4829 - Transfer to Road Improv	-	500,000	-	1,375,000	-	1,375,000	175.0%	400,000	-
TOTAL EXPENDITURES	15,000	1,427,250	767,750	1,566,250	-	1,566,250	9.7%	400,000	-
Excess (Deficiency) of Revenues over Expenditures	123,648	30,000	100,000	50,000	-	50,000	66.7%	50,000	50,000



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Prairie Stone Capital Fund
27

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
12-3305 - Grant Revenue	-	500,000	-	500,000	-	500,000	0.0%	-	-
15-3601 - Interest Income	38,311	-	35,000	-	-	-	N/A	-	-
18-3901 - Transfer from General	-	50,000	-	-	-	-	N/A	-	-
18-3938 - Transfer from Capital Replace	-	2,000,000	300,000	3,450,000	-	3,450,000	72.5%	-	-
	38,311	2,550,000	335,000	3,950,000	-	3,950,000	54.9%	-	-
<u>Expenditures</u>									
25-4621 - Prairie Stone	40,660	3,250,000	950,000	3,950,000	-	3,950,000	21.5%	-	-
25-4629 - Land Acquisition	45,600	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	86,260	3,250,000	950,000	3,950,000	-	3,950,000	21.5%	-	-
Excess (Deficiency) of Revenues over Expenditures	(47,949)	(700,000)	(615,000)	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Central Area Impact Fee Fund
30

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
13-3433 - Road Usage Fees	601,323	-	-	-	-	-	N/A	-	-
15-3601 - Interest Earnings	12,216	5,000	-	-	-	-	N/A	-	-
TOTAL REVENUES	613,539	5,000	-	-	-	-	N/A	-	-
<u>Expenditures</u>									
27-4829 - Road Improvement	619,450	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	619,450	-	-	-	-	-	N/A	-	-
Excess (Deficiency) of Revenues over Expenditures	(5,911)	5,000	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Western Area Road Impact Fee
35

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
13-3433 - Road Usage Fees	189	200	300	350,000	-	350,000	174900.0%	300	300
15-3601 - Interest Income	15,925	-	50,000	20,000	-	20,000	N/A	20,000	-
18-3929 - Transfer from Road Improv	884,157	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	900,271	200	50,300	370,000	-	370,000	184900.0%	20,300	300
<u>Expenditures</u>									
24-4507 - Professional Services	319	200	300	300	-	300	50.0%	300	300
27-4829 - Transfer to Road Improvem	-	-	-	1,300,000	-	1,300,000	N/A	-	-
TOTAL EXPENDITURES	319	200	300	1,300,300	-	1,300,300	650050.0%	300	300
Excess (Deficiency) of Revenues over Expenditures	899,952	-	50,000	(930,300)	-	(930,300)	N/A	20,000	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2019 Capital Project Fund
64

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
15-3601 - Interest Earnings	17,915	-	25,000	-	-	-	N/A	-	-
Transfer from Water	518,990	-	-	-	-	-	N/A	-	-
TOTAL REVENUES	536,905	-	25,000	-	-	-	N/A	-	-
<u>Expenditures</u>									
<u>24 - Contractual Services</u>									
4542 - Other Contractual Services	-	-	780,000	-	-	-	N/A	-	-
Total Capital Outlay	-	-	780,000	-	-	-	N/A	-	-
TOTAL EXPENDITURES	-	-	780,000	-	-	-	N/A	-	-
Excess (Deficiency) of Revenues over Expenditures	536,905	-	(755,000)	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2024 Bond Project Fund
78

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
Interest Earnings	-	-	75,000	220,000	-	220,000	N/A	-	-
Bond Proceeds	-	9,900,000	8,855,000	-	-	-	N/A	-	-
Premium/Discount on Bonds	-	-	265,020	-	-	-	N/A	-	-
TOTAL REVENUES	-	9,900,000	9,195,020	220,000	-	220,000	N/A	-	-
<u>Expenditures</u>									
<u>25 - Capital Outlay</u>									
4604 - Building Improvements	-	9,900,000	1,034,600	8,259,400	-	8,259,400	-16.6%	-	-
Total Capital Outlay	-	9,900,000	1,034,600	8,259,400	-	8,259,400	-16.6%	-	-
<u>26 - Debt Service</u>									
4705 - Costs of Issuance	-	-	117,430	-	-	-	N/A	-	-
Total Debt Service	-	-	117,430	-	-	-	N/A	-	-
TOTAL EXPENDITURES	-	9,900,000	1,152,030	8,259,400	-	8,259,400	-16.6%	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	8,042,990	(8,039,400)	-	(8,039,400)	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: 2025 Bond Project Fund
79

	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
Bond Proceeds	-	-	-	15,500,000	-	15,500,000	N/A	-	-
TOTAL REVENUES	-	-	-	15,500,000	-	15,500,000	N/A	-	-
<u>Expenditures</u>									
<u>25 - Capital Outlay</u>									
4604 - Building Improvements	-	-	-	1,550,000	-	1,550,000	N/A	8,850,000	5,500,000
Total Capital Outlay	-	-	-	1,550,000	-	1,550,000	N/A	8,850,000	5,500,000
TOTAL EXPENDITURES	-	-	-	1,550,000	-	1,550,000	N/A	8,850,000	5,500,000
Excess (Deficiency) of Revenues over Expenditures	-	-	-	13,950,000	-	13,950,000	N/A	(8,850,000)	(5,500,000)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>OPERATING REVENUES</u>									
Charges for Services									
13-Water and Sewer Charges	21,413,788	22,280,960	22,280,960	24,360,520	-	24,360,520	9.3%	25,822,150	27,371,480
13-Water Sales-Construction	90	-	-	-	-	-	N/A	-	-
13-Connection/Tap-on Fees	235,536	50,000	30,000	50,000	-	50,000	0.0%	51,000	52,020
13-Late Penalties	99,593	120,000	120,000	120,000	-	120,000	0.0%	122,400	124,850
13-Turn-on Fees	8,250	8,000	8,000	8,000	-	8,000	0.0%	8,160	8,320
13-Sale of Meters	36,440	20,000	20,000	20,000	-	20,000	0.0%	20,400	20,810
13-Cross-connection Fees	36,769	38,000	38,000	38,000	-	38,000	0.0%	38,760	39,540
Total Operating Revenues	21,830,466	22,516,960	22,496,960	24,596,520	-	24,596,520	9.2%	26,062,870	27,617,020
<u>OPERATING & CAPITAL EXPENSES</u>									
Water Division	13,975,969	14,310,550	13,990,400	14,999,380	-	14,999,380	4.8%	15,356,820	15,859,200
Sewer Division	2,088,928	2,598,650	2,631,150	2,498,350	-	2,498,350	-3.9%	2,563,240	2,662,480
Billing Division	1,026,883	1,176,090	1,002,270	1,039,190	-	1,039,190	-11.6%	1,072,640	1,107,240
Capital Project Division	2,132,173	8,778,740	7,392,490	7,515,540	-	7,515,540	-14.4%	12,672,540	12,160,540
2017 Bond Capital Projects	41,347	815,000	815,000	-	-	-	N/A	-	-
2019 Bond Capital Projects	96,674	-	-	-	-	-	N/A	-	-
Total Operating Expenses	19,361,974	27,679,030	25,831,310	26,052,460	-	26,052,460	-5.9%	31,665,240	31,789,460
<u>OPERATING INCOME (LOSS) BEFORE DEPRECIATION</u>	2,468,492	(5,162,070)	(3,334,350)	(1,455,940)	-	(1,455,940)	-71.8%	(5,602,370)	(4,172,440)
<u>DEPRECIATION EXPENSE</u>	(1,665,194)	-	-	-	-	-	N/A	-	-
<u>OPERATING INCOME (LOSS)</u>	803,298	(5,162,070)	(3,334,350)	(1,455,940)	-	(1,455,940)	-71.8%	(5,602,370)	(4,172,440)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
NON OPERATING									
REVENUES (EXPENSES)									
12-Grants	-	1,000,000	1,000,000	-	-	-	N/A	-	-
15-Interest Income	755,964	100,000	750,000	250,000	-	250,000	150.0%	255,000	260,100
15.75-Interest (2017 Bonds)	107,927	-	50,000	-	-	-	N/A	-	-
15.77-Interest (2019 Bonds)	27,810	-	20,000	-	-	-	N/A	-	-
15-Unrealized Gain(Loss) on Inv	25,159	-	-	-	-	-	N/A	-	-
16-Reimbursements/Recoveries	7,176	-	5,200	-	-	-	N/A	-	-
16-Sale of Equipment	63,300	-	-	-	-	-	N/A	-	-
16-Miscellaneous Income	9,890	-	5,500	-	-	-	N/A	-	-
17-Bond/Loan Proceeds	-	815,000	815,000	-	-	-	N/A	6,000,000	6,000,000
26-GASB 96 Expense	(72,033)	-	-	-	-	-	N/A	-	-
26-Principal Expense, 2015B	-	(335,000)	(335,000)	(345,000)	-	(345,000)	3.0%	(360,000)	(375,000)
26-Interest Expense, 2015B	(98,150)	(88,400)	(88,400)	(75,000)	-	(75,000)	-15.2%	(61,200)	(46,800)
26-Principal Expense, 2017A	482,275	(310,000)	(310,000)	(325,000)	-	(325,000)	4.8%	(330,000)	(340,000)
26-Interest Expense, 2017A	(178,013)	(137,820)	(137,820)	(128,520)	-	(128,520)	-6.7%	(118,770)	(108,870)
26-Principal Expense, 2017B	-	(5,000)	(5,000)	(5,000)	-	(5,000)	0.0%	(5,000)	(5,000)
26-Interest Expense, 2017B	-	(31,050)	(31,050)	(30,900)	-	(30,900)	-0.5%	(30,750)	(30,600)
26-Interest Expense, 2018	(247,638)	(247,640)	(247,640)	(247,640)	-	(247,640)	0.0%	(247,640)	(247,640)
26-Principal Expense, 2019	(482,275)	(492,640)	(492,640)	(503,240)	-	(503,240)	2.2%	(514,060)	(525,110)
26-Interest Expense, 2019	(140,248)	(129,880)	(129,880)	(119,290)	-	(119,290)	-8.2%	(108,470)	(97,420)
26-State Loan Principal	-	(97,000)	(99,500)	(99,500)	-	(99,500)	2.6%	(99,500)	(99,500)
26-State Loan Expense	(63,396)	(46,000)	(46,000)	(46,000)	-	(46,000)	0.0%	(46,000)	(46,000)
26-Amortization Expense	40,625	-	-	-	-	-	N/A	-	-
TOTAL NONOPERATING REVENUES (EXPENSES)	238,375	(5,430)	722,770	(1,675,090)	-	(1,675,090)	30748.8%	4,333,610	4,338,160



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Water & Sewer

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
TRANSFERS									
Transfer from Road Improvement	-	950,000	-	-	-	-	N/A	-	-
Transfer from Higgins-Hassell TIF	-	-	600,000	-	-	-	N/A	-	-
Transfer to Road Improvement	-	(200,000)	-	(910,000)	-	(910,000)	355.0%	(200,000)	-
Transfer to 2019 Project Fund	(518,990)	-	-	-	-	-	N/A	-	-
Transfer to Capital Improvements	(70,000)	-	(74,500)	(30,000)	-	(30,000)	N/A	(275,000)	-
TOTAL TRANSFERS	(588,990)	750,000	525,500	(940,000)	-	(940,000)	-225.3%	(475,000)	-
NET INCOME (LOSS)	452,683	(4,417,500)	(2,086,080)	(4,071,030)	-	(4,071,030)	-7.8%	(1,743,760)	165,720



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Water & Sewer

Division: Water

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	1,752,746	1,918,750	1,852,550	1,985,560	-	1,985,560	3.5%	2,055,050	2,126,980
4105 - Part-time Wages	116,265	171,980	161,350	175,670	-	175,670	2.1%	181,820	188,180
4106 - Overtime Wages	176,750	178,000	172,800	178,100	-	178,100	0.1%	183,440	188,940
Total Salaries and Wages	2,045,762	2,268,730	2,186,700	2,339,330	-	2,339,330	3.1%	2,420,310	2,504,100
FTE Full Time	20.32	20.32	20.32	20.21	-	20.21	-0.5%	20.21	20.21
FTE Part Time	3.94	4.08	4.08	4.08	-	4.08	0.0%	4.08	4.08
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	248,122	405,340	397,200	370,260	-	370,260	-8.7%	407,290	448,020
4202 - Life Insurance	1,129	850	760	790	-	790	-7.1%	870	960
4203 - Social Security Expense	123,433	140,660	134,840	145,040	-	145,040	3.1%	150,060	155,250
4204 - Medicare Expense	29,084	32,900	31,540	33,920	-	33,920	3.1%	35,090	36,310
4205 - IMRF Expense	180,661	197,320	191,140	202,190	-	202,190	2.5%	209,270	216,590
Total Employee Benefits	582,429	777,070	755,480	752,200	-	752,200	-3.2%	802,580	857,130
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	11,595	15,650	13,400	16,700	-	16,700	6.7%	17,200	17,720
4303 - Dues and Memberships	472	500	800	2,320	-	2,320	364.0%	2,390	2,460
4304 - Uniforms	22,794	24,650	25,450	25,150	-	25,150	2.0%	25,900	26,680
Total Misc. Employee Exp.	34,861	40,800	39,650	44,170	-	44,170	8.3%	45,490	46,860



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: Water

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>23 - Commodities</u>									
4401 - Postage	2,344	1,800	2,400	2,400	-	2,400	33.3%	2,470	2,540
4402 - Office Supplies	1,389	1,700	1,250	1,500	-	1,500	-11.8%	1,550	1,600
4403 - Printing & Binding	382	1,900	1,950	2,200	-	2,200	15.8%	2,270	2,340
4408 - Small Tools, Minor Equipment	7,038	7,400	7,950	8,500	-	8,500	14.9%	8,760	9,020
4414 - Other Supplies	11,230	9,550	10,550	11,350	-	11,350	18.8%	11,690	12,040
4416 - Photocopy Expense	-	150	150	150	-	150	0.0%	150	150
4420 - Meters	154,194	12,000	6,800	9,000	-	9,000	-25.0%	9,270	9,550
Total Commodities	176,576	34,500	31,050	35,100	-	35,100	1.7%	36,160	37,240
<u>24 - Contractual Services</u>									
4501 - Telephone	38,251	55,450	41,200	66,190	-	66,190	19.4%	68,180	70,230
4502 - Electricity	92,787	100,000	110,000	110,000	-	110,000	10.0%	113,300	116,700
4503 - Natural Gas	5,655	10,000	7,500	9,000	-	9,000	-10.0%	9,270	9,550
4507 - Professional Services	54,253	181,600	179,710	250,700	-	250,700	38.1%	258,220	265,970
4509 - Equipment Rental	1,397	2,700	4,900	4,500	-	4,500	66.7%	4,640	4,780
4510 - Maintenance, Equipment	77,433	55,000	55,000	55,000	-	55,000	0.0%	56,650	58,350
4524 - Maintenance, Telemetry	1,693	2,500	2,500	2,500	-	2,500	0.0%	2,580	2,660
4526 - Maintenance, Structures	3,133	50,700	53,700	56,900	-	56,900	12.2%	58,610	60,370
4527 - Maintenance, Tanks	12,932	17,500	17,500	18,500	-	18,500	5.7%	19,060	19,630
4528 - Maintenance, Hydrants	24,417	24,500	25,500	28,500	-	28,500	16.3%	29,360	30,240
4529 - Maintenance, Water Mains	219,376	129,500	129,500	154,500	-	154,500	19.3%	159,140	163,910
4531 - Maintenance, Wells and Pumps	1,011	10,500	7,500	8,000	-	8,000	-23.8%	8,240	8,490
4540 - JAWA Payments	8,586,303	8,990,000	8,700,000	9,200,000	-	9,200,000	2.3%	9,476,000	9,760,280
4542 - Other Contractual Services	32,350	70,000	197,360	127,360	-	127,360	81.9%	-	-
4545 - Employee Safety Programs	4,701	5,400	5,400	6,150	-	6,150	13.9%	6,330	6,520
4551 - Liability Insurance	73,970	88,600	88,600	97,310	-	97,310	9.8%	100,230	103,240
4553 - Workers Comp Insurance	31,300	59,040	59,100	60,990	-	60,990	3.3%	62,820	64,700
4571 - Equipment Usage	172,240	165,000	170,000	175,000	-	175,000	6.1%	180,250	185,660
4585 - Maintenance, Vehicles	114,822	75,000	75,000	85,000	-	85,000	13.3%	87,550	90,180
Total Contractual Services	9,548,024	10,092,990	9,929,970	10,516,100	-	10,516,100	4.2%	10,700,430	11,021,460
TOTAL OPERATING EXP.	12,387,652	13,214,090	12,942,850	13,686,900	-	13,686,900	3.6%	14,004,970	14,466,790



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Water & Sewer

Division: Water

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	26,690	3,500	3,500	18,000	-	18,000	414.3%	18,540	19,100
4610- Other Capital Improvements	-	-	-	197,000	-	197,000	N/A	202,910	209,000
Total Capital Outlay	26,690	3,500	3,500	215,000	-	215,000	6042.9%	221,450	228,100
<u>28 - Cost Allocation</u>									
4216.7 - NPO - Water & Sewer	535,007	-	-	-	-	-	N/A	-	-
4901 - Water Cost Allocation	1,026,620	1,092,960	1,044,050	1,097,480	-	1,097,480	0.4%	1,130,400	1,164,310
Total Cost Allocation	1,561,627	1,092,960	1,044,050	1,097,480	-	1,097,480	0.4%	1,130,400	1,164,310
TOTAL EXPENDITURES	13,975,969	14,310,550	13,990,400	14,999,380	-	14,999,380	4.8%	15,356,820	15,859,200



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: Sewer

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	1,065,454	1,134,090	1,175,230	1,106,240	-	1,106,240	-2.5%	1,144,960	1,185,030
4106 - Overtime Wages	17,958	25,000	22,000	25,000	-	25,000	0.0%	25,880	26,660
Total Salaries and Wages	1,083,412	1,159,090	1,197,230	1,131,240	-	1,131,240	-2.4%	1,170,840	1,211,690
FTE Full Time	11.77	11.77	11.77	11.01	-	11.01	-6.5%	11.01	11.01
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	85,890	238,260	233,430	202,980	-	202,980	-14.8%	223,280	245,610
4202 - Life Insurance	639	470	420	430	-	430	-8.5%	440	450
4203 - Social Security Expense	64,126	71,860	73,210	70,140	-	70,140	-2.4%	72,590	75,120
4204 - Medicare Expense	15,040	16,810	17,120	16,400	-	16,400	-2.4%	16,980	17,570
4205 - IMRF Expense	100,110	105,820	109,260	102,600	-	102,600	-3.0%	106,190	109,910
Total Employee Benefits	265,806	433,220	433,440	392,550	-	392,550	-9.4%	419,480	448,660
<u>23 - Commodities</u>									
4408 - Small Tools, Minor Equipment	1,543	2,300	2,000	2,300	-	2,300	0.0%	2,370	2,440
Total Commodities	1,543	2,300	2,000	2,300	-	2,300	0.0%	2,370	2,440
<u>24 - Contractual Services</u>									
4502 - Electricity	90,057	100,000	95,000	100,000	-	100,000	0.0%	103,000	106,090
4507 - Professional Services	30,188	19,500	72,000	22,000	-	22,000	12.8%	22,660	23,340
4510 - Maintenance, Equipment	11,824	23,000	24,000	28,000	-	28,000	21.7%	28,840	29,710
4524 - Maintenance, Telemetry	2,359	4,000	3,500	2,500	-	2,500	-37.5%	2,580	2,660
4525 - Maintenance, Lifts	72,399	61,700	76,200	69,200	-	69,200	12.2%	71,280	73,420
4530 - Maintenance, Sanitary Sewers	26,399	70,300	67,300	67,300	-	67,300	-4.3%	69,320	71,400



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Water & Sewer

Division: Sewer

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
4541 - Sewer Back-up Cleaning	866	8,000	4,000	8,000	-	8,000	0.0%	8,240	8,490
4551 - Liability Insurance	42,840	51,320	51,320	53,010	-	53,010	3.3%	54,600	56,240
4553 - Workers Comp Insurance	17,950	33,850	33,890	34,970	-	34,970	3.3%	36,020	37,100
Total Contractual Services	294,881	371,670	427,210	384,980	-	384,980	3.6%	396,540	408,450
TOTAL OPERATING EXP.	1,645,643	1,966,280	2,059,880	1,911,070	-	1,911,070	-2.8%	1,989,230	2,071,240
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	1,612	13,500	13,500	13,500	-	13,500	0.0%	13,910	14,330
4608 - Sanitary Sewer Improvements	-	80,000	50,000	30,000	-	30,000	-62.5%	-	-
4628 - Other Furniture & Equipment	114	200	150	200	-	200	0.0%	210	220
Total Capital Outlay	1,726	93,700	63,650	43,700	-	43,700	-53.4%	14,120	14,550
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	441,560	538,670	507,620	543,580	-	543,580	0.9%	559,890	576,690
Total Cost Allocation	441,560	538,670	507,620	543,580	-	543,580	0.9%	559,890	576,690
TOTAL EXPENDITURES	2,088,928	2,598,650	2,631,150	2,498,350	-	2,498,350	-3.9%	2,563,240	2,662,480



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: Billing

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	127,746	134,370	133,250	141,390	-	141,390	5.2%	146,340	151,460
4105 - Part-time Wages	70,297	74,070	73,380	78,030	-	78,030	5.3%	80,760	83,590
4106 - Overtime Wages	1,178	-	200	200	-	200	N/A	210	220
Total Salaries and Wages	199,221	208,440	206,830	219,620	-	219,620	5.4%	227,310	235,270
FTE Full Time	1.50	1.50	1.50	1.50	-	1.50	0.0%	1.50	1.50
FTE Part Time	1.44	1.44	1.44	1.44	-	1.44	0.0%	1.44	1.44
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	30,870	30,800	30,180	14,090	-	14,090	-54.3%	15,500	17,050
4202 - Life Insurance	80	60	50	60	-	60	0.0%	60	60
4203 - Social Security Expense	11,899	12,920	12,570	13,620	-	13,620	5.4%	14,090	14,590
4204 - Medicare Expense	2,783	3,020	2,940	3,180	-	3,180	5.3%	3,300	3,410
4205 - IMRF Pension	17,464	19,030	18,900	19,920	-	19,920	4.7%	20,620	21,340
Total Employee Benefits	63,096	65,830	64,640	50,870	-	50,870	-22.7%	53,570	56,450
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expenses	190	250	250	250	-	250	0.0%	260	270
Total Misc. Employee Benefits	190	250	250	250	-	250	0.0%	260	270
<u>23 - Commodities</u>									
4401 - Postage	97,252	96,000	98,000	98,000	-	98,000	2.1%	100,940	103,970
4403 - Printing and Binding	2,806	3,290	3,290	3,290	-	3,290	0.0%	3,390	3,490
4414 - Other Supplies	-	500	300	300	-	300	-40.0%	310	320
Total Commodities	100,058	99,790	101,590	101,590	-	101,590	1.8%	104,640	107,780



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Water & Sewer

Division: Billing

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4510 - Maintenance, Equipment	3,783	4,710	4,710	4,710	-	4,710	0.0%	4,850	5,000
4542 - Other Contractual Services	98,170	96,000	101,000	101,000	-	101,000	5.2%	104,030	107,150
4553 - Workers Comp Insurance	180	340	340	340	-	340	0.0%	350	360
Total Contractual Services	102,134	101,050	106,050	106,050	-	106,050	4.9%	109,230	112,510
 TOTAL OPERATING EXP.	 464,699	 475,360	 479,360	 478,380	 -	 478,380	 0.6%	 495,010	 512,280
<u>25 - Capital Outlay</u>									
4628 - Other Furniture & Equipment	154	400	400	400	-	400	0.0%	410	420
Total Capital Outlay	154	400	400	400	-	400	0.0%	410	420
<u>28 - Cost Allocation</u>									
4901 - Water Cost Allocation	562,030	700,330	522,510	560,410	-	560,410	-20.0%	577,220	594,540
Total Cost Allocation	562,030	700,330	522,510	560,410	-	560,410	-20.0%	577,220	594,540
 TOTAL EXPENDITURES	 1,026,883	 1,176,090	 1,002,270	 1,039,190	 -	 1,039,190	 -11.6%	 1,072,640	 1,107,240



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: Capital Projects (73)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>23 - Commodities</u>									
4420 - Meters	34,047	78,000	30,000	-	-	-	N/A	-	-
Total Commodities	34,047	78,000	30,000	-	-	-	N/A	-	-
<u>24 - Contractual Services</u>									
4527 - Maintenance, Tanks	12,770	1,377,000	-	-	-	-	-100.0%	1,500,000	6,000,000
4528 - Maintenance, Hydrants	86,700	95,500	95,500	-	-	-	N/A	-	-
4529 - Maintenance, Water Mains	68,335	31,000	31,000	-	-	-	N/A	-	-
4542 - Other Contractual Servcies	69,247	-	-	-	-	-	N/A	-	-
Total Contractual Services	237,052	1,503,500	126,500	-	-	-	-100.0%	1,500,000	6,000,000
<u>25 - Capital Outlay</u>									
4602 - Department Equipment	9,928	38,000	42,000	150,000	-	150,000	294.7%	52,000	-
4603 - Motor Vehicles	50,510	256,540	293,990	220,540	-	220,540	-14.0%	995,540	15,540
4608 - Sanitary Sewer Improvements	1,770,750	2,687,000	2,892,500	4,200,000	-	4,200,000	56.3%	3,500,000	-
4609 - Water System Improvements	28,026	4,190,700	3,972,500	2,945,000	-	2,945,000	-29.7%	6,625,000	6,045,000
4619 - Software	1,860	25,000	35,000	-	-	-	N/A	-	100,000
Total Capital Outlay	1,861,074	7,197,240	7,235,990	7,515,540	-	7,515,540	4.4%	11,172,540	6,160,540
TOTAL EXPENDITURES	2,132,173	8,778,740	7,392,490	7,515,540	-	7,515,540	-14.4%	12,672,540	12,160,540



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: 2017 Bond Capital
Projects (75)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>25 - Capital Outlay</u>									
4608 - Sanitary Sewer Improvements	26,662	-	-	-	-	-	0.0%	-	-
4609 - Water System Improvements	14,685	815,000	815,000	-	-	-	N/A	-	-
Total Capital Outlay	41,347	815,000	815,000	-	-	-	N/A	-	-
TOTAL EXPENDITURES	41,347	815,000	815,000	-	-	-	N/A	-	-



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Water & Sewer

Division: 2019 Bond Capital
Projects (77)

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
24 - Contractual Services									
4542 - Other Contractual Services	96,674	-	-	-	-	-	N/A	-	-
Total Contractual Services	96,674	-	-	-	-	-	N/A	-	-
TOTAL EXPENDITURES	96,674	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: NOW Arena Operating Fund
41-00

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>OPERATING REVENUES</u>									
10-3107 - Food & Beverage Tax	2,183,725	2,200,000	2,200,000	2,420,000	-	2,420,000	10.0%	2,420,000	2,420,000
10-3117 - Entertainment Tax	436,992	350,000	350,000	350,000	-	350,000	0.0%	350,000	350,000
12-3301 - Sales Tax	75,071	35,000	40,000	-	-	-	N/A	-	-
12-3328 - Video Gaming Tax	645,659	500,000	630,000	630,000	-	630,000	26.0%	630,000	630,000
13-3414 - Lease Payments	41,586	39,350	39,350	39,350	-	39,350	0.0%	41,320	43,390
16 - Misc Revenue (Transportation)	30,000	30,000	30,000	30,000	-	30,000	0.0%	30,000	30,000
16 - OTB Local Share Revenue	114,663	50,000	75,000	75,000	-	75,000	50.0%	75,000	75,000
16 - Reimb/ Recoveries	101,559	-	52,400	-	-	-	N/A	-	-
Total Operating Revenues	3,629,255	3,204,350	3,416,750	3,544,350	-	3,544,350	10.6%	3,546,320	3,548,390
<u>(00) VILLAGE OPERATING & CAPITAL EXPENSES</u>									
<u>23 - Commodities</u>									
23-4414 - Other Supplies	5,103	30,000	30,000	30,000	-	30,000	0.0%	30,900	31,830
Total Commodities	5,103	30,000	30,000	30,000	-	30,000	0.0%	30,900	31,830



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: NOW Arena Operating Fund
41-00

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
24-4507 - Professional Services	18,933	240	240	240	-	240	0.0%	250	260
24-4510 - Maintenance, Equipment	9,576	10,000	63,900	12,100	-	12,100	21.0%	12,460	12,830
24-4542 - Other Contractual Svcs	272,978	350,000	514,600	974,000	-	974,000	178.3%	1,003,220	1,033,320
Total Contractual Services	301,487	360,240	578,740	986,340	-	986,340	173.8%	1,015,930	1,046,410
Total Operating Expenses	306,590	390,240	608,740	1,016,340	-	1,016,340	160.4%	1,046,830	1,078,240
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	3,322,665	2,814,110	2,808,010	2,528,010	-	2,528,010	-10.2%	2,499,490	2,470,150
DEPRECIATION EXPENSE	(2,124,146)	-	-	-	-	-	N/A	-	-
OPERATING INCOME (LOSS)	1,198,519	2,814,110	2,808,010	2,528,010	-	2,528,010	-10.2%	2,499,490	2,470,150



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: NOW Arena Operating Fund
41-00

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
NON OPERATING REVENUES (EXPENSES)									
15-Interest Income	217,313	-	200,000	75,000	-	75,000	N/A	75,000	75,000
26-Principal Expense (contra)	2,335,000	-	-	-	-	-	N/A	-	-
26-Interest Expense (contra)	7,297	-	-	-	-	-	N/A	-	-
26-Amortization Expense	(113,325)	-	-	-	-	-	N/A	-	-
TOTAL NONOPERATING REVENUES (EXPENSES)	2,446,285	-	200,000	75,000	-	75,000	N/A	75,000	75,000
TRANSFERS									
18-Transfer from General	-	724,850	-	-	-	-	N/A	1,367,200	1,573,050
18-Transfer from General (CIP Project)	-	-	-	947,000	-	947,000	N/A	-	-
27-Transfer to 2015A&C Debt Service	(2,993,776)	(3,060,080)	(3,075,640)	(3,053,080)	-	(3,053,080)	-0.2%	(3,162,450)	(3,168,140)
27-Transfer to NOW Arena Activity	-	(491,190)	(491,190)	(598,960)	-	(598,960)	21.9%	(789,040)	(988,260)
27-Transfer to I.T. Fund	-	(20,300)	(20,300)	-	-	-	-100.0%	-	-
TOTAL TRANSFERS	(2,993,776)	(2,846,720)	(3,587,130)	(2,705,040)	-	(2,705,040)	-5.0%	(2,584,290)	(2,583,350)
NET INCOME (LOSS)	651,028	(32,610)	(579,120)	(102,030)	-	(102,030)	212.9%	(9,800)	(38,200)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: NOW Arena Activity Fund
43-00

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	205 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>OPERATING REVENUES</u>									
13 - Net Event Income	10,102,202	13,912,100	13,912,100	16,668,460	-	16,668,460	19.8%	17,001,830	17,341,870
13 - Premium/Other Income	627,952	543,870	543,870	543,870	-	543,870	0.0%	554,750	565,850
Total Operating Revenues	10,730,154	14,455,970	14,455,970	17,212,330	-	17,212,330	19.1%	17,556,580	17,907,720
<u>(80) ARENA OPERATING & CAPITAL EXPENSES</u>									
Executive	355,968	405,950	405,950	422,340	-	422,340	4.0%	435,010	448,060
Finance	351,280	343,010	343,010	379,450	-	379,450	10.6%	390,830	402,550
Box Office	188,629	207,610	207,610	202,820	-	202,820	-2.3%	208,900	215,170
Marketing	200,353	260,920	260,920	254,000	-	254,000	-2.7%	261,620	269,470
Corporate Sales	31,299	28,100	28,100	37,470	-	37,470	33.3%	38,590	39,750
Event Production	154,282	164,200	164,200	150,560	-	150,560	-8.3%	155,080	159,730
Technical Services	172,668	154,700	154,700	212,050	-	212,050	37.1%	218,410	224,960
Operations	7,577,353	12,188,620	12,188,620	14,770,380	-	14,770,380	21.2%	15,213,490	15,669,890
Food & Beverage	820,666	878,820	878,820	967,000	-	967,000	10.0%	996,010	1,025,890
Overhead & Capital	936,319	315,230	315,230	415,220	-	415,220	31.7%	427,680	440,510
Total Arena Operating Expenses	10,788,817	14,947,160	14,947,160	17,811,290	-	17,811,290	19.2%	18,345,620	18,895,980
<u>OPERATING INCOME (LOSS)</u>	(58,663)	(491,190)	(491,190)	(598,960)	-	(598,960)	21.9%	(789,040)	(988,260)
<u>TRANSFERS</u>									
18-Transfer from NOW Arena Optg	-	491,190	491,190	598,960	-	598,960	21.9%	789,040	988,260
TOTAL TRANSFERS	-	491,190	491,190	598,960	-	598,960	21.9%	789,040	988,260
<u>NET INCOME (LOSS)</u>	(58,663)	-	-	-	-	-	N/A	-	-



Village of Hoffman Estates 2025 Annual Operating Budget

Fund: Insurance
46

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	% Change	2026 Financial Plan	2027 Financial Plan
REVENUES:									
<u>00-13 - Charges for Services</u>									
3438 - Liability Insurance Charges	978,116	1,185,990	1,185,990	1,319,280	-	1,319,280	11.2%	1,358,860	1,399,630
3439 - Workers Comp. Charges	415,318	783,250	784,450	809,450	-	809,450	3.3%	833,740	858,760
Total Charges for Services	1,393,434	1,969,240	1,970,440	2,128,730	-	2,128,730	8.1%	2,192,600	2,258,390
<u>00-15 - Investment Earnings</u>									
3601 - Interest Income	115,843	20,000	100,000	50,000	-	50,000	150.0%	51,500	53,050
3603 - Unrealized Gain on Inves	37,018	-	-	-	-	-	N/A	-	-
Total Investment Earnings	152,861	20,000	100,000	50,000	-	50,000	150.0%	51,500	53,050
<u>00-16 - Miscellaneous</u>									
3701 - Reimbursements/Recoveries	952,506	90,000	30,000	-	-	-	N/A	-	-
Total Miscellaneous	952,506	90,000	30,000	-	-	-	N/A	-	-
TOTAL REVENUES	2,498,801	2,079,240	2,100,440	2,178,730	-	2,178,730	4.8%	2,244,100	2,311,440
EXPENDITURES:									
00 - Insurance/Risk Retention									
<u>21 - Employee Benefits</u>									
4206 - Unemployment Benefits	27,985	10,000	11,200	11,200	-	11,200	12.0%	11,540	11,890
4220 - VSP Expense	-	-	-	-	-	-	N/A	-	-
Total Employee Benefits	27,985	10,000	11,200	11,200	-	11,200	12.0%	11,540	11,890



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Insurance
46

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	% Change	2026 Financial Plan	2027 Financial Plan
<u>24 - Contractual Services</u>									
4551 - Liability, Fixed Costs	794,605	885,990	885,990	1,019,280	-	1,019,280	15.0%	1,049,860	1,081,360
4552 - Liability, Claims	101,735	300,000	300,000	300,000	-	300,000	0.0%	309,000	318,270
4553 - Workers Comp., Fixed Costs	145,226	173,250	173,250	198,250	-	198,250	14.4%	204,200	210,330
4554 - Workers Comp., Claims	432,233	600,000	600,000	600,000	-	600,000	0.0%	618,000	636,540
4579 - Employee Physicals	44,209	40,000	43,000	81,510	-	81,510	103.8%	83,960	86,480
Total Contractual Services	1,518,008	1,999,240	2,002,240	2,199,040	-	2,199,040	10.0%	2,265,020	2,332,980
<u>12 - Administration</u>									
<u>20 - Salaries and Wages</u>									
4104 - Full-time Wages	107,270	112,820	110,750	116,310	-	116,310	3.1%	120,380	124,590
Total Salaries and Wages	107,270	112,820	110,750	116,310	-	116,310	3.1%	120,380	124,590
FTE Full Time	0.80	0.80	0.80	0.80	-	0.80	0.0%	0.80	0.80
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	15,510	16,430	16,100	16,110	-	16,110	-1.9%	17,720	19,490
4202 - Life Insurance	60	50	50	50	-	50	0.0%	50	50
4203 - Social Security Expense	6,201	6,990	6,640	7,210	-	7,210	3.1%	7,460	7,720
4204 - Medicare Expense	1,466	1,640	1,550	1,690	-	1,690	3.0%	1,750	1,810
4205 - IMRF Expense	9,046	10,300	10,060	10,550	-	10,550	2.4%	10,920	11,300
Total Employee Benefits	32,283	35,410	34,400	35,610	-	35,610	0.6%	37,900	40,370
TOTAL EXPENDITURES	1,685,546	2,157,470	2,158,590	2,362,160	-	2,362,160	9.5%	2,434,840	2,509,830
Excess (Deficiency) of Revenues over Expenditures	813,255	(78,230)	(58,150)	(183,430)	-	(183,430)	134.5%	(190,740)	(198,390)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Information Technology Fund
47

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
00 - REVENUES:									
12-3305 - Grant Revenue	-	-	-	180,000	-	180,000	N/A	-	-
13-3434 - User Charges	1,357,840	1,715,150	1,939,550	1,983,130	-	1,983,130	15.6%	2,059,360	2,138,970
15-3601 - Interest Income	44,085	20,000	80,000	40,000	-	40,000	100.0%	41,000	42,030
15-3603 - Unrealized Gain On Investment	20,338	-	-	-	-	-	N/A	-	-
16-3701 - Reimbursement/Recoveries	-	30,300	-	-	-	-	N/A	-	-
18-3901 - Transfer from General Fund	1,224,627	1,630,880	1,377,670	1,492,470	-	1,492,470	-8.5%	625,640	795,920
18-3941 - Transfer from NOW Arena Oper	-	20,300	20,300	-	-	-	-100.0%	-	-
TOTAL REVENUES	2,646,890	3,416,630	3,417,520	3,695,600	-	3,695,600	8.2%	2,726,000	2,976,920
EXPENSE SUMMARY:									
12 - Administration	1,023,492	1,069,890	1,009,380	1,109,720	-	1,109,720	3.7%	1,155,380	1,203,330
85 - Operations	684,203	711,800	993,170	945,200	-	945,200	32.8%	978,280	1,012,520
86 - Capital Assets	685,099	1,584,640	1,334,990	2,000,710	-	2,000,710	26.3%	611,370	719,050
TOTAL EXPENDITURES	2,392,794	3,366,330	3,337,540	4,055,630	-	4,055,630	20.5%	2,745,030	2,934,900
Excess (Deficiency) of Revenues over Expenditures	254,096	50,300	79,980	(360,030)	-	(360,030)	-815.8%	(19,030)	42,020
12 - Administration Expense Detail:									
<u>20 - Salaries and Wages</u>									
4104 - Salaries and Wages - FT	595,732	728,850	678,670	775,020	-	775,020	6.3%	802,150	830,230
4106 - Salaries and Wages - OT	12,489	14,000	14,000	14,000	-	14,000	0.0%	14,490	15,000
Total Salaries and Wages	608,221	742,850	692,670	789,020	-	789,020	6.2%	816,640	845,230
FTE - Full-time	7.00	7.00	7.00	7.00	-	7.00	0.0%	7.00	7.00



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Information Technology Fund
47

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>21 - Employee Benefits</u>									
4201 - Health Insurance	136,889	108,170	106,080	105,010	-	105,010	-2.9%	115,510	127,060
4202 - Life Insurance	519	310	290	300	-	300	-3.2%	310	320
4203 - Social Security	36,939	46,060	42,420	48,920	-	48,920	6.2%	50,630	52,400
4204 - Medicare Expense	8,639	10,770	9,920	11,440	-	11,440	6.2%	11,840	12,260
4205 - IMRF Expense	52,867	66,540	62,980	71,760	-	71,760	7.8%	74,270	76,870
Total Employee Benefits	235,853	231,850	221,690	237,430	-	237,430	2.4%	252,560	268,910
<u>22 - Misc. Employee Benefits</u>									
4301 - Travel & Training Expense	9,869	27,000	27,000	27,000	-	27,000	0.0%	27,950	28,930
4303 - Dues & Memberships	90	200	230	230	-	230	15.0%	240	250
Total Misc. Employee Benefits	9,959	27,200	27,230	27,230	-	27,230	0.1%	28,190	29,180
<u>23 - Commodities</u>									
4402 - Office Supplies	515	600	600	600	-	600	0.0%	620	640
4406 - Data Processing Supplies	11,529	14,000	14,000	14,000	-	14,000	0.0%	14,490	15,000
4416 - Photocopy Expense	-	100	-	100	-	100	0.0%	100	100
Total Commodities	12,044	14,700	14,600	14,700	-	14,700	0.0%	15,210	15,740
<u>24 - Contractual Services</u>									
4501 - Telephone	68,186	53,080	53,050	41,190	-	41,190	-22.4%	42,630	44,120
4553 - Workers Comp. Insurance	60	210	140	150	-	150	-28.6%	150	150
Total Contractual Services	68,246	53,290	53,190	41,340	-	41,340	-22.4%	42,780	44,270
<u>28 - Cost Allocation</u>									
4216.8 - NPO - Information Systems	89,169	-	-	-	-	-	N/A	-	-
Total Cost Allocation	89,169	-	-	-	-	-	N/A	-	-
Total Administration:	1,023,492	1,069,890	1,009,380	1,109,720	-	1,109,720	3.7%	1,155,380	1,203,330



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Information Technology Fund
47

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
85 - Operations Expense Detail:									
<u>24 - Contractual Services</u>									
4507 - Professional Services	255,649	233,850	267,720	287,650	-	287,650	23.0%	297,720	308,140
4510 - Maintenance of Equipment	35,072	61,000	76,000	76,000	-	76,000	24.6%	78,660	81,410
4542 - Other Contractual Services	66,687	145,700	282,700	306,300	-	306,300	110.2%	317,020	328,120
4542.1 - Other Contr Svcs - IT	101,250	-	100,000	-	-	-	N/A	-	-
Total Contractual Services	458,658	440,550	726,420	669,950	-	669,950	52.1%	693,400	717,670
<u>25 - Capital Outlay</u>									
4602 - Department Equipment/Hardware	41,987	55,750	51,250	51,250	-	51,250	-8.1%	53,040	54,900
4619 - Software	133,061	215,500	215,500	224,000	-	224,000	3.9%	231,840	239,950
Total Capital Outlay	175,048	271,250	266,750	275,250	-	275,250	1.5%	284,880	294,850
<u>24 - Other Expenses</u>									
4577 - Depreciation Expense	50,497	-	-	-	-	-	N/A	-	-
Total Operations:	684,203	711,800	993,170	945,200	-	945,200	32.8%	978,280	1,012,520
86 - Capital Assets Expense Detail:									
25-4602 - Hardware	649,078	956,300	959,300	1,258,810	-	1,258,810	31.6%	463,480	606,880
25-4619 - Software	299,061	1,105,000	571,450	942,370	-	942,370	-14.7%	354,370	324,840
28-4901 - Water Cost Allocation	(263,040)	(476,660)	(195,760)	(200,470)	-	(200,470)	-57.9%	(206,480)	(212,670)
Total Capital Assets:	685,099	1,584,640	1,334,990	2,000,710	-	2,000,710	26.3%	611,370	719,050



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Police Pension
50

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2025 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes, Current	5,879,971	6,436,440	6,436,440	6,862,910	-	6,862,910	6.6%	7,000,170	7,140,170
10-3102 - Property Taxes, Prior Year	75,924	20,000	140,000	40,000	-	40,000	100.0%	40,800	41,620
12-3304 - Replacement Tax	44,842	24,570	37,800	37,800	-	37,800	53.8%	38,560	39,330
13-3431 - Employee Contributions	877,153	898,000	898,000	898,000	-	898,000	0.0%	933,920	971,280
15-3601 - Interest Income	755,252	600,000	300,000	600,000	-	600,000	0.0%	618,000	636,540
15-3602 - Gain on Sale of Investment	10,312,911	100,000	-	100,000	-	100,000	0.0%	103,000	106,090
16-3701 - Reimbursements	150	-	205,000	-	-	-	N/A	-	-
TOTAL REVENUES	17,946,203	8,079,010	8,017,240	8,538,710	-	8,538,710	5.7%	8,734,450	8,935,030
<u>Expenditures</u>									
20-4104 - Salaries & Wages	1,785	2,400	2,400	2,400	-	2,400	0.0%	2,400	2,400
21-4203 - Social Security Expense	110	150	150	150	-	150	0.0%	150	150
21-4204 - Medicare Expense	26	30	30	30	-	30	0.0%	30	30
21-4205 - IMRF Expense	159	300	220	220	-	220	-26.7%	300	300
21-4207 - Retirement Pensions	7,179,279	7,344,200	7,656,890	7,968,730	-	7,968,730	8.5%	8,207,790	8,454,020
21-4208 - Disability Pensions	774,361	785,700	787,200	757,360	-	757,360	-3.6%	780,080	803,480
21-4209 - Separation Benefits	-	-	14,310	-	-	-	N/A	-	-
21-4210 - Widows Pensions	767,887	735,730	890,510	890,510	-	890,510	21.0%	917,230	944,750
22-4301 - Travel & Training Expense	725	3,000	2,000	2,000	-	2,000	-33.3%	2,060	2,120
24-4504 - Association Dues	795	1,300	1,600	1,300	-	1,300	0.0%	1,340	1,380
24-4507 - Professional Services	31,972	23,150	30,000	30,000	-	30,000	29.6%	30,900	31,830
24-4542 - Other Contractual Services	970	22,000	17,000	22,000	-	22,000	0.0%	22,660	23,340
24-4574 - Trustees Fees	122,842	180,000	100,000	100,000	-	100,000	-44.4%	103,000	106,090
TOTAL EXPENDITURES	8,880,911	9,097,960	9,502,310	9,774,700	-	9,774,700	7.4%	10,067,940	10,369,890
Excess (Deficiency) of Revenues over Expenditures	9,065,292	(1,018,950)	(1,485,070)	(1,235,990)	-	(1,235,990)	21.3%	(1,333,490)	(1,434,860)



Village of Hoffman Estates

2025 Annual Operating Budget

Fund: Firefighters Pension
51

EXPENSE SUMMARY:	2023 Actual	2024 Budget	2024 Estimate	2025 Dept. Request	2024 Carry- Over	2025 Budget	Percent Change	2026 Financial Plan	2027 Financial Plan
<u>Revenues</u>									
10-3101 - Property Taxes, Current	4,381,612	4,832,520	4,832,520	5,013,270	-	5,013,270	3.7%	5,113,540	5,215,810
10-3102 - Property Taxes, Prior Year	56,854	20,000	100,000	50,000	-	50,000	150.0%	51,000	52,020
12-3304 - Replacement Tax	44,842	24,570	24,570	24,570	-	24,570	0.0%	25,060	25,560
13-3431 - Employee Contributions	972,355	950,000	950,000	950,000	-	950,000	0.0%	978,500	1,007,860
15-3601 - Interest Income	1,952,019	850,000	850,000	850,000	-	850,000	0.0%	875,500	901,770
15-3602 - Gain on Sale of Investment	12,583,844	100,000	-	-	-	-	N/A	-	-
16-3723 - Service Credit Payments	1,574	-	860	-	-	-	N/A	-	-
TOTAL REVENUES	19,993,100	6,777,090	6,757,950	6,887,840	-	6,887,840	1.6%	7,043,600	7,203,020
<u>Expenditures</u>									
21-4207 - Retirement Pensions	5,962,547	6,162,890	6,313,080	6,753,830	-	6,753,830	9.6%	6,956,440	7,165,130
21-4208 - Disability Pensions	1,000,049	1,017,000	1,017,000	987,550	-	987,550	-2.9%	1,017,180	1,047,700
21-4209 - Separation Benefits	9,824	-	5,650	-	-	-	N/A	-	-
21-4210 - Widows Pensions	742,676	742,680	742,680	742,680	-	742,680	0.0%	764,960	787,910
22-4301 - Travel & Training Expense	520	2,500	2,500	2,500	-	2,500	0.0%	2,580	2,660
23-4303 - Dues & Memberships	1,085	1,050	1,350	1,050	-	1,050	0.0%	1,080	1,110
24-4507 - Professional Services	31,966	23,150	30,000	30,000	-	30,000	29.6%	30,900	31,830
24-4542 - Other Contractual Services	194	35,400	20,400	20,400	-	20,400	-42.4%	21,010	21,640
24-4574 - Trustees Fees	107,810	60,000	100,000	100,000	-	100,000	N/A	103,000	106,090
TOTAL EXPENDITURES	7,856,671	8,044,670	8,232,660	8,638,010	-	8,638,010	7.4%	8,897,150	9,164,070
Excess (Deficiency) of Revenues over Expenditures	12,136,429	(1,267,580)	(1,474,710)	(1,750,170)	-	(1,750,170)	38.1%	(1,853,550)	(1,961,050)



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5F

REQUEST: Approval of an ordinance authorizing the levy and collection of taxes for the corporate and municipal purposes of the Village of Hoffman Estates for the fiscal year beginning on the 1st day of January, 2025 and ending on the 31st day of December, 2025.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. taxlevy-12-02-24

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AUTHORIZING THE
LEVY AND COLLECTION OF TAXES FOR
THE CORPORATE AND MUNICIPAL PURPOSES
OF THE VILLAGE OF HOFFMAN ESTATES
FOR THE FISCAL YEAR BEGINNING ON THE
1ST DAY OF JANUARY, 2025 AND ENDING
ON THE 31ST DAY OF DECEMBER, 2025

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: Levying Clause. That the sum of money designated in the following sections of the Ordinance or as much thereof as may be authorized by law to defray all corporate and municipal expenses and liabilities of the Village of Hoffman Estates for the fiscal year commencing on the 1st day of January, 2025, and ending on the 31st day of December, 2025 be and the same are hereby levied for the purposes specified against all taxable property within the Village.

	BUDGET	AMOUNT LEVIED
<u>Section 2.</u> Police Protection		
Police Protection		
Salaries and Wages	11,879,400	6,718,277.00
Employee Benefits	9,960,430	0.00
Misc. Employee Benefits	235,450	0.00
Commodities	134,040	0.00
Contractual Services	1,900,540	0.00
Capital Outlay	282,790	0.00
TOTAL POLICE PROTECTION	24,392,650	6,718,277.00
<u>Section 3.</u> Fire Protection		
Salaries and Wages	13,135,700	6,886,233.00
Employee Benefits	7,529,640	0.00
Misc. Employee Benefits	374,060	0.00
Commodities	106,150	0.00
Contractual Services	3,126,020	0.00
Capital Outlay	106,590	0.00
TOTAL FIRE PROTECTION	24,378,160	6,886,233.00
<u>Section 4.</u> Debt Service Fund		
2015A G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	2,515,000	2,515,000.00
Interest Expense	220,260	220,255.00
Subtotal	2,735,760	2,735,255.00
2015B G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	495,000	495,000.00
Interest Expense	96,800	96,800.00
Subtotal	592,300	591,800.00
2015C G.O. Debt Service		
Paying Agent Fees	500	0.00
Interest Expense	1,011,820	1,011,812.50
Subtotal	1,012,320	1,011,812.50
2016 G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	1,150,000	1,150,000.00
Interest Expense	329,600	329,600.00
Subtotal	1,480,100	1,479,600.00

	BUDGET	AMOUNT LEVIED
2017A G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	375,000	375,000.00
Interest Expense	137,920	137,912.50
Subtotal	513,420	512,912.50
2017B G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	40,000	40,000.00
Interest Expense	119,800	119,800.00
Subtotal	160,300	159,800.00
2018 G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	925,000	925,000.00
Interest Expense	1,135,340	1,135,337.50
Subtotal	2,060,840	2,060,337.50
2019 G.O. Debt Service		
Paying Agent Fees	500	0.00
Bond Principal	613,340	613,335.00
Interest Expense	145,390	145,384.94
Subtotal	759,230	758,719.94
2024 G.O. Debt Service		
Paying Agent Fees	500	0.00
Interest Expense	385,030	385,025.00
Subtotal	385,530	385,025.00
TOTAL – DEBT SERVICE FUND	9,699,800	9,695,262.44
<u>Section 5. Police Pension Fund</u>		
Salaries and Wages	2,400	0.00
Employee Benefits	400	0.00
Pension Benefits	9,616,600	6,862,911.00
Misc. Employee Benefits	2,000	0.00
Contractual Services	153,300	0.00
TOTAL – POLICE PENSION FUND	9,774,700	6,862,911.00
<u>Section 6. Firefighters' Pension Fund</u>		
Pension Benefits	8,484,060	5,013,271.00
Misc. Employee Benefits	2,500	0.00
Commodities	1,050	0.00
Contractual Services	150,400	0.00
TOTAL – FIREFIGHTERS' PENSION FUND	8,638,010	5,013,271.00
<u>Section 7. Summary</u>		
Budget for Police Protection	24,392,650	6,718,277.00
Budget for Fire Protection	24,378,160	6,886,233.00
Budget for Debt Service	9,699,800	9,695,262.44
Budget for Police Pension Fund	9,774,700	6,862,911.00
Budget for Firefighters' Pension Fund	8,638,010	5,013,271.00
TOTAL BUDGET AND LEVY	76,883,320	35,175,954.44

Section 8. Unexpended Prior Budget. That any sum of money heretofore budgeted and not expended now in the Treasury of the Village of Hoffman Estates, or that hereafter may come into the Treasury of the Village is hereby budgeted into this ordinance.

Section 9. Unexpended Items. That all unexpended balances of any items or items of general obligation for corporate purposes made by this Ordinance may be expended in making up any deficiency in any other item in the same general budget made by this ordinance.

Section 10. Corporate Debt Use of Unexpended Balance. That any unexpended balance in any of the foregoing item or items of General Fund budget may be used and applied toward the payment of any lawful corporate debt or change of the Village of Hoffman Estates.

Section 11. 2024 Tax Levy Summary.

<u>FUND</u>	<u>TOTAL LEVY</u>
Police Protection	6,718,277.00
Fire Protection	6,886,233.00
Debt Service	9,695,262.44
Police Pension	6,862,911.00
Firefighters Pension	5,013,271.00
TOTAL 2024 TAX LEVY	35,175,954.44

Section 12. Provision for Loss and Cost. The County Clerk is hereby directed to add 2% to the requested tax levy as a provision for loss and cost.

Section 13. Publish in Pamphlet Form. The Village Clerk is hereby directed to publish this ordinance in pamphlet form.

Section 14. Home Rule. That this levy ordinance is adopted pursuant to the Illinois Municipal Code providing, however, that any tax rate limitation as to the tax levied in the Illinois Municipal Code in conflict with the ordinance shall not be applicable to this ordinance since the Village of Hoffman Estates is a “Home Rule” municipality, having a population in excess of 25,000 and seeks to exercise all powers granted pursuant to Section 6, Article VII, of the Constitution of the State of Illinois and particularly does not choose to be bound by any tax limitations contained in the Illinois Municipal Code.

Section 15. Filing with the County Clerk. That the Village Clerk is authorized and directed to file a certified copy of this ordinance with the County Clerk prior to the last Tuesday of December, 2024.

Section 16. Partial Invalidity. If any item or portion of this ordinance is for any reason held invalid, such a decision shall not affect the validity of the remaining portions of this ordinance.

Section 17. Effective Date. That this ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

PASSED THIS _____ day of _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5G

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy – Series 2015A and 2015C Taxable General Obligation Refunding Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2015A&C

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2015A AND 2015C
TAXABLE GENERAL OBLIGATION REFUNDING BONDS**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 6th day of April, 2015 adopt Ordinance No. 4469-2015 entitled:

AN ORDINANCE authorization the issuance of Taxable General Obligation Refunding Bonds, Series 2015A (the “Bonds”), of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, for the purpose of refunding certain outstanding bonds, authorizing the execution of a bond order and an escrow agreement in connection therewith, and providing for the levy and collection of a direct annual tax for the payment of the principal of and interest on said Bonds

(the “Bond Ordinance”), which authorized the issuance of the general obligation bonds of the Village for the purposes of refunding in advance a portion of the Village’s General Obligation Bonds Taxable Series 2005A; and

WHEREAS, in addition to all other taxes, there was levied upon the taxable property in the Village, in the years for which any of the Bonds are outstanding, direct annual taxes not to exceed Three Million, Eight Hundred Ninety Nine Thousand, Two Hundred Sixty Two Dollars (\$3,899,262.00) per year, each year the Bonds are outstanding; and

WHEREAS, the Village has issued Twenty Three Million, Four Hundred Fifteen Thousand Dollars (\$23,415,000.00) Taxable General Obligation Refunding Bonds, Series 2015A (the “Series 2015A Bonds”) and Twenty One Million, Nine Hundred Five Thousand Dollars (\$21,905,000.00) Taxable General Obligation Refunding Bonds, Series 2015C (the “Series 2015C Bonds”) pursuant to the Bond Ordinance; and

WHEREAS, provision was made for the final schedule of taxes levied and to be extended for the Series 2015A Bonds in the amount of Two Million, Seven Hundred Thirty Five Thousand, Two Hundred Fifty-Five Dollars (\$2,735,255.00) as per the Order of Sale of Bonds filed with the Cook County Clerk on the 19th day of August, 2015, and for the Series 2015C Bonds in the amount of One Million, Eleven Thousand, Eight Hundred Twelve Dollars and Fifty Cents (\$1,011,812.50) as per the Order of Sale of Bonds filed with the Cook County Clerk on the 28th of October, 2015; and

WHEREAS, this results in the exact amount of taxes required to produce Three Million, Seven Hundred Forty Seven Thousand, Sixty Seven Dollars and Fifty Cents (\$3,747,067.50) for payment of Two Million, Five Hundred Fifteen Thousand Dollars (\$2,515,000.00) principal due in calendar year 2025 on said 2015A Bonds, and Two Hundred Twenty Thousand, Two Hundred Fifty Five Dollars (\$220,255.00) interest due in calendar year 2025 on said 2015A Bonds, One Million, Eleven Thousand, Eight Hundred Twelve Dollars and Fifty Cents (\$1,011,812.50) interest due in calendar year 2025 on said 2015C Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that Six Hundred Seventy Five Thousand Dollars (\$675,000.00) of the funds in the Village’s 2015 A & C

Bond Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Six Hundred Seventy Five Thousand Dollars (\$675,000.00) of the funds in the Village's 2015A & C Bond Fund be utilized to pay principal and interest due on the Series 2015A Bonds and the Series 2015C Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's 2015A & C Bond Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Three Million, Seventy Two Thousand, Sixty Seven Dollars and Fifty Cents (\$3,072,067.50) of the funds in the Village's NOW Arena Operating Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Three Million, Seventy Two Thousand, Sixty Seven Dollars and Fifty Cents (\$3,072,067.50) of the funds in the Village's NOW Arena Operating Fund be deposited in the Bond Fund established for the Series 2015A & C Bonds to pay principal and interest due on the Series 2015A Bonds and the Series 2015C Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's NOW Arena Operating Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the Six Hundred Seventy Five Thousand Dollars (\$675,000.00) in the Village's 2015A & C Bond Fund which is available to pay principal and interest on the Series 2015A Bonds and the 2015C Bonds, and the Three Million, Seventy Two Thousand, Sixty Seven Dollars and Fifty Cents (\$3,072,067.50) in the Village's NOW Arena Operating Fund which is available to pay principal and interest on the Series 2015A Bonds and the 2015C Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2015A Bonds and the Series 2015C Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2015A Bonds and Series 2015C Bonds to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year 2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount of Three Million, Seven Hundred Forty Seven Thousand, Sixty Seven Dollars and Fifty Cents (\$3,747,067.50) producing a net levy in the amount of Zero Dollars (\$0.00) for the 2024 tax levy year.

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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: The County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate Three Million, Seven Hundred Forty Seven Thousand, Sixty Seven Dollars and Fifty Cents (\$3,747,067.50) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2015A Taxable General Obligation Refunding Bond and interest and the Series 2015C Taxable General Obligation Refunding Bond and interest purposes, reducing said levy from Three Million, Seven Hundred Forty Seven Thousand, Sixty Seven Dollars and Fifty Cents (\$3,747,067.50) to Zero Dollars (\$0.00). The provision for loss and cost will now be \$0.00 (2%) bringing the total 2015A Taxable General Obligation Refunding debt service and 2015C Taxable General Obligation Refunding debt service tax levy to Zero Dollars (\$0.00).

Section 2: The Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024.

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024.

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5H

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy – Series 2015B General Obligation Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2015B

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2015B
GENERAL OBLIGATION BONDS

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 6th day of July, 2015 adopt Ordinance No. 4494-2015 entitled:

AN ORDINANCE authorizing the issuance of not to exceed \$10,000,000 General Obligation Bonds, Series 2015B of the Village of Hoffman Estates, Counties of Cook and Kane, Illinois, for the purpose of paying for the costs of certain capital projects and costs related thereto and the issuance of such bonds, authorizing the execution of a bond order in connection therewith, and providing for the levy and collection of a direct annual tax for the payment of the principal and interest on said.

(the “Bond Ordinance”). The Bond Ordinance authorized the issuance of not to exceed Ten Million Dollars (\$10,000,000.00) General Obligation Bonds, Series 2015B (the “Bonds”), of the Village; and

WHEREAS, in addition to all other taxes, there was levied upon the taxable property in the Village, in the years for which any of the Bonds are outstanding, direct annual taxes not to exceed One Million Dollars (\$1,000,000.00) per year, each year the Bonds are outstanding; and

WHEREAS, the Village has issued Six Million, One Hundred Twenty Five Thousand Dollars (\$6,125,000.00) General Obligation Bonds, Series 2015B (“the Bonds”) pursuant to the Bond Ordinance; and

WHEREAS, there was abated Four Hundred Eight Thousand, Two Hundred Dollars (\$408,200.00) as per the Order of Sale of Bonds filed with the County Clerk on the 14th day of August, 2015; and

WHEREAS, this results in the exact amount of taxes required to produce Five Hundred Ninety One Thousand, Eight Hundred Dollars (\$591,800.00) for payment of Four Hundred Ninety Five Thousand Dollars (\$495,000.00) principal due in calendar year 2025 on said 2015B Bonds, and Ninety Six Thousand, Eight Hundred Dollars (\$96,800.00) interest due in calendar year 2025 on said 2015B Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that Four Hundred Twenty Thousand Dollars (\$420,000.00) of the funds in the Village’s Water and Sewer Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Four Hundred Twenty Thousand Dollars (\$420,000.00) of the funds in the Village’s Water and Sewer Fund be deposited in the Bond Fund established for the Series 2015B Bonds to pay principal and interest due on the Series 2015B Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village’s Water and Sewer Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that One Hundred Twenty Three Thousand, Six Hundred Dollars (\$123,600.00) of the funds in the Village’s General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct One Hundred Twenty Three Thousand, Six Hundred Dollars (\$123,600.00) of the funds in the Village's General Fund be deposited in the Bond Fund established for the Series 2015B Bonds to pay principal and interest due on the Series 2015B Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's General Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Forty Eight Thousand, Two Hundred Dollars (\$48,200.00) of the funds in the Village's Stormwater Management Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Forty Eight Thousand, Two Hundred Dollars (\$48,200.00) of the funds in the Village's Stormwater Management Fund be deposited in the Bond Fund established for the Series 2015B Bonds to pay principal and interest due on the Series 2015B Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's Stormwater Management Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the that Four Hundred Twenty Thousand Dollars (\$420,000.00) in the Village's Water and Sewer Fund which is available to pay principal and interest on the Series 2015B Bonds, the One Hundred Twenty Three Thousand, Six Hundred Dollars (\$123,600.00) in the Village's General Fund which is available to pay principal and interest on the Series 2015B Bonds, and the Forty Eight Thousand, Two Hundred Dollars (\$48,200.00) in the Village's Stormwater Management Fund which is available to pay principal and interest on the Series 2015B Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2015B Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2015B Bonds up to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year 2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount of Five Hundred Ninety One Thousand, Eight Hundred Dollars (\$591,800.00) producing a net levy in the amount of Zero Dollars (\$0.00) for the 2024 tax levy year.

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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: The County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate Five Hundred Ninety One Thousand, Eight Hundred Dollars (\$591,800.00) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2015B General Obligation Bond and interest purposes, reducing said levy from Five Hundred Ninety One Thousand, Eight Hundred Dollars (\$591,800.00) to Zero Dollars (\$0.00). The provision for loss and cost will now be \$0.00 (2%) bringing the total 2015B General Obligation debt service tax levy to Zero Dollars (\$0.00).

Section 2: The Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024.

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024.

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5I

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy – Series 2017A and 2017B General Obligation Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2017A&B

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2017A AND 2017B
GENERAL OBLIGATION BONDS**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 17th day of July, 2017 adopt Ordinance No. 4606-2017 entitled:

AN ORDINANCE providing for the issuance of not to exceed \$10,000,000 General Obligation Bonds, Series 2017 (the “Bonds”), of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, authorizing the execution of a bond order for each series of bonds, authorizing the execution of a refunding escrow agreement, and for the levy of a direct annual tax sufficient to pay the principal and interest on said Bonds

(the “Bond Ordinance”). The Bond Ordinance authorized the issuance of not to exceed Ten Million Dollars (\$10,000,000.00) General Obligation Bonds in one or more series (the “Bonds”), of the Village; and

WHEREAS, per the Bond Order dated August 8, 2017, in addition to all other taxes, there was levied upon the taxable property in the Village, in each of the years for which any of the Bonds are outstanding, direct annual tax not to exceed Five Hundred Twelve Thousand, Nine Hundred Twelve Dollars and Fifty Cents (\$512,912.50) sufficient for the purpose of paying interest and principal on the Series 2017A General Obligation Bonds; and

WHEREAS, per the Bond Order dated August 24, 2017, in addition to all other taxes, there was levied upon the taxable property in the Village, in each of the years for which any of the Bonds are outstanding, direct annual tax not to exceed One Hundred Fifty Nine Thousand, Eight Hundred Dollars (\$159,800.00) sufficient for the purpose of paying interest and principal on the Series 2017B General Obligation Refunding Bonds; and

WHEREAS, the Village has issued Six Million, Eighty Thousand Dollars (\$6,080,000.00) General Obligation Bonds, Series 2017A (the “Series 2017A Bonds”) and Three Million, Two Hundred Twenty Five Thousand Dollars (\$3,225,000.00) General Obligation Refunding Bonds, Series 2017B (the “Series 2017B Bonds”) pursuant to the Bond Ordinance; and

WHEREAS, this results in the exact amount of taxes required to produce Six Hundred Seventy Two Thousand, Seven Hundred Twelve Dollars and Fifty Cents (\$672,712.50) for payment of Three Hundred Seventy Five Thousand Dollars (\$375,000.00) principal due in calendar year 2025 on said 2017A Bonds, One Hundred Thirty Seven Thousand, Nine Hundred Twelve Dollars and Fifty Cents (\$137,912.50) interest due in calendar year 2025 on said 2017A Bonds, Forty Thousand Dollars (\$40,000.00) principal due in calendar year 2025 on said 2017B Bonds, and One Hundred Nineteen Thousand, Eight Hundred Dollars (\$119,800.00) interest due in calendar year 2025 on said 2017B Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that One Hundred Twenty Three Thousand, Nine Hundred Dollars (\$123,900.00) of the funds in the Village’s General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that One Hundred Twenty Three Thousand, Nine Hundred Dollars (\$123,900.00) of the funds in the Village’s General Fund be deposited in the Bond Fund established for the Series 2017B Bonds to pay principal and interest due on the Series 2017B Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village’s General Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Thirty Five Thousand, Nine Hundred Dollars (\$35,900.00) of the funds in the Village’s Water and Sewer Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Thirty Five Thousand, Nine Hundred Dollars (\$35,900.00) of the funds in the Village's Water and Sewer Fund be deposited in the Bond Fund established for the Series 2017B Bonds to pay principal and interest due on the Series 2017B Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's Water and Sewer Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Fifty Nine Thousand, Four Hundred Dollars (\$59,400.00) of the funds in the Village's General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that that Fifty Nine Thousand, Four Hundred Dollars (\$59,400.00) of the funds in the Village's General Fund be deposited in the Bond Fund established for the Series 2017A Bonds to pay principal and interest due on the Series 2017A Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's General Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Four Hundred Fifty Three Thousand, Five Hundred Twelve Dollars and Fifty Cents (\$453,512.50) of the funds in the Village's Water and Sewer Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Four Hundred Fifty Three Thousand, Five Hundred Twelve Dollars and Fifty Cents (\$453,512.50) of the funds in the Village's Water and Sewer Fund be deposited in the Bond Fund established for the Series 2017A Bonds to pay principal and interest due on the Series 2017A Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's Water and Sewer Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the One Hundred Twenty Three Thousand, Nine Hundred Dollars (\$123,900.00) in the Village's General Fund which is available to pay principal and interest on the Series 2017B Bonds, the Thirty Five Thousand, Nine Hundred Dollars (\$35,900.00) in the Village's Water & Sewer Fund which is available to pay principal and interest on the Series 2017B Bonds, Fifty Nine Thousand, Four Hundred Dollars (\$59,400.00) in the Village's General Fund which is available to pay principal and interest on the Series 2017A Bonds, and the Four Hundred Fifty Three Thousand, Five Hundred Twelve Dollars and Fifty Cents (\$453,512.50) in the Village's Water and Sewer Fund which is available to pay principal and interest on the Series 2017A Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2017A Bonds and the Series 2017B Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2017A Bonds and Series 2017B Bonds to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year 2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount Six Hundred Seventy Two Thousand, Seven Hundred Twelve Dollars and Fifty Cents (\$672,712.50) producing a net levy in the amount of Zero Dollars (\$0.00) for the 2024 tax levy year.

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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 the County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate Six Hundred Seventy Two Thousand, Seven Hundred Twelve Dollars and Fifty Cents (\$672,712.50) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2017A General Obligation Bond and interest and the Series 2017B General Obligation Refunding Bond and interest purposes, reducing said levy from Six Hundred Seventy Two Thousand, Seven Hundred Twelve Dollars and Fifty Cents (\$672,712.50) to Zero Dollars (\$0.00). The provision for loss and cost will now be \$0.00 (2%) bringing the total 2017A General Obligation debt service and 2017B General Obligation Refunding debt service tax levy to Zero Dollars (\$0.00).

Section 2: That the Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5J

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy –
Series 2018 General Obligation Refunding Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2018

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2018
GENERAL OBLIGATION REFUNDING BONDS**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 16th day of July, 2018 adopt Ordinance No. 4662-2018 entitled:

AN ORDINANCE providing for the issuance of not to exceed \$39,500,000 General Obligation Refunding Bonds, Series 2018, of the Village of Hoffman Estates, Counties of Cook and Kane, Illinois, authorizing the execution of a bond order for each series of bonds, authorizing the execution of a refunding escrow agreement, and for the levy of a direct annual tax sufficient to pay the principal and interest on said Bonds

(the “Bond Ordinance”). The Bond Ordinance authorized the issuance of not to exceed Thirty Nine Million, Five Hundred Thousand Dollars (\$39,500,000.00) General Obligation Refunding Bonds in one or more series (the “Bonds”), of the Village; and

WHEREAS, per the Bond Order dated July 31, 2018 and amended on November 29, 2018, in addition to all other taxes, there was levied upon the taxable property in the Village, in each of the years for which any of the Bonds are outstanding, direct annual tax not to exceed Two Million, Sixty Thousand, Three Hundred Thirty Seven Dollars and Fifty Cents (\$2,060,337.50) sufficient for the purpose of paying interest and principal on the Bonds; and

WHEREAS, the Village has issued Thirty Five Million, One Hundred Eighty Thousand Dollars (\$35,180,000.00) General Obligation Refunding Bonds, Series 2018 pursuant to the Bond Ordinance; and

WHEREAS, this results in the exact amount of taxes required to produce Two Million, Sixty Thousand, Three Hundred Thirty Seven Dollars and Fifty Cents (\$2,060,337.50) for payment of Nine Hundred Twenty Five Thousand Dollars (\$925,000.00) principal due in calendar year 2025 on said Bonds, and One Million, One Hundred Thirty Five Thousand, Three Hundred Thirty-Seven Dollars and Fifty Cents (\$1,135,337.50) interest due in calendar year 2025 on said Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that One Million, Thirty One Thousand, Seven Hundred Twenty Dollars (\$1,031,720.00) of the funds in the Village’s General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that One Million, Thirty One Thousand, Seven Hundred Twenty Dollars (\$1,031,720.00) of the funds in the Village’s General Fund be deposited in the Bond Fund established for the Series 2018 Bonds to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village’s General Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Two Hundred Forty Seven Thousand, Six Hundred Thirty Seven Dollars and Fifty Cents (\$247,637.50) of the funds in the Village’s Water and Sewer Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Two Hundred Forty Seven Thousand, Six Hundred Thirty Seven Dollars and Fifty Cents (\$247,637.50) of the funds in the Village's Water and Sewer Fund be deposited in the Bond Fund established for the Series 2018 Bonds to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's Water and Sewer Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that One Hundred Sixty Thousand Dollars (\$160,000.00) of the funds in the Village's 2018 Bond Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that One Hundred Sixty Thousand Dollars (\$160,000.00) of the funds in the Village's 2018 Bond Fund be utilized to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's 2018 Bond Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the One Million, Thirty One Thousand, Seven Hundred Twenty Dollars (\$1,031,720.00) in the Village's General Fund which is available to pay principal and interest on the Bonds, the Two Hundred Forty Seven Thousand, Six Hundred Thirty Seven Dollars and Fifty Cents (\$247,637.50) in the Village's Water & Sewer Fund which is available to pay principal and interest on the Bonds, and One Hundred Sixty Thousand Dollars (\$160,000.00) in the Village's 2018 Bond Fund which is available to pay principal and interest on the Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2018 Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2018 Bonds to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year 2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount of One Million, Four Hundred Thirty Nine Thousand, Three Hundred Fifty Seven Dollars and Fifty Cents (\$1,439,357.50) producing a net levy in the amount of Six Hundred Twenty Thousand, Nine Hundred Eighty Dollars (\$620,980.00) for the 2024 tax levy year; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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: The County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate One Million, Four Hundred Thirty Nine Thousand, Three Hundred Fifty Seven Dollars and Fifty Cents (\$1,439,357.50) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2018 General Obligation Refunding Bond and interest purposes, reducing said levy from Two Million, Sixty Thousand, Three Hundred Thirty Seven Dollars and Fifty Cents (\$2,060,337.50) to Six Hundred Twenty Thousand, Nine Hundred Eighty Dollars (\$620,980.00). The provision for loss and cost will now be \$12,419.60 (2%) bringing the total 2018 General Obligation refunding debt service tax levy to Six Hundred Thirty Three Thousand, Three Hundred Ninety Nine Dollars and Sixty Cents (\$633,399.60).

Section 2: The Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5K

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy –
Series 2019 General Obligation Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2019

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2019
GENERAL OBLIGATION BONDS**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 21st day of October, 2019 adopt Ordinance No. 4759-2019 entitled:

AN ORDINANCE providing for the issuance of \$9,625,850 General Obligation Bonds, Series 2019, of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

(the “Bond Ordinance”). The Bond Ordinance authorized the issuance of Nine Million, Six Hundred Twenty Five Thousand, Eight Hundred Fifty Dollars (\$9,625,850) General Obligation Bonds, Series 2019 (the “Bonds”), of the Village; and

WHEREAS, per the Bond Order dated October 21, 2019, in addition to all other taxes, there was levied upon the taxable property in the Village for levy year 2024, a direct annual tax not to exceed Seven Hundred Fifty Eight Thousand, Seven Hundred Nineteen Dollars and Ninety Four Cents (\$758,719.94) sufficient for the purpose of paying interest and principal on the Bonds; and

WHEREAS, the Village has issued Nine Million, Six Hundred Twenty Five Thousand, Eight Hundred Fifty Dollars (\$9,625,850.00) General Obligation Bonds, Series 2019 pursuant to the Bond Ordinance; and

WHEREAS, this results in the exact amount of taxes required to produce Seven Hundred Fifty Eight Thousand, Seven Hundred Nineteen Dollars and Ninety Four Cents (\$758,719.94) for payment of Six Hundred Thirteen Thousand, Three Hundred Thirty Five Dollars (\$613,335.00) principal due in calendar year 2025 on said Bonds, and One Hundred Forty Five Thousand, Three Hundred Eighty Four Dollars and Ninety Four Cents (\$145,384.94) interest due in calendar year 2025 on said Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that One Hundred Thirty Six Thousand, One Hundred Ninety Eight Dollars and Ten Cents (\$136,198.10) of the funds in the Village’s General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that One Hundred Thirty Six Thousand, One Hundred Ninety Eight Dollars and Ten Cents (\$136,198.10) of the funds in the Village’s General Fund be deposited in the Bond Fund established for the Series 2019 Bonds to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village’s General Fund for such payment; and

WHEREAS, the President and Board of Trustees of the Village have determined that Six Hundred Twenty Two Thousand, Five Hundred Twenty One Dollars and Eighty Four Cents (\$622,521.84) of the funds in the Village’s Water and Sewer Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Six Hundred Twenty Two Thousand, Five Hundred Twenty One Dollars and Eighty Four Cents (\$622,521.84) of the funds in the Village's Water and Sewer Fund be deposited in the Bond Fund established for the Series 2019 Bonds to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village's Water and Sewer Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the One Hundred Thirty Six Thousand, One Hundred Ninety Eight Dollars and Ten Cents (\$136,198.10) in the Village's General Fund which is available to pay principal and interest on the Bonds, and the Six Hundred Twenty Two Thousand, Five Hundred Twenty One Dollars and Eighty Four Cents (\$622,521.84) in the Village's Water & Sewer Fund which is available to pay principal and interest on the Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2019 Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2019 Bonds to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year 2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount of exceed Seven Hundred Fifty Eight Thousand, Seven Hundred Nineteen Dollars and Ninety Four Cents (\$758,719.94) producing a net levy in the amount of Zero Dollars (\$0.00) for the 2024 tax levy year; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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: The County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate Seven Hundred Fifty Eight Thousand, Seven Hundred Nineteen Dollars and Ninety Four Cents (\$758,719.94) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2019 General Obligation Bond and interest purposes, reducing said levy from Seven Hundred Fifty Eight Thousand, Seven Hundred Nineteen Dollars and Ninety Four Cents (\$758,719.94) to Zero Dollars (\$0.00). The provision for loss and cost will now be \$0.00 (2%) bringing the total 2019 General Obligation refunding debt service tax levy to Zero Dollars (\$0.00).

Section 2: The Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5L

REQUEST: Approval of an ordinance abating a portion of the 2024 tax levy – Series 2024 General Obligation Bonds.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Tax Abatement-2024

ORDINANCE NO. _____ - 2024

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ABATING A PORTION
OF THE 2024 TAX LEVY – SERIES 2024
GENERAL OBLIGATION BONDS**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, did on the 1st day of April, 2024 adopt Ordinance No. 5088-2024 entitled:

AN ORDINANCE providing for the issuance of not to exceed \$9,500,000 General Obligation Bonds, Series 2024, of the Village of Hoffman Estates, Cook County, Illinois, authorizing the execution of a bond order for each series of bonds, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

(the “Bond Ordinance”). The Bond Ordinance authorized the issuance of not to exceed Nine Million, Five Hundred Thousand Dollars (\$9,500,000) General Obligation Bonds, Series 2024 (the “Bonds”), of the Village; and

WHEREAS, per the Bond Order dated May 16, 2024, in addition to all other taxes, there was levied upon the taxable property in the Village for levy year 2024, a direct annual tax not to exceed Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) sufficient for the purpose of paying interest and principal on the Bonds; and

WHEREAS, the Village has issued Eight Million, Eight Hundred Fifty Five Thousand Dollars (\$8,855,000.00) General Obligation Bonds, Series 2024 pursuant to the Bond Ordinance; and

WHEREAS, this results in the exact amount of taxes required to produce Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) for payment of Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) interest due in calendar year 2025 on said Bonds; and

WHEREAS, the President and Board of Trustees of the Village have determined that Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) of the funds in the Village’s General Fund is available to pay debt service on the Bonds due in 2025; and

WHEREAS, the President and the Board of Trustees of the Village hereby direct that Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) of the funds in the Village’s General Fund be deposited in the Bond Fund established for the Series 2024 Bonds to pay principal and interest due on the Bonds on June 1, 2025 and on December 1, 2025 and hereby pledge such amount in the Village’s General Fund for such payment; and

WHEREAS, the President and the Board of Trustees of the Village have determined, after taking into account the Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) in the Village’s General Fund which is available to pay principal and interest on the Bonds, all of which is or will be deposited and unencumbered in the Bond Fund established for the Series 2024 Bonds, that said amounts with earnings to be received thereto are sufficient for the purpose of paying principal and interest maturing on the Series 2024 Bonds to and including December 1, 2025; and

WHEREAS, the President and the Board of Trustees of the Village have determined that it is advisable and in the best interest of said Village that the annual direct tax heretofore levied by said Bond Ordinance for the 2024 levy year on the taxable property in the Village for the year

2024 for the purpose of paying interest and principal due on the Bonds in calendar year 2025 be abated in the amount of exceed Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) producing a net levy in the amount of Zero Dollars (\$0.00) for the 2024 tax levy year; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, has heretofore authorized the levy and collection of taxes for the fiscal year beginning January 1, 2025 and ending December 31, 2025 pursuant to an Ordinance No. ____-2024 passed by the President and Board of Trustees of said Village of Hoffman Estates on the 2nd day of December, 2024, a certified copy of said ordinance having been filed in the Office of the County Clerk.

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: The County Clerk of Cook County, Illinois, shall and is hereby authorized and directed to abate Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) of that portion of the taxes to be levied for the year 2024 for the Village of Hoffman Estates that would be extended for the Series 2024 General Obligation Bond and interest purposes, reducing said levy from Three Hundred Eighty Five Thousand, Twenty Five Dollars (\$385,025.00) to Zero Dollars (\$0.00). The provision for loss and cost will now be \$0.00 (2%) bringing the total 2024 General Obligation debt service tax levy to Zero Dollars (\$0.00).

Section 2: The Village Clerk shall and hereby is directed to file with the County Clerk of Cook County, Illinois, a certified copy of this Ordinance.

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 _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5M

REQUEST: Approval of an ordinance implementing a municipal grocery retailers' occupation tax and a municipal grocery service occupation tax.

FROM:

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. GroceryTax-12-2-24

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE IMPLEMENTING A MUNICIPAL GROCERY
RETAILERS' OCCUPATION TAX AND A MUNICIPAL
GROCERY SERVICE OCCUPATION TAX**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Village of Hoffman Estates is a home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) provides that, beginning on January 1, 2026, all Illinois municipalities may impose a tax “upon all persons engaged in the business of selling groceries at retail in the municipality” (the “Municipal Grocery Tax”) (65 ILCS 5/8-11-24); and

WHEREAS, the Municipal Grocery Retailers' Occupation Tax may be imposed “at the rate of 1% of the gross receipts from these sales” (65 ILCS 5/8-11-24); and

WHEREAS, any Municipal Grocery Retailers' Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and

WHEREAS, Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) requires any municipality imposing a Municipal Grocery Retailers' Occupation Tax under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) to also impose a Service Occupation Tax at the same rate, “upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries” as “an incident to a sale of service” (the “Municipal Grocery Service Occupation Tax”) (65 ILCS 5/8-11-24); and

WHEREAS, any Municipal Grocery Service Occupation Tax shall be administered, collected and enforced by the Illinois Department of Revenue; and,

WHEREAS, the President and Board of Trustees believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village of Hoffman Estates levy a Municipal Grocery Retailers' Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24); and

WHEREAS, the President and Board of Trustees believe that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village of Hoffman Estates levy a Municipal Grocery Service Occupation Tax as permitted by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

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: Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2: Municipal Grocery Retailers' Occupation Tax Imposed. A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail in this municipality at the rate of 1% of the gross receipts from such sales made in the course of such business while this Ordinance is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Section 3: Municipal Grocery Service Occupation Tax. A tax is hereby imposed upon all persons engaged in this municipality in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service.

The rate of this tax shall be the same rate identified in Section 2, above. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Section 4: Illinois Department of Revenue to Administer Both Taxes. The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department of Revenue of the State of Illinois. The Illinois Department of Revenue shall have full power to administer and enforce the provisions of this Ordinance.

Section 5: Village Clerk to file Ordinance with Illinois Department of Revenue. As required under Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24), the Village Clerk is hereby directed to file a certified copy of this Ordinance with the Illinois Department of Revenue on or before April 1, 2025.

Section 6: Effective Date. The taxes imposed by this Ordinance shall take effect on the later of: (i) January 1, 2026; (ii) the first day of July next following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding April 1st; or, (iii) the first day of January next following the adoption and filing of this Ordinance with the Department of Revenue, if filed on or before the preceding October 1st.

Section 7: Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 8: Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 9: Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

Section 10: Publication. The Village Clerk is directed to publish this Ordinance in pamphlet form.

Section 11: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5N

REQUEST: Approval of:

- a. amendments and extension of existing contract between the Village of Hoffman Estates and Groot Industries, Inc. for Collection of Residential Dwelling Unit Solid Waste; and
- b. amendments and extension of existing contract between the Village of Hoffman Estates and Groot Industries, Inc. for Collection of Commercial and Institutional Solid Waste; and
- c. ordinance amending Section 7-9-1, Solid Waste and Recycling, of the Hoffman Estates Municipal Code.

FROM: Jon Pape, Assistant Village Manager

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

Request approval of amendments and extension of existing contracts between the Village of Hoffman Estates and Groot Industries, Inc. for a) collection of residential dwelling unit solid waste; and b) collection of commercial and institutional solid waste; and c) approval of an ordinance amending Section 7-9-1, Solid Waste and Recycling, of the Hoffman Estates Municipal Code.

In 2003, the Village entered into an agreement with Groot Industries, Inc. for residential solid waste and recycling collection services. Since that time, through contract extensions, the Village has negotiated service enhancements to benefit residents while keeping rates competitive. In 2008, the Village executed a Commercial Solid Waste franchise with Groot to extend refuse and recycling collection services to commercial businesses. Both contracts were most recently extended in 2020 and are set to expire April 30, 2025.

Earlier this year, the Village began negotiations with Groot on successor contracts for residential and commercial solid waste and recycling. Through negotiations, staff and Groot have agreed upon terms of a contract extension for both residential and commercial waste. Attached are proposals from Groot to extend the current solid waste collection contracts consistent with the discussion during the FY 2025 Budget Workshop. The highlights of these proposed contracts are as follows:

Term: The new contracts would take effect on May 1, 2025 and expire April 30, 2031, a six (6) year term. While previous extensions have been five-year terms, the Village proposed a six-year extension through 2031, consistent with the term of the Village's

commitment to transfer its refuse waste at the Solid Waste Agency of Northern Cook County (SWANCC) Glenview Transfer Station. At that time, the Village can make an educated decision on both its future waste hauling contract and its agreement with SWANCC with the cost or benefit of each.

Yard Waste: The most significant change to the service for the 2025-2031 term is in yard waste service. Currently, residents have two options for yard waste disposal with Groot; purchase yard waste sticker for \$3.15 per sticker and affix them to each yard waste bag for disposal or subscribe for yard waste service on an annual basis for \$156 per year.

Under the new proposed program, yard waste would be provided to residents on an included, unlimited basis and billed directly to the Village on a flat, monthly rate. Residents will continue to have the option of placing yard waste at the curb in landscape bags or bundles of brush or limbs as is currently allowed. Additionally, residents may place yard waste at the curb in an additional, landscape-waste-only Groot toter for an additional fee of \$1 per month to rent the toter. Finally, resident may use their own rigid plastic container not to exceed 32 gallons in size or 50 pounds in weight.

As an additional benefit of this program, residents who opt to use either a Groot toter or their own rigid plastic container may include organic food scraps in their waste to be composted. This would greatly expand the access to organic composting for the community.

Groot's yard waste pickup service will continue to be April 1 through November 30 of each year. The proposed program would be effective April 1, 2025, one month prior to the start of the contract term in an effort to maintain the same program for residents in 2025. If approved, the Village will begin to plan for a program to offer buy-back of stickers from residents as well as an educational campaign to communicate the relevant changes to service.

Rates: The overall cost to the Village of providing residential waste hauling services is comprised of multiple charges. The first is the residential collection rate, which Groot charges the Village on a per household basis. The collection rate charged by Groot to the Village will increase by 3.5% from the current rate on an annual basis. The next cost is the disposal rate, which is charged to the Village on a per ton basis by SWANCC. Additionally, with the changes to the structure of landscape waste, Groot will now bill the Village directly for landscape pickup services.

As it has in the past, the Village subsidizes the cost of services for Village residents. In order to continue to make the cost of providing these services sustainable and to reduce the Village's subsidy over time, a new residential rate plan is recommended as part of the approval of this extension. Under the new rate structure, residential rates, which now include landscaping services, would increase by 5% each year. Additionally, the senior rate will be increase to reflect a ratio of one-third of that of the standard rate. Based on projections, this rate structure allows the Village to eliminate its subsidy for these services by the end of the term of the contract. The rate structure proposal is included in the proposed ordinance and is as follows:

Resident Rates Charged By Village						
	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
	5/1/2025	5/1/2026	5/1/2027	5/1/2028	5/1/2029	5/1/2030
Curb	\$19.95	\$20.95	\$21.99	\$23.09	\$24.25	\$25.46
Curb, Senior	\$6.65	\$6.98	\$7.22	\$7.70	\$8.08	\$8.49
Curb, w/ 3 Toters	\$20.95	\$21.95	\$22.99	\$24.09	\$25.25	\$26.46

The cost for commercial refuse service, commercial recycling and roll-off rates will be increased by 6% from the current rate in the first year. Rates will then adjust annually on May 1 by 3.5%. Commercial costs are billed directly to customers by Groot for both collection and disposal.

The majority of the provisions in both contracts remain unchanged, except for those items listed above and minor housekeeping items highlighted on the attached contracts. Residents of Hoffman Estates will still receive unlimited curbside solid waste and recycling collection utilizing either bags or toter (cart) service. The collection days and holiday schedule remain unchanged.

There are some revisions necessary to the Solid Waste and Recycling section of the Municipal Code to reflect the new contracts. These revisions are highlighted in the draft ordinance attached.

FINANCIAL IMPACT

During the 2020 contract extension approval process, it was forecasted that while the rate charged to residents had been held for over twenty years, an increase to that fee would likely be needed as part of the 2025 process. As is the case, the Solid Waste Fund balance has been depleted due to a lack of revenue sources that used to include rebates for recycled materials and continued expense of the funds to subsidize the residential rate. The proposed increases to the Village's residential rate is proposed to smooth the impact to residents while ensuring that the gap is closed by the conclusion of the contract term. In order to accomplish this, the General Fund will need to continue to subsidize the residential rate at a decreasing amount through 2030. The total value of the subsidy over the term of the contract is projected at approximately \$1.3 million.

RECOMMENDATION

Based on the benefits to residential and commercial customers by amending and extending the residential and commercial contracts for solid waste, recycling, and yard waste services pursuant to the attached agreements with Groot Industries, Inc., staff recommends approval of both contracts effective May 1, 2025 through April 30, 2031, and approval of an ordinance amending Section 7-9-1, Solid Waste and Recycling of the Hoffman Estates Municipal Code.

ATTACHMENTS

1. Groot Residential First Amendment

2. Groot Commercial Franchise First Amendment
3. Ordinance Amending 7-9-1-Garbage & Recycling

**EXTENSION AND AMENDMENT TO EXISTING CONTRACT BETWEEN
THE VILLAGE OF HOFFMAN ESTATES AND GROOT RECYCLING & WASTE SERVICES, INC.
FOR COLLECTION OF RESIDENTIAL DWELLING UNITS SOLID WASTE**

This Extension and Amendments ("Extension and Amendments") to the existing contract ("Contract") dated May 1, 2020, by and between the Village of Hoffman Estates, Illinois, hereinafter referred to as the "Village" and Groot Recycling & Waste Services, Inc., hereafter referred to as "Groot", are being made and entered into as of the _____ day of _____, 2024.

WITNESSETH:

WHEREAS, the Village, in order to protect the public health and welfare of its residents, has previously deemed it necessary to collect, and process or dispose of SWANCC Waste and non-SWANCC Waste from residential dwelling units and Village owned facilities as defined herein as a Municipal Service; and

WHEREAS, the Village is authorized, pursuant to the provisions of 65 ILCS 5/11-19-1 to provide for the methods of collection and processing or disposal of municipal waste from residential dwelling units and Village owned facilities, located within its boundaries; and

WHEREAS, the Village previously determined it is in the best interest of its residents to provide municipal waste collection and processing or disposal services for residential dwelling units and Village owned facilities and to impose on such residential dwelling units certain charges for such services as provided by Village ordinance; and

WHEREAS, the Village has previously further determined that it is in the best interests of its residents to contract with a single waste hauler to collect and process or dispose all SWANCC waste at SWANCC's Glenview Transfer Station (the "GTS") or such other SWANCC or non-SWANCC facility; and

WHEREAS, the Village is authorized to and did previously grant to Groot an exclusive contract for collection and disposal of garbage and refuse within the Village pursuant to the provision of 65 ILCS 5/11-19-5; and

WHEREAS, the Village and Groot Industries, Inc. (now, "Groot", as defined herein) previously entered into a contract for collection and processing or disposal of all SWANCC waste at the GTS or such other SWANCC or non-SWANCC facility as mutually agreed for the period September 1, 2008 through April 30, 2015, which contract was modified effective March 1, 2012, and amended for the period May 1, 2015 through April 30, 2020, which contract was modified effective May 1, 2020; and

WHEREAS, Groot pursuant to the terms of this Extension and Amendment and on behalf of the Village, has been and remains willing to continue to collect and process or dispose of all SWANCC waste at the GTS or such other SWANCC or non-SWANCC facility; and

NOW THEREFORE, the following numbered sections of the Contract are amended and restated in the matter set forth herein:

SECTION 1 – DURATION OF AMENDMENTS TO EXISTING CONTRACT

- 1.1 DURATION OF AMENDMENT TO THE EXISTING CONTRACT shall be deleted in its entirety and replaced with:

“The term of this Extension and Amendment shall commence on May 1, 2025 and end April 30, 2031 unless otherwise extended. If the Village so requests, the parties may negotiate and enter into a contract extension on such terms as they may mutually agree.”

SECTION IV – GENERAL REQUIREMENTS

- 4.4 RECORDS shall be deleted in its entirety and replaced with:

“Groot shall maintain its books and records related to the performance of this Contract and prior agreements with the Village including, but not limited to, its contract for the period May 1, 2020 through April 30, 2025.

Any non-confidential records or documents to be maintained pursuant to this Contract shall be made available to a Village representative for inspection or audit, at any time, during regular business hours, upon written request by a Village representative. The records shall be available to Village representatives at Groot’s address indicated herein above in Section 4.3 of this Contract for receipt of notices.”

- 4.23 BILLING SERVICES

“The Village shall have the sole responsibility for billing and collecting for all solid waste services to residential dwelling units and village owned facilities, except that Groot shall have sole responsibility for billing and collection of all special pick-ups, electronic waste pick up meeting size restrictions as specified in Section VI, and dumpsters for annual clean-up programs.”

SECTION VIII – LANDSCAPE WASTE COLLECTION AND DISPOSAL

- 8.1 LANDSCAPE WASTE COLLECTION DATES shall be deleted in its entirety and replaced with:

“Landscape Waste shall be collected from April 1 through November 30 of each year. Christmas trees shall be collected by Groot from January 1 through January 15 of each year on regular collection days. Landscape Waste stickers will not be required for Christmas tree collection.”

- 8.2 LANDSCAPE WASTE SUBSCRIPTION: Section shall be deleted in its entirety as the cost for the collection of Landscape Waste will be covered and accounted for under a revised Section 8.2 and charges outlined under Section 9.1.

- 8.2 LANDSCAPE WASTE STICKERS shall be re-numbered 8.2 and all successive numbering shall be updated; the previous 8.3 shall be deleted in its entirety and replaced with:

“Groot shall collect all properly prepared Landscape Waste that has been placed in Kraft paper Landscape Waste bags, or a rigid plastic container not to exceed 32 gallons in size, provided that a single bag or container shall not exceed a weight of 50 pounds. Effective April 1, 2025, preceding the effective date of this contract term, collection of Landscape Waste will no longer require the use of Landscape Waste stickers as the cost shall be billed directly to the Village on a monthly basis as outlined under Section 9.1. Groot shall not be required to collect bags or containers that exceed the weight limit, contain items other than Landscape Waste, or that are not accepted at the compost site used by Groot. Groot shall not be financially responsible for damage to personal containers.

Groot shall collect all bundles of brush or limbs providing the bundles to not exceed a weight of 50 pounds per bundle, are not more than five feet (5') long, are not more than 24 inches in diameter, do not container limbs greater than three inches (3") in diameter, and are tied with a material that is accepted at the compost site used by Groot. Landscape Waste stickers will not be required for bundles of brush or limbs. Christmas trees may exceed five feet (5') in length.

Logs six inches (6") or greater in diameter are defined as “Refuse” and shall be collected by Groot along with Refuse, providing individual logs do not exceed 50 pounds in weight. Stickers are not required for such logs. Groot shall not be required to collect any more than one cubic yard of such logs from each residence on any single refuse collection day.

All Landscape Waste collected in accordance with the terms hereof shall become the property of Groot as soon as it is picked up or otherwise place in Groot’s vehicle. Groot shall have a contractual obligation hereunder to see that all Landscape Waste collected is properly composted and marketed, or applied to farmland.”

SECTION IX – CHARGES AND RATES

- 9.1 CHARGES AND RATES shall be deleted in its entirety and replaced with:

“Effective May 1, 2025, the Village shall pay Groot the following fees for refuse, recycling and Landscape Waste collection:

Refuse and Recycling Collection	
Regular Household – Flat Fee	\$14.32 per unit, per month
Senior/Hardship – Bag or Cart – Flat Fee	\$10.82 per unit, per month
Back Door Refuse Collection	\$33.42 per unit, per month
Senior/Hardship Back Door Collection	\$27.58 per unit, per month
Back Door with Refuse Cart	\$34.61 per unit, per month
Senior Back Door with Refuse Cart	\$27.58 per unit, per month

Refuse Toter Option	\$1.00 per unit, per month
Yard Waste / Landscape Waste Collection	
Yard Waste / Landscape Waste Collection	\$29,000.00/monthly (January – December, effective April 1, 2025)

Groot will invoice the Village for such refuse and recycling collection services and for toter rental fees monthly and the Village shall pay such invoices within sixty (60) days of receipt of such invoice. The above pricing matrix reflects current rates for collection only and such rates shall adjust annually, beginning May 1, 2026, as set forth in Section 9.2.”

Groot will invoice the Village monthly for such Landscape Waste collection services and the Village shall pay such invoices within sixty (60) days of receipt of such invoice. The above pricing matrix reflects current rates for collection only and such rates shall adjust annually, beginning May 1, 2026 as set forth in Section 9.2.

Groot and the Village hereby acknowledge and agree that effective May 1, 2025 the minimum total amount of residential dwelling units to be billed for refuse and recycling collection shall be 14,500. The residential dwelling units requiring refuse and recycling collection services shall be reported by the Village to Groot semi-annually.

Groot agrees that, for purposes of determining the Village’s fees hereunder, such number of residential dwelling units shall be increased according to the following schedule as additional new residential dwelling units are occupied:

<u>Total Residential Units</u>	<u>Billed Units</u>
14,774 or less	14,500
14,775 – 14,824	14,550
14,825 – 14,874	14,600
14,875 – 14,924	14,650
Each 50 unit incremental increased thereafter	Increase by 50 new units

Notwithstanding the foregoing or anything else to the contrary, at no time shall the number of residential dwelling units used to calculate Groot’s monthly fee hereunder be less than 14,500. Households requesting a vacation or vacant status shall have no bearing on determining current or future billed unit counts pursuant to the unit schedule set forth in this section.

Unless otherwise agreed, the Village reserves the right to raise or lower the residents’ costs at its discretion, and shall pay to Groot the fee to which the Contractor is entitled, irrespective of the changes to residents’ costs.”

9.2 COLLECTION RATES shall be deleted in its entirety and replaced with:

“Collection rates including, without limitation, the rates in the matrix set forth in Section 9.1 will remain fixed until April 30, 2026. On May 1, 2026 and each May thereafter, all such collection rates will increase annually at a fixed rate of 3.5%.”

All other terms and provisions of the Contract are hereby confirmed and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Solid Waste Contract to be executed by their duly authorized representatives, all on the day and year first above written.

GROOT RECYCLING & WASTE SERVICES, INC.

VILLAGE OF HOFFMAN ESTATES

Kiel Pennington, Division Vice President

William D. McLeod, Village President

ATTEST:

ATTEST:

Josh Molnar, Municipal Manager

Patty Richter, Village Clerk

**FIRST EXTENSION AND AMENDEMENT TO THE CONTRACT BETWEEN
THE VILLAGE OF HOFFMAN ESTATES AND
GROOT RECYCLING & WASTE SERVICES, INC.**

This First Amendment to the Contract Between the Village of Hoffman Estate and Groot Industries, Inc. for the Collection of Commercial and Institutional Solid Waste (the "First Amendment") is made as of this _____ day of _____, 2024, by and between the Village of Hoffman Estates (the "Municipality") and Groot Recycling & Waste Services, Inc. (the "Contractor").

WHEREAS, on May 1, 2020 the Municipality and Groot Industries, Inc. (now Groot Recycling & Waste Services, Inc., the "Contractor" as used herein) entered into an exclusive Contract for the Collection of Commercial and Institutional Solid Waste (the "Contract"); and

WHEREAS, the Municipality and the Contractor now desire to enter into this First Amendment which is, among other things, extending the existing Contract effective May 1, 2025 and terminating April 30, 2031.

NOW, THEREFORE, it is mutually understood and agreed by and between the Municipality and the Contractor as follows:

1. **Section 3.1 Term of Solid Waste Contract** is hereby deleted and replaced with the following provision:

"The term of this Solid Waste Contract shall commence on May 1, 2025 and end on April 30, 2031. If the Municipality requests, the parties may negotiate and enter into a contract extension on such terms as they may mutually agree."

2. **Section 5.1 (b) Commercial Service** is hereby deleted and replaced with the following provision:

"Commencing May 1, 2025, the rates that will be in effect are those specified in the attached Exhibit B."

3. **Section 5.1 (c) Commercial Service** is hereby deleted and replaced with the following provision:

"Rates identified in Exhibit B will remain fixed until April 30, 2026. Thereafter, all such collection rates will receive a fixed increase of 3.5% on May 1, 2026 and each May 1st thereafter during the term of the Contract."

4. **Exhibit B** of the Contract is hereby deleted and replaced with the Exhibit B attached hereto and incorporated herein.

5. All other terms and provisions of the Contract are hereby confirmed and remain in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed by their duly authorized representatives, all on the day and year first above written.

GROOT RECYCLING & WASTE SERVICES, INC.

VILLAGE OF HOFFMAN ESTATES

Kiel Pennington, Division Vice President

William D. McLeod, Village President

ATTEST:

ATTEST:

Josh Molnar, Municipal Manager

Patty Richter, Village Clerk

EXHIBIT B

Hoffman Estates **SOLID WASTE HAULING & DISPOSAL SERVICES** Refuse Container Rates Effective May 1, 2025**

Container Size

Frequency of Service

	<u>1 x Wk</u>	<u>2 x Wk</u>	<u>3 x Wk</u>	<u>4 x Wk</u>	<u>5 x Wk</u>	<u>6 x Wk</u>
65 gallon carts	\$25.36					
95 gallon carts	\$33.96	\$67.94	\$76.26			
1 cubic yard	\$57.55	\$100.68	\$143.76	\$241.72		
1.5 cubic yards	\$67.99	\$117.91	\$186.57	\$275.94	\$340.42	\$405.07
2 cubic yards	\$82.11	\$141.17	\$202.70	\$329.13	\$405.93	\$482.35
4 cubic yards	\$129.04	\$224.89	\$320.35	\$428.89	\$511.57	\$607.18
6 cubic yards	\$215.92	\$374.61	\$534.38	\$694.33	\$854.28	\$1,014.21
8 cubic yards	\$263.28	\$457.89	\$653.44	\$848.96	\$1,044.55	\$1,240.06
10 cubic yards	\$313.78	\$548.23	\$782.61	\$1,017.00	\$1,251.36	\$1,485.78

Temporary & Permanent Roll-off (Rate includes Franchise fee)

10 yard roll-off residential only	<u>\$354.62</u>	per haul	*2 Ton Cap
10 yard roll off	<u>\$460.77</u>	per haul	*2 Ton Cap
15 yard roll-off	<u>\$485.58</u>	per haul	*2.5 Ton Cap
20 yard roll off	<u>\$503.27</u>	per haul	*3 Ton Cap
30 yard roll off	<u>\$591.45</u>	per haul	*4 Ton Cap

Trash Compactor - Collection Only

20 yard compaction equipment	\$567.95	per haul 3 ton Cap*
30 yard compaction equipment	\$651.24	per haul 4 ton Cap*
40 yard compaction equipment	\$711.83	per haul 5 ton Cap*

* Roll off dumpsters exceeding weight cap will be invoiced **\$69.26/ton**

** Annual increase 3.5% fixed rate.

EXHIBIT B

Hoffman Estates
Commercial Recycling Services
Recycling Container Rates Effective May 1, 2025**

<u>Container Size</u>	<u>Frequency of Service</u>				
	<u>1 x Wk</u>	<u>2 x Wk</u>	<u>3 x Wk</u>	<u>4 x Wk</u>	<u>5 x Wk</u>
95 gallon carts	Free	\$29.13	\$58.27	\$87.41	\$116.55
1 cubic yard	\$47.38	\$94.72	\$142.07	\$189.42	\$236.80
1.5 cubic yards	\$51.79	\$103.55	\$155.33	\$207.12	\$258.88
2 cubic yards	\$60.06	\$120.10	\$180.15	\$240.19	\$300.25
4 cubic yards	\$115.75	\$231.54	\$347.33	\$463.08	\$578.88
6 cubic yards	\$139.84	\$279.66	\$419.48	\$559.33	\$699.14
8 cubic yards	\$165.73	\$331.53	\$497.28	\$663.02	\$828.77
10 cubic yards	\$189.26	\$378.55	\$567.80	\$757.08	\$946.33

** Annual increase 3.5% fixed rate.

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AMENDING SECTION 7-9-1,
SOLID WASTE AND RECYCLING,
OF THE HOFFMAN ESTATES MUNICIPAL CODE**

WHEREAS, the Village of Hoffman Estates, in order to protect the public health and welfare of its residents, has deemed it necessary to collect, and process or dispose of SWANCC Waste and non-SWANCC Waste from residential dwelling units and Village owned facilities as defined herein as a Municipal Service; and

WHEREAS, the Village is authorized, pursuant to the provisions of 65 ILCS 5/11-19-1 to provide for the methods of collection and processing or disposal of municipal waste from residential dwelling units and Village owned facilities, located within its boundaries; and

WHEREAS, the Village has determined that it is in the best interests of its residents to contract with a single waste hauler to collect and process or dispose all SWANCC waste at SWANCC's Glenview Transfer Station (the "GTS") or such other SWANCC or non-SWANCC facility; and

WHEREAS, the Village is authorized to and has granted to Groot an exclusive contract for collection and disposal of garbage and refuse within the Village pursuant to the provision of 65 ILCS 5/11-19-5; and

WHEREAS, as part of the updated residential yardwaste collection services, the Village Code must be amended to remove references to yard waste collection stickers: and

WHEREAS, the Village shall impose certain charges for waste collection, hauling and disposal services for residential units and set such charges by Village ordinance.

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

Section 1: That sub-section B-20 of Section 7-9-1, Solid Waste and Recycling, of Chapter 7, OFFENSES AND PUNISHMENT, of the Hoffman Estates Municipal Code be and is hereby deleted as follows:

Section 7-9-1. SOLID WASTE AND RECYCLING

B. *Definitions.* For purposes of this Article, the following words and phrases shall have the meanings ascribed to them:

~~20. *Yardwaste subscriber* shall mean a resident who has subscribed for yardwaste collection service from the Village's contracted refuse collector.~~

Section 2: That sub-section C-3-d of Section 7-9-1, Solid Waste and Recycling, of Chapter 7, OFFENSES AND PUNISHMENT, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

Section 7-9-1. SOLID WASTE AND RECYCLING

C. *Residential Dwelling Units; Requirements.*

3. Storage and Preparation of Refuse, Yardwaste, Recyclables and Debris.

d. *Preparation of Yardwaste for Collection.* It shall be unlawful for any person within the Village to deposit or place for collection any

yardwaste at the curbside, unless the same be properly prepared as follows:

- 1) Yardwaste shall be placed in the bags approved by the Village as defined in Subsection C-2-b above. Items of yardwaste that do not fit within the required bag may be placed in bundles not exceeding four feet in length and two feet in diameter and weighing not more than 50 pounds. Such items of yardwaste shall be securely tied with a biodegradable natural fiber cord, twine or string. Branches that exceed three inches in diameter shall not be placed in bags or bundles. The contents of bags shall not exceed the rim. Bags shall be rolled closed and shall not be sealed with staples or tape of any kind.
- 2) Yardwaste shall not be commingled with any other refuse or recyclable materials as defined.
- 3) One (1) Groot Toter or a rigid plastic container not to exceed 32 gallons and weigh no more than 50 pounds may be used for yardwaste.

Section 3: That sub-sections C-4-b and C-5-d of Section 7-9-1, Solid Waste and Recycling, of Chapter 7, OFFENSES AND PUNISHMENT, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

C. *Residential Dwelling Units; Requirements.*

4. Collection of Refuse, Yardwaste, Recyclables, Debris and White Goods from Residential Dwelling Units.

a. *Collection of refuse and debris.* Each approved container, or bundle, or single item, as specified in Subsection C-2, should be set out for collection at curbside.

~~b. *Collection of yardwaste.* Each approved bag or bundle, as specified in Subsection C-2, set out for collection at curbside shall have one designated required valid pre-paid yardwaste sticker, exclusively supplied by the duly authorized collection service, securely and visibly affixed thereto, or be on the property of and be the yardwaste of such property of a Yardwaste Subscriber.~~

b. *Collection of large household items.* Each item as defined in Subsection B-5 should be set out for collection at curbside.

c. *Collection of recyclables.* All recyclable materials set out for collection at curbside shall be placed in recycling collection bins or other approved containers directly adjacent to the bins as specified in Subsection C-2-c.

d. *Collection of white goods.* Effective July 1, 1992, it shall be unlawful to place white goods at curbside for collection without having made advance arrangements therefor with the duly authorized collection service.

e. *Collection of electronic waste.* Effective May 1, 2020, up to two acceptable electronic waste items (as defined herein) may be placed at the curb each week so long as the resident contacts the contractor directly at least one business day in advance of their designated service day. Cathode-ray tube (CRT) televisions in excess of 50 pounds will require an additional charge of \$50.00 per unit. All flat screen style televisions will be picked up for recycling at zero cost to the resident regardless of weight.

5. Curbside Collection and Interference.

a. *Requirements for Curbside Collection.*

1) All approved receptacles for curbside collection of refuse, yardwaste and recyclables shall be placed in a location easily accessible to the collectors, as close as possible to the driveway and within approximately three feet of the curb or edge of the public right-of-way.

2) It shall be unlawful to allow or cause any container of refuse, yardwaste or debris to stand open or uncovered at any time. Containers shall be securely tied or shut in such a fashion so as to prevent any leaking, blowing, spilling or scattering of contents when placed at curbside for collection.

3) It shall be unlawful to allow or permit any refuse container, yardwaste or recycling collection bin to stand or remain on any parkway, drive or front yard before 6:00 p.m. on the day preceding pickup, or after 10:00 p.m. on the day pickup is made.

b. *Unauthorized Collection or Interference.* It shall be unlawful for any person other than the Village or other authorized persons to disturb, collect or in any manner interfere with refuse, yardwaste, recyclables, debris, white goods or electronic waste placed at curbside and in public places for collection by the duly authorized collection service or to interfere in any manner with any refuse or yardwaste receptacle.

c. *Unlawful Removal of or Damage to Recyclable Materials.* It shall be unlawful for any person other than the Village or other authorized persons to knowingly remove or damage any recyclables placed in or adjacent to recycling collection bins for collection by the duly authorized collection service; or to remove or damage the recycling bins themselves.

~~d. *Unlawful Removal of or Damage to Stickers.* It shall be unlawful to knowingly obtain or exert unauthorized control over a yardwaste sticker, whether by threat, deception, or removal from a container or bundle set out for collection, or to damage same.~~

Section 4: That sub-section G-3-d of Section 7-9-1, Solid Waste and Recycling, of Chapter 7, OFFENSES AND PUNISHMENT, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

Section 7-9-1. SOLID WASTE AND RECYCLING

G. *Village Contracted and Licensed Refuse Collector—Residential.*

d. There shall be and there are hereby established billing rates for the collection of residential refuse, in advance of service being performed within the Village of Hoffman Estates:

Resident Rates Charged By Village						
	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
	5/1/2025	5/1/2026	5/1/2027	5/1/2028	5/1/2029	5/1/2030
Curb	\$19.95	\$20.95	\$21.99	\$23.09	\$24.25	\$25.46
Curb, Senior	\$6.65	\$6.98	\$7.22	\$7.70	\$8.08	\$8.49
Curb, w/ 3 Toters	\$20.95	\$21.95	\$22.99	\$24.09	\$25.25	\$26.46

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

Section 6: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2024

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 50

REQUEST: Approval of a Memorandum of Understanding with the Illinois Department of Natural Resources for Spring Creek watershed floodway construction rules.

FROM: Alan Wenderski, Director of Engineering

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

The Illinois Department of Natural Resources (IDNR) regulates floodway construction in northeastern Illinois and requires that floodway is defined to preserve both storage and conveyance. Within Chapter 10 - Subdivision Code, Article 8 Flood Hazard Areas (Section 10-8-1), the Village requires floodplain storage lost due to construction to be compensated at a ratio of 1.5 times to one, exceeding the minimum requirements of the National Flood Insurance Program (NFIP). Given the Village's compensatory storage requirements, the storage component of the IDNR floodway regulations is redundant, creating a larger floodway burden on properties.

At the direction of the property owner (property holdings known as Plum Farms), Manhard Consulting prepared hydraulic information and corresponding exhibit for a conveyance only floodway mapping request to IDNR. The revised floodway limits are shown on Exhibit 1 of the Memorandum of Understanding (MOU). The IDNR agreed with these changes and the MOU memorializes changes to the floodway limits for regulatory purposes of this property.

To remain in effect, the Village must continue to uphold the requirements within Section 10-8-1 (Flood Hazard Areas) of the municipal code. Also, when FEMA or IDNR undertake periodic updates of regulatory maps, this MOU will be superseded.

While this MOU is only effective for the property shown in Exhibit 1, the conveyance only floodway methodology could be requested for other properties within the Village, on a case by case basis, if the supporting hydraulic reviews are completed and accepted by the IDNR.

FINANCIAL IMPACT

No financial impact to the Village.

RECOMMENDATION

Approval of a Memorandum of Understanding with the Illinois Department of Natural Resources for Spring Creek watershed floodway construction rules.

ATTACHMENTS

1. Spring Creek Conveyance Floodway MOU

MEMORANDUM OF UNDERSTANDING
between the
ILLINOIS DEPARTMENT OF NATURAL RESOURCES
and the
VILLAGE OF HOFFMAN ESTATES

ALLOWING STORAGE TO BE ELIMINATED AS A FACTOR IN THE
DELINEATION OF FLOODWAYS AS DEFINED IN
THE DEPARTMENT'S FLOODWAY CONSTRUCTION RULES

This Memorandum of Understanding ("MOU") is made between the Illinois Department of Natural Resources ("Department") and the Village of Hoffman Estates ("Village") under the authority of the "Intergovernmental Cooperation Act," 5 ILCS 220,

WITNESSETH:

Whereas, both the Department and the Village desire to protect the health, safety and welfare of the citizens of the Village by regulating construction in the community's floodplains and floodways to prevent the construction of facilities which would either be subject to flood damage from flooding or would cause or contribute to increased flooding to other facilities or property; and

Whereas, the Department's rules for floodway construction in northeastern Illinois, 17 Illinois Administrative Code 3708.60(a)-(c), require that the floodway be defined to preserve both storage and conveyance, as well as limit the increase in velocity; and

Whereas, the Department's rules for floodway construction in northeastern Illinois, 17 Illinois Administrative Code 3708.60 (e)-(d), also provide for the waiver of the flood storage component of the floodway definition when local communities agree to require effective compensatory storage for all storage lost due to construction and fill in a hydraulically significant reach of the watershed; and

Whereas, the Village has floodplain Ordinances under Chapter 10 – Subdivision Code, Article 8 FLOOD HAZARD AREAS Section 10-8-1, which meet or exceed the minimum requirements of both the National Flood Insurance Program and the Department, and which require that floodplain storage lost due to construction or fill be compensated on at least a one-to-one ratio; and

Whereas, the Department has determined that the Village has jurisdiction over a hydraulically significant portion within the upper reach of the Spring Creek floodplain; and

Whereas, the Department has determined that the execution of this MOU is not subject to the signature requirements of the "State Finance Act," 30 ILCS 105/9.02.

Now therefore, the Department and the Village agree as follows:

1. For regulatory purposes, the floodway shall be as defined on Exhibit 1, Spring Creek Conveyance Floodway Map, prepared by Manhard Consulting Ltd. and dated April 18, 2023, including revised conveyance floodways computed and drawn without consideration of the floodway storage component.
2. If this MOU is violated or otherwise voided, the Village and the Department agree to revert to regulating the floodway as defined in accordance with the Department's rules for floodway construction in northeastern Illinois (17 Illinois Administrative Code, Part 3708), using the corresponding map sheets from Flood Insurance Rate Maps computed and drawn with consideration of the floodway storage component, or such replacement mapping as the Department determines to be appropriate at the time.
3. If FEMA or Department regulatory maps are updated or revised for Spring Creek within the Village, subsequent to the effective date of this MOU, then the revised floodplain and floodway map will become the new standard to be used for regulatory purposes. At that time, the Village will be given opportunity to revise the floodway delineations without the storage component, subject to review and approval by the Department.
4. The Village hereby agrees that it will not grant any variances to the floodplain storage mitigation requirement of their ordinance to less than 100% of the storage lost due to fill or construction.
5. The Village hereby agrees that compensatory storage shall be provided at the same flood frequency elevation band as the storage being removed, including at least the elevation band between the normal water level and the 10-year flood and the elevation band between the 10-year flood and the 100-year flood.
6. The Village hereby agrees to assure that compensatory storage areas are directly connected to the floodplain from which storage is lost at the elevations for which the compensatory storage area is designed to be effective.
7. The Village hereby agrees to require that legal assurances such as properly recorded permanent easements, are provided to the Department, for each compensatory storage area utilized.
8. The Village hereby acknowledges that violation of any of the terms of this MOU will void this MOU, and the Department and the community will revert to regulating the floodway as defined in Item 2 *supra*.
9. The Village hereby agrees to all the guidelines and requirements of this MOU and the 17 Illinois Administrative Code, Part 3708. The Village realizes the importance of preserving floodplain storage. This MOU is entered into in good faith as a means to reduce undue hardship on community property owners located within the floodway. The Village will work with the Department on any special projects that may require extraordinary design measures not considered in this MOU.

10. This MOU shall be interpreted, construed, and governed by the laws of Illinois and such laws of the United States as may be applicable. In the event of any litigation over the interpretation or application of any of the terms or provisions of this MOU, the Parties agree that litigation shall be conducted in the State of Illinois.

11. This MOU takes effect when it is dated and executed by the Director of the Department, and unless terminated earlier shall continue in effect until December 31, 2030. This MOU supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the Parties relating to the work set out above.

12. This Department may terminate this MOU if a Department initiated periodic Community Assistance Visit (CAV) identifies a floodway storage violation, and the violation is not corrected by the Village within sixty (60) days of notice.

13. No amendment shall be effective except in writing signed by all Parties.

14. Any party may withdraw from this MOU, following thirty days written notification to all the other Parties.

STATE OF ILLINOIS

RECOMMENDED:

Stephen Altman, Manager
Office of Water Resources

Date: _____

APPROVED:

Loren Wobig, Director
Office of Water Resources

Date: _____

APPROVED:

Renee Snow, Legal Counsel

Date: _____

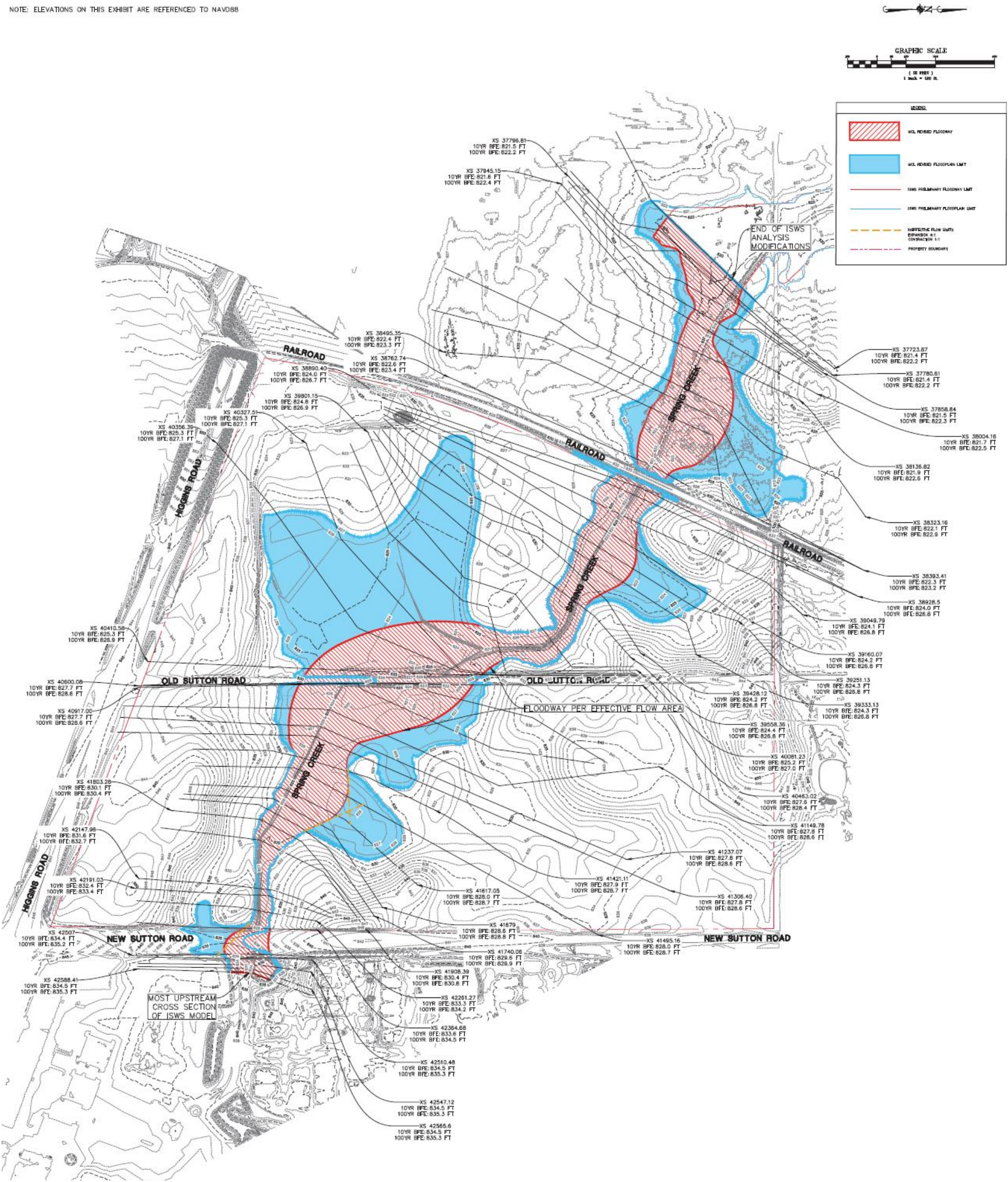
THE VILLAGE OF HOFFMAN ESTATES

APPROVED:

Date: _____

EXHIBIT 1

NOTE: ELEVATIONS ON THIS EXHIBIT ARE REFERENCED TO NAVD88



Spring Creek Conveyance Floodway Map
Manhard Consulting Ltd.
Dated: April 18, 2023



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5P

REQUEST: Authorization to:

- a. enter into a software as a service agreement for Enterprise Resource Planning (ERP) software services with BS&A Software in an amount not to exceed \$611,540; and
- b. enter into a software as a service agreement and hardware purchase for time and attendance tracking services with Andrews Technology for a five-year term in an amount not to exceed \$177,685; and
- c. enter into a consulting services agreement for Implementation Assistance Services with Plante Moran in an amount not to exceed \$127,050; and
- d. grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$50,000.

FROM: Jon Pape, Assistant Village Manager

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

To present the recommendation for new Enterprise Resource Planning (ERP) services as a result of the Request for Proposals (RFP) and subsequent due diligence process; and

Request approval of a) Authorization to enter into a software as a service agreement for Enterprise Resource Planning (ERP) software services with BS&A Software in an amount not to exceed \$611,540; and b) Authorization to enter into a software as a service agreement and hardware purchase for time and attendance tracking services with Andrews Technology for a five-year term in an amount not to exceed \$177,685; and c) Authorization to enter into a consulting services agreement for Implementation Assistance Services with Plante Moran in an amount not to exceed \$127,050; and d) Grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$50,000.

BACKGROUND:

The Village's Enterprise Resource Planning (ERP) system, currently Central Square, has been in use since 1998. The system supports the Village's finance, human resources and community development functions, in addition to licensing and other functions of the Village Clerk's office. The legacy Central Square ERP system is not user friendly, operates on an outdated technology platform, and does not include many

of the features available in modern systems. As a result, Village staff have created a number of workarounds and manual processes to supplement (or in some cases, circumvent) use of the ERP. This results in inefficient use of resources and staff time.

In an effort to plan for the future state of the Village's ERP infrastructure, the Village Board approved a consulting services agreement with Plante Moran in December 2022 to undertake a business process analysis. Then in August of 2023, the Village Board authorized the continuation of work with Plante Moran to issue an RFP for ERP services, complete a thorough analysis of the proposals, and select a vendor.

As part of the preparation work completed by Plante Moran, two staff committees were formed. A Section Committee consisting of key power users across various departments and a Steering Committee consisting of management staff in various departments. Members of both Committees have been closely and constantly involved in the evaluation and selection process.

DISCUSSION:

In January of 2024, the Village released an RFP and received six proposals in response. Of those proposals, four were selected for a detailed evaluation by Plante Moran. This information was used by the Selection and Steering Committees to analyze the proposals and ultimately select two vendors as finalists. Each of the two finalist vendors presented on-site over four days each in May of 2024. The all-day sessions included demonstrations and question and answer sessions on all aspects of the software and were attended by relevant staff from each department.

After the demonstration session weeks, staff spent extensive time with Plante Moran assessing the finalist vendors and how well each offering met the Village's requirements. Additionally, members of the Selection Committee completed extensive reference checks with both references provided by the finalist vendors and other clients. Collectively, the Selection and Steering Committee deliberated over this data across multiple meetings to ultimately reach a decision to recommend BS&A Software as the preferred vendor.

BS&A Software is based in Bath, Michigan and has been providing municipal software solutions since 1987. Their proposal includes an entirely cloud-based solution. While BS&A certainly excels with solutions in key areas for the Village, they were ultimately selected for their business model and customer service reputation. Unlike competitors in the space, BS&A builds its modules in-house, rather than purchasing software and appending it on to its current platform. For this reason, staff has a higher confidence in continuity throughout the platform will lead to better performance and improved user experience for both staff and external users. Additionally, BS&A has a stronger commitment to customer service than its competitors as proven through both experiences from references and service level agreement guarantees.

Due to BS&A's smaller scale and relative functionality offering, the Village will require supplemental software services. The Village has already implemented one such solution for tax collections in the Finance Department. As part of this recommendation, Andrews Technology is being recommended for time and attendance software and hardware to serve the Village's non-public safety personnel. Andrews is a highly

qualified firm that partners with BS&A frequently to provide this supplement. The solution will provide a more efficient time and attendance operation by allowing for increased self-service and eliminating extensive data entry. The software integrates seamlessly with BS&A's payroll modules and has been attested to by multiple references.

Notably, the Village will require two other supplemental software services that, due to timing, are not being considered as part of this recommendation. The first is the time and attendance software that will service the public safety departments, Police and Fire. Due to the uniqueness of public safety shifts and scheduling, it is recommended to procure a separate, public safety specific time and attendance platform. This software will also integrate with BS&A for payroll purposes and is not anticipated to require additional data entry. Additionally, BS&A has a very limited offering in the HR space which will lead to staff exploring supplemental software for that need as well. An effective HR platform would replace the Village's current stand-alone HR software to perform recruitments such as online application portals, applicant management, performance management, and more. Recommendations on both of these solutions will be proposed in the future.

Finally, as part of this recommendation staff proposes the continued involvement of Plante Moran in the implementation phase of this project. Plante Moran has been involved since the beginning of this project and has proven their value throughout. During the implementation, Plante Moran will continue to help facilitate discussions and develop and implement project management tools such as governance documents, project plans, schedules, staff needs and budget tracking. It is anticipated that Plante Moran's involvement will be greater on the front end of the implementation to help get the phase launched successfully.

FINANCIAL IMPACT

The cost of each of the recommended agreements are highlighted below and each are broken down further within their respective agreements.

BS&A Software costs include annual fees for maintenance and subscription as well as multiple one-time costs for services. The annual agreement with recurring fees will increase no greater than 4%.

Modules – recurring annual fee	\$168,355
Data conversions and database setup	\$198,500
Custom import	\$1,500
Project management and implementation planning	\$58,900
Implementation and training	\$126,000
Post-go live assistance	\$9,600
Travel expenses	\$48,685

Total cost for implementation	\$611,540
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Andrews Technology has an annual maintenance and subscription cost as well as one-time implementation fees incurred during year one. The annual maintenance fee may increase annually but will not exceed the CPI. The agreement term is for five years.

Annual recurring cost (Year 1-5)	\$32,860
One-time implementation fees	\$13,385
Total year one cost	\$46,245
Total five year cost less increases	\$177,685

Plante Moran's services are for twelve months of service on a not-to-exceed basis and are front loaded for the project as noted.

Project initiation and implementation planning (first three months)	\$14,300/month
Project execution and controlling (remaining nine months)	\$9,350/month
Total	\$127,050

Finally, a contingency of \$50,000 is recommended to give the Village Manager the authority to authorize change orders as needed for work outside of the stated scope.

RECOMMENDATION

Based on the anticipated operational improvements and efficiencies gained by the successful implementation a new ERP software solution, staff recommends approval of the proposed agreements with BS&A, Andrews Technology and Plante Moran.

ATTACHMENTS

1. BS&A Agreement
2. Andrews Technology Agreement
3. Plante Moran Agreement

**BS&A
CUSTOMER ORDER FORM**

This Customer Order Form (this “**Order**”) is entered into as of the “**Effective Date**” identified below between BS&A Software, LLC, a Delaware limited liability company with offices located at 14965 Abbey Lane, Bath, MI 48808 (“**BS&A**”) and the “**Customer**” identified below. Capitalized terms used but not defined in this Order have the meanings given them elsewhere in the Agreement (as defined below). BS&A and Customer may be referred to herein collectively as the “**Parties**” or individually as a “**Party**”. The Parties hereby agree as follows:

Customer Name: Village of Hoffman Estates, Cook County IL	Contact:
Billing Address:	Sponsor Phone:
Accounts Payable Email:	Sponsor Email:

Platform and Fee Information

Effective Date:	
Platform Description: Those modules and feature packs of BS&A’s proprietary hosted enterprise resource planning service for managing local government functions that are identified in the Pricing Sheet.	
“Usage Limitations”: ☐ <i>Number of Authorized Users:</i> ☐ <i>Other:</i>	
“Initial Subscription Period”: [One (1) year]	Subscription Fees: \$168,355 payable [annually].
Professional Services (if any): \$443,185	Service Fees (if any):
Other Customer Terms:	

The Customer Agreement (the “**Agreement**”), made and entered into as of the Effective Date between BS&A and Customer, includes and incorporates: (i) the above Order; (ii) any Orders previously or subsequently entered into by the Parties; and (iii) the Customer Terms and Conditions, which are attached to this Order (the “**Terms and Conditions**”); (iv) the Pricing Sheet attached to this Order (the “**Pricing Sheet**”); and (v) any Statements of Work (each an “**SOW**”) entered into by the parties, a form of which is attached to this Order .

BS&A SOFTWARE, LLC

VILLAGE OF HOFFMAN ESTATES

Name: _____
Title: _____

Name: _____
Title: _____

EXHIBIT A
CUSTOMER TERMS AND CONDITIONS

The Parties agree as follows:

1. Definitions.

1.1 **"Authorized User"** means Customer's employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **"BS&A IP"** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A's provision of the Platform but does not include Customer Data.

1.3 **"Business Contact Data"** means Personal Information that relates to BS&A's relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **"Customer Data"** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **"Documentation"** means Company's end user documentation relating to the Platform, including any user guides.

1.6 **"Harmful Code"** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **"Order"** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A's online ordering process, the results of such online ordering process.

1.8 **"Personal Information"** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered "personal data", "personally identifiable information", or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **"Platform"** has the meaning set forth on the Order.

1.10 **"Professional Services"** means training, migration, implementation, integration, or other professional services that are memorialized in writing in a Statement of Work and provided to Customer in connection with its use of the Platform hereunder.

1.11 **"Statement of Work"** or **"SOW"** means a written statement of work for Professional Services executed by both Parties that incorporates this Agreement by reference.

1.12 **"Subscription Period"** means the time period identified on the Order during which Customer's Authorized Users may access and use the Platform.

1.13 **"Third-Party Products"** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.14 **"Usage Data"** means usage data collected and processed by BS&A in connection with Customer's use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.15 “**Usage Limitations**” means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-upon by the Parties.

2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer’s compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer’s internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users’ accounts.

2.2 Replaced Functionality. In the event that BS&A changes the design of the product such that existing functionality is moved or re-bundled to a different module than owned by the Customer, BS&A shall continue to provide the Product in the manner originally provided or to provide access to the replacement functionality. The obligation to provide access to replacement functionality does not prevent BS&A from removing product functionality, in the event that

2.3 Documentation License. Subject to and conditioned on Customer’s compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer’s internal business purposes in connection with its use of the Platform.

2.4 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A’s detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party’s intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.5 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.6 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer’s and any Authorized User’s access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer’s or any Authorized User’s use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A’s provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party’s intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A’s access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 8.1 (any such suspension described in subclauses (i), (ii), or (iii), a “**Service Suspension**”).

BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.7 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement, BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform.

3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. BS&A shall not cause use of Third-Party Products by Customer without providing prior notification. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers ("**Customer Systems**"); (iv) the security and use of Customer's and its Authorized Users' access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its or its Authorized Users' access credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A's standard support channels during BS&A's normal business hours.

4.1 BS&A provides telephone based support from 9 am to 5 pm ET Monday through Friday. Online support is available until 6 pm ET Monday through Thursday. BS&A publishes a listing of recognized company holidays each year.

4.2 Support does not include the following (i) installation or implementation of the BSA Software Products; (ii) onsite training/support, remote training, application design, report design, and other consulting services; (iii) support of customer hardware, customer software not provided by BS&A, or support outside of BS&A's normal business hours; and (iv) support of any third-party vendor's software, not provided by BS&A such as operating system software, network

software, word processors, spreadsheets, etc.

5. Professional Services. BS&A will perform Professional Services as described in an Order or Statement of Work. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order or Statement of Work, Customer will reimburse BS&A's reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character ("**Work Product**"), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer's authorized use of the Platform under this Agreement.

6. Personnel. Customer shall have the right to require qualified replacement of BS&A personnel assigned to the Customer project by formally requesting such change through their Project Manager. BS&A warrants that each person assigned to a Customer project will be assigned for the duration of the assigned person's involvement in the project, in their respective area of expertise unless due to the following exceptions: Customer request for replacement to their assigned project manager or sales representative, illness, death, termination or resignation from BS&A..

7. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards, sufficient to protect against potential risks associated with this Agreement, and no less than the amounts shown in Exhibit C. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

8. Fees and Taxes.

8.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees ("**Fees**") identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days' notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A's sole discretion, provided that Customer agrees that the increase may be no greater than four percent (4%). Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within sixty (60) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within thirty (30) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A's other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer's and its Authorized Users' access to all or any part of the Platform until such amounts are paid in full.

8.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A's income.

9. Confidential Information.

9.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as "confidential" or something similar at the time of disclosure or within a reasonable period of time thereafter; "**Confidential Information**". Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to,

or reliance upon the disclosing Party's Confidential Information.

9.2 Duty. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder ("**Representatives**"). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. Further, notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms. The notice requirement and duty to seek a protective order found in 8.2(i) shall not apply to Customer's duty to comply with the Illinois Freedom of Information Act and Customer shall be released from any damages associated with the release of any information as a result of its compliance with the Illinois Freedom of Information Act.

9.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-use and nondisclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

10. Data Security and Processing of Personal Information.

10.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

10.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

10.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

11. Intellectual Property Ownership; Feedback.

11.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

11.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

11.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data, including all Business Contact Data.

11.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications

or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like (“**Feedback**”), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

12. Mutual Warranties; Disclaimer of Other Warranties.

12.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

12.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED “AS IS” AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER’S OR ANY OTHER PERSON’S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

13. Indemnification.

13.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys’ fees) (“**Losses**”) incurred by Customer resulting from any third-party claim, suit, action, or proceeding (“**Third-Party Claim**”) brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party’s US intellectual property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A’s sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer’s sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 13.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

13.2 Customer Indemnification. To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A’s option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party’s intellectual property or other rights and any Third-Party Claims based on Customer’s or any Authorized User’s (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option and expense, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

13.3 Sole Remedy. THIS SECTION 13.3 SETS FORTH CUSTOMER’S SOLE REMEDIES AND BS&A’S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

14. Limitations of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS

AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 9; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 13 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THE GREATER OF THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM OR THE AMOUNT OF INSURANCE PROCEEDS ACTUALLY AVAILABLE WITHOUT RESERVATION AT THE TIME OF SETTLEMENT OR JUDGMENT TO COVER THE CLAIM(S), DAMAGES OR LOSSES BY THE CUSTOMER UNDER INSURANCE PLACED OR PROVIDED PURSUANT TO THIS AGREEMENT). NOTHING IN THIS PROVISION SHALL BE CONSTRUED AS A LIMITATION ON THE AMOUNT OF INDEMNIFICATION PROVIDED BY SECTION 13 HEREIN.

15. Subscription Period and Termination.

15.1 Subscription Period. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "**Initial Subscription Period**") commencing upon date which the system becomes available for the Village's use. This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Subscription Period**" and together with the Initial Subscription Period, the "**Subscription Period**"). BS&A shall provide notice to Customer at least sixty (60) days prior to the expiration of the then current term.

15.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 9;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business; or

(d) Customer may terminate any Renewal Subscription Period upon ninety (90) day written notice.

Customer may request a copy of their data by providing BS&A with a notice on intention to terminate the agreement.

15.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer

shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 9, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

15.4 Survival. This Section 15.4 and Sections 1, 5, 9, 11, 12, 13, 14, 15.3, and 16 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

16. Miscellaneous.

16.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

16.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

16.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "**Notice**") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

16.4 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

16.5 Amendment and Modification. No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

16.6 Waiver. No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

16.7 Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

16.8 Governing Law; Submission to Jurisdiction. To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Illinois without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Illinois. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Illinois in each case located in Cook County, Illinois each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

16.9 Assignment. Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

16.10 Export Regulation. The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

16.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a “commercial item” as that term is defined at 48 C.F.R. § 2.101, consisting of “commercial computer software” and “commercial computer software documentation” as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

16.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 9 or, in the case of Customer, Section 2.4, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

EXHIBIT B
PRICING SHEET

Cloud Modules - Annual Fee

Financial Management

General Ledger	\$14,430
Accounts Payable	\$11,865
Cash Receipting	\$12,975
Accounts Receivable	\$11,200
Fixed Assets	\$10,975
Purchase Order	\$11,640
Utility Billing (<i>approximately 16,600 utility accounts</i>)	\$14,940

Personnel Management

Payroll	\$19,620
Human Resources	\$13,765

Community Development

Community Development	\$19,935
Business License	\$11,420

BS&A Online

Community Development <i>Permit Application Feature - Enables contractors and the general public to submit permit applications online</i>	\$10,185
Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$3,020

Annual Recurring Integrations/Service Fees

Laserfiche - BS&A Integration with Laserfiche Document Management System <i>Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A modules.</i>	\$2,385
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Subtotal **\$168,355**

Data Conversions/Database Setup

Convert existing Central Square data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 5 Years Journal Transaction history)	\$13,800
Accounts Payable (Vendors, Up to 5 years invoices and check history)	\$12,000
Cash Receipting (Receipt items, Up to 5 years receipt history)	\$12,000
Accounts Receivable (Customers, Invoice and Receipt History, if available)	\$14,400
Fixed Assets (Asset Information)	\$8,000
Purchase Order (Historical completed purchase orders)	\$14,600
Payroll (Database Setup, Employee detail and YTD, Up to 5 years check history)	\$29,600
Human Resources (Employee Position/status history, Positions, License types)	\$17,200
Utility Billing (Accounts, Services, Deposits, Rates, Meters; Up to 5 Years of Service, Billing & Payment History)	\$24,900
Building Department (per database)	\$31,600
Business License (per database)	\$20,400
Subtotal	\$198,500

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
Subtotal	\$1,500

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$58,900

Implementation and Training

- \$1,200/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	10		\$12,000
Financial Management Modules	Days:	40		\$48,000
Personnel Management Modules	Days:	22		\$26,400
Community Development Modules	Days:	33		\$39,600
		Total:	105	Subtotal \$126,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,200/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Days:	8	\$9,600
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Cost Totals

Modules - Annual Fee	\$168,355
Data Conversions/Database Setup	\$198,500
Custom Import	\$1,500
Project Management and Implementation Planning	\$58,900
Implementation and Training	\$126,000
Post-Go Live Assistance	\$9,600

Total Proposed	\$562,855
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<i>Travel Expenses</i>	<i>\$48,685</i>
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Grand Total (including Travel Expenses)	\$611,540
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Payment Schedule

- 1st Payment: **\$257,400** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$168,355** to be invoiced upon activation of customer's site.
- 3rd Payment: **\$185,785** including Travel Expenses to be invoiced upon completion of training.

Payments Total: **\$611,540**

EXHIBIT C

INSURANCE REQUIREMENTS

BS&A 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 BS&A, its agents, representatives, employees or subcontractors.

A. 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.

B. Minimum Limits of Insurance

BS&A 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 \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 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.

C. Deductibles and Self-Insured Retention's

Any deductibles or self-insured retention's must be declared to and approved by the Village. The insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents, employees and volunteers.

D. 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 BS&A; products and

completed operations of BS&A; premises owned, leased or used by BS&A; or automobiles owned, leased, hired or borrowed by BS&A. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.

- b. BS&A'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 BS&A'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. BS&A's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that BS&A'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 BS&A for the Village.

E. Verification of Coverage

BS&A 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.

Statement of Work

Village of Hoffman Estates, Cook County IL

Prepared for: (Name)
Village of Hoffman Estates, Cook County IL

Prepared by: Kevin Schafer
BS&A Software

Date: November 11, 2024

Version: 1

Revision: 1.1
Status: Draft

Table of Contents

1. Contact List.....	19
2. Key Data from Proposal.....	20
3. Activities and Deliverables.....	21
3.1 GL/Budgeting	21
3.2 Cash Receipting	21
3.3 Accounts Payable.....	22
3.4 Purchase Order	22
3.5 Fixed Assets.....	23
3.6 Miscellaneous Receivables.....	23
3.7 Payroll.....	24
3.8 Human Resources	25
3.10 Utility Billing.....	26
3.13 Building Department.....	10
3.14 Business License.....	10
3.15 BS&A Online-Building Department.....	10
4. Delivery Method.....	28
4.1 Generalized Approach.....	28
4.2 Detailed Schedule	30
4.3 Gantt Chart	32
5. Project Management Process.....	34
5.1 Organization – Roles and Responsibilities.....	34
5.2 Change Control.....	35
5.3 RAID Management.....	36
6. Review and Approval.....	37
7. Appendix	38
7.1 Change Request Form.....	39

a. Table of Figures

Figure 1: Delivery Process Overview.....	28
Figure 2: Delivery Process - Execute Phase.....	29
Figure 3: Change Control Procedure.....	35

1. Contact List

This section provides the list of key contacts for both BS&A Software and Hoffman Estates:

BS&A Contacts

<i>Name</i>	<i>Email</i>	<i>Cell</i>
Name one	Email one	Cell one
Name two	Email two	Cell two
Name three	Email three	Cell three

Hoffman Estates Contacts

<i>Name</i>	<i>Email</i>	<i>Cell</i>
Name one	Email one	Cell one
Name two	Email two	Cell two
Name three	Email three	Cell three

2. Key Data from Proposal

SCREEN SHOTS OF KEY PAGES WILL BE PASTED HERE

3. Activities and Deliverables

This section describes specific activities and deliverables that will be provided by BS&A Software to fulfill the obligations set out in the proposal. Each subsection includes the detailed requirements for: Data Conversion, Process Definition, and Cutover.

3.1 GL/Budgeting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Build GL banks and assign GL cash accounts
10. Set up due to/due from rules
11. Verify final BS&A database at cutover

Establish BS&A Process

2. Review current GL process
 - a. Chart of Accounts analysis
 - b. Budget process and timing
 - c. Bank reconciliation process and timing
 - d. Pooled cash environments
 - e. Funds with differing FYEs
 - f. Project accounting
 - g. Grant accounting
3. Review BS&A application functionality
4. Define BS&A process and training requirements
5. Document BS&A process
6. Verify final BS&A process at cutover

3.2 Cash Receipting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
 - a. If no conversion, add receipt items

8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current CR process
 - a. Number of receipting stations
 - b. Confirm receipting hardware requirements
 - c. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.3 Accounts Payable

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
 - a. If no conversion, import vendors list
8. QC final BS&A database and documentation
 - a. Verify 1099 vendors are marked
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current AP process
 - a. Invoice entry process and timing
 - b. Approval process
 - c. Check run process and timing
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.4 Purchase Order

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. QC final BS&A documentation
3. Customize purchase order format

4. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PO process
 - a. Requisition entry process
 - b. Purchasing policy
 - c. Approval workflow
 - d. Bidding
 - e. Receiving
 - f. Year end process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.5 Fixed Assets

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Collect screen shots from current solution
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current FA process
 - a. Depreciation schedule
 - b. Construction in progress
 - c. Improvements
 - d. Importing assets from PO or AP
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.6 Miscellaneous Receivables

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. QC final BS&A documentation

3. Customize MR invoice format
4. Customize customer statement format
5. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current MR process
 - a. Invoice entry process
 - b. Billing frequency
 - c. Penalties
 - d. ACH payments
 - e. Handling of delinquent balances
 - f. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.7 Payroll

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Refine development using implementation notes and contract language
4. Develop required payroll documents, including check formats
5. Duplicate payroll
6. Test journalization
7. Preliminary conversion QC and documentation
8. Extract final data with corroborating reports
9. Convert final data
10. QC final BS&A database and documentation
11. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PR process
 - a. Number of employees
 - b. Departments
 - c. Active/inactive
 - d. Pay frequencies
 - e. Hourly pay vs. salary pay
 - f. Allocation tables
 - g. Bargaining unit impact
 - h. Pay structures/rates
 - i. Direct deposit
 - j. Shift work/overtime
 - k. Leave policies
 - l. Workers compensation

- m. Equipment rental
- 2. Review BS&A application functionality
- 3. Define BS&A process and training requirements
- 4. Document BS&A process
- 5. Verify final BS&A process at cutover

3.8 Human Resources

Establish BS&A Databases

- 1. Extract preliminary data with corroborating reports
- 2. Preliminary conversion development
- 3. Preliminary conversion QC and documentation
- 4. Benefit categories
- 5. Benefit carriers
- 6. Benefit plans
- 7. QC final BS&A database and documentation
- 8. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current HR process
 - a. Number of employees with benefits
 - b. Benefit categories, carriers, plans
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.10 Utility Billing

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Collect screen shots from current solution
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Customize bill format and other documents
7. Extract final data with corroborating reports
8. Convert final data
9. QC final BS&A database and documentation
10. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current UB process
 - a. Billing frequency and timing
 - b. Read file interfaces
 - c. Bill printing process
 - d. Payment process
 - e. Delinquent balance process
 - f. Work orders
 - g. Any required application interfaces
2. Review BS&A application functionality
3. Establish new read file interface
4. Establish payment file interface
5. Establish printer export file
6. Define BS&A process and training requirements

3.11 Building Department

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Preliminary conversion QC and documentation
4. Preliminary conversion data review
5. Extract final data with corroborating reports
6. Convert final data
7. QC final BS&A database and documentation
8. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current BD process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.12 Field Inspection

Establish BS&A Process

1. Review current process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.13 BS&A Online – Building Department

Establish BS&A Process

1. Review current process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

12. 4. Delivery Method

This section describes the method that BS&A Software will use to deliver this project to Iron County. This method is described in terms of the generalized approach and as a detailed schedule.

4.1 Generalized Approach

BS&A Software will use the following four-phase approach to fulfill the needs of Iron County:

Phase 1 – Initiate

This phase encompasses the work necessary to achieve a signed proposal. (This phase is usually completed with the signed proposal).

Phase 2 – Plan

This phase follows the signed proposal and produces the detailed description for the work to be undertaken and the schedule for the work, and is presented in the Statement of Work (this document).

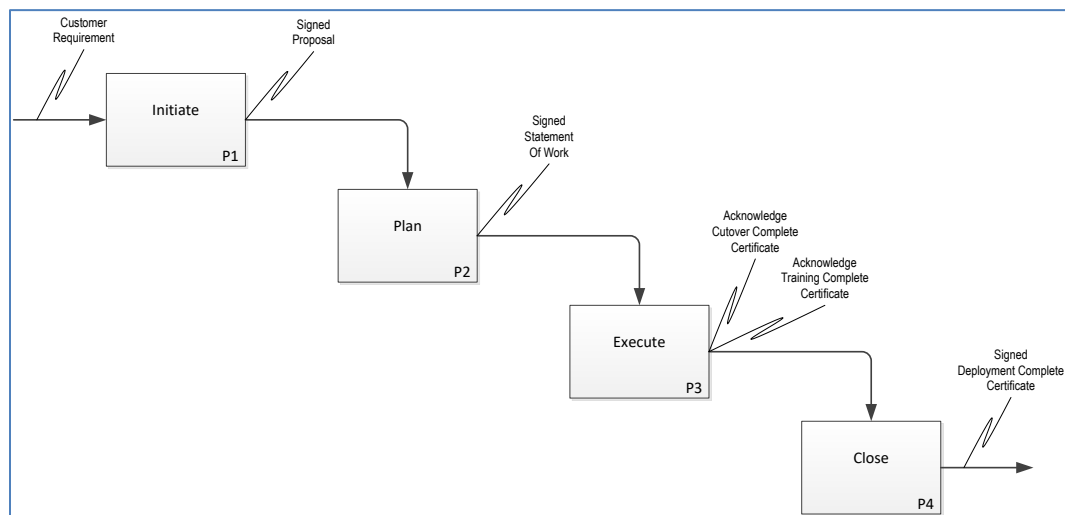
Phase 3 – Execute

This phase encompasses all of the activity necessary to bring into operation the applications provided by BS&A Software and the associated training.

Phase 4 – Close

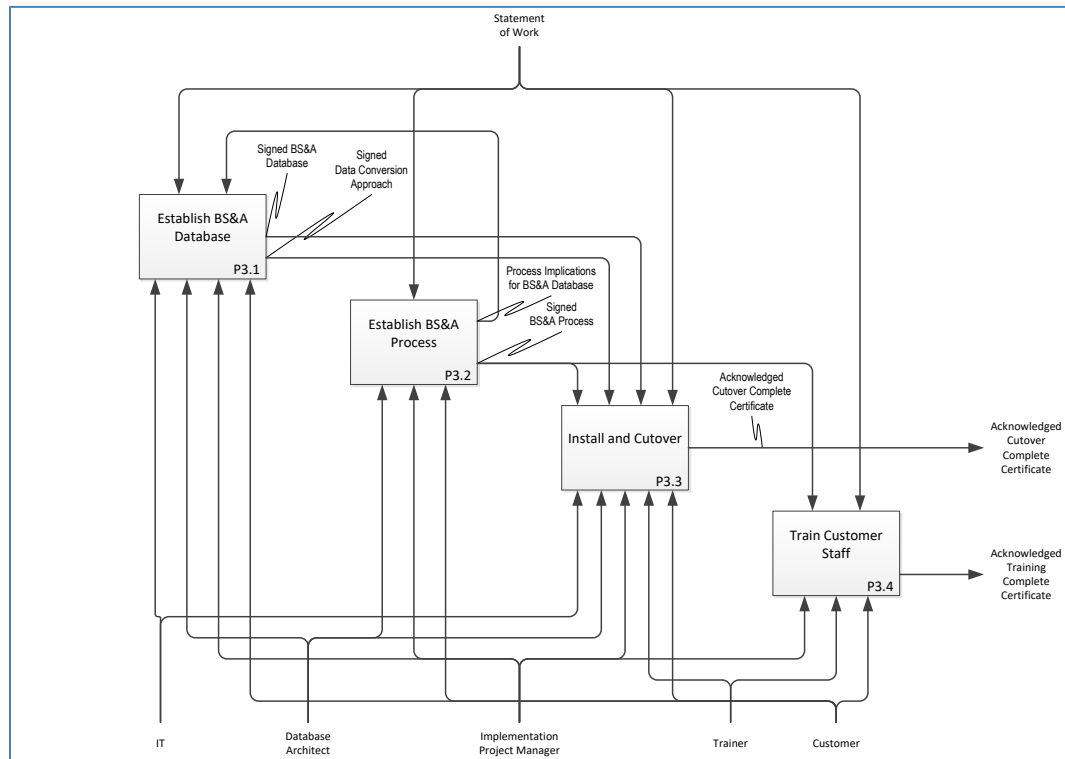
This phase provides a formal conclusion of the project and the handover to BS&A's support team.

Figure 1: Delivery Process Overview



This diagram shows the general approach that BS&A Software will follow to deliver this project.

Figure 2: Delivery Process - Execute Phase



This diagram shows the activities within the Execute phase of the project, which are:

- ~ Establish BS&A database(s)
- ~ Establish BS&A process(s)
- ~ Install and cutover
- ~ Train customer staff

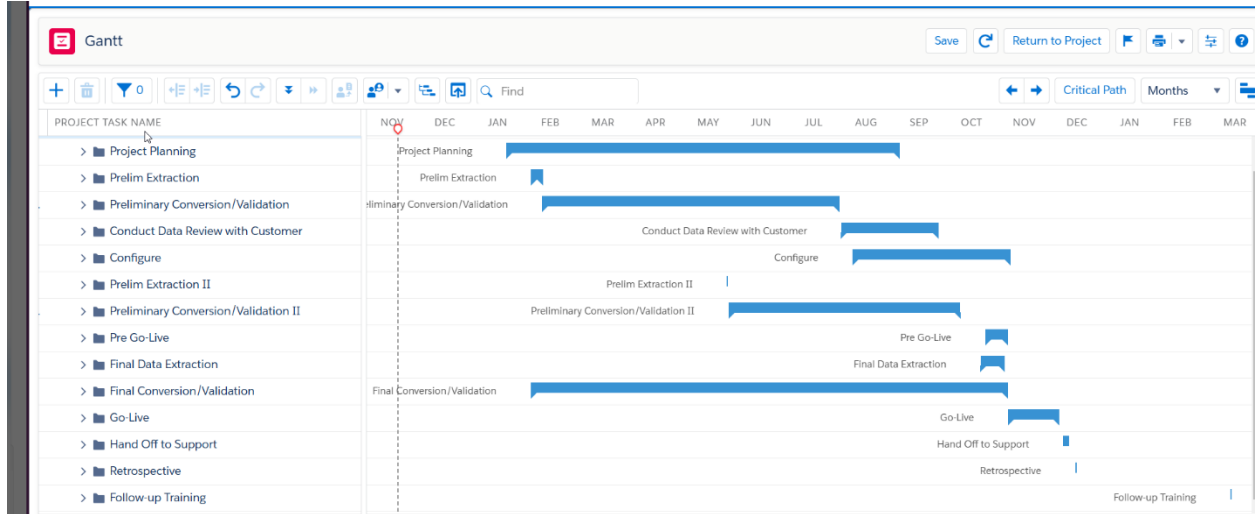
The details for each activity can be provided if required.

4.2 Detailed Schedule – Note, approximate schedule included for example purposes only. Actual schedule will be determined in collaboration between BS&A Project Manager, and Customer, following contract execution. Current BS&A scheduling indicates a likely kick-off commencing approximately 60-90 days after contract execution.

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Conduct Kick-off Meeting	BS&A and Village	2 months post signing	1 day
Review Project Scope and Project Management Process	BS&A	2 months post signing	1 week
Establish Project Meeting Schedule	BS&A and Village	2 months post signing	1-3 weeks
Assemble BS&A Project Team	BS&A	2-3 months post signing	1 month
Assemble Village Project Team	Village	2-3 months post signing	1 month
Create Initial Project Timeline	BS&A & Village	2-3 months post signing	1-2 months
IT and Data Conversion Activities			
Extract Preliminary Data from current System	BS&A and Village	5 months pre go-live	1 week
Conduct Data Mapping and Develop Data Conversion Routines	BS&A	5 months pre go-live	1-3 months
Conduct Review of Converted Data with Village	BS&A and Village	4 months pre go-live	1 week
Knowledge Transfer			
Conduct On-site Process Review Meeting	BS&A and Village	6-9 months pre go-live	2 weeks
Conduct Analysis of Current Forms	BS&A and Village	6-9 months pre go-live	1-2 weeks
Conduct Review of Required Reports	BS&A and Village	6-9 months pre go-live	1-4 days
Conduct Analysis of System Interface Requirements	BS&A and Village	6-9 months pre go-live	1-2 weeks
Develop Best Practices Recommendation	BS&A	6-9 months pre go-live	1 Month
Approve Recommendations	Village	6-9 months pre go-live	1-2 weeks
Provide Consulting and Assistance with Chart of Account Redesign	BS&A	6-9 months pre go-live	1 month
Create System Specification Document	BS&A	6-9 months pre go-live	3 days
Implementation			
Create Forms	BS&A	0-2 months pre go-live	2 days
Create Reports	BS&A	0-2 months pre go-live	2 days
Conduct Acceptance Testing	Village	0-2 months pre go-live	2 days
Conduct Final Data Extraction	Village	1 week pre go-live	2 days
Convert Final Data	BS&A	1 week pre go-live	2 days
On-site Set-up for Users and Configuration Items	BS&A	0-1 month pre go-live	4 days
Training			
On-site Training	BS&A and Village	0-2 months pre go-live	Varies
Post-Project Activities			
Conduct Post Project Review & Assessment	BS&A and Village	1 month post go-live	Varies

Conduct Post Implementation Follow Up Training	BS&A and Village	TBD	TBD
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4.3 Gantt Chart



5. Project Management Process

This section describes the following project management procedures that will be used to support the delivery of this project:

- ~ Organization
- ~ Change Control
- ~ RAID Management (Risk, Action, Issue, Decision)

5.1 Organization – Roles and Responsibilities

This subsection describes the organization that BS&A Software will use to support the delivery of this project.

Project Specific Roles

BS&A Software will use the following roles during the project:

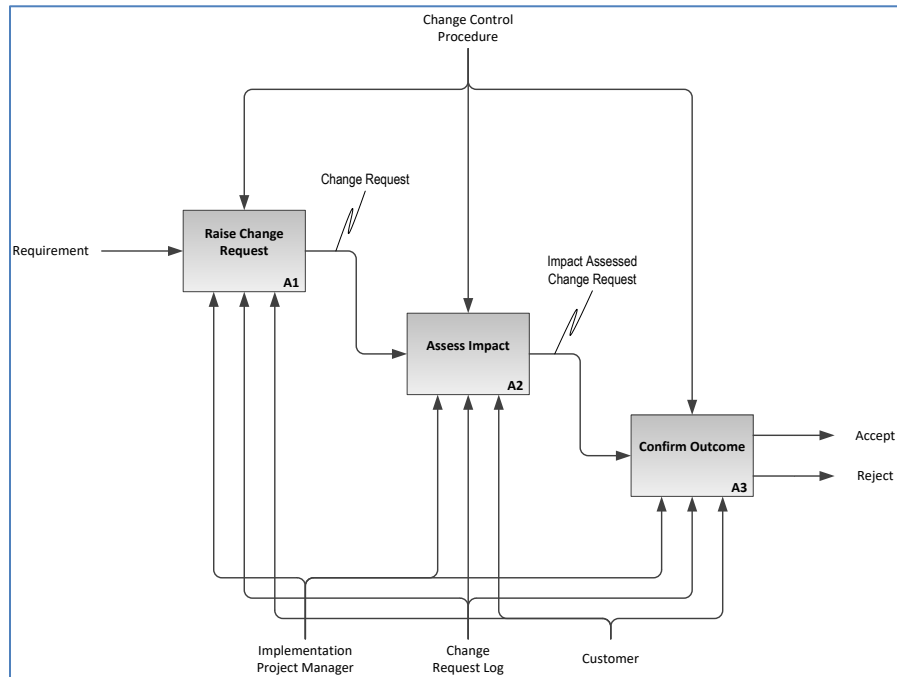
- ~ **Implementation Director**
 - ˘ Has overall accountability for the project and provides a point of escalation for the customer.
- ~ **Implementation Project Manager**
 - ˘ Has day-to-day accountability for the project.
 - ˘ Manages and coordinates all activities and resources associated with the project
 - ˘ Produces and maintains the Project Plan
 - ˘ Responsible for and leads the work associated with the development of the customer's new processes.
- ~ **Database Architect**
 - ˘ Responsible for and leads the work associated with the development of the customer's new databases.
- ~ **Trainer**
 - ˘ Responsible for and leads the cutover and delivery of the training.
- ~ **IT**
 - ˘ Assists with the extraction of test and production data from the customer's existing applications.
 - ˘ Responsible for the installation of the BS&A applications on the customer's production environment.
- ~ **Subject Matter Experts**
 - ˘ May assist as required.

Note: there may be a number of people fulfilling each role; i.e., trainers may only train on specific applications.

5.2 Change Control

This subsection describes the Change Control procedure that BS&A Software will use to support the delivery of projects.

Figure 3: Change Control Procedure



This diagram shows the Change Control Procedure and activities as follows:

- ~ Raise change request
- ~ Assess impact
- ~ Confirm outcome

The details of these activities are available in the Project Management Procedures document.

5.3 RAID Management

This subsection provides an overview of the RAID Management (Risk, Action, Issue, and Decision) procedures that will be used to support the delivery of this project.

ITEM	DEFINITION	ATTRIBUTES
Risk	Used to describe events that may occur and the impact on the project if they occur	<i>Creation</i> – can be raised at any point during the life of the project <i>Review</i> – risks will be reviewed at specific times during the project <i>Lifespan</i> – could remain open for the duration of the project
Action	Used to describe and control the specific tasks that are raised at management meetings. These tasks are outside of activities listed in the Project Plan and Statement of Work.	<i>Creation</i> – are raised at an appropriate management meeting, and can be raised at any point during the life of the project. <i>Review</i> – progress towards closure will be reviewed at each subsequent instance of the management meeting at which the action was raised. <i>Lifespan</i> – the expectation is that an action will be closed within two iterations of the management meeting at which they were raised.
Issue	Used to describe and bring focus to a situation where a task on the project plan has not been, or cannot be, delivered according to: schedule, specification, or budget.	<i>Creation</i> – can be raised at any point during the life of the project. <i>Review</i> – progress towards closure will be reviewed at the management meeting. <i>Lifespan</i> – an issue will remain open until it has been resolved to the satisfaction of all concerned.
Decision	Used to describe and record a decision made by the project; i.e., the outcome of a change request, or the approval of a milestone.	<i>Creation</i> – can be raised at any point during the life of the project. <i>Review</i> – decisions are presented to a management meeting that has the authority to make those decisions. <i>Lifespan</i> – a decision will be open up to the point that when it is presented to the meeting, it will be either accepted or rejected (a “no-decision” is equal to a rejection).

The details of the RAID Management procedure are available in the Project Management Procedures document.

6. Review and Approval

There will be various review points during the project (see Project Schedule Dates) when a formal review of progress will be marked by the confirmation of, and agreement to, specific deliverables.

You will receive a confirmation email at the completion of each of the following milestones in the implementation process. A return email will serve as your approval:

- ~ **Statement of Work.** At this point, we will ask you to acknowledge that you have received the Statement of Work and that it represents the agreed-upon scope of the project.
- ~ **BS&A Database and Conversion Approach.** At this point, we will ask you to acknowledge that you have received the BS&A Database and Conversion Approach, and that it represents an acceptable conversion plan for Cutover.
- ~ **Cutover Complete.** At this point, we will ask you to acknowledge that the Implementation Team has provided an agreed-upon BS&A Database and Conversion Approach.
- ~ **Training Complete.** At this point, we will ask you to acknowledge that the Training Team has delivered training consistent with the Statement of Work, or that some days were left unused and should not be billed.
- ~ **Deployment Complete.** At this point, we will ask you to acknowledge that BS&A has provided deliverables consistent with the Statement of Work, and that any outstanding issues from the Implementation and Training processes have been addressed or transferred to the Support Team.

7. Appendix

7.1 Change Request Form

7.1 Change Request Form

TITLE	
Owner Provide the name of the person who would like this Change Request to go forward for consideration.	
Date Raised Provide the date that this Change Request was raised	
Rationale <i>[tick most appropriate]</i> What is the primary reason for raising this Change Request?	☐ Unknown ☐ Resolve an issue ☐ Terminate or treat a risk ☐ Reduce project cost ☐ Improve the business case ☐ Increase capability ☐ Align with external environment ☐ Comply with legal or regulatory requirements
Description <i>[tick all appropriate]</i> What needs to change?	☐ Change scope ☐ Change specification ☐ Change design ☐ Change strategy or approach ☐ Change schedule
Description notes Provide a brief description of what needs to change, and include reference to the specific milestones that will be affected.	
Benefit <i>[tick most appropriate]</i> What is the expected scale of the benefit associated with this Change Request?	☐ Unknown ☐ Less than \$1,000 ☐ Between \$1,000 and \$5,000 ☐ Between \$5,000 and \$10,000 ☐ More than \$10,000
Impact on schedule <i>[tick most appropriate]</i> What is the estimated impact on the schedule of this Change Request?	☐ Unknown ☐ No impact ☐ One month ☐ Between one month and three months ☐ More than three months
Impact on cost <i>[tick most appropriate]</i> What is the estimated direct cost of implementing this Change Request?	☐ Unknown ☐ Less than \$1,000 ☐ Between \$1,000 and \$5,000 ☐ Between \$5,000 and \$10,000 ☐ More than \$10,000

EXHIBIT E

Vendor	ID	Business Area	Functional Area	Use Case	Requirement	Priority	Availability	Required Products	Cost	Comments
BS&A Software	1	Community Development	Address Management	Address administration and standardization	Establish procedures for GIS to position all addresses. Establishing a link between the Village's GIS master address database and its permitting solution to ensure all departments have the most accurate and timely access to current addressing records.	E - Essential	Y - Yes			
BS&A Software	2	Community Development	Address Management	Address management and administration	Create one master address repository in GIS that feeds core business functions with accurate addresses.	E - Essential	N - Not Available			Data can be imported, but BS&A Cloud does not maintain a GIS repository.
BS&A Software	3	Community Development	Address Management	Address management and administration	Establish address status for development projects (proposed, approved, under construction, historic, active, retired).	E - Essential	Y - Yes			Via custom user field.
BS&A Software	4	Community Development	Address Management	Address management and administration	Temporary / final addresses for new plats are created at the time of recording allowing for permitting activity to be tracked.	E - Essential	Y - Yes			Addresses are versioned and audited.
BS&A Software	5	Community Development	Address Management	Address management and	Provide the ability to create a workflow involving Engineering-Building staff within the LMS for adding	E - Essential	Y - Yes			Addresses can be set as active or inactive.

				administrati on	new addresses to an active listing of valid master addressing system so only valid addresses can be associated with the new or existing records.					
BS& A Soft ware	6	Commun ity Develop ment	Address Managem ent	Address managem ent and administrati on	Addressing workflow should also associate with the underlying geography for the record (e.g., structure footprint).	E - Essenti al	Y - Yes			A geometry can be assigned to individual locations and/or grouped to multiple locations.
BS& A Soft ware	7	Commun ity Develop ment	Address Managem ent	Address managem ent and administrati on	Provide the ability to retain address history and enforce parent-child relationships to provide historical lineage for both addresses and assessor's parcel ID numbers.	D - Desire d	Y - Yes			
BS& A Soft ware	8	Commun ity Develop ment	Address Managem ent	Address managem ent and administrati on	Provide the ability to route newly created addresses to a workflow for review and approval by land management staff.	D - Desire d	N - Not Available			
BS& A Soft ware	9	Commun ity Develop ment	Address Managem ent	Address managem ent and administrati on	Ability to use consistent address formatting in the system as the 911 dispatch center so data from emergency responses could be integrated and approved through workflow. Vendor – please provide comment on if/how this is possible.	D - Desire d	N - Not Available			Need additional information

BS&A Software	10	Community Development	Address Management	Address management and administration	Provide the ability to propagate address changes from the Village's master address layer in GIS so they can be validated within the permitting system's land management/address file.	E - Essential	Y - Yes		Custom Import Definitions can be set up and mapped to import/update property/parcel/owner data en masse from various sources, including GIS.
BS&A Software	11	Community Development	Business Licensing	Manage delinquent business license renewals.	Provide the means of capturing delinquencies for expired (non-renewed) business licenses that are past due so they can be flagged for immediate violation and prevented for operating in the Village.	E - Essential	Y - Yes		
BS&A Software	12	Community Development	Business Licensing	Manage the administration of renewal cycles for business licenses.	Provide an online application for all types of business licenses enabling new and renewals to be administered through a portal or online experience.	E - Essential	Y - Yes		Currently only renewals are possible through BSAOnline.com, though new applications will be added in a future update.

BS&A Software	13	Community Development	Business Licensing	Manage the administration of renewal cycles for business licenses.	Provide options to configure an approval workflow enabled multiple reviewers (departments) to coordinate their approvals for new licenses.	E - Essential	Y - Yes			
BS&A Software	14	Community Development	Business Licensing	Manage the administration of renewal cycles for business licenses.	Ability to provide multiple files of supporting information that can be used to accompany the application as required for approvals (e.g., site plan, business plan, menu, lease, insurance, basset training, etc.)	E - Essential	Y - Yes			
BS&A Software	15	Community Development	Business Licensing	Manage the administration of renewal cycles for business licenses.	Enable the system to generate annual renewal notifications for expiring licenses so they can provide notice of renewal via email and templated correspondence in MS Office.	E - Essential	Y - Yes			
BS&A Software	16	Community Development	Business Licensing	Manage transactional receipting of fees associated with all license types.	Fees are system calculated for all standard licenses with the option to prorate for a half year of licensing fees.	E - Essential	Y - Yes			
BS&A	17	Community	Cashiering	Receipting of fees at point of	POS capabilities are available for all permit/activity types for which payment can be	O - Optional	Y - Yes			

Soft ware		Develop ment		sale - online and over-the-counter.	receipted at the transactional level.					
BS& A Soft ware	18	Commun ity Develop ment	Cashiering	Receipting of fees at point of sale - online and over-the-counter.	POS capabilities provide an option for all forms of payment.	O - Option al	Y - Yes			
BS& A Soft ware	19	Commun ity Develop ment	Cashiering	Receipting of fees at point of sale - online and over-the-counter.	POS can include multiple types of permit activities for a single payment transaction. Online payments can be receipted for all activities that can be collected via POS system.	O - Option al	Y - Yes			
BS& A Soft ware	20	Commun ity Develop ment	Cashiering	Receipting of fees at point of sale - online and over-the-counter.	POS receipts are associated with specific GL codes and automatically create appropriate journal entries for each batch processed because the cashiering module is integrated with the GL in the ERP.	O - Option al	Y - Yes			GL distributions are setup on each billing Item and the activity is tracked when payment is receipted.
BS& A Soft ware	21	Commun ity Develop ment	Code Enforcem ent	Citizen reporting of possible code violations	Enable citizens to submit code violations and receive real-time case status information online.	O - Option al	N - Not Available			

BS&A Software	22	Community Development	Code Enforcement	Citizen reporting of possible code violations	Provide citizens with a means of reporting violations so they can be acted upon through a service request management system. This capability will allow staff to see the past histories of reports from an address, property, or individual.	O - Optional	N - Not Available			
BS&A Software	23	Community Development	Code Enforcement	Code inspection management and administration	Provides the means to configure workflows for violation inspections providing end-to-end communication with customers.	E - Essential	Y - Yes			
BS&A Software	24	Community Development	Code Enforcement	Field staff code case processing and administration	Enable field staff to create, access, and update code cases (incidents) from the field.	E - Essential	Y - Yes			
BS&A Software	25	Community Development	Code Enforcement	Field staff code case processing and administration	Enable code case violation histories to be associated with addresses or locations for efficient retrieval.	E - Essential	Y - Yes			
BS&A Software	26	Community Development	Code Enforcement	Code case notification processing and management	Generate official notifications that can be distributed via correspondence and email.	E - Essential	Y - Yes			

BS&A Software	27	Community Development	Code Enforcement	Code case adjudication and case management administration	Manage the lifecycle of the adjudication process, from notice of violation through to final judgement.	D - Desired	Y - Yes			
BS&A Software	28	Community Development	Code Enforcement	Code case management and administration	Ability to administer property code, building, zoning, and use violations within a central violation management system.	E - Essential	Y - Yes			
BS&A Software	29	Community Development	Code Enforcement	Code case management and administration	Provide a violation history review lookup capability by location, address, violation type, property, etc.	D - Desired	Y - Yes			
BS&A Software	30	Community Development	Code Enforcement	Code case notification processing and management	Review status transparency is automatically provided to staff.	E - Essential	Y - Yes			
BS&A Software	31	Community Development	Code Enforcement	Code case notification processing and management	Status transparency and permit history is available to staff.	E - Essential	Y - Yes			
BS&A Software	32	Community Development	Code Enforcement	Code case notification processing and	Status transparency and permit history is available to the public.	D - Desired	Y - Yes			via BSAOnline.com

				managem nt						
BS& A Soft ware	33	Commun ity Develop ment	Code Enforcem ent	Code case managem ent and administrati on	Provide the capability for the Village to automatically capture pending review time internally to represent its completion of tasks to its constituents.	O - Option al	Y - Yes			
BS& A Soft ware	34	Commun ity Develop ment	Code Enforcem ent	Code case adjudicatio n and case managem ent administrati on	Ability to assign individual cases to hearing dates, to generate hearing agendas grouped by case type, to generate a staff report summarizing cases for a given hearing date, and to capture the judgments resulting from hearings, including the ability to reassign to a future hearing date.	O - Option al	Y - Yes			
BS& A Soft ware	35	Commun ity Develop ment	Code Enforcem ent	Online public access to code case status and disposition	Provide online status transparency to all appropriate parties for building permit applications.	E - Essenti al	Y - Yes			via BSAOnline.co m
BS& A Soft ware	36	Commun ity Develop ment	Code Enforcem ent	Online public access to code case status and disposition	Provide automated follow-up notifications to citizen requestors.	O - Option al	Y - Yes			via custom workflows and/or BSAOnline.co m
BS& A	37	Commun ity	Contracto r Licensing	Contractor license managem e	Enable the tracking of active certificates of insurance so businesses are notified to	E - Essenti al	Y - Yes			

Soft ware		Develop ment		nt and administrati on	provide updates before or at expiration.					
BS& A Soft ware	38	Commun ity Develop ment	Contracto r Licensing	Manage occupation al license status as a condition of business license renewals.	Enable the Village to track professional licenses necessary to operate or perform business activities for business licensure or for construction permitting.	E - Essential	Y - Yes			
BS& A Soft ware	39	Commun ity Develop ment	Contracto r Licensing	Provide online access to resources promoting customer self-service for new or renewed business licenses.	Contractors submit their credentials through their own account via an online portals to represent their business contacts, staff, and associated trade licenses. This can relieve the community for maintaining these licenses on behalf of their contractors.	D - Desired	F - Future			Contractor/Li censee registration will be added to BSAOnline.c om in a future update.
BS& A Soft ware	40	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managemen t	Conditions of approval established during the site plan review process can be automatically associated with final project approval (master permit) so they can be enforced prior to issuance of certificate of occupancy.	E - Essential	Y - Yes			
BS& A Soft ware	41	Commun ity Develop ment	Electronic Plan Review	Site plan review and process	Enable an end-to-end electronic plan review process within the solution, including markup of an attached PDF	E - Essential	Y - Yes			

				managem nt	and the addition and removal of specific external reviewers.					
BS& A Soft ware	42	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managem nt	Enable the system to manage a resubmission process for electronic plan reviews such that reviewer comments and drawings objects can be easily identified for changes (additions, deletions, and revisions).	D - Desire d	Y - Yes			
BS& A Soft ware	43	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managem nt	Provide electronic document management capabilities associated with plan reviews so that they can be linked to cases.	D - Desire d	T - Third Party			ePlanRevie w (EPR) from e- PlanSoft
BS& A Soft ware	44	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managem nt	Associate all permits, cases, projects, etc. to a land management record.	D - Desire d	Y - Yes			
BS& A Soft ware	45	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managem nt	Ability to associate plan review comments directly within the permitting system of record associated with plan reviews (e.g., e-plan reviews or for traditional, paper-based reviews so they are visible to appropriate staff).	E - Essenti al	Y - Yes			
BS& A Soft ware	46	Commun ity Develop ment	Electronic Plan Review	Site plan review and process managem nt	Ability to accommodate hierarchical reviews, so that one division can act as an intermediary to roll up comments from other external reviewers prior to	E - Essenti al	Y - Yes			

					consolidating and representing to the applicant.					
BS&A Software	47	Community Development	Fee Management	Receipting of fees at point of sale - online and over-the-counter.	All fees are calculated, receipted, and recorded at the individual activity transactions in the permitting system record by case number.	E - Essential	Y - Yes			
BS&A Software	48	Community Development	Fee Management	Support the submission of partial payments for fees	Partial payments can be supported for balances that are due and owing at different stages of the application submission lifecycle.	D - Desired	Y - Yes			
BS&A Software	49	Community Development	Inspections	Online access for customer self-service	Inspections can be scheduled online and other channels not requiring staff intervention.	E - Essential	Y - Yes			When using BSAOnline.com
BS&A Software	50	Community Development	Inspections	Inspection management and administration	Implementing inspection lists (e.g., checklists) as part of a new system implementation would allow for inspectors to report on results consistently and provide applicants an understanding of the outstanding reviews necessary for permit closure.	D - Desired	Y - Yes			
BS&A Software	51	Community Development	Inspections	Inspection management and administration	Provide the capability to schedule inspectors for inspections directly in the system and interface with	E - Essential	Y - Yes			Interfaces with Microsoft Outlook 365

					Microsoft Outlook calendar for inspectors.					
BS&A Software	52	Community Development	Inspections	Inspection management and administration	Provide the ability for applicants to initiate online inspection requests, and represent the ability to assign the inspection date and time range automatically.	O - Optional	Y - Yes			
BS&A Software	53	Community Development	Inspections	Inspection management and administration	Provide the ability to automate recurring inspections for situations involving time based events (e.g., occupancy inspections for fire).	O - Optional	N - Not Available			
BS&A Software	54	Community Development	Inspections	Inspection management and administration	Provide capability to bill for time involved for inspections, plan reviews, or code enforcement activities (e.g., overtime inspection, violations).	O - Optional	Y - Yes			
BS&A Software	55	Community Development	Inspections	Inspection management and administration	Provide the ability for inspections to be cancelled online, within the mobile application, and/or within the permitting system. Ability to apply fees if inspections are cancelled within a defined timeframe prior to the scheduled inspection time.	D - Desired	Y - Yes			
BS&A Software	56	Community Development	Inspections	Inspection management and administration	Provide the ability for inspectors to automatically notify the next inspection to be performed via text or email the moment the	D - Desired	Y - Yes			

					previous scheduled inspection is completed.					
BS&A Software	57	Community Development	Inspections	Inspection management and administration	Ability to freeze all inspection activity (scheduling/conducting inspections) for a case tied to the payment of a specific fee type or noncompliance of a specific request.	D - Desired	Y - Yes			
BS&A Software	58	Community Development	Inspections	Permit notification processing and management	Integrate notifications for inspection results using integrations with messaging systems including email, text, mobile applications, etc. so they can be immediately pushed out.	E - Essential	Y - Yes			
BS&A Software	59	Community Development	Inspections	Inspection management and administration	Provide the ability to assign inspectors to inspections automatically using defined geographic regions and specific case types/parameters.	O - Optional	Y - Yes			With integration to an ArcGIS site.
BS&A Software	60	Community Development	Inspections	Field staff permit processing and administration	Inspection results and violation notices can be saved to the system in real-time through a mobile interface and comments can be sent to permit-holders automatically by email, txt, etc.	E - Essential	Y - Yes			
BS&A Software	61	Community Development	Inspections	Inspection management and	Provide the ability to represent, and allow for automatic and manual	O - Optional	Y - Yes			

				administrati on	distribution of workloads for individual inspectors.					
BS& A Soft ware	62	Commun ity Develop ment	Inspection s	Inspection manageme nt and administrati on	Provide automated routing capabilities available in the vendor's mobile application or mobile-facing website.	E - Essenti al	Y - Yes			
BS& A Soft ware	63	Commun ity Develop ment	Inspection s	Inspection manageme nt and administrati on	Provide the ability to document inspection results, upload photos, access related permit and property records, print and email results, and initiate reinspection scheduling using a mobile application or mobile-accessible web platform, with a real-time interface to the system database.	E - Essenti al	Y - Yes			
BS& A Soft ware	64	Commun ity Develop ment	Inspection s	Inspection manageme nt and administrati on	Provide speech-to-text capability for entering inspection notes.	O - Option al	T - Third Party			Possible through third party apps.
BS& A Soft ware	65	Commun ity Develop ment	Inspection s	Inspection manageme nt and administrati on	Provide the ability for staff to be notified for permit cases approaching expiration and to automatically generate emails to permit holders and expire permits without any activity.	D - Desire d	Y - Yes			
BS& A Soft ware	66	Commun ity Develop ment	Inspection s	Inspection manageme nt and administrati on	Provide the ability for external notifications through notice of compliance letters (report, report converted to a form	O - Option al	Y - Yes			

					letter, report converted to an email, etc.).					
BS&A Software	67	Community Development	Meetings Boards Hearings	Boards and Hearings	Provide the ability to assign a case to a scheduled hearing date, and represent the ability to export case information to include with hearing agendas. This functionality should be available for multiple hearing events per case.	O - Optional	Y - Yes			
BS&A Software	68	Community Development	Meetings Boards Hearings	Boards and Hearings	Provide the ability to include conditions of approval on subsequent linked records in the system.	D - Desired	Y - Yes			
BS&A Software	69	Community Development	Meetings Boards Hearings	Boards and Hearings	An applicant should have the ability to mark up plans and communicate written comments, which can be visible in electronic plans in conjunction with Village reviewer's comments.	E - Essential	Y - Yes			via BSAOnline.com
BS&A Software	70	Community Development	Mobile Access	Field staff permit processing and administration	Mobile access to the permit activities associated with one or more inspections can be provided to inspectors and the public to provide real-time information (e.g., including inspector field notes, inspector's comments, remaining conditions for approval, etc.).	E - Essential	Y - Yes			

BS&A Software	71	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Allow users to set up online accounts in the role of: • Organization • Applicant Contact (Property Owner, Business Owner) • Contractor	E - Essential	Y - Yes				
BS&A Software	72	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability for organizational accounts to designate authorized contact accounts to perform tasks within the online system on their behalf.	O - Optional	Y - Yes				
BS&A Software	73	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Provide an ability for users with relevant contractor licenses to update the system's contractor license database by uploading renewals as appropriate, including the ability to receive automated notifications when licenses are set to expire.	E - Essential	Y - Yes				
BS&A Software	74	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to submit applications for all record types online, including the ability to submit information for multiple related cases (e.g., prime and sub-permits) with a single online form submission. Represent the ability to provide for applications requiring plan review and those not requiring plan review (web permits).	D - Desired	Y - Yes				

BS&A Software	75	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to print approve records once all approvals have been processed and relevant fees paid.	E - Essential	Y - Yes			
BS&A Software	76	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to track the status of a case review based on defined process review steps configurable by the Village.	E - Essential	Y - Yes			
BS&A Software	77	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to display a map in the online applicant portal after the applicant enters an address or location to allow applicants to confirm accuracy	D - Desired	N - Not Available			
BS&A Software	78	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Provide an online map interface allowing users and citizens to run geographic queries on the Village's development activity and review details related to specific cases the Village designates as visible to the public.	O - Optional	Y - Yes			Requires GIS integration.
BS&A Software	79	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to provide applicants with opportunities to save and update their online application over multiple sessions.	E - Essential	N - Not Available			

BS&A Software	80	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Enforce mandatory application submission requirements to eliminate or significantly reduce the number of incomplete applications submitted by the applicant.	E - Essential	Y - Yes				
BS&A Software	81	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Ability to enforce address standardization for all applications (BTRs, land development applications, building permits, engineering, etc.) involving an existing structure or property against a master address file. Non-matching addresses are automatically flagged for validation via an address review workflow.	E - Essential	Y - Yes				
BS&A Software	82	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Establish online portal for residents to submit applications through online forms auto populating permitting system records (eliminate all double-entry) and accept payment for permits where applicable.	E - Essential	Y - Yes				
BS&A Software	83	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	Provide real-time status of application submissions.	E - Essential	Y - Yes				

BS&A Software	84	Community Development	Online Applicant Portal	Online applicant self-service for permit application submission	The online applicant portal is configurable to prompt the user for required information based application type: including fees, attachments, signatures, and notices for additional information.	E - Essential	Y - Yes			
BS&A Software	85	Community Development	Permitting	Application, case, and project identification coding and indexing.	All approved cases and conditions of approval are associated with applications tied to specific projects, properties (tax ID), addresses, and geographic coordinates.	E - Essential	Y - Yes			
BS&A Software	86	Community Development	Permitting	Application, case, and project identification coding and indexing.	Store the geographic position of all addresses independent of parcel tax ID. - Confirm geographic locations (X,Y,Z) can be associated for all addresses and sub addresses.	D - Desired	Y - Yes			With integration to an ArcGIS site.
BS&A Software	87	Community Development	Permitting	Building structure indexing and management	A structure inventory provides the means to tie specific activities to unique indexes when multiple structures exist at an address or given property. Structures are associated with polygons in GIS so their positions relative to other features like parcels	D - Desired	Y - Yes			With integration to an ArcGIS site.
BS&A	88	Community	Permitting	Application, case, and project	Changes to project names can be supported and lineage	D - Desired	Y - Yes			

Soft ware		Develop ment		identificatio n coding and indexing.	maintained for any previous project names.					
BS& A Soft ware	89	Commun ity Develop ment	Permitting	Field staff permit processing and administrati on	Enable mobile staff workflows to capture the necessary information in the field can be readily represented in the system of record to enforce all conditions of approval.	E - Essenti al	Y - Yes			
BS& A Soft ware	90	Commun ity Develop ment	Permitting	Final permit approval and closeout	Closeout open permits as quickly as possible by implementing triggers/notifications so permits can be finalized.	E - Essenti al	Y - Yes			
BS& A Soft ware	91	Commun ity Develop ment	Permitting	Final permit closeout and managem ent	Certificate of occupancy workflows can be configured for appropriate review disciplines at the permit issuance stage to ensure conditions of approval can be enforced at the permit closeout stage.	D - Desire d	Y - Yes			
BS& A Soft ware	92	Commun ity Develop ment	Permitting	Final permit approval and closeout	Performance guarantees are confirmed for release in a workflow that determines when these guarantees can be released.	D - Desire d	Y - Yes			
BS& A Soft ware	93	Commun ity Develop ment	Permitting	Final permit approval and closeout	Notification of a certificate of occupancy inspection can be provided in real-time to applicants, owners, and staff.	D - Desire d	Y - Yes			

BS&A Software	94	Community Development	Permitting	Permit notification processing and management	Buffer notifications for the given case can be supported using the community's GIS geometry to select active addresses, parcels, and/or occupant structures within the permitting system of record.	E - Essential	N - Not Available			
BS&A Software	95	Community Development	Permitting	Permit processing and administration	Permitting system workflows should be configurable based upon the type of application and the review authorities to be involved.	E - Essential	Y - Yes			
BS&A Software	96	Community Development	Permitting	Permit processing and administration	All correspondence and conditions of approval are regarding the evidence of approval are associated with the case in the permitting system of record.	D - Desired	Y - Yes			
BS&A Software	97	Community Development	Permitting	Permit processing and administration	Ensure all reasons for a "hold" on a permit are enforced and can be independently verified by staff, public, and applicants through the permitting system of record via online and other applicable channels.	D - Desired	Y - Yes			
BS&A Software	98	Community Development	Permitting	Right-of-way permit processing and administration	The management of right-of-way permits is fully integrated with all entitlement, permitting, and acceptance processes.	D - Desired	Y - Yes			

BS&A Software	99	Community Development	Permitting	Right-of-way permit processing and administration	The extent of the right-of-way impact is defined by a geographic area (polygon) and saved with each ROW permit. The ability to create spatial queries to identify future ROW permitting activities can identify conflicts before they occur. Index special event planning cases or permitting records using geographic (x,y,z) location as a primary index without association to physical addresses or parcel ID.	D - Desired	Y - Yes			With integration to an ArcGIS site.
BS&A Software	100	Community Development	Permitting	Right-of-way permit processing and administration	Capture the locations of utilities in the permitting system of record based upon geographic position in the right-of-way so potential conflicts can be identified.	D - Desired	Y - Yes			With integration to an ArcGIS site.
BS&A Software	101	Community Development	Permitting	Special event planning and permitting	Special events are managed by geographic location of impact area for defining extent of boundary area (e.g., polygon, point, line, etc.). Index special event permitting records using geographic (x,y,z) location as a primary index without association to physical addresses or parcel ID.	O - Optional	N - Not Available			

BS&A Software	102	Community Development	Permitting	Special event planning and permitting	Special events are timebound and transparent to users so they can identify possible conflicts with existing permitting activity in progress	D - Desired	N - Not Available				
BS&A Software	103	Community Development	Permitting	Special event planning and permitting	Provide a complete history of review comments by all disciplines / reviewers so each iteration cycle for sufficiency can be audited and validated.	E - Essential	Y - Yes				
BS&A Software	104	Community Development	Permitting	Special event planning and permitting	E-plan submissions can facilitate approval workflows in the permitting system of record in addition to capturing time involved in the application review process.	O - Optional	Y - Yes				
BS&A Software	105	Community Development	Permitting	Special event planning and permitting	Support versioning of the plan submission can be associated with each plan review iteration.	O - Optional	Y - Yes				
BS&A Software	106	Community Development	Permitting	Special event planning and permitting	Enable multiple reviewers can be reviewing a set of plans concurrently.	E - Essential	Y - Yes				
BS&A Software	107	Community Development	Permitting	Special event planning and permitting	Review comments are entered once and represented on the plan review set and in the permitting system of record for each review discipline.	E - Essential	Y - Yes				

BS&A Software	108	Community Development	Permitting	Special event planning and permitting	Enable reviewers to see the status of comments in real-time that can be consolidated in the system of record to provide status information online back to the applicant.	E - Essential	Y - Yes			
BS&A Software	109	Community Development	Permitting	Site plan review and process management	Ability to save sections of the Village's municipal code as standard comments available in the plan review application, including the ability to users to select frequent or "favorite" plan comments; ability to save checklists for building plan review activities.	D - Desired	Y - Yes			
BS&A Software	110	Community Development	Permitting	Site plan review and process management	Ability to associate building characteristics with location rather than with individual permit records.	O - Optional	Y - Yes			
BS&A Software	111	Community Development	Permitting	Site plan review and process management	Ability to retain digitally signed submissions.	E - Essential	Y - Yes			
BS&A Software	112	Community Development	Permitting	Inspection management and administration	Checklists for all types of permitting applications can be enforced consistently to enforce a standard procedures.	D - Desired	Y - Yes			
BS&A Software	113	Community Development	Planning & Zoning	Permit processing and	All approved planning cases are linked to subsequent or concurrent building, engineering, fire, and other	E - Essential	Y - Yes			

				administrati on	disciplines through a master project to master permit association (or similar hierarchical association).					
BS&A Soft ware	11 4	Commun ity Develop ment	Planning & Zoning	Application, case, and project identificatio n coding and indexing	Index building and site development plans to permitting system records / cases when an application is accepted as "complete".	D - Desire d	Y - Yes			
BS&A Soft ware	11 5	Commun ity Develop ment	Planning & Zoning	Application, case, and project identificatio n coding and indexing.	Use geographic areas to define primary location as another index in addition to address & parcel ID. Index planning cases or permitting records using geographic (x,y,z) location as a primary index.	O - Option al	N - Not Available			
BS&A Soft ware	11 6	Commun ity Develop ment	Planning & Zoning	Application, case, and project identificatio n coding and indexing.	Set requirements for replacement permitting system to allow places/events to be recognized independent of parcel ID (e.g., by geographic location). Index special event planning cases or permitting records using geographic (x,y,z) location as a primary index without association to physical addresses or parcel ID.	O - Option al	N - Not Available			
BS&A	11 7	Commun ity	Planning & Zoning	Land use (entitlemen t)	The disposition ZBA case reviews, findings, and/or judgments are documented	E - Essenti al	Y - Yes			

Soft ware		Develop ment		adjudication and case management administration	with the case, agenda management system, and associated with the tax parcel ID, property address(es), and geographic coordinate location.					
BS& A Soft ware	11 8	Commun ity Develop ment	Planning & Zoning	Land use (zoning) entitlement reviews	Zoning determination of an application is maintained in the permitting system of record and associated with the property tax ID, address, and location.	E - Essenti al	Y - Yes			
BS& A Soft ware	11 9	Commun ity Develop ment	Planning & Zoning	Land use (zoning) entitlement reviews	Zoning determinations are linked to projects which can be linked to planning, building, engineering, fire, or any other review discipline.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 0	Commun ity Develop ment	Planning & Zoning	Land use (zoning) entitlement reviews	Cases represented to appellate or review boards (ZBA, Planning and Zoning Commission, Committee Meetings, etc.) are documented in the permitting system of record including agendas, minutes, and decisions.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 1	Commun ity Develop ment	Planning & Zoning	Notification processing and managemen t	ZBA notifications can support automated generation of mailers (mail merge).	E - Essenti al	Y - Yes			
BS& A	12 2	Finance	Accounts Payable	Allow employees to submit	Employees can submit an expense reimbursement request that is automatically	E - Essenti al	Y - Yes			

Soft ware				expense reimbursements requests	routed for approval based on the department.					
BS&A Soft ware	123	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	Expense requests can be approved in advance, with the payment made to the employee.	E - Essential	Y - Yes			
BS&A Soft ware	124	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	System allows users to submit receipts after expenses have occurred for final approval of the transactions.	E - Essential	Y - Yes			
BS&A Soft ware	125	Finance	Accounts Payable	Create a recurring payment	System can create a recurring payment for a set amount to a vendor (e.g., monthly lease payment).	D - Desired	Y - Yes			
BS&A Soft ware	126	Finance	Accounts Payable	Create AP reports	Ability to automatically generate performance measures on the AP process (e.g., number of errors on invoice entry, time to process an invoice, etc.).	O - Optional	N - Not Available			Some of this data could be generated, but it is not clear how we could calculate the number of errors on an invoice as indicated in the example.

BS&A Software	127	Finance	Accounts Payable	Create AP reports	Ability to define specific search criteria (summary and detail) and limits while performing an inquiry.	E - Essential	Y - Yes			
BS&A Software	128	Finance	Accounts Payable	Create AP reports	Ability to drill-down from summary level reports to detail levels for vendor, encumbrance and invoice/payment information.	E - Essential	Y - Yes			
BS&A Software	129	Finance	Accounts Payable	Create AP reports	Ability to provide document history retrieval linking requisitions to purchase orders, invoices, and checks.	E - Essential	Y - Yes			
BS&A Software	130	Finance	Accounts Payable	Create AP reports	Ability to track and report payments by department, vendor, account distribution, check or ACH number, date and amount.	E - Essential	Y - Yes			
BS&A Software	131	Finance	Accounts Payable	Create AP reports	Ability to view a check register for multiple payment methods (e.g., garnishments, welfare, with the option to print by payment type).	E - Essential	Y - Yes			
BS&A Software	132	Finance	Accounts Payable	Create AP reports	Ability to view check register daily to certify check funds.	E - Essential	Y - Yes			
BS&A Software	133	Finance	Accounts Payable	Create Payment File	Ability for the system to have an option of printing or not printing checks that are below a defined threshold (e.g., does not print zero-dollar checks).	E - Essential	Y - Yes			

BS&A Software	134	Finance	Accounts Payable	Create Payment File	Ability for user-defined check and check stub formatting, including ability to modify without requiring assistance from the software vendor.	D - Desired	Y - Yes			
BS&A Software	135	Finance	Accounts Payable	Create Payment File	Ability to allow selected items to be paid and items to be withheld or deleted from payment for a particular check run.	D - Desired	Y - Yes			
BS&A Software	136	Finance	Accounts Payable	Create Payment File	Ability to generate manual checks on-demand locally.	E - Essential	Y - Yes			
BS&A Software	137	Finance	Accounts Payable	Create Payment File	Ability to have check stock control numbers included with check data.	D - Desired	Y - Yes			
BS&A Software	138	Finance	Accounts Payable	Create Payment File	Ability to issue checks or EFT payments out of various bank accounts, including providing detailed email notification (include information which would have been on check stub) to vendor of EFT transmittal.	E - Essential	Y - Yes			
BS&A Software	139	Finance	Accounts Payable	Create Payment File	Ability to notify the user when a check is to be printed that exceeds a user-defined maximum check amount.	E - Essential	Y - Yes			
BS&A Software	140	Finance	Accounts Payable	Create Payment File	Ability to print checks on plain paper stock.	D - Desired	Y - Yes			

BS&A Software	141	Finance	Accounts Payable	Create Payment File	Ability to print from multiple bank accounts in the same check run.	D - Desired	N - Not Available			Each Bank Account gets it's own check run
BS&A Software	142	Finance	Accounts Payable	Create Payment File	Ability to process check runs at any time.	D - Desired	Y - Yes			
BS&A Software	143	Finance	Accounts Payable	Create Payment File	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	E - Essential	Y - Yes			
BS&A Software	144	Finance	Accounts Payable	Create Payment File	Ability to restrict the reuse of a check number.	D - Desired	Y - Yes			
BS&A Software	145	Finance	Accounts Payable	Create Payment File	Ability to select vouchers for check processing (EFT vs. printed check).	E - Essential	Y - Yes			
BS&A Software	146	Finance	Accounts Payable	Create Payment File	Ability to store and use the next sequential check number to be used for each bank's checking account.	E - Essential	Y - Yes			
BS&A Software	147	Finance	Accounts Payable	Create Payment File	System allows for at least 8 digits for the check number.	E - Essential	Y - Yes			
BS&A Software	148	Finance	Accounts Payable	Create Payment File	System can automatically add payments to check run based on payment due date.	D - Desired	Y - Yes			

BS&A Software	149	Finance	Accounts Payable	Create Payment File	System detects fraudulent activities using Positive Pay security, ACH Positive Pay, Reverse Positive Pay, and ACH Debit Block.	E - Essential	Y - Yes			
BS&A Software	150	Finance	Accounts Payable	Create Payment File	System monitors available cash balance to see available funds for paying invoices.	D - Desired	Y - Yes			
BS&A Software	151	Finance	Accounts Payable	Enter invoices	Ability for a user to make a correction to an invoice entry while it is in the approval queue. The corrected amount can go through the approval queue without re-entering the entire invoice.	D - Desired	Y - Yes			
BS&A Software	152	Finance	Accounts Payable	Enter invoices	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting with appropriate workflow.	D - Desired	Y - Yes			
BS&A Software	153	Finance	Accounts Payable	Enter invoices	Ability to access information, including attached documents, from the referenced purchase order line item(s) during invoice entry.	D - Desired	Y - Yes			
BS&A Software	154	Finance	Accounts Payable	Enter invoices	Ability to default purchase order information on the invoice during invoice entry with source transaction information.	D - Desired	Y - Yes			

BS&A Software	155	Finance	Accounts Payable	Enter invoices	Ability to designate "separate check" on an invoice transaction, so this payment is not combined with other payments to the same vendor.	E - Essential	Y - Yes				
BS&A Software	156	Finance	Accounts Payable	Enter invoices	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	E - Essential	Y - Yes				
BS&A Software	157	Finance	Accounts Payable	Enter invoices	Ability to enter credit amount against a PO.	E - Essential	Y - Yes				
BS&A Software	158	Finance	Accounts Payable	Enter invoices	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	D - Desired	Y - Yes				
BS&A Software	159	Finance	Accounts Payable	Enter invoices	Ability to identify capitalized items, based on account and dollar amount, as invoices are processed and prompt user to enter fixed assets related details.	D - Desired	Y - Yes				
BS&A Software	160	Finance	Accounts Payable	Enter invoices	Ability to process one invoice or multiple invoices from one purchase order (or encumbrance) and/or for one purchase order line item.	D - Desired	Y - Yes				

BS&A Software	161	Finance	Accounts Payable	Enter invoices	Ability to require follow-up actions before processing payments if the amount due on the vendor invoice exceeds the current encumbrance by more than a tolerable threshold (e.g., contact vendor, determine reason for difference, and obtain necessary workflow approvals).	D - Desired	Y - Yes			
BS&A Software	162	Finance	Accounts Payable	Enter invoices	Ability to support creation of templates for recurring invoices.	D - Desired	Y - Yes			
BS&A Software	163	Finance	Accounts Payable	Enter invoices	An electronic copy of the invoice can be attached to the invoice record.	E - Essential	Y - Yes			
BS&A Software	164	Finance	Accounts Payable	Enter invoices	Invoice data can be added via scanning an invoice and the system scrapping data from the scan via OCR or similar method.	D - Desired	N - Not Available			
BS&A Software	165	Finance	Accounts Payable	Enter invoices	System allows invoice date to be different than the transaction date when entering an invoice.	D - Desired	Y - Yes			
BS&A Software	166	Finance	Accounts Payable	Enter invoices	System automatically detects potential duplicate invoices and notifies the user when this occurs.	E - Essential	Y - Yes			

BS&A Software	167	Finance	Accounts Payable	Generate 1099 forms	Ability to access at least five calendar years of 1099 information in the system.	D - Desired	Y - Yes			
BS&A Software	168	Finance	Accounts Payable	Generate 1099 forms	Ability to calculate and deduct backup withholding for vendors that are subject to backup withholding.	D - Desired	N - Not Available			
BS&A Software	169	Finance	Accounts Payable	Generate 1099 forms	Ability to default 1099 codes based on the general ledger account code.	O - Optional	N - Not Available			
BS&A Software	170	Finance	Accounts Payable	Generate 1099 forms	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, report combining multiple vendors with same tax ID).	E - Essential	Y - Yes			
BS&A Software	171	Finance	Accounts Payable	Generate 1099 forms	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	E - Essential	Y - Yes			
BS&A Software	172	Finance	Accounts Payable	Generate 1099 forms	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount.	E - Essential	Y - Yes			
BS&A Software	173	Finance	Accounts Payable	Generate 1099 forms	Ability to process different types of 1099 forms.	D - Desired	Y - Yes			

BS&A Software	174	Finance	Accounts Payable	Generate 1099 forms	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	E - Essential	Y - Yes			
BS&A Software	175	Finance	Accounts Payable	Generate 1099 forms	Ability to track all required information for 1099 reporting purposes with ability to make corrections (e.g., 1099 payments versus non-1099 payments, vendor information, etc.) and electronically transmit to the IRS for reporting purposes.	E - Essential	Y - Yes			
BS&A Software	176	Finance	Accounts Payable	Generate 1099 forms	Ability to view a 1099 report that identifies vendors that have been associated with a 1099 status but do not have complete 1099 information.	E - Essential	R - Reporting			
BS&A Software	177	Finance	Accounts Payable	Generate 1099 forms	System can automatically generate 1099 forms for vendors that are designated as 1099 vendors.	E - Essential	Y - Yes			
BS&A Software	178	Finance	Accounts Payable	Generate 1099 forms	Vendor provides updates to annual 1099 forms, IRS file formats, etc. with the annual software maintenance agreement at no additional cost.	E - Essential	Y - Yes			
BS&A Software	179	Finance	Accounts Payable	Maintain a vendor file	Ability to allow vendor data changes without affecting the vendor information on historical transactions.	E - Essential	Y - Yes			

BS&A Software	180	Finance	Accounts Payable	Maintain a vendor file	Ability to annually archive inactive vendors based upon flexible, user-generated parameters.	D - Desired	Y - Yes			There is a tool that allows users to inactivate vendors with not activity for a date range, but no other parameters are supported.
BS&A Software	181	Finance	Accounts Payable	Maintain a vendor file	Ability to assign classifications to vendors (e.g., Regular, One-Time, Employee, EFT, Payroll, etc.) and the ability to limit access for updating vendor information based on vendor classification.	D - Desired	Y - Yes			
BS&A Software	182	Finance	Accounts Payable	Maintain a vendor file	Ability to change 1099 status without losing prior history.	E - Essential	Y - Yes			
BS&A Software	183	Finance	Accounts Payable	Maintain a vendor file	Ability to configure the customer database as one combined system database or separate by module/area (AP/AR).	D - Desired	Y - Yes			A 'Person' record can be used as a vendor in AP and as a Customer Account in AR
BS&A Software	184	Finance	Accounts Payable	Maintain a vendor file	Ability to create foreign address with a minimum of 6 lines.	E - Essential	Y - Yes			

BS&A Software	185	Finance	Accounts Payable	Maintain a vendor file	Ability to create multiple vendor names per vendor with the ability to assign each address as appropriate (e.g., invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	E - Essential	Y - Yes			
BS&A Software	186	Finance	Accounts Payable	Maintain a vendor file	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.) with necessary security provided.	E - Essential	Y - Yes			
BS&A Software	187	Finance	Accounts Payable	Maintain a vendor file	Ability to establish a control to avoid vendor profile duplication; but allow multiple physical locations.	E - Essential	Y - Yes			
BS&A Software	188	Finance	Accounts Payable	Maintain a vendor file	Ability to establish security for limited access to social security numbers/FEIN on vendor file.	E - Essential	Y - Yes			
BS&A Software	189	Finance	Accounts Payable	Maintain a vendor file	Ability to have a free text area where comments about a vendor may be attached to the vendor file record.	D - Desired	Y - Yes			
BS&A Software	190	Finance	Accounts Payable	Maintain a vendor file	Ability to notify requestor when a vendor is setup.	D - Desired	Y - Yes			
BS&A	191	Finance	Accounts Payable	Maintain a vendor file	Ability to search one-time payments by classification.	D - Desired	Y - Yes			MISCELANEO US Vendor

Soft ware										code designation
BS& A Soft ware	19 2	Finance	Accounts Payable	Maintain a vendor file	Ability to search one-time payments by vendor name/tax id.	D - Desire d	Y - Yes			
BS& A Soft ware	19 3	Finance	Accounts Payable	Maintain a vendor file	Ability to set a vendor preference for separate checks (not combining invoices into a single payment), and system will automatically generate the separate checks when processing payments to that vendor.	D - Desire d	N - Not Available			
BS& A Soft ware	19 4	Finance	Accounts Payable	Maintain a vendor file	Ability to set up alternate or multiple remit to vendors for payment (e.g., payment to IRS rather than vendor).	D - Desire d	Y - Yes			
BS& A Soft ware	19 5	Finance	Accounts Payable	Maintain a vendor file	Ability to track and report on all changes to the vendor master record.	E - Essenti al	Y - Yes			
BS& A Soft ware	19 6	Finance	Accounts Payable	Maintain a vendor file	Ability to track and search on vendor file address fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active/inactive), tax ID & type, commodity code (multiple).	E - Essenti al	Y - Yes			

BS&A Software	197	Finance	Accounts Payable	Maintain a vendor file	System allows authorized users to enter a one-time vendor that will not be accessible as a normal vendor for future purchases.	D - Desired	Y - Yes			Based on security access
BS&A Software	198	Finance	Accounts Payable	Maintain a vendor file	System allows users to submit a request for adding a new vendor that goes through an electronic approval workflow.	E - Essential	N - Not Available			A user could create an internal message to add a new vendor, but the system does not allow for adding a vendor with a status or state of "Unapproved.
BS&A Software	199	Finance	Accounts Payable	Maintain a vendor file	System can automatically assign a unique vendor ID number.	E - Essential	Y - Yes			
BS&A Software	200	Finance	Accounts Payable	Maintain a vendor file	System can create and maintain vendor registration files with the following information: Name(s) and Address(es) including dba's.	E - Essential	N - Not Available			
BS&A Software	201	Finance	Accounts Payable	Maintain a vendor file	System can detect and prevent potential duplicate vendors before they are added to the vendor file.	E - Essential	Y - Yes			Based on FED ID # only

BS&A Software	202	Finance	Accounts Payable	Maintain a vendor file	System can mark vendor data fields as restricted, which only allows authorized users to view those fields.	D - Desired	Y - Yes			Security based on field access
BS&A Software	203	Finance	Accounts Payable	Maintain a vendor file	System can require sales tax on items purchased with a vendor designated as a taxable vendor.	O - Optional	Y - Yes			
BS&A Software	204	Finance	Accounts Payable	Maintain a vendor file	System can store discount information (fixed amount or percentage) based on payment type, payment terms, etc. by vendor or invoice.	O - Optional	Y - Yes			
BS&A Software	205	Finance	Accounts Payable	Maintain a vendor file	System can store insurance information for vendors, including expiration date of coverage.	D - Desired	Y - Yes			
BS&A Software	206	Finance	Accounts Payable	Maintain a vendor file	System can store preferred payment method for each vendor (ACH, check, etc.).	E - Essential	Y - Yes			
BS&A Software	207	Finance	Accounts Payable	Maintain a vendor file	System can verify TIN matches IRS database.	D - Desired	N - Not Available			
BS&A Software	208	Finance	Accounts Payable	Maintain a vendor file	System maintains history of all vendor information changes (e.g., when an address is updated, users can see effective date of new address and still see old address details).	E - Essential	Y - Yes			

BS&A Software	209	Finance	Accounts Payable	Maintain a vendor file	System tracks KPIs of vendor performance including complaints and resolution.	D - Desired	Y - Yes			Custom Fields/Notes
BS&A Software	210	Finance	Accounts Payable	Maintain a vendor file	Users can attach files to a vendor record.	E - Essential	Y - Yes			
BS&A Software	211	Finance	Accounts Payable	Maintain a vendor file	Users can combine multiple vendors into a single record while maintaining the complete history of all vendors.	D - Desired	Y - Yes			
BS&A Software	212	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a 1099 vendor.	E - Essential	Y - Yes			
BS&A Software	213	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a local vendor.	E - Essential	Y - Yes			
BS&A Software	214	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a minority owned business.	E - Essential	Y - Yes			
BS&A Software	215	Finance	Accounts Payable	Pay an invoice	Ability to configure a price tolerance for PO matching, based on set dollar amount or percentage of purchase order.	D - Desired	Y - Yes			
BS&A Software	216	Finance	Accounts Payable	Pay an invoice	Ability to search for an invoice by searching for an address and seeing invoices associated with that address.	D - Desired	Y - Yes			

BS&A Software	217	Finance	Accounts Payable	Pay an invoice	Ability to enter multiple invoices against a blanket purchase order.	E - Essential	Y - Yes			
BS&A Software	218	Finance	Accounts Payable	Pay an invoice	System allows for 2 way or 3 way matching.	D - Desired	Y - Yes			
BS&A Software	219	Finance	Accounts Payable	Pay an invoice	System allows partial completion of purchase order if the quantity received is less than the total quantity of the purchase order.	D - Desired	Y - Yes			
BS&A Software	220	Finance	Accounts Payable	Pay an invoice	System automatically routes invoice for approval based on combination of department and dollar amount.	E - Essential	Y - Yes			
BS&A Software	221	Finance	Accounts Payable	Pay an invoice	System automatically verifies if invoice details (vendor information, price, quantity) match purchase order.	E - Essential	Y - Yes			
BS&A Software	222	Finance	Accounts Payable	Process a payment	Ability to automatically produce payments for garnishments from Payroll data.	E - Essential	Y - Yes			
BS&A Software	223	Finance	Accounts Payable	Process a payment	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	D - Desired	Y - Yes			
BS&A Software	224	Finance	Accounts Payable	Process a payment	Ability to maintain unique identifiers for individual ACH payments.	E - Essential	Y - Yes			

BS&A Software	225	Finance	Accounts Payable	Process a payment	Ability to pre-note when establishing a new bank account on a new Supplier or the Supplier request a change to the existing account.	E - Essential	Y - Yes			
BS&A Software	226	Finance	Accounts Payable	Process a payment	System allows users to withhold retainage from an invoice payment, and tracks the withheld amount for future reporting.	D - Desired	Y - Yes			
BS&A Software	227	Finance	Accounts Payable	Process a payment	System can automatically add retainage amounts to GL holding account.	D - Desired	N - Not Available			This could be accomplished , but it is a manual task, not automatic.
BS&A Software	228	Finance	Accounts Payable	Process a payment	System generates payment of correct type (check, EFT, wire) based on defined vendor settings stored in the vendor file.	E - Essential	Y - Yes			
BS&A Software	229	Finance	Accounts Payable	Provide vendor self-service functionality	System allows users to easily enter and update all vendor information in one place (e.g., Payment Method, Local Preference, Tax Identification/Social Security Number, Exempt/Non-Exempt, License Type, License Number (if applicable), NIGP Commodity Code(s), Independent Contractor Status, etc.).	D - Desired	Y - Yes			

BS&A Software	230	Finance	Accounts Payable	Void a payment	Ability for check cancellation to provide the option of restoring funds back to the appropriate encumbering document, or back into the appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	E - Essential	Y - Yes			
BS&A Software	231	Finance	Accounts Payable	Void a payment	Ability to cancel a prior year check.	E - Essential	Y - Yes			
BS&A Software	232	Finance	Accounts Payable	Void a payment	Ability to provide full check cancellation, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate cancelled check.	E - Essential	Y - Yes			
BS&A Software	233	Finance	Accounts Payable	Void a payment	Ability to enter a reason when canceling any payment.	E - Essential	Y - Yes			
BS&A Software	234	Finance	Accounts Payable	Void a payment	Ability to void and replace checks by: individual check, block of checks or entire check run.	E - Essential	Y - Yes			
BS&A	235	Finance	Accounts Payable	Void a payment	Ability, on cancelled checks, to either issue a replacement check or cancel the check	E - Essential	Y - Yes			

Soft ware					with no replacement with a comment field.					
BS&A Soft ware	236	Finance	Accounts Payable	Void a payment	System has the ability to generate a notification when payments have been reversed. The workflow notification process must provide an audit trail of approvals that are stored with the transaction.	D - Desired	Y - Yes			
BS&A Soft ware	237	Finance	Accounts Receivable	Adjust invoices	System allows to existing invoice to add additional changes.	D - Desired	Y - Yes			
BS&A Soft ware	238	Finance	Accounts Receivable	Apply late fees and penalties	System can calculate interest and penalties using a flat fee.	D - Desired	Y - Yes			
BS&A Soft ware	239	Finance	Accounts Receivable	Apply late fees and penalties	System can calculate interest and penalties using a percentage of bill amount.	D - Desired	Y - Yes			
BS&A Soft ware	240	Finance	Accounts Receivable	Create an invoice	Ability to accommodate various bill calculation methods using rate tables (e.g., flat rate, unit charge, flat rate plus a unit charge, etc.).	D - Desired	Y - Yes			
BS&A Soft ware	241	Finance	Accounts Receivable	Create an Invoice	Ability to create one-time invoices (e.g., one-time customers for miscellaneous sales).	E - Essential	Y - Yes			
BS&A	242	Finance	Accounts Receivable	Create an invoice	Ability to establish a series of department specific bill types for various charges.	D - Desired	Y - Yes			

Soft ware										
BS& A Soft ware	24 3	Finance	Accounts Receivabl e	Create an invoice	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	D - Desire d	Y - Yes			
BS& A Soft ware	24 4	Finance	Accounts Receivabl e	Create an invoice	Ability to establish payment terms (number of days until due) based on bill type.	D - Desire d	Y - Yes			
BS& A Soft ware	24 5	Finance	Accounts Receivabl e	Create an Invoice	Ability to have larger character limit in the invoice creation, for a description of invoice, like 180 characters	D - Desire d	Y - Yes			Using the 'Notes' field will allow for more characters
BS& A Soft ware	24 6	Finance	Accounts Receivabl e	Create an Invoice	Ability to import a CSV file or excel into the AR system to create invoices.	O - Option al	Y - Yes			
BS& A Soft ware	24 7	Finance	Accounts Receivabl e	Create an invoice	Ability to record billing line items as deferred revenue.	D - Desire d	Y - Yes			
BS& A Soft ware	24 8	Finance	Accounts Receivabl e	Create an Invoice	System allows for decentralized invoice entry that will be sent to finance for final approval of the invoice before it's sent to the customer.	D - Desire d	Y - Yes			
BS& A	24 9	Finance	Accounts Receivabl e	Create an invoice	System allows user to configure AR Invoice templates.	D - Desire d	Y - Yes			

Soft ware										
BS&A Soft ware	250	Finance	Accounts Receivable	Create an invoice	System can track receivables and generate statements that aggregate all outstanding charges for a customer.	E - Essential	Y - Yes			
BS&A Soft ware	251	Finance	Accounts Receivable	Create an invoice	System has the ability to set up charge codes for common items, with specific dollar amounts and GL accounts tied to each code.	D - Desired	Y - Yes			
BS&A Soft ware	252	Finance	Accounts Receivable	Create an invoice	Users can configure whether attachments print with an invoice or are stored internally.	D - Desired	Y - Yes			
BS&A Soft ware	253	Finance	Accounts Receivable	Create an invoice	Users can create recurring invoice that will be automatically sent at user defined intervals.	D - Desired	Y - Yes			
BS&A Soft ware	254	Finance	Accounts Receivable	Generate Receivables based on grant reimbursements	System can generate a receivable based on pending reimbursements from the grants module.	D - Desired	Y - Yes			
BS&A Soft ware	255	Finance	Accounts Receivable	Maintain customer file	System allows users to enter notes in customer file that other users can view when pulling up the customer record.	D - Desired	Y - Yes			
BS&A Soft ware	256	Finance	Accounts Receivable	Maintain customer file	System allows users to view payment history and all outstanding charges for a customer.	D - Desired	Y - Yes			

BS&A Software	257	Finance	Accounts Receivable	Maintain customer file	System can create a user-friendly audit trail of changes to the AR customer record (if different than AP record).	D - Desired	Y - Yes			
BS&A Software	258	Finance	Accounts Receivable	Maintain customer file	System can detect and prevents potential duplicate entries when a user attempts to create a new customer record, with the option to override in certain circumstances.	E - Essential	Y - Yes			
BS&A Software	259	Finance	Accounts Receivable	Maintain customer file	System can have parent/child relationships between customer records (e.g., link owner of building to tenants).	D - Desired	Y - Yes			
BS&A Software	260	Finance	Accounts Receivable	Maintain customer file	System can restrict access to who can view certain data fields.	D - Desired	Y - Yes			
BS&A Software	261	Finance	Accounts Receivable	Maintain customer file	System can track physical address and mailing address separately.	D - Desired	Y - Yes			
BS&A Software	262	Finance	Accounts Receivable	Maintain customer file	System stores customer data such as account number, name, payment history, etc.	E - Essential	Y - Yes			
BS&A Software	263	Finance	Accounts Receivable	Maintain customer file	Users can inactivate a customer account, which restricts transactions from being posted to that account.	D - Desired	Y - Yes			
BS&A	264	Finance	Accounts Receivable	Manage customer accounts	Ability to view customer's unpaid balance for all outstanding receivables.	E - Essential	Y - Yes			

Soft ware										
BS&A Soft ware	265	Finance	Accounts Receivable	Manage customer accounts	System supports tracking of customer deposits.	E - Essential	Y - Yes			
BS&A Soft ware	266	Finance	Accounts Receivable	Manage outstanding receivables	Ability to flag if an invoice is being disputed on the customer record.	D - Desired	Y - Yes			
BS&A Soft ware	267	Finance	Accounts Receivable	Manage outstanding receivables	System allows users to create a list of invoices to be written off, and send list for approval via a workflow.	D - Desired	Y - Yes			Using workflow it would be possible to create and email th list, but not approval.
BS&A Soft ware	268	Finance	Accounts Receivable	Manage outstanding receivables	System can automatically generate listing of overdue receivables once they have passed a certain threshold (e.g., list of all invoices over 30 days past due), and send list to a designated user.	D - Desired	Y - Yes			
BS&A Soft ware	269	Finance	Accounts Receivable	Manage outstanding receivables	System can generate an accounts receivable aging based on user criteria.	D - Desired	Y - Yes			
BS&A Soft ware	270	Finance	Accounts Receivable	Manage outstanding receivables	System can send a file export to a collection agency.	D - Desired	Y - Yes			

BS&A Software	271	Finance	Accounts Receivable	Process a customer payment	Ability to apply overpayment amounts to other invoices for a customer.	D - Desired	Y - Yes			
BS&A Software	272	Finance	Accounts Receivable	Process a customer payment	Ability to process refunds against customer credit balance from overpayment.	D - Desired	Y - Yes			
BS&A Software	273	Finance	Accounts Receivable	Process a customer payment	Cashier can scan customer invoice, so system will automatically associate the payment with that invoice.	D - Desired	Y - Yes			
BS&A Software	274	Finance	Accounts Receivable	Process a customer payment	System can generate a payment plan for an outstanding receivable and track the status of individual payments.	D - Desired	N - Not Available			
BS&A Software	275	Finance	Accounts Receivable	Process a customer payment	System can identify returned or non-sufficient funds checks and create an associated fee.	D - Desired	Y - Yes			
BS&A Software	276	Finance	Accounts Receivable	Process a customer payment	System can prevent duplicate payments from being applied to an invoice after it has been fully paid.	D - Desired	N - Not Available			
BS&A Software	277	Finance	Accounts Receivable	Process a customer payment	System supports direct debit functionality, so customers can sign up for auto-payments of invoices.	D - Desired	Y - Yes			
BS&A Software	278	Finance	Accounts Receivable	Process Cash Receipts	Ability to record cash receipts without referencing an accounts receivable invoice but with referencing a Customer.	D - Desired	Y - Yes			

BS&A Software	279	Finance	Accounts Receivable	Process Cash Receipts	Ability to record cash receipts without referencing an accounts receivable invoice.	D - Desired	Y - Yes			
BS&A Software	280	Finance	Accounts Receivable	Process payments	System allows imported payments to be applied to more than one outstanding receivable.	D - Desired	Y - Yes			
BS&A Software	281	Finance	Accounts Receivable	Process payments	System identifies/flags duplicate payments for AR transactions at time of entry.	D - Desired	Y - Yes			Only when original receipt is not yet posted
BS&A Software	282	Finance	Accounts Receivable	Process write-offs	System can write-off all line items on an invoice at one time.	D - Desired	Y - Yes			
BS&A Software	283	Finance	Accounts Receivable	Report on outstanding receivables	Users can run an aging report to view outstanding receivables, by due date, by department.	D - Desired	Y - Yes			
BS&A Software	284	Finance	Accounts Receivable	Report on outstanding receivables	Users can specify a date range and system will show them all outstanding invoices created during that time.	D - Desired	Y - Yes			
BS&A Software	285	Finance	Accounts Receivable	Send invoices to customers	Ability to email invoices to a customer.	E - Essential	Y - Yes			
BS&A Software	286	Finance	Accounts Receivable	Send invoices to customers	Ability to generate one statement for all bill types being billed to same customer.	D - Desired	Y - Yes			

BS&A Software	287	Finance	Accounts Receivable	Send invoices to customers	Ability to print invoices.	E - Essential	Y - Yes			
BS&A Software	288	Finance	Accounts Receivable	Send invoices to customers	Ability to reprint billings/invoices.	E - Essential	Y - Yes			
BS&A Software	289	Finance	Accounts Receivable	Send invoices to customers	System can automatically print or email an invoice based on preference defined in the customer file.	D - Desired	Y - Yes			
BS&A Software	290	Finance	Accounts Receivable	Send invoices to customers	Ability to search for an invoice by searching for a service address and seeing invoices associated with that address.	D - Desired	Y - Yes			
BS&A Software	291	Finance	Banking	Bank Reconciliation	Ability for a reconciliation to be completed by one user and sent for approval to another user via workflow.	E - Essential	Y - Yes			
BS&A Software	292	Finance	Banking	Bank Reconciliation	Ability to accept paid check image file from bank which will update the appropriate sub-system (check register) in the relevant area.	E - Essential	N - Not Available			More information about desired functionality would be necessary to appropriately answer this question
BS&A Software	293	Finance	Banking	Bank Reconciliation	Ability to automatically detect matching transactions from the bank and provide list of exceptions to the user performing the reconciliation.	E - Essential	Y - Yes			Cleared Check Import

BS&A Software	294	Finance	Banking	Bank Reconciliation	Ability to download bank activity and balances and reconcile to recorded receipts and disbursements and cash flow forecast.	E - Essential	Y - Yes			Has ability to import a file of cleared checks provided by the bank. System does not download file to be imported
BS&A Software	295	Finance	Banking	Bank Reconciliation	Ability to execute a process to remove stale dated checks from the list of outstanding checks and create the corresponding journal entry.	E - Essential	Y - Yes			
BS&A Software	296	Finance	Banking	Bank Reconciliation	Ability to import a list of cleared checks from the bank for each account.	E - Essential	Y - Yes			
BS&A Software	297	Finance	Banking	Bank Reconciliation	Ability to manually indicate that a check has been cashed.	E - Essential	Y - Yes			
BS&A Software	298	Finance	Banking	Bank Reconciliation	Ability to notify, track, and monitor the resolution of adjustments that need to be made as a result of an error identified within bank reconciliation.	E - Essential	Y - Yes			
BS&A	299	Finance	Banking	Bank Reconciliation	Ability to reconcile multiple bank accounts.	E - Essential	Y - Yes			

Soft ware										
BS&A Soft ware	300	Finance	Banking	Bank Reconciliati on	Ability to separately deposit and reconcile credit cards by Visa, MasterCard, Discover, and American Express.	E - Essenti al	Y - Yes			Separate Bank Codes in the system
BS&A Soft ware	301	Finance	Banking	Bank Reconciliati on	Ability to track check status including outstanding, cleared, stale-dated, replaced, returned, and voided.	E - Essenti al	Y - Yes			
BS&A Soft ware	302	Finance	Banking	Bank Reconciliati on	Ability to track manual check issues, voids, and replacements and original dollar amount of voided check.	E - Essenti al	Y - Yes			
BS&A Soft ware	303	Finance	Banking	Bank Reconciliati on	System can automatically detect matching transactions from the bank and provide list of exceptions to the user performing the reconciliation.	E - Essenti al	Y - Yes			Cleared Check Import
BS&A Soft ware	304	Finance	Banking	Bank Reconciliati on	System will accommodate an automatic posting of cash and/or investment accounts from data file sent by bank on a daily or other user defined schedule (example: wire transfers in/out, ACH transfers in/out, bank charges, interest, investment earnings, etc.).	D - Desire d	Y - Yes			Has ability to import Journal Entries from a file provided by bank. Most cases can use generic importing capability, although some require a customization

										to match file specifications
BS&A Software	305	Finance	Banking	Bank Reconciliation	System will provide detail on outstanding checks and reconcile to bank activity.	E - Essential	Y - Yes			
BS&A Software	306	Finance	Banking	Bank Reconciliation	Users can drill down from entry in reconciliation screen to corresponding transaction in the sub-ledger to see transaction details.	E - Essential	Y - Yes			
BS&A Software	307	Finance	Banking	Manage cash deposits	System imports-automated cash receipts and collections data from remote sites/third party systems (credit card processor, online banking, etc.).	E - Essential	Y - Yes			
BS&A Software	308	Finance	Banking	Manage cash flow	Ability to compare forecasted cash position to actual cash position, with ability to change forecasted cash position each day.	D - Desired	N - Not Available			
BS&A Software	309	Finance	Banking	Manage cash flow	Ability to manage and forecast cash flow based on projections and historical trends, with ability to manually override information.	D - Desired	N - Not Available			
BS&A Software	310	Finance	Banking	Manage cash flow	Ability to obtain detailed/drilled down information of daily bank BAI	E - Essential	Y - Yes			

					data from summary level to specific transaction detail.					
BS&A Software	311	Finance	Banking	Manage cash flow	Ability to perform trend analysis for actual versus forecast.	D - Desired	Y - Yes			
BS&A Software	312	Finance	Banking	Manage cash flow	Ability to track daily accumulated balances and cash flows by fund, and compute an average balance based on user defined dates.	D - Desired	Y - Yes			
BS&A Software	313	Finance	Banking	Manage cash flow	System will execute electronic transfers (e.g., wires, EFTs and ACH), from within the system.	D - Desired	Y - Yes			
BS&A Software	314	Finance	Banking	Manage cash flow	System will show on a dashboard daily cash balances by bank account.	E - Essential	Y - Yes			
BS&A Software	315	Finance	Banking	Process payments	Payments files can be imported from multiple 3rd party payment organizations (e.g., lockbox, online payments, etc.).	E - Essential	Y - Yes			Depending on exact import specifications, customization may be necessary.
BS&A Software	316	Finance	Banking	Process payments	System can process direct debit transactions.	E - Essential	Y - Yes			
BS&A Software	317	Finance	Banking	Run cash receipting reports	System can generate a cash flow report, including the ability for users to define time period.	D - Desired	Y - Yes			

BS&A Software	318	Finance	Banking	Run cash receipting reports	System can generate report showing all transactions by payment type by day.	E - Essential	Y - Yes			
BS&A Software	319	Finance	Banking	Run cash receipting reports	System can generate report showing transactions by source by day.	E - Essential	Y - Yes			
BS&A Software	320	Finance	Budgeting	Control expenditures to remain within budget	Ability to restrict budget transfer requests to specific accounts by user or department.	D - Desired	Y - Yes			
BS&A Software	321	Finance	Budgeting	Control expenditures to remain within budget	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	D - Desired	N - Not Available			
BS&A Software	322	Finance	Budgeting	Control expenditures to remain within budget	Ability to support budget checking and warnings performed on all system transactions (requisitions, purchase orders, journal entries, budget change requests, etc.).	E - Essential	Y - Yes			
BS&A Software	323	Finance	Budgeting	Control expenditures to remain within budget	Ability to support budget control rules by account (e.g., payroll accounts can be overspent).	D - Desired	Y - Yes			

BS&A Software	324	Finance	Budgeting	Control expenditures to remain within budget	Ability to support budget control rules by user defined account segment within the chart of accounts.	D - Desired	Y - Yes			
BS&A Software	325	Finance	Budgeting	Control expenditures to remain within budget	Ability to view available budget during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	E - Essential	Y - Yes			
BS&A Software	326	Finance	Budgeting	Control expenditures to remain within budget	System can control the budget by department by fund (e.g., department A can spend a total of \$100,000 in fund 1 and \$200,000 in fund 2).	D - Desired	Y - Yes			
BS&A Software	327	Finance	Budgeting	Control expenditures to remain within budget	System can create alerts when a user will exceed a budgeted line item amount, but allow a transaction if it is under the budget control level threshold.	D - Desired	Y - Yes			
BS&A Software	328	Finance	Budgeting	Control expenditures to remain within budget	System will allow budget control at varying levels and combinations of the chart of accounts (e.g., 3rd level of fund; 2nd level of organization, 1st level of general ledger account).	D - Desired	Y - Yes			

BS&A Software	329	Finance	Budgeting	Create a budget	Ability for each department to customize their budget entry view, including the option to show previous five years actuals, current year estimated to date, current year actuals to date, and budget to actual variances.	D - Desired	Y - Yes			
BS&A Software	330	Finance	Budgeting	Create a budget	Ability for users to choose to enter a budget by month for a particular line item or allow the system to automatically spread the annual line item budget across all months.	D - Desired	Y - Yes			
BS&A Software	331	Finance	Budgeting	Create a budget	Ability for users to directly inquire by account on current and prior years actual activity during budget entry (e.g., drilldown on financial detail).	D - Desired	Y - Yes			
BS&A Software	332	Finance	Budgeting	Create a budget	Ability to allocate costs globally or to individual departments based upon percentage increase/decrease.	D - Desired	Y - Yes			
BS&A Software	333	Finance	Budgeting	Create a budget	Ability to allow for configuration of which accounts require line item detail with the budget request.	E - Essential	Y - Yes			
BS&A Software	334	Finance	Budgeting	Create a budget	Ability to allow for departmental budget entry in an account listing style, such as by account, functional area, etc.	D - Desired	Y - Yes			

BS&A Software	335	Finance	Budgeting	Create a budget	Ability to allow for users to input and view internal review comments per budget item/line.	D - Desired	Y - Yes			
BS&A Software	336	Finance	Budgeting	Create a budget	Ability to approve all requested budget amounts at the same time, or all requests for a defined department or account range.	D - Desired	Y - Yes			
BS&A Software	337	Finance	Budgeting	Create a budget	Ability to configure security access to budget development and view based on department and organization.	E - Essential	Y - Yes			
BS&A Software	338	Finance	Budgeting	Create a budget	Ability to copy budget from previous year.	E - Essential	Y - Yes			
BS&A Software	339	Finance	Budgeting	Create a budget	Ability to customize budget scenarios based on specific department scenarios and global scenarios.	E - Essential	Y - Yes			
BS&A Software	340	Finance	Budgeting	Create a budget	Ability to enter a total budget amount and designate a method for the system to spread (e.g., equal amounts over 12 months).	E - Essential	Y - Yes			
BS&A Software	341	Finance	Budgeting	Create a budget	Ability to generate budget schedules from the system, with support for multiple groupings (e.g., Function, activities, revenue source).	E - Essential	Y - Yes			

BS&A Software	342	Finance	Budgeting	Create a budget	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	D - Desired	Y - Yes				
BS&A Software	343	Finance	Budgeting	Create a budget	Ability to identify capital items in the budget with a capital item descriptor, specific to accounts.	E - Essential	Y - Yes				
BS&A Software	344	Finance	Budgeting	Create a budget	Ability to import developed budget information, developed in Excel, into the budget planning system. Users can use the upload process for some line items and enter other line items via budget entry screen.	D - Desired	Y - Yes				
BS&A Software	345	Finance	Budgeting	Create a budget	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	E - Essential	Y - Yes				
BS&A Software	346	Finance	Budgeting	Create a budget	Ability to limit user entry of specific accounts vs. central office budget planning (salaries).	E - Essential	Y - Yes				
BS&A Software	347	Finance	Budgeting	Create a budget	Ability to maintain multiple stages of budget development before the final recommended version. (e.g., Department requested, reduction scenarios, etc.).	E - Essential	Y - Yes				

BS&A Software	348	Finance	Budgeting	Create a budget	Ability to maintain multiple versions per fiscal year: (e.g., requested, proposed, current, approved, amended, projected/forecast).	E - Essential	Y - Yes			
BS&A Software	349	Finance	Budgeting	Create a budget	Ability to maintain, track, and report multiple discrete budget request types per fiscal year: (department recurring, department non-recurring, etc.).	D - Desired	Y - Yes			
BS&A Software	350	Finance	Budgeting	Create a budget	Ability to perform budget preparation global changes (e.g., fringe benefits, merit increases, inflation).	E - Essential	Y - Yes			
BS&A Software	351	Finance	Budgeting	Create a budget	Ability to perform multiple methods of departmental budget entry (e.g., departmental account listing, one account at a time, etc.).	D - Desired	Y - Yes			
BS&A Software	352	Finance	Budgeting	Create a budget	Ability to plan future-dated transfers or change of positions between departments/funds.	D - Desired	Y - Yes			
BS&A Software	353	Finance	Budgeting	Create a budget	Ability to require budgets made at the object level of the COA.	O - Optional	Y - Yes			
BS&A Software	354	Finance	Budgeting	Create a budget	Ability to set a default budget entry view.	D - Desired	Y - Yes			

BS&A Software	355	Finance	Budgeting	Create a budget	Ability to view progress by departments in budget preparation, as defined in user setup.	D - Desired	Y - Yes				
BS&A Software	356	Finance	Budgeting	Create a budget	Budget requests can be zero based or based on prior year budget, actuals, or forecast.	E - Essential	Y - Yes				
BS&A Software	357	Finance	Budgeting	Create a budget	Decision packages can include a description, funding amount by GL account, and labor distributions.	D - Desired	Y - Yes				
BS&A Software	358	Finance	Budgeting	Create a budget	System allows users to calculate line item request by taking a percentage of the previous year's budget.	O - Optional	Y - Yes				
BS&A Software	359	Finance	Budgeting	Create a budget	System allows users to choose to copy previous year's budget request into the new request by each line item.	E - Essential	Y - Yes				
BS&A Software	360	Finance	Budgeting	Create a budget	System can maintain a requested, recommended, and approved budget.	E - Essential	Y - Yes				
BS&A Software	361	Finance	Budgeting	Create a budget	System copies notes associated with line items copied from the previous budget.	E - Essential	Y - Yes				
BS&A Software	362	Finance	Budgeting	Create a budget	The system sends reminders to departments to submit their budget ahead of a deadline.	D - Desired	Y - Yes				

BS&A Software	363	Finance	Budgeting	Create a budget	Users can attach supporting documentation to budget requests.	D - Desired	Y - Yes			
BS&A Software	364	Finance	Budgeting	Create a budget	Users can create detailed line item descriptions for each budget line.	E - Essential	Y - Yes			
BS&A Software	365	Finance	Budgeting	Create a budget	Users can link specific expenditures to specific revenue sources in their budget requests.	E - Essential	N - Not Available			You could enter a budget footnote that indicates where the revenue came from, but no physical link is possible.
BS&A Software	366	Finance	Budgeting	Create a budget	Users can submit "decision packages," that contain multiple expense/revenue line items, as part of their budget request. The system will allow the approver to accept or deny each package separately as part of the budget approval process.	D - Desired	Y - Yes			
BS&A Software	367	Finance	Budgeting	Create a budget	Users can submit budget requests for approval.	E - Essential	Y - Yes			
BS&A	368	Finance	Budgeting	Create a budget	Users can view their previously denied budget requests.	E - Essential	Y - Yes			

Soft ware										
BS&A Soft ware	369	Finance	Budgeting	Create a capital budget	Ability to apply inflation factors to costs of CIP projects in years beyond the budget years.	D - Desired	Y - Yes			
BS&A Soft ware	370	Finance	Budgeting	Create a capital budget	Ability to classify capital project requests and provide reporting by classification or type (Organization can configure the categories).	D - Desired	Y - Yes			
BS&A Soft ware	371	Finance	Budgeting	Create a capital budget	Ability to enter CIP general information and project categorization (e.g., description, map reference, notes).	E - Essential	Y - Yes			
BS&A Soft ware	372	Finance	Budgeting	Create a capital budget	Ability to generate a project charter / scope document from the capital project budget data, similar to a budget book but for CIP budgets.	D - Desired	Y - Yes			
BS&A Soft ware	373	Finance	Budgeting	Create a capital budget	Ability to rank CIP projects based on selected criteria and score against this criteria.	D - Desired	N - Not Available			
BS&A Soft ware	374	Finance	Budgeting	Create a capital budget	Ability to track budget, revenue, and expenditures for CIP projects over multiples years.	E - Essential	Y - Yes			Projects can use the option to roll budget year to year
BS&A	375	Finance	Budgeting	Create a capital budget	Capital budgets can be prepared on a 10-year rolling basis.	D - Desired	Y - Yes			

Soft ware										
BS& A Soft ware	37 6	Finance	Budgeting	Create a capital budget	Users can specify expected funded sources when submitting capital project requests.	E - Essenti al	Y - Yes			
BS& A Soft ware	37 7	Finance	Budgeting	Create a capital budget	Users can submit requests for capital projects to be included in the 10-year CIP.	E - Essenti al	Y - Yes			
BS& A Soft ware	37 8	Finance	Budgeting	Create budget book	System can create a budget book document using the approved budget data and historical data.	E - Essenti al	Y - Yes			
BS& A Soft ware	37 9	Finance	Budgeting	Create budget book	System can create charts and graphs for the budget book using a connection to system data. If the data in the system is updated, the charts and graphs will automatically update.	E - Essenti al	Y - Yes			
BS& A Soft ware	38 0	Finance	Budgeting	Create budget book	System can store multiple versions of the budget book.	E - Essenti al	Y - Yes			
BS& A Soft ware	38 1	Finance	Budgeting	Create budget forecast	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments at an employee, position, or organization-wide level.	D - Desire d	Y - Yes			
BS& A	38 2	Finance	Budgeting	Create budget forecast	Ability to perform budget forecasting that incorporates planned salary and benefit	D - Desire d	Y - Yes			

Soft ware					adjustments by either percentage, flat rate, or other variable to salaries and/or benefits provided by position, department, start and end date, or for other groups/all employees.					
BS&A Soft ware	383	Finance	Budgeting	Create budget forecast	Ability to prepare the budget for multiple years concurrently.	D - Desired	Y - Yes			
BS&A Soft ware	384	Finance	Budgeting	Create budget forecast	Ability to provide forecast intervals for short-term (1-2 years), intermediate (3-4 years), and long-term (5 years) for the entire Organization as well as by object and department.	D - Desired	Y - Yes			
BS&A Soft ware	385	Finance	Budgeting	Create budget forecast	System can generate multi-year expenditure forecasts based on budget data and user inputs (e.g., percentage increase from previous year, flat increase, etc.).	D - Desired	Y - Yes			
BS&A Soft ware	386	Finance	Budgeting	Create budget forecast	System can store multiple budget forecasts.	D - Desired	Y - Yes			
BS&A Soft ware	387	Finance	Budgeting	Create budget forecast	System maintains history of previous years' budget forecasts to facilitate comparisons between forecasted amounts and	D - Desired	Y - Yes			

					actual expenditures/revenues.					
BS&A Software	388	Finance	Budgeting	Create budget forecast	Users can create revenue estimates based on prior year actuals and percentage change.	E - Essential	Y - Yes			
BS&A Software	389	Finance	Budgeting	Create non-financial performance measures	Ability to associate performance indicators and metrics to chart of accounts segments.	D - Desired	N - Not Available			
BS&A Software	390	Finance	Budgeting	Create non-financial performance measures	Ability to develop tables to accommodate input of performance measures (e.g., transactions per, number of staff/customer, etc.).	D - Desired	N - Not Available			
BS&A Software	391	Finance	Budgeting	Create non-financial performance measures	Ability to establish non-financial strategic objectives and track actual performance against these objectives.	D - Desired	N - Not Available			
BS&A Software	392	Finance	Budgeting	Create non-financial performance measures	Ability to import files with defined file formats from other external systems into the performance budgeting system to reflect actual performance tracked in other external systems.	D - Desired	N - Not Available			
BS&A Software	393	Finance	Budgeting	Create Personnel Budget	Ability to budget for fixed term and limited term positions.	E - Essential	Y - Yes			
BS&A Software	394	Finance	Budgeting	Create Personnel Budget	Ability to budget for hourly and seasonal partial-year positions and other non-full-time positions.	E - Essential	Y - Yes			

BS&A Software	395	Finance	Budgeting	Create Personnel Budget	Ability to calculate preliminary salary and benefits for unapproved/requested positions.	E - Essential	Y - Yes			
BS&A Software	396	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: health insurance costs.	E - Essential	N - Not Available			
BS&A Software	397	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: Medicare calculation based on wages.	E - Essential	Y - Yes			
BS&A Software	398	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: other pay factors as identified by Organization.	E - Essential	N - Not Available			
BS&A Software	399	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: retirement system calculation based on wages.	E - Essential	Y - Yes			
BS&A Software	400	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: scheduled cost of living adjustment (COLA).	E - Essential	Y - Yes			
BS&A Software	401	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: scheduled merit increases.	E - Essential	Y - Yes			
BS&A Software	402	Finance	Budgeting	Create Personnel Budget	Ability to enter globally or provide calculation-only fields for: workers' comp based on a calculation.	E - Essential	Y - Yes			

BS&A Software	403	Finance	Budgeting	Create Personnel Budget	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted. (e.g., benefits for new hire over 30 hours per week).	E - Essential	N - Not Available			
BS&A Software	404	Finance	Budgeting	Create Personnel Budget	System allows positions to be budgeted by a total dollar amount, FTE percentage, or total number of hours.	E - Essential	Y - Yes			
BS&A Software	405	Finance	Budgeting	Create Personnel Budget	System can calculate expected cost of new position based on position range, step, and bargaining unit.	E - Essential	N - Not Available			The system could calculate expected costs based on position, but does not have capability to apply position premium factor.
BS&A Software	406	Finance	Budgeting	Create Personnel Budget	System can calculate position cost for employee that is moving to a new position by including the salary of the new position and maintaining the employee's current benefit election costs.	E - Essential	Y - Yes			
BS&A Software	407	Finance	Budgeting	Create Personnel Budget	System can calculate position costs (wages and benefits) based on incumbent.	E - Essential	Y - Yes			

BS&A Software	408	Finance	Budgeting	Create Personnel Budget	System can develop an estimate of new budget implications of live payroll changes (e.g., raises & transfers) performed during the budget development cycle.	E - Essential	Y - Yes			
BS&A Software	409	Finance	Budgeting	Create Personnel Budget	System can maintain record of positions that are currently vacant and allow for these positions to be included in the budget without assigning a person.	E - Essential	Y - Yes			
BS&A Software	410	Finance	Budgeting	Create Personnel Budget	System has integrated position budgeting functionality with the Payroll and HR modules.	E - Essential	Y - Yes			
BS&A Software	411	Finance	Budgeting	Create Personnel Budget	System will allow one or more funding sources to be identified to cover the cost of an individual position and allow for a user-defined allocation by each funding source.	E - Essential	N - Not Available			
BS&A Software	412	Finance	Budgeting	Create Personnel Budget	Users can submit new position requests as part of the budget process.	E - Essential	N - Not Available			
BS&A Software	413	Finance	Budgeting	Process Budget Adjustments	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	E - Essential	Y - Yes			

BS&A Software	414	Finance	Budgeting	Process Budget Adjustments	Ability to have multi-level budget approvals for establishing budgets, line item transfers, budget adjustments (e.g., workflow).	E - Essential	Y - Yes			
BS&A Software	415	Finance	Budgeting	Process Budget Adjustments	Ability to identify a budget adjustment as one-time (this year only) or permanent (affect future base budgets).	D - Desired	N - Not Available			
BS&A Software	416	Finance	Budgeting	Process Budget Adjustments	Ability to maintain a history for all budget adjustments, so users can see the original budget and all amended budgets.	E - Essential	Y - Yes			
BS&A Software	417	Finance	Budgeting	Process Budget Adjustments	Ability to provide extended comments with budget revision requests. Define the maximum character count in comments.	E - Essential	Y - Yes			No max on budget footnotes
BS&A Software	418	Finance	Budgeting	Create a budget	Ability to submit and track budgets at a sub-line item level. For example, if there is a \$1000 budget for janitorial supplies, there could be a \$200 sub line item for paper towels, \$200 for soap, \$600 for cleaning chemicals.	E - Essential	N - Not Available			
BS&A Software	419	Finance	Budgeting	Process Budget Adjustments	Ability to record and track multiple different budget amendment types during the year and inquire on the adjustments after the fact (one-time vs. recurring, Board Letter, etc.).	D - Desired	Y - Yes			By Journal Code

BS&A Software	420	Finance	Budgeting	Process Budget Adjustments	Ability to request a budget adjustment or transfer, with workflow approval.	E - Essential	Y - Yes			
BS&A Software	421	Finance	Budgeting	Report on the budget	A report that shows each employee's salaries, benefits, and total cost for all employee types (per diem, full-time, etc.).	E - Essential	R - Reporting			
BS&A Software	422	Finance	Budgeting	Report on the budget	Ability to drill down from an expenditure or revenue to the associated budget assumption.	E - Essential	Y - Yes			
BS&A Software	423	Finance	Budgeting	Report on the budget	Ability to estimate revenue for a defined period of time and include in the forecast.	E - Essential	Y - Yes			
BS&A Software	424	Finance	Budgeting	Report on the budget	Ability to export budget data out of system into Excel.	E - Essential	Y - Yes			
BS&A Software	425	Finance	Budgeting	Report on the budget	Ability to provide a public portal for disseminating budget information.	D - Desired	N - Not Available			
BS&A Software	426	Finance	Budgeting	Report on the budget	Ability to report on any budget version or type.	E - Essential	Y - Yes			
BS&A Software	427	Finance	Budgeting	Report on the budget	Create graphics within the system based on budget, forecast, capital budget	D - Desired	Y - Yes			

BS&A Software	428	Finance	Budgeting	Report on the budget	Run a report that includes all budget changes for a given period (fiscal year), also by account, Dept.	E - Essential	Y - Yes			
BS&A Software	429	Finance	Budgeting	Report on the budget	System can create year-end estimations of expenses and revenues based on actual year to date amounts.	D - Desired	Y - Yes			
BS&A Software	430	Finance	Budgeting	Report on the budget	Users can view budget to actuals by category, department, or fund across multiple fiscal years.	E - Essential	Y - Yes			
BS&A Software	431	Finance	Budgeting	Rollover the budget	Ability to liquidate a rollover encumbrance while restricting the liquidated amount from being added to the current year budgeted amount (e.g., cancel an outstanding purchase order from a previous year that has an encumbered balance remaining).	D - Desired	Y - Yes			
BS&A Software	432	Finance	Budgeting	Rollover the budget	Ability to view rollover encumbrance balances separate from current year budgeted amounts for an account.	D - Desired	Y - Yes			
BS&A Software	433	Finance	Contract Management	Change a contract	Ability to configure workflow approval for only certain types of contract changes (e.g., dollar amount, but not description).	D - Desired	N - Not Available			

BS&A Software	434	Finance	Contract Management	Change a contract	System has workflow approval for contract changes.	D - Desired	N - Not Available			
BS&A Software	435	Finance	Contract Management	Change a contract	System maintains version history when a contract is changed, so users can view the original version of the contract.	D - Desired	Y - Yes			
BS&A Software	436	Finance	Contract Management	Create a contract	Ability to allow for multiple phases per contract.	D - Desired	Y - Yes			
BS&A Software	437	Finance	Contract Management	Create a contract	Ability to convert awarded bids to approved contract.	D - Desired	N - Not Available			
BS&A Software	438	Finance	Contract Management	Create a contract	Ability to notify user that there is already a contract based on vendor and commodity code when entering a new requisition.	D - Desired	N - Not Available			
BS&A Software	439	Finance	Contract Management	Create a contract	Contract module can store standard terms and conditions that can be applied to a contract.	D - Desired	Y - Yes			Attachment on the Contract record
BS&A Software	440	Finance	Contract Management	Create a contract	System allows supporting documentation (such as quotes) to be stored with a contract.	E - Essential	Y - Yes			
BS&A Software	441	Finance	Contract Management	Create a contract	System can track vendor insurance requirements by contract.	E - Essential	Y - Yes			

BS&A Software	442	Finance	Contract Management	Create a contract	System supports use of electronic signatures.	E - Essential	Y - Yes			
BS&A Software	443	Finance	Contract Management	Create a contract	System supports various contract periods, including multiple year contracts (e.g., those that span fiscal and/or calendar years).	E - Essential	Y - Yes			
BS&A Software	444	Finance	Contract Management	Create a contract	System will accommodate attaching and linking all system documents that reference a contract and ability to drill down to specific documents.	E - Essential	Y - Yes			
BS&A Software	445	Finance	Contract Management	Create a contract	Users can create a contract document using standard templates in the system.	D - Desired	N - Not Available			
BS&A Software	446	Finance	Contract Management	Link contracts to purchase orders	System allows multiple purchase orders to be linked to a single contract.	E - Essential	Y - Yes			
BS&A Software	447	Finance	Contract Management	Link contracts to purchase orders	System links purchase orders to contracts and tracks associated expenses.	E - Essential	Y - Yes			
BS&A Software	448	Finance	Contract Management	Manage contracts	Ability to record and track contract limits (e.g., multi-year contracts) at user specified levels of detail over the life of the contract.	D - Desired	N - Not Available			

BS&A Software	449	Finance	Contract Management	Manage contracts	Ability to track multiple releases (e.g., payments) within a blanket contract/PO.	D - Desired	Y - Yes			
BS&A Software	450	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Certificates of Insurance.	E - Essential	Y - Yes			Via Custom Fields
BS&A Software	451	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of award.	E - Essential	Y - Yes			Via Custom Fields
BS&A Software	452	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of Final Completion.	E - Essential	Y - Yes			Via Custom Fields
BS&A Software	453	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of Substantial Completion.	E - Essential	Y - Yes			Via Custom Fields
BS&A Software	454	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice to proceed.	E - Essential	Y - Yes			Via Custom Fields
BS&A Software	455	Finance	Contract Management	Manage contracts	System can notify users when insurance requirements must be renewed for a contract.	E - Essential	N - Not Available			
BS&A Software	456	Finance	Contract Management	Manage contracts	System records and tracks contract limits or milestones at user-specified levels of detail over the life of the contract (e.g., 50% expended at half-way point in project).	D - Desired	N - Not Available			

BS&A Software	457	Finance	Contract Management	Manage contracts	System will calculate and track retainage by contract.	E - Essential	N - Not Available			
BS&A Software	458	Finance	Fixed Assets	Add an asset	Ability for the user to define the activation date for an asset that may be based on date purchased, date received, or date project/work order was closed.	E - Essential	N - Not Available			
BS&A Software	459	Finance	Fixed Assets	Add an asset	Ability to automatically flag purchases based on dollar amount or account so that these items are automatically sent to fixed asset staff for review.	E - Essential	Y - Yes			
BS&A Software	460	Finance	Fixed Assets	Add an asset	Ability to generate a new asset from a purchase split across multiple invoices from the same vendor.	E - Essential	Y - Yes			
BS&A Software	461	Finance	Fixed Assets	Add an asset	Ability to default various asset accounts during asset set-up based on asset class and type.	D - Desired	Y - Yes			
BS&A Software	462	Finance	Fixed Assets	Add an asset	Ability to mark an asset as a replacement for another asset, with a link to that specific asset record.	D - Desired	Y - Yes			Child/Parent relationships
BS&A Software	463	Finance	Fixed Assets	Add an asset	System allows assets to be categorized using user defined categories (e.g., infrastructure, land, etc.).	E - Essential	Y - Yes			

BS&A Software	464	Finance	Fixed Assets	Add an asset	System allows user to override potential fixed asset identified by the system if it is not a true fixed asset.	E - Essential	Y - Yes			
BS&A Software	465	Finance	Fixed Assets	Add an asset	System allows users to create an asset not tied to a purchase/invoice.	E - Essential	Y - Yes			
BS&A Software	466	Finance	Fixed Assets	Add an asset	System can accommodate workflow approval for the creation of an asset that is initiated by a purchase that is designated as a fixed asset.	E - Essential	Y - Yes			Approval done via AP or PO
BS&A Software	467	Finance	Fixed Assets	Add an asset	System can flag an asset as a donated asset.	D - Desired	Y - Yes			
BS&A Software	468	Finance	Fixed Assets	Add an asset	System has the ability to automatically assign fixed asset numbers	D - Desired	Y - Yes			
BS&A Software	469	Finance	Fixed Assets	Add an asset	System supports mass additions with ability to add unique identifier to each asset (e.g., purchase 20 vehicles and add VIN for each vehicle).	D - Desired	N - Not Available			
BS&A Software	470	Finance	Fixed Assets	Adjust an asset	Ability to allow increases in asset values when asset lives have been extended due to asset remediation or preventive maintenance of an asset.	D - Desired	Y - Yes			

BS&A Software	471	Finance	Fixed Assets	Adjust an asset	Ability to track improvements on an existing asset and adjust the value appropriately.	D - Desired	Y - Yes			
BS&A Software	472	Finance	Fixed Assets	Adjust an asset	System accommodates user adjusting original asset cost/value subject to workflow/security constraints.	D - Desired	Y - Yes			
BS&A Software	473	Finance	Fixed Assets	Adjust an asset	System can accommodate workflow approval of the transfer of assets.	D - Desired	N - Not Available			
BS&A Software	474	Finance	Fixed Assets	Adjust an asset	System can accommodate workflow to post additions or dispositions of fixed assets to the GL.	E - Essential	N - Not Available			
BS&A Software	475	Finance	Fixed Assets	Create an asset via a capital project	A single project can be split into multiple assets.	E - Essential	Y - Yes			Child/Parent Relationships
BS&A Software	476	Finance	Fixed Assets	Create an asset via a capital project	Ability to capitalize a construction project when it reaches a specified percentage complete.	E - Essential	Y - Yes			
BS&A Software	477	Finance	Fixed Assets	Create an asset via a capital project	Multiple projects can be combined to create a single asset.	D - Desired	Y - Yes			When assets are in CIP status
BS&A Software	478	Finance	Fixed Assets	Create an asset via a capital project	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an	D - Desired	Y - Yes			

					asset as part of a capital project (pulls data from projects module without re-entry).					
BS&A Software	479	Finance	Fixed Assets	Create fixed asset reports	Ability to print a Capital Asset Expenditure report which includes daily reporting from Accounts Payable to show those assets that were coded towards capital accounts.	E - Essential	Y - Yes			
BS&A Software	480	Finance	Fixed Assets	Create fixed asset reports	System allows for acquisition reports by fiscal year.	E - Essential	Y - Yes			
BS&A Software	481	Finance	Fixed Assets	Create fixed asset reports	System allows for depreciation reports by asset type/asset number.	E - Essential	Y - Yes			
BS&A Software	482	Finance	Fixed Assets	Create fixed asset reports	System allows for disposition reports by fiscal year.	E - Essential	N - Not Available			
BS&A Software	483	Finance	Fixed Assets	Create fixed asset reports	System allows reporting and inquiry of assets by department or organization unit and by asset type.	E - Essential	Y - Yes			
BS&A Software	484	Finance	Fixed Assets	Dispose of asset	Ability to add, transfer, or dispose of assets with retroactive dates, and "catch up" activity posts in current period.	E - Essential	Y - Yes			
BS&A	485	Finance	Fixed Assets	Dispose of asset	Ability to automatically track gain or loss on a sale of asset	E - Essential	Y - Yes			

Soft ware					and determine value of acquired asset (trade-in).					
BS&A Soft ware	486	Finance	Fixed Assets	Dispose of asset	Ability to reinstate disposed asset if found (stolen or lost) with appropriate accounting workflow.	E - Essential	Y - Yes			
BS&A Soft ware	487	Finance	Fixed Assets	Dispose of asset	System can accommodate workflow approval of the disposal of assets.	E - Essential	N - Not Available			
BS&A Soft ware	488	Finance	Fixed Assets	Maintain asset master file	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	D - Desired	Y - Yes			
BS&A Soft ware	489	Finance	Fixed Assets	Maintain asset master file	Ability to attach memos, word documents, picture documents, etc. to asset file.	E - Essential	Y - Yes			
BS&A Soft ware	490	Finance	Fixed Assets	Maintain asset master file	Ability to maintain and track leased equipment.	E - Essential	Y - Yes			
BS&A Soft ware	491	Finance	Fixed Assets	Maintain asset master file	Ability to reassign parent/child relationships.	D - Desired	Y - Yes			
BS&A Soft ware	492	Finance	Fixed Assets	Maintain asset master file	Ability to retain fully depreciated assets in the capital asset master file for inventory control purposes prior to disposition.	E - Essential	Y - Yes			

BS&A Software	493	Finance	Fixed Assets	Maintain asset master file	Ability to track funding source (e.g., grant) for each asset.	E - Essential	Y - Yes			
BS&A Software	494	Finance	Fixed Assets	Maintain asset master file	Ability to track replacement cost/insurance value of each asset.	E - Essential	Y - Yes			
BS&A Software	495	Finance	Fixed Assets	Maintain asset master file	System allows users to add comments to an asset record.	E - Essential	Y - Yes			
BS&A Software	496	Finance	Fixed Assets	Maintain asset master file	System tracks key asset data including owner, value, acquisition date, and useful life.	E - Essential	Y - Yes			
BS&A Software	497	Finance	Fixed Assets	Maintain asset master file	Ability to reclassify assets from one type to another and effectively manage the new depreciation amount.	D - Desired	Y - Yes			
BS&A Software	498	Finance	Fixed Assets	Track asset depreciation	System can automatically calculate depreciation based on asset value and useful life and post the corresponding journal entries to the GL.	D - Desired	Y - Yes			
BS&A Software	499	Finance	Fixed Assets	Track asset depreciation	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	D - Desired	Y - Yes			
BS&A	500	Finance	Fixed Assets	Track asset depreciation	Ability to have multiple user defined fixed asset capitalization thresholds (e.g.,	E - Essential	N - Not Available			

Soft ware					technology threshold is different from construction which is different from fleet).					
BS&A Soft ware	501	Finance	Fixed Assets	Tag assets	Ability to restrict the reuse of tag numbers.	E - Essential	Y - Yes			
BS&A Soft ware	502	Finance	Fixed Assets	Tag assets	System supports barcoding labels for assets.	O - Optional	Y - Yes			
BS&A Soft ware	503	Finance	Fixed Assets	Track non-capital assets	System can maintain records of non-capitalized assets (e.g., laptop that is under capital threshold, but Village wants to track).	D - Desired	Y - Yes			
BS&A Soft ware	504	Finance	General Ledger	ACFR Creation	System has ACFR builder functionality.	D - Desired	R - Reporting			GASB reporting can assist in creating the ACFR, but there is no ACFR builder within the system
BS&A Soft ware	505	Finance	General Ledger	Allocations	System has journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table (allocation percentage may change month to month based on actuals).	E - Essential	Y - Yes			

BS&A Software	506	Finance	General Ledger	Create Financial Reports	Ability to create financial reports for any set of dates, including overlapping fiscal years.	E - Essential	R - Reporting			
BS&A Software	507	Finance	General Ledger	Create Financial Reports	Ability to generate a report on-demand that indicates those accounts with an abnormal balance (e.g., asset with a credit balance).	D - Desired	Y - Yes			
BS&A Software	508	Finance	General Ledger	Create Financial Reports	Ability to generate a trial balance, by fund and fund rollup (detail and summary) by account. Description field should display full description for fund and account. Total should be generated for total assets and total liabilities & fund balance, revenue, expense, and other financing sources and uses.	E - Essential	Y - Yes			
BS&A Software	509	Finance	General Ledger	Create Financial Reports	Ability to prepare preliminary financial statements before period and year-end close.	E - Essential	Y - Yes			
BS&A Software	510	Finance	General Ledger	Create Financial Reports	Ability to provide an option to list all detailed accounts that are combined into each line of the financial reports for verification of accounting accuracy.	E - Essential	R - Reporting			
BS&A Software	511	Finance	General Ledger	Create Financial Reports	Ability to run historical General Ledger reporting across fiscal and calendar years with a minimum of	D - Desired	R - Reporting			

					current and two previous years simultaneously.					
BS&A Software	512	Finance	General Ledger	Create Financial Reports	Ability to save templates of financial statements such as income statements, performance measures, and yearly reports.	D - Desired	Y - Yes			
BS&A Software	513	Finance	General Ledger	Create Journal Entries	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple credits, etc.) with validation of all transactions being in balance.	E - Essential	Y - Yes			
BS&A Software	514	Finance	General Ledger	Create Journal Entries	Ability to create an automated system posting to the specified GL Cash account as the other side of a journal entry within the same fund.	D - Desired	Y - Yes			
BS&A Software	515	Finance	General Ledger	Create Journal Entries	Ability to export cash transactions so they can be imported into a third-party Treasury system.	O - Optional	Y - Yes			
BS&A Software	516	Finance	General Ledger	Create Journal Entries	Ability to process automated/recurring journal entries.	E - Essential	Y - Yes			Recurring manual journal entries that can be set on a schedule to notify users to create the entries - it is not automated

										without user intervention
BS& A Soft ware	51 7	Finance	General Ledger	Create Journal Entries	Ability to process system-generated transactions, such as automated accruals, closing entries, cost assignment transactions, and recurring payments.	D - Desire d	Y - Yes			
BS& A Soft ware	51 8	Finance	General Ledger	Create Journal Entries	Ability to reverse journal entries within the system.	E - Essenti al	Y - Yes			
BS& A Soft ware	51 9	Finance	General Ledger	Create Journal Entries	System allows users to establish, save, and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	E - Essenti al	Y - Yes			
BS& A Soft ware	52 0	Finance	General Ledger	Create Journal Entries	Users can drill down from journal entry to transaction details from the module.	D - Desire d	Y - Yes			
BS& A Soft ware	52 1	Finance	General Ledger	GL Reporting	Ability to drill down from account balance to transaction details.	E - Essenti al	Y - Yes			
BS& A Soft ware	52 2	Finance	General Ledger	GL Reporting	Provide dashboard tools to define/report on key metrics of financial information, specific to the various department heads.	E - Essenti al	R - Reporting			

BS&A Software	523	Finance	General Ledger	Manage chart of accounts	Ability for user defined fields for supplemental information.	D - Desired	Y - Yes			
BS&A Software	524	Finance	General Ledger	Manage chart of accounts	Ability for users to search for accounts by number or name (a portion, wild card, etc.).	E - Essential	Y - Yes			
BS&A Software	525	Finance	General Ledger	Manage chart of accounts	Ability to accommodate up to a 180-character transaction description.	D - Desired	N - Not Available			40 character max for Description field - Additional Notes field can be used for overflow text
BS&A Software	526	Finance	General Ledger	Manage chart of accounts	Ability to associate user logins with a division, or other element within the chart, and only allow user edit or read only access to transactions and balances related to that user's division as defined by the chart.	D - Desired	Y - Yes			
BS&A Software	527	Finance	General Ledger	Manage chart of accounts	Ability to define master "account code shortcuts" (e.g., – abbreviated accounts) that cross-reference shortcut name to an account code.	D - Desired	R - Reporting			User defined Account Classifications /Custom Groupings/Report Formatting Options

BS&A Software	528	Finance	General Ledger	Manage chart of accounts	Ability to establish rules to validate segments of the components of the chart of accounts.	D - Desired	Y - Yes				
BS&A Software	529	Finance	General Ledger	Manage chart of accounts	Ability to modify and customize the chart of accounts structure with flexibility to define number of digits in segments and number of segments.	D - Desired	Y - Yes				
BS&A Software	530	Finance	General Ledger	Manage chart of accounts	Ability to provide options for account roll-up capabilities at any level of the chart of account segments.	D - Desired	Y - Yes				
BS&A Software	531	Finance	General Ledger	Manage chart of accounts	Ability to reduce data entry by linking related COA elements together.	D - Desired	Y - Yes				
BS&A Software	532	Finance	General Ledger	Manage chart of accounts	Ability to retain history on account segment combinations.	D - Desired	Y - Yes				
BS&A Software	533	Finance	General Ledger	Manage chart of accounts	Capability to classify accounting transactions by the following elements: department, division, fund, grant, program, organization, project, activity, cost center, object class, location, and any other data elements needed to meet the data classification and/or reporting needs.	D - Desired	Y - Yes				

BS&A Software	534	Finance	General Ledger	Manage chart of accounts	Chart of accounts setup is flexible to allow for changes and maintain history (e.g., reassign chart of accounts segments to match organizational change, department merge, etc.). Changes can be made using effective dating.	D - Desired	Y - Yes			
BS&A Software	535	Finance	General Ledger	Manage chart of accounts	System allows for flexible classification of COA elements to facilitate reporting by various classifications of the elements (rollups or hierarchies) for reporting. Elements roll up differently to facilitate specific reporting requirements.	D - Desired	Y - Yes			
BS&A Software	536	Finance	General Ledger	Manage chart of accounts	System can generate list of accounts with no activity in a user defined time period.	D - Desired	Y - Yes			
BS&A Software	537	Finance	General Ledger	Manage chart of accounts	System maintains complete history and audit trail of all changes made to the chart of accounts.	E - Essential	Y - Yes			
BS&A Software	538	Finance	General Ledger	Manage chart of accounts	System restrict users from posting transactions to inactivated accounts.	E - Essential	Y - Yes			
BS&A Software	539	Finance	General Ledger	Perform period end close	Ability for the system to accommodate a soft and hard close for month-end processes.	E - Essential	Y - Yes			

BS&A Software	540	Finance	General Ledger	Perform period end close	Ability to allow or suppress roll forward of appropriations and encumbrances at fund level, department level, and/or the grant/project level based on user defined roll forward criteria.	E - Essential	N - Not Available			GL setting that controls rolling ENC's forward or not (all or nothing)
BS&A Software	541	Finance	General Ledger	Perform period end close	Ability to automatically reverse year end accruals, including a user defined time period option.	D - Desired	N - Not Available			
BS&A Software	542	Finance	General Ledger	Perform period end close	Ability to close revenues and expenditures to a specific fund balance account for each fund.	E - Essential	Y - Yes			
BS&A Software	543	Finance	General Ledger	Perform period end close	Ability to future date a reversing journal entry.	D - Desired	Y - Yes			
BS&A Software	544	Finance	General Ledger	Perform period end close	Ability to have the last payroll of the year post across two years and automatically post to the correct fiscal year.	E - Essential	Y - Yes			Via Accrued Wages Tool
BS&A Software	545	Finance	General Ledger	Perform period end close	Ability to start processing against any open period in the new fiscal year prior to close of last fiscal year. Retroactive transactions only to open periods are allowed.	E - Essential	Y - Yes			
BS&A Software	546	Finance	General Ledger	Support general accounting requirements	Ability to create customizable reports for GASB or allow for modified reports for GASB.	D - Desired	Y - Yes			

BS&A Software	547	Finance	General Ledger	Support general accounting requirements	System allow multiple fiscal years to be open and have transactions (including payables) processed against them simultaneously, including the ability to have related reversing entries automatically post to new year (e.g., AP, inter-fund journals, accruals).	E - Essential	Y - Yes			
BS&A Software	548	Finance	General Ledger	Support general accounting requirements	System supports ACFR reporting requirements.	E - Essential	Y - Yes			Can use various report to gather necessary information for some of the AFR reporting requirements
BS&A Software	549	Finance	General Ledger	Support general accounting requirements	System supports cash, modified accrual, and accrual basis of accounting based on fund.	E - Essential	Y - Yes			
BS&A Software	550	Finance	General Ledger	Support general accounting requirements	System supports GAAP reporting requirements.	E - Essential	Y - Yes			
BS&A Software	551	Finance	General Ledger	Support general accounting	System supports GASB reporting requirements, specifically GASB 34.	E - Essential	Y - Yes			

				requirements						
BS&A Software	552	Finance	General Ledger	Track financial audit trail	Ability to drill down from totals in a report to the individual transactions.	E - Essential	Y - Yes			
BS&A Software	553	Finance	General Ledger	Track financial audit trail	Ability to drill down into fund/department/account/PO /expenditure/check issued/receipt detail.	E - Essential	Y - Yes			
BS&A Software	554	Finance	General Ledger	Track financial audit trail	Provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transaction.	E - Essential	Y - Yes			
BS&A Software	555	Finance	General Ledger	Track financial audit trail	Provide audit trails to trace transactions from source documents, original input, other systems, system-generated transactions, and internal assignment transactions.	E - Essential	Y - Yes			
BS&A Software	556	Finance	Grants	Establish a Grant	Ability to capture an indirect cost rate for each grant.	D - Desired	N - Not Available			
BS&A Software	557	Finance	Grants	Establish a Grant	Ability to indicate availability to charge indirect cost.	D - Desired	N - Not Available			
BS&A	558	Finance	Grants	Establish grant record	Ability to attach images / electronic documents to the	D - Desired	Y - Yes			

Soft ware					grant record in the master file.					
BS&A Soft ware	559	Finance	Grants	Establish grant record	Ability to copy one grant for set up of another grant.	D - Desired	Y - Yes			
BS&A Soft ware	560	Finance	Grants	Establish grant record	Ability to create a grant master record including multiple reportable grant specific non financial performance measures.	D - Desired	Y - Yes			
BS&A Soft ware	561	Finance	Grants	Establish grant record	Ability to create a grant master record including relevant GL accounts (for revenues and expenditures).	D - Desired	Y - Yes			
BS&A Soft ware	562	Finance	Grants	Establish grant record	Ability to create a grant master record including alphanumeric grant numbers.	D - Desired	Y - Yes			
BS&A Soft ware	563	Finance	Grants	Establish grant record	Ability to create a grant master record including amendment (dates, dollars, activity being amended) and allows for multiple amendments.	D - Desired	Y - Yes			
BS&A Soft ware	564	Finance	Grants	Establish grant record	Ability to create a grant master record including award type.	D - Desired	Y - Yes			
BS&A Soft ware	565	Finance	Grants	Establish grant record	Ability to create a grant master record including catalog of Federal Domestic Assistance (CFDA) number, if applicable.	D - Desired	Y - Yes			

BS&A Software	566	Finance	Grants	Establish grant record	Ability to create a grant master record including descriptions /comments.	D - Desired	Y - Yes				
BS&A Software	567	Finance	Grants	Establish grant record	Ability to create a grant master record including grant matching requirements.	D - Desired	N - Not Available				
BS&A Software	568	Finance	Grants	Establish grant record	Ability to create a grant master record including grant name.	D - Desired	Y - Yes				
BS&A Software	569	Finance	Grants	Establish grant record	Ability to create a grant master record including grant type.	D - Desired	Y - Yes				
BS&A Software	570	Finance	Grants	Establish grant record	Ability to create a grant master record including key dates (Board approval date, start date, end date, extension date, date of last draw, final performance report).	D - Desired	Y - Yes				
BS&A Software	571	Finance	Grants	Establish grant record	Ability to create a grant master record including milestones.	D - Desired	Y - Yes				
BS&A Software	572	Finance	Grants	Establish grant record	Ability to create a grant master record including multiple reportable user defined fields (please identify any limitations in the comments field).	D - Desired	Y - Yes				

BS&A Software	573	Finance	Grants	Establish grant record	Ability to create a grant master record including pass-through grant indicator.	D - Desired	Y - Yes			
BS&A Software	574	Finance	Grants	Establish grant record	Ability to create a grant master record including resolution # for Board Approval.	D - Desired	Y - Yes			
BS&A Software	575	Finance	Grants	Establish grant record	Ability to create a grant master record including the sponsor, including contact information.	D - Desired	Y - Yes			
BS&A Software	576	Finance	Grants	Establish grant record	Ability to create a grant master record including total grant budget amount.	D - Desired	Y - Yes			
BS&A Software	577	Finance	Grants	Establish grant record	Ability to create grant cycles that are different than the fiscal year.	D - Desired	Y - Yes			
BS&A Software	578	Finance	Grants	Establish grant record	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	D - Desired	Y - Yes			
BS&A Software	579	Finance	Grants	Establish grant record	Ability to establish system wide grant rules that may disallow the charging of expenditure to grants that have a closed or inactive status.	D - Desired	Y - Yes			
BS&A Software	580	Finance	Grants	Establish grant record	Ability to have multi-level grant roll up.	D - Desired	Y - Yes			Roll up to main/master GL# for projects

BS&A Software	581	Finance	Grants	Establish grant record	Ability to maintain cost allocation plan.	D - Desired	N - Not Available				
BS&A Software	582	Finance	Grants	Establish grant record	Ability to set-up and manage the grant types, including federal, state, local, private, in-kind, match.	D - Desired	Y - Yes				
BS&A Software	583	Finance	Grants	Establish grant record	Ability to track multiple federal grants to a single project.	D - Desired	R - Reporting				
BS&A Software	584	Finance	Grants	Grant Billing	A system that can track reimbursement by project/grants, especially when there are multiple grants for a single project (e.g., vehicle).	D - Desired	Y - Yes				
BS&A Software	585	Finance	Grants	Grant Billing	Ability to configure a grant reimbursement request workflow.	D - Desired	N - Not Available				
BS&A Software	586	Finance	Grants	Grant Billing	Ability to create a billing / receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	D - Desired	Y - Yes				
BS&A Software	587	Finance	Grants	Grant Billing	Ability to create invoices based on grant spend for reimbursement.	D - Desired	N - Not Available				

BS&A Software	588	Finance	Grants	Monitor grants	Ability to accumulate grant activity costs during pre-award authority to a holding area, until the new grant is officially awarded.	D - Desired	Y - Yes			
BS&A Software	589	Finance	Grants	Monitor grants	Ability to electronically notify on grant completion dates.	D - Desired	Y - Yes			
BS&A Software	590	Finance	Grants	Monitor grants	Ability to generate a notification based on effective/expiration dates for fixed term appointments/grant funded positions.	D - Desired	Y - Yes			
BS&A Software	591	Finance	Grants	Monitor grants	Ability to notify designated staff (by grant) a defined number of days prior to deadline for grant reporting submission.	D - Desired	Y - Yes			
BS&A Software	592	Finance	Grants	Monitor grants	Ability to notify designated staff (by grant) a defined number of days prior to expiration.	D - Desired	Y - Yes			
BS&A Software	593	Finance	Grants	Monitor grants	Ability to view grant history/closed grants (read only).	D - Desired	Y - Yes			
BS&A Software	594	Finance	Grants	Report on grants	Ability to accumulate and report on grant funded equipment costs by establishing equipment rate schedules (this is a non-cash	D - Desired	N - Not Available			

					transaction--just an allocation to the proper grant coding).					
BS&A Software	595	Finance	Grants	Report on grants	Ability to complete grant reporting requirements in grant-specific formats.	D - Desired	Y - Yes			
BS&A Software	596	Finance	Grants	Report on grants	Ability to comply with SEFA requirements.	D - Desired	Y - Yes			
BS&A Software	597	Finance	Grants	Report on grants	Ability to create milestone progress reports.	D - Desired	R - Reporting			
BS&A Software	598	Finance	Grants	Report on grants	Ability to create reports in compliance with Single Audit Act. Indicates Federal and pass-through projects.	D - Desired	Y - Yes			
BS&A Software	599	Finance	Grants	Report on grants	Ability to provide dashboard reporting for grants.	D - Desired	Y - Yes			
BS&A Software	600	Finance	Grants	Report on grants	Ability to provide drill down capabilities on budgets, cost estimates, actuals.	D - Desired	Y - Yes			
BS&A Software	601	Finance	Grants	Report on grants	Ability to report on federal vs. local match.	D - Desired	N - Not Available			
BS&A	602	Finance	Grants	Report on grants	Ability to track and report on non-financial performance	D - Desired	Y - Yes			

Soft ware					measures against a grant or sub-activity within a grant.					
BS&A Soft ware	603	Finance	Grants	Report on grants	System provides an executive level dashboard to track real-time status of grant activity with graphical representation of information through charts.	D - Desired	Y - Yes			
BS&A Soft ware	604	Finance	Grants	Report on grants	System provides reports for salary, interdepartmental, and other expenses and compare this information to budgets for grants, based on grant year.	D - Desired	Y - Yes			
BS&A Soft ware	605	Finance	Grants	Subgrant awards	Ability to provide an online request form for subrecipients to request reimbursements.	D - Desired	N - Not Available			
BS&A Soft ware	606	Finance	Grants	Subgrant awards	Ability to record subgrants to subrecipients associated with the original funding.	D - Desired	N - Not Available			
BS&A Soft ware	607	Finance	Grants	Subgrant awards	Ability to track payments to the subrecipients and not allows payments beyond the award.	D - Desired	N - Not Available			
BS&A Soft ware	608	Finance	Grants	Subgrant awards	Ability to track program statistics for each subgrant award such as monitoring dates, date of last audit, etc.	D - Desired	N - Not Available			
BS&A Soft ware	609	Finance	Grants	Track pre-awards	Ability to automate the resolution process for requesting and establishing a new grant via a highly configurable multi-step	D - Desired	N - Not Available			

					approval process workflow, and be able to view the status of the workflow.					
BS&A Software	610	Finance	Grants	Track pre-awards	Ability to track grant applications status (e.g., in progress, submitted) and next steps (e.g., due dates).	D - Desired	N - Not Available			
BS&A Software	611	Finance	Projects	Control expenditures to remain within budget	Ability to perform funds availability checking by WBS/Phases/Tasks (sub-units of project).	D - Desired	N - Not Available			Budget check is by GL#, Department, Department and Account Classification, or Department and Budget Classification
BS&A Software	612	Finance	Projects	Control expenditures to remain within budget	Ability to perform funds available or account level, based on configuration or if a project string is entered for a transaction.	D - Desired	Y - Yes			
BS&A Software	613	Finance	Projects	Control expenditures to remain within budget	Ability to support budget warnings at the project level.	D - Desired	Y - Yes			
BS&A Software	614	Finance	Projects	Control expenditures to remain	Ability to validate project budgets and prevent them from being overspent when an employee submits a	D - Desired	Y - Yes			

				within budget	timesheet charging time to a project.					
BS&A Software	615	Finance	Projects	Establish project	Ability to allow both automatic project numbering or user-defined project number assignment; if user defined, have an edit to disallow duplicates.	D - Desired	Y - Yes			
BS&A Software	616	Finance	Projects	Establish project	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	D - Desired	N - Not Available			
BS&A Software	617	Finance	Projects	Establish project	Ability to attach images / electronic documents to the project record in the master file.	D - Desired	Y - Yes			
BS&A Software	618	Finance	Projects	Establish project	Ability to automatically carry over projects between fiscal years, unless tagged as closed.	D - Desired	Y - Yes			
BS&A Software	619	Finance	Projects	Establish project	Ability to configure pre-defined transaction split "templates" for each project with the ability to override.	D - Desired	N - Not Available			
BS&A Software	620	Finance	Projects	Establish project	Ability to copy a project record to set up another project.	D - Desired	N - Not Available			
BS&A Software	621	Finance	Projects	Establish project	Ability to create a parent child relationship between project and sub-projects	D - Desired	N - Not Available			

BS&A Software	622	Finance	Projects	Establish project	Ability to create project cycles that are different than the fiscal year.	D - Desired	Y - Yes			As long as you use a Fund on the project GL# that has a different FYE
BS&A Software	623	Finance	Projects	Establish project	Ability to create user-maintained master files for projects and sub-projects.	D - Desired	N - Not Available			
BS&A Software	624	Finance	Projects	Establish project	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	D - Desired	Y - Yes			
BS&A Software	625	Finance	Projects	Establish project	Ability to designate whether or not projects are to be capitalized (construction-in-progress or expense only project).	D - Desired	N - Not Available			
BS&A Software	626	Finance	Projects	Establish project	Ability to determine draft project cost estimates prior to approval of a project budget.	D - Desired	Y - Yes			
BS&A Software	627	Finance	Projects	Establish project	Ability to enter and maintain time-phased budgets for a project, including multi-year projects and contracts.	D - Desired	Y - Yes			
BS&A Software	628	Finance	Projects	Establish project	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	D - Desired	N - Not Available			
BS&A	629	Finance	Projects	Establish project	Ability to have multi-level project roll up.	D - Desired	Y - Yes			Roll up to main/master

Soft ware										GL# for projects
BS&A Soft ware	630	Finance	Projects	Establish project	Ability to notify designated staff (by project) a defined number of days prior to expiration.	D - Desired	Y - Yes			
BS&A Soft ware	631	Finance	Projects	Establish project	Ability to provide drill down capabilities on budgets, cost estimates, actual.	D - Desired	Y - Yes			
BS&A Soft ware	632	Finance	Projects	Monitor project	Ability for system to track overhead on projects that is shared between departments.	D - Desired	N - Not Available			
BS&A Soft ware	633	Finance	Projects	Monitor project	Ability to accumulate and report on project personnel costs by person by day.	D - Desired	N - Not Available			
BS&A Soft ware	634	Finance	Projects	Monitor project	Ability to track and report on non-financial performance measures against a project or sub-activity within a project.	D - Desired	Y - Yes			
BS&A Soft ware	635	Finance	Projects	Monitor project	Prior to closing a project, have the ability to check for open or pending items (e.g., if the project is identified on an open encumbrance, unrelated project, unpaid payment document, etc.), prompt the user about whether or not this project should be closed.	D - Desired	N - Not Available			

BS&A Software	636	Finance	Projects	Record project activity	Ability for automatic notification of cost overruns with the capability to disengage the notification with proper authorization.	D - Desired	Y - Yes				
BS&A Software	637	Finance	Projects	Record project activity	Ability to collect labor time, machine usage, services/subcontract costs, and material usage data for individual projects, potentially interfacing with a Work Order system/module.	D - Desired	Y - Yes				
BS&A Software	638	Finance	Projects	Record project activity	Ability to inactivate a project.	D - Desired	Y - Yes				
BS&A Software	639	Finance	Projects	Record project activity	Ability to split any transaction by percent or flat amount (e.g., labor, inventory, equipment use, square footage, etc.) to one or more projects.	D - Desired	Y - Yes				
BS&A Software	640	Finance	Projects	Report on projects	Ability for system to provide an executive level dashboard to track real-time status of project activity with graphical representation of information through charts.	D - Desired	Y - Yes				
BS&A Software	641	Finance	Projects	Report on projects	Ability to accumulate and report on project equipment costs by establishing equipment rate schedules (this is a non-cash	D - Desired	N - Not Available				

					transaction--just an allocation to the proper project coding).					
BS&A Software	642	Finance	Projects	Report on projects	Ability to complete project reporting requirements in project specific formats.	D - Desired	Y - Yes			
BS&A Software	643	Finance	Projects	Report on projects	Ability to create Inspection Report, presenting the results of inspector site visits to evaluate performance.	D - Desired	N - Not Available			
BS&A Software	644	Finance	Projects	Report on projects	Ability to generate analyses for (including but not limited to) variances and percent completion.	D - Desired	Y - Yes			
BS&A Software	645	Finance	Projects	Report on projects	Ability to provide dashboard reporting for projects.	D - Desired	Y - Yes			
BS&A Software	646	Finance	Purchasing	Approve requisitions via workflow	Ability to add attachments to a purchase order before it's emailed to the vendor.	D - Desired	Y - Yes			
BS&A Software	647	Finance	Purchasing	Approve requisitions via workflow	Ability to configure multiple requisition approval workflows based on department, dollar amount, or commodity type.	E - Essential	Y - Yes			
BS&A Software	648	Finance	Purchasing	Approve requisitions via workflow	Ability to email purchase orders to vendors.	E - Essential	Y - Yes			

BS&A Software	649	Finance	Purchasing	Approve requisitions via workflow	Ability to forward an approval to another staff member on a one-time basis.	E - Essential	N - Not Available			
BS&A Software	650	Finance	Purchasing	Approve requisitions via workflow	Ability to view approval queues, status (open, received, invoiced, paid, partially filled/back ordered, partially paid), and audit trails of workflows (e.g., who approved each step), and drill into components of the workflow (e.g., purchase order and attached electronic documents).	E - Essential	Y - Yes			
BS&A Software	651	Finance	Purchasing	Approve requisitions via workflow	Requisitions are automatically turned into a purchase order after the final approval is complete.	D - Desired	Y - Yes			
BS&A Software	652	Finance	Purchasing	Approve requisitions via workflow	System can automatically print or email a purchase order based on preference stored in vendor file.	D - Desired	Y - Yes			Emailing vendors is supported, but not automated
BS&A Software	653	Finance	Purchasing	Approve requisitions via workflow	System provides an automatic sequential numbering sequence for purchase orders.	E - Essential	Y - Yes			
BS&A Software	654	Finance	Purchasing	Approve requisitions via workflow	System to notify requestor when a purchase order has been approved or not approved.	E - Essential	Y - Yes			

BS&A Software	655	Finance	Purchasing	Approve requisitions via workflow	Ability to send a requisition back to the requestor with a comment on why the requisition needs to be updated instead of denying a requisition and requiring a new requisition to be entered.	E - Essential	Y - Yes			
BS&A Software	656	Finance	Purchasing	Approve requisitions via workflow	System will accommodate modification of some non-monetary fields on requisitions during workflow and before approval, without sending requisition back to requestor.	D - Desired	Y - Yes			
BS&A Software	657	Finance	Purchasing	Create purchasing reports	System allows inquiries as to the current status of a purchasing or contract transaction at any point in the "procurement chain" (requisition through check).	D - Desired	Y - Yes			
BS&A Software	658	Finance	Purchasing	Create purchasing reports	System allows user to see encumbered amounts in real time.	E - Essential	Y - Yes			
BS&A Software	659	Finance	Purchasing	Create purchasing reports	System can automatically generate a notification when a vendor is close to purchase order threshold per year spending limit and send the notification to departments that have purchased from this vendor.	D - Desired	N - Not Available			

BS&A Software	660	Finance	Purchasing	Create purchasing reports	System can run a report that allows users to see the transaction history by purchase order, including starting balance, transactions, and balance history.	D - Desired	Y - Yes			
BS&A Software	661	Finance	Purchasing	Create purchasing reports	System can run report showing number of days that each requisition was in each approval step. Report should include requisition/PO number, dollar amount, date started, date approved, and elapsed days between start and approval.	O - Optional	R - Reporting			
BS&A Software	662	Finance	Purchasing	Create purchasing reports	System can track total dollar amount spent with a vendor by department.	D - Desired	R - Reporting			
BS&A Software	663	Finance	Purchasing	Create requisitions for a purchase	Ability to copy blanket purchase orders from previous fiscal years.	E - Essential	Y - Yes			
BS&A Software	664	Finance	Purchasing	Create requisitions for a purchase	Ability to default the shipping address (with multiple locations) on requisitions based on the user that is requesting the goods/services.	D - Desired	Y - Yes			
BS&A Software	665	Finance	Purchasing	Create requisitions for a purchase	Ability to inquire on historical purchase orders and copy them in as a new requisition.	D - Desired	Y - Yes			

BS&A Software	666	Finance	Purchasing	Create requisitions for a purchase	Ability to require requisitions that are sole/single source to include requisite justification documentation.	O - Optional	Y - Yes			
BS&A Software	667	Finance	Purchasing	Create requisitions for a purchase	Requisition can include Departmental contact, address, email, and phone number.	D - Desired	Y - Yes			
BS&A Software	668	Finance	Purchasing	Create requisitions for a purchase	Requisition can include freight terms (FOB).	D - Desired	Y - Yes			
BS&A Software	669	Finance	Purchasing	Create requisitions for a purchase	Requisition can specify Unit of Measure (Ea., Ft, lb., C, M, etc.).	D - Desired	Y - Yes			
BS&A Software	670	Finance	Purchasing	Create requisitions for a purchase	Requisitions can have quantity, price, and description.	E - Essential	Y - Yes			
BS&A Software	671	Finance	Purchasing	Create requisitions for a purchase	System accommodates both encumbered and unencumbered blanket purchase orders.	D - Desired	N - Not Available			POs always created an ENC journal entry
BS&A Software	672	Finance	Purchasing	Create requisitions for a purchase	System allows user to request a new vendor as part of the requisition process.	D - Desired	N - Not Available			
BS&A Software	673	Finance	Purchasing	Create requisitions for a purchase	System can auto-fill GL fields based on user (e.g., department and fund), with the ability to override the auto filled values.	D - Desired	Y - Yes			

BS&A Software	674	Finance	Purchasing	Create requisitions for a purchase	System can identify various funding sources for different procurement requirements including federal and state grants funds.	D - Desired	N - Not Available			
BS&A Software	675	Finance	Purchasing	Create requisitions for a purchase	System can retrieve vendor information based on a user search and automatically populate the requisitions with that information.	D - Desired	Y - Yes			
BS&A Software	676	Finance	Purchasing	Create requisitions for a purchase	System will automatically check if requisition is within budget and stop any out of budget requests.	E - Essential	Y - Yes			
BS&A Software	677	Finance	Purchasing	Create requisitions for a purchase	Users can allocate a single line item to multiple general ledger accounts.	E - Essential	Y - Yes			
BS&A Software	678	Finance	Purchasing	Create requisitions for a purchase	Users can attach multiple documents, including bids/quotes, to a requisition.	E - Essential	Y - Yes			
BS&A Software	679	Finance	Purchasing	Create requisitions for a purchase	Users can specify a ship-to location on the requisition.	E - Essential	Y - Yes			
BS&A Software	680	Finance	Purchasing	Create requisitions for a purchase	Users can specify if a requisition will have sales tax applied.	D - Desired	Y - Yes			
BS&A Software	681	Finance	Purchasing	Manage purchase orders	Ability to enter comments and/or special instructions on purchase orders, including	E - Essential	Y - Yes			

					canned statements and messages.					
BS&A Software	682	Finance	Purchasing	Manage purchase orders	Ability to notify the user when a change order is processed that will exceed the budgeted amount available.	E - Essential	Y - Yes			
BS&A Software	683	Finance	Purchasing	Manage purchase orders	Ability to specify comments that are for internal reference only.	D - Desired	Y - Yes			
BS&A Software	684	Finance	Purchasing	Manage purchase orders	System allows freight charges to be added to a purchase order amount, if the charges are under a defined threshold.	D - Desired	Y - Yes			No threshold involved - freight manually entered
BS&A Software	685	Finance	Purchasing	Manage purchase orders	System lets users filter and mass close open purchase orders/encumbrances, and requisitions/pre-encumbrances.	D - Desired	Y - Yes			
BS&A Software	686	Finance	Purchasing	Manage purchase orders	System maintains history and relationships for all solicitation documents, vendor responses, requisitions, approvals, performance measures, invoices, credits, checks, receiving documents for all POs, contracts, and (if applicable) purchasing cards.	D - Desired	Y - Yes			
BS&A Software	687	Finance	Purchasing	Manage purchase orders	System will accommodate change order workflows for purchase orders that require	E - Essential	Y - Yes			

					updated price and/or quantities.					
BS&A Software	688	Finance	Purchasing	Manage purchase orders	System will identify purchase orders that have not been marked as good / item receive after a user-specified period of time.	D - Desired	N - Not Available			
BS&A Software	689	Finance	Purchasing	Receive goods	System allows user to "receive all lines" in order to facilitate easier data entry.	D - Desired	Y - Yes			
BS&A Software	690	Finance	Purchasing	Receive goods	System allows user to add free form comments when receipting.	D - Desired	Y - Yes			
BS&A Software	691	Finance	Purchasing	Receive goods	System allows user to receive based on quantity of items received or dollar amount received.	D - Desired	N - Not Available			Qty only - the price cannot be edited via receiving
BS&A Software	692	Finance	Purchasing	Receive goods	System can prevent the same user from submitting a purchase order and receiving that purchase order.	O - Optional	N - Not Available			
BS&A Software	693	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: The receiving date from being earlier than the requisition date.	O - Optional	N - Not Available			
BS&A	694	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override:	D - Desired	Y - Yes			Price cannot be changed via receiving

Soft ware					The unit price from being greater than the unit price approved on the purchase order.					
BS&A Soft ware	695	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: Where the total invoice amount/shipment amount is greater than the approved purchase order amount, the quantity received from being greater than the quantity approved on the purchase order/contract.	D - Desired	N - Not Available			
BS&A Soft ware	696	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: Where the total purchase price is greater than an established amount (e.g., X% higher than the total).	D - Desired	N - Not Available			
BS&A Soft ware	697	Finance	Purchasing	Receive goods	The system can be configured to only require receipting for certain accounts.	D - Desired	N - Not Available			
BS&A Soft ware	698	Finance	Purchasing	Receive goods	The system can be configured to only require receipting for certain departments.	D - Desired	N - Not Available			
BS&A Soft ware	699	Finance	Purchasing	Receive goods	Users can fully or partially receive a purchase order.	D - Desired	Y - Yes			

BS&A Software	700	Finance	Purchasing	Receive goods	Users can return a good to the vendor, and the system will automatically generate the reversing entry to reverse the initial receipt of the good.	D - Desired	Y - Yes			User can void the receiver
BS&A Software	701	Finance	Purchasing	Track purchases made via a purchasing card	System can import purchasing card transactions from a bank.	E - Essential	Y - Yes			
BS&A Software	702	Finance	Purchasing	Track purchases made via a purchasing card	System can report on expenditures by employee.	D - Desired	Y - Yes			
BS&A Software	703	Finance	Purchasing	Track purchases made via a purchasing card	System has the ability to show and report on the vendor with which p-card transactions were performed in addition to the bank managing the cards.	D - Desired	Y - Yes			
BS&A Software	704	Finance	Purchasing	Track purchases made via a purchasing card	System will track expenditures made with purchasing cards/credit cards issued to employees.	D - Desired	Y - Yes			
BS&A Software	705	Finance	Purchasing	Year end processing	System allows open purchase orders to be rolled forward to the next fiscal year.	E - Essential	Y - Yes			
BS&A Software	706	Finance	Purchasing	Year end processing	System allows users to filter open purchase orders and roll over only the selected PO's (e.g., filter by account, range, department, etc.).	E - Essential	Y - Yes			No GL Number filters

BS&A Software	707	Finance	Purchasing	Year end processing	System can generate list of open purchase orders, and allow user to select all purchase orders to roll over as part of one system process.	E - Essential	Y - Yes			
BS&A Software	708	General and Technical	General and Technical	Managing addresses	System has the ability to meet USPS Publication 28: Postal Addressing Standards for street address and street naming convention including segments for all addresses within the system.	E - Essential	Y - Yes			
BS&A Software	709	General and Technical	General and Technical	Managing addresses	System has the ability to accommodate foreign addresses.	E - Essential	Y - Yes			
BS&A Software	710	General and Technical	General and Technical	Archiving data	System can provide an archiving solution for all data elements which provide configuration options for archiving schedules, including the ability to set retention periods based on record category or record type.	E - Essential	N - Not Available			
BS&A Software	711	General and Technical	General and Technical	Archiving data	System can provide authorized end user query access to archived records as per the organization's record retention policy.	E - Essential	N - Not Available			
BS&A Software	712	General and Technical	General and Technical	Archiving data	System has the ability to preserve historic transactional integrity when master data changes (e.g. chart of account changes but old transactions	E - Essential	Y - Yes			

					are still linked to old accounts).					
BS&A Software	713	General and Technical I	General and Technical	Purging data	System has the ability to automatically schedule purge process based on user defined criteria.	E - Essential	N - Not Available			
BS&A Software	714	General and Technical I	General and Technical	Purging data	System can override automatic purge schedule with manual purge process if and when required.	E - Essential	N - Not Available			
BS&A Software	715	General and Technical I	General and Technical	Processing workflow	System has the ability to attach supporting documents to transactions or profiles (e.g. contract document, vendor W-9 to vendor record, etc.).	E - Essential	Y - Yes			
BS&A Software	716	General and Technical I	General and Technical	Processing workflow	System has the ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user.	E - Essential	Y - Yes			
BS&A Software	717	General and Technical I	General and Technical	Processing workflow	System can set up workflows to allow for user-defined levels of approval.	E - Essential	Y - Yes			
BS&A Software	718	General and Technical I	General and Technical	Processing workflow	System provides audit trail history of transaction approvals.	E - Essential	Y - Yes			

BS&A Software	719	General and Technical	General and Technical	Processing workflow	System has the ability to limit backdating of critical transaction dates (Hire date, purchase date, etc.).	E - Essential	Y - Yes			
BS&A Software	720	General and Technical	General and Technical	Processing workflow	System provides workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	E - Essential	Y - Yes			
BS&A Software	721	General and Technical	General and Technical	Processing workflow	System provides workflow functionality that is role-based such that departments can perform approvals in a "person independent" manner.	E - Essential	Y - Yes			
BS&A Software	722	General and Technical	General and Technical	Processing workflow	System can provide tickler/reminder functionality throughout the system that could be set to trigger based on certain events (e.g. more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc.).	E - Essential	Y - Yes			
BS&A Software	723	General and Technical	General and Technical	Processing workflow	System has workflow functionality that allows a user to enter text and/or attach a document indicating the reason for the rejection and allows for complete viewing of this text by the user receiving the rejection notice.	E - Essential	Y - Yes			

BS&A Software	724	General and Technical I	General and Technical	Processing workflow	System has workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who will act as a surrogate in being able to review, approve, and reject all workflow items in the first user's absence.	E - Essential	Y - Yes			
BS&A Software	725	General and Technical I	General and Technical	Processing workflow	System has the ability to provide workflow functionality that allows for items to be put into workflow with a combination of parallel and/or sequential approvals.	E - Essential	Y - Yes			
BS&A Software	726	General and Technical I	General and Technical	Processing workflow	System provides workflow functionality to approve, forward, hold, or reject items upon reviewing.	E - Essential	Y - Yes			
BS&A Software	727	General and Technical I	General and Technical	Processing workflow	System allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The specific type of notification (email or internal to application) can be customizable for each individual user.	E - Essential	Y - Yes			
BS&A Software	728	General and Technical I	General and Technical	Processing workflow	System allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the	E - Essential	Y - Yes			

					appropriate area within the application to perform the next steps on that workflow.					
BS&A Software	729	General and Technical I	General and Technical	Entering data	System can control entry of data to ensure user enters data into all required fields on the screen.	E - Essential	Y - Yes			
BS&A Software	730	General and Technical I	General and Technical	Entering data	System can allow for data entry fields to automatically default to a specific value (e.g., date fields should default to current date).	E - Essential	Y - Yes			Some date fields, not all.
BS&A Software	731	General and Technical I	General and Technical	Entering data	System can provide data entry transaction templates (e.g., journal entries, requisitions, etc.), with custom defined fields as a default.	E - Essential	Y - Yes			
BS&A Software	732	General and Technical I	General and Technical	Entering data	System has the ability to “auto fill” in field level information (e.g. vendor name, account name) based on information entered (e.g. enter vendor #, name populates, etc.).	E - Essential	Y - Yes			
BS&A Software	733	General and Technical I	General and Technical	Entering data	System has the ability for transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	E - Essential	Y - Yes			
BS&A Software	734	General and Technical I	General and Technical	Entering data	System provides free form comments fields for all transactions – prior to posting or after the fact (multiple un-	E - Essential	Y - Yes			

					editable comments with user stamping and date stamping).					
BS&A Software	735	General and Technical I	General and Technical	Entering data	System has the ability to effective date transactions or updates to master data (e.g., benefits premiums during open enrollment).	E - Essential	Y - Yes			
BS&A Software	736	General and Technical I	General and Technical	Managing data	System has the ability to interact with the relational database and offer robust querying and analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria under appropriate security controls.	E - Essential	Y - Yes			
BS&A Software	737	General and Technical I	General and Technical	Managing data	System can support referential integrity through the use of data definitions.	E - Essential	Y - Yes			
BS&A Software	738	General and Technical I	General and Technical	Managing data	System has ability to access system database tables directly via ODBC with the ability to specify read versus write access.	E - Essential	N - Not Available			
BS&A Software	739	General and Technical I	General and Technical	Managing data	System has the ability to add user-defined data fields and tables to meet changing requirements.	E - Essential	Y - Yes			
BS&A Software	740	General and Technical I	General and Technical	Processing errors	System can customize or modify system provided error messages and store/log for future review and reporting.	E - Essential	N - Not Available			

					Error messages should be meaningful to the user versus being of a technical nature.					
BS&A Software	741	General and Technical I	General and Technical	Processing errors	System allows user defined reporting from the error log.	E - Essential	N - Not Available			
BS&A Software	742	General and Technical I	General and Technical	Processing errors	System allows the system administrator or designated end-users to view the error log to provide support for the users.	E - Essential	Y - Yes			
BS&A Software	743	General and Technical I	General and Technical	Processing forms	System can provide an integrated Forms Solution that allows for custom developed forms within the system that can be integrated with processes without having to modify application code.	E - Essential	Y - Yes			
BS&A Software	744	General and Technical I	General and Technical	Processing forms	System allows for trained users to customize forms without the need for Vendor assistance. Customized forms will not break when future updates are applied.	E - Essential	Y - Yes			
BS&A Software	745	General and Technical I	General and Technical	Processing forms	System provides the ability for all forms created within the vendor's solution to be stored to allow for future use of that form within the vendor's solution.	E - Essential	Y - Yes			
BS&A	746	General and	General and Technical	Integrating and interfacing	System can import/export non-configuration data (e.g., transaction data) to/from a	E - Essential	Y - Yes			

Soft ware		Technica I			common data interchange format (e.g., ASCII, XML, etc.) with proper security restrictions.					
BS& A Soft ware	74 7	General and Technica I	General and Technical	Integrating and interfacing	System allows for all data import functions in the system to observe all pre-set data validation rules to enforce data/database integrity.	E - Essenti al	Y - Yes			
BS& A Soft ware	74 8	General and Technica I	General and Technical	Integrating and interfacing	Ability to support web services as a means of real- time data exchange with other applications.	E - Essenti al	N - Not Available			Need additional information
BS& A Soft ware	74 9	General and Technica I	General and Technical	Integrating and interfacing	System provides API's for ease of integration.	E - Essenti al	N - Not Available			Need additional information
BS& A Soft ware	75 0	General and Technica I	General and Technical	Integrating and interfacing	System can apply security restrictions to all imports performed by a user.	E - Essenti al	Y - Yes			
BS& A Soft ware	75 1	General and Technica I	General and Technical	Data Analysis	System has the ability to interface with a third-party business intelligence solution/data warehouse.	E - Essenti al	N - Not Available			Need additional information
BS& A Soft ware	75 2	General and Technica I	General and Technical	Data Analysis	System should include an easy to use report generator, with all data downloadable to MS Excel spreadsheet open- source file format such as .csv or .txt format for ad hoc reporting.	E - Essenti al	Y - Yes			

BS&A Software	753	General and Technical I	General and Technical	Data Analysis	System allows on screen data to be downloadable to MS Excel spreadsheet or open-source file format such as .csv or .txt format for ad hoc reporting.	E - Essential	Y - Yes			
BS&A Software	754	General and Technical I	General and Technical	Data Analysis	System has the ability to provide a user-configurable 'management dashboard' which allows users to identify and view key summary performance statistics from various components of the ERP system and drill into them for further detail.	E - Essential	Y - Yes			
BS&A Software	755	General and Technical I	General and Technical	Data Analysis	System allows for additions or deletions of fields from a query or report.	E - Essential	Y - Yes			
BS&A Software	756	General and Technical I	General and Technical	Data Analysis	System has report writing capabilities with data organization structure consistent between all application modules.	E - Essential	Y - Yes			
BS&A Software	757	General and Technical I	General and Technical	Data Analysis	System can run reports and queries without impacting system performance.	E - Essential	Y - Yes			Reports are offloaded to a separate workflow service.
BS&A Software	758	General and Technical I	General and Technical	Data Analysis	System has the ability to retrieve information from multiple tables/files.	E - Essential	Y - Yes			

BS&A Software	759	General and Technical I	General and Technical	Data Analysis	System has the ability to specify desired subtotal breaks and totaling fields.	E - Essential	Y - Yes			
BS&A Software	760	General and Technical I	General and Technical	Data Analysis	System has the ability to obtain reports in different sort sequences.	E - Essential	Y - Yes			
BS&A Software	761	General and Technical I	General and Technical	Data Analysis	System has the ability to make minor alterations to previously defined reports and queries.	E - Essential	Y - Yes			
BS&A Software	762	General and Technical I	General and Technical	Data Analysis	System has the ability to prepare reports and queries from any accounting period and across periods.	E - Essential	Y - Yes			
BS&A Software	763	General and Technical I	General and Technical	Data Analysis	System has the ability to set up menus of created reports and queries for easy access and printing.	E - Essential	Y - Yes			
BS&A Software	764	General and Technical I	General and Technical	Data Analysis	System has the ability to set up reports to accommodate optimized page size and layout (e.g., portrait and landscape orientations).	E - Essential	Y - Yes			
BS&A Software	765	General and Technical I	General and Technical	Data Analysis	System allows a user to select any account or range of accounts in the chart of accounts for inclusion in reports or queries.	E - Essential	Y - Yes			
BS&A Software	766	General and Technical I	General and Technical	Data Analysis	System has "Wildcard" and/or "Keyword" capability to allow easy accessing of a range of	E - Essential	Y - Yes			

					values when creating reports or queries.					
BS&A Software	767	General and Technical I	General and Technical	Data Analysis	System has the ability to quickly access a range or set of accounts for report creation by specifying a fund, account, department, division, and/or account type.	E - Essential	Y - Yes			
BS&A Software	768	General and Technical I	General and Technical	Data Analysis	System has the ability to define how data is displayed, including commas, decimal points, dollar signs, +/- signs, right or left justified, etc.	E - Essential	Y - Yes			
BS&A Software	769	General and Technical I	General and Technical	Data Analysis	System has the ability to "drill down" allowing a user to begin with a summary level screen/report and inquire on progressively more detailed (e.g., source) transactions.	E - Essential	Y - Yes			
BS&A Software	770	General and Technical I	General and Technical	Data Analysis	System has the ability to execute reports with an "as of" date.	E - Essential	Y - Yes			
BS&A Software	771	General and Technical I	General and Technical	Data Analysis	System allows search criteria on reports to be not-exact matches, partials, or similar.	E - Essential	Y - Yes			
BS&A Software	772	General and Technical I	General and Technical	Data Analysis	System has the ability to provide system-wide search functionality for keyword search, across all master and transaction records.	E - Essential	Y - Yes			

BS&A Software	773	General and Technical I	General and Technical	Data Analysis	System provides phonetic search (e.g. Soundex) capability.	E - Essential	N - Not Available			
BS&A Software	774	General and Technical I	General and Technical	Data Analysis	System allows users to perform inquiries and searches by any field available.	E - Essential	Y - Yes			
BS&A Software	775	General and Technical I	General and Technical	Data Analysis	System has the ability to report and query on all user defined fields.	E - Essential	Y - Yes			
BS&A Software	776	General and Technical I	General and Technical	Data Analysis	System has the ability to allow for e-Signatures on forms and approvals.	E - Essential	Y - Yes			
BS&A Software	777	General and Technical I	General and Technical	Security and auditing	Ability to use Azure Active Directory (AD) or integrate with cloud-based Single Sign On (SSO) solutions via SAML.	E - Essential	Y - Yes			
BS&A Software	778	General and Technical I	General and Technical	Security and auditing	Ability to integrate with third-party backup/recovery solutions to flexibly define and implement backup and recovery strategies using external on-premise or cloud-based environments (public or private).	E - Essential	N - Not Available			BS&A Cloud has backup and recovery capabilities included, through Microsoft Azure
BS&A Software	779	General and Technical I	General and Technical	Security and auditing	The system must have the ability to prevent, detect, contain, and recover from security threats such as malware injection, side	E - Essential	Y - Yes			

					channel attacks, exploitation of API vulnerabilities, or distributed denial of service (DDoS) attacks.					
BS&A Software	780	General and Technical I	General and Technical	Security and auditing	The system must provide detailed logs for forensic investigation of security incidents, that can aid in identifying the nature and extent of the affectation, including the data that was exfiltrated or compromised.	E - Essential	Y - Yes			
BS&A Software	781	General and Technical I	General and Technical	Security and auditing	System has the ability to restrict access for add/update/view/delete at the transaction level.	E - Essential	Y - Yes			
BS&A Software	782	General and Technical I	General and Technical	Security and auditing	System has the ability to configure account password settings to meet minimum security standards. Example: Password Length, Password History, Password Characters, Password Change .	E - Essential	Y - Yes			
BS&A Software	783	General and Technical I	General and Technical	Security and auditing	System has the ability to deliver security in a layered format (e.g., data, database, application, network physical).	E - Essential	Y - Yes			
BS&A Software	784	General and Technical I	General and Technical	Security and auditing	System has the ability to provide security reporting settings to capture security activity and events (e.g., unauthorized security access attempts).	E - Essential	N - Not Available			

BS&A Software	785	General and Technical I	General and Technical	Security and auditing	System has the ability to restrict a user's access to specific screens.	E - Essential	Y - Yes			
BS&A Software	786	General and Technical I	General and Technical	Security and auditing	System can define standard security roles for entry, query, and reporting.	E - Essential	Y - Yes			
BS&A Software	787	General and Technical I	General and Technical	Security and auditing	System has the ability to provide security at the record level.	E - Essential	Y - Yes			
BS&A Software	788	General and Technical I	General and Technical	Security and auditing	System has the ability to configure security access to restrict a user's access to individual fields.	E - Essential	Y - Yes			
BS&A Software	789	General and Technical I	General and Technical	Security and auditing	System has the ability to maintain system security controls while using the system on mobile devices.	E - Essential	Y - Yes			
BS&A Software	790	General and Technical I	General and Technical	Security and auditing	System has the ability to restrict user access to fields based on a certain range (e.g., a range of accounts).	E - Essential	Y - Yes			
BS&A Software	791	General and Technical I	General and Technical	Security and auditing	System has the ability to log all transactions and master data changes in a detailed permanent audit trail, by user ID, based on user login.	E - Essential	Y - Yes			
BS&A Software	792	General and Technical I	General and Technical	Security and auditing	System has the ability to provide role based system security; must be configurable and must establish rules for editing.	E - Essential	Y - Yes			

BS&A Software	793	General and Technical I	General and Technical	Security and auditing	System allows for an administrator to change a user's status to inactive.	E - Essential	Y - Yes			
BS&A Software	794	General and Technical I	General and Technical	Security and auditing	System has the ability to identify users making inquiries or extracting reports from key databases.	E - Essential	N - Not Available			
BS&A Software	795	General and Technical I	General and Technical	Security and auditing	System has the ability to support the encryption of data communications between the client and the server.	E - Essential	Y - Yes			
BS&A Software	796	General and Technical I	General and Technical	Security and auditing	System has the ability to support the encryption of stored data in the database.	E - Essential	Y - Yes			
BS&A Software	797	General and Technical I	General and Technical	Security and auditing	System has the ability to apply security restrictions to report writer utilities.	E - Essential	Y - Yes			
BS&A Software	798	General and Technical I	General and Technical	Security and auditing	System has the ability to apply security restrictions to all data connections such as ODBC, JDBC, OLE.	E - Essential	N - Not Available			
BS&A Software	799	General and Technical I	General and Technical	Security and auditing	System has the ability to differentiate access between ability to view versus update for specific data elements.	E - Essential	Y - Yes			
BS&A Software	800	General and Technical I	General and Technical	Security and auditing	System has the ability to restrict the accessing of security configuration and audit logs based upon user	E - Essential	Y - Yes			

					profiles or administrator level settings.					
BS&A Software	801	General and Technical I	General and Technical	Security and auditing	System can restrict System Administrator account from performing transactions on the system.	E - Essential	N - Not Available			
BS&A Software	802	General and Technical I	General and Technical	Security and auditing	System has the ability to monitor concurrent users accessing the database through the application (e.g., open connections).	E - Essential	N - Not Available			
BS&A Software	803	General and Technical I	General and Technical	Security and auditing	System has the ability to automatically log off an inactive user as configured based on the organization's needs.	E - Essential	Y - Yes			Timeout period is not user configurable.
BS&A Software	804	General and Technical I	General and Technical	Security and auditing	System has the ability to allow management to review the system administrator's activities.	E - Essential	Y - Yes			
BS&A Software	805	General and Technical I	General and Technical	System updates	System has the ability to retain user preferences when new updates and/or upgrades are applied.	E - Essential	Y - Yes			
BS&A Software	806	General and Technical I	General and Technical	Manage multiple environments	System has the ability to transfer only selected configurations / data between environments (doesn't require copying all data / configurations).	E - Essential	N - Not Available			
BS&A Software	807	General and Technical I	General and Technical	Manage multiple environments	System has the ability to provide a configuration management solution to allow for easy management of	E - Essential	N - Not Available			

					moving data and programs between the various environments.					
BS&A Software	808	General and Technical I	General and Technical	Administering system operations	System includes the appropriate administrative and programming toolsets to configure, modify, and customize the software applications.	E - Essential	Y - Yes			
BS&A Software	809	General and Technical I	General and Technical	Interfacing for users	System ensures that all features and functions within the application will be available and operate identically regardless of the user interface that is used (e.g., web-based or client-based, tablet vs. laptop, etc.).	E - Essential	Y - Yes			BS&A Cloud system is web-based.
BS&A Software	810	General and Technical I	General and Technical	Interfacing for users	System complies with accessibility standards including all system components. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is	E - Essential	N - Not Available			BS&A has spent time and effort to address accessibility concerns. We continue to address them as they are found, but at this point, we can't confidently say we're WCAG 2.0 compliant.

					accessible to people with disabilities.					
BS&A Software	811	General and Technical I	General and Technical	Interfacing for users	System ensures that the software applications provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast, and color selection for blind users. Please note third party product compatibility in Comment field.	E - Essential	Y - Yes			While these tools have not been widely tested by BS&A, we believe that any tool compatible with the web browsers BS&A Cloud supports, would be useable.
BS&A Software	812	General and Technical I	General and Technical	Interfacing for users	System has the functionality for or is compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field.	E - Essential	Y - Yes			While these tools have not been widely tested by BS&A, we believe that any tool compatible with the web browsers BS&A Cloud

										supports, would be useable.
BS&A Software	813	General and Technical I	General and Technical	Interfacing for users	System allows multiple screens to be open simultaneously within the same session.	E - Essential	Y - Yes			
BS&A Software	814	General and Technical I	General and Technical	Interfacing for users	System allows unused data elements to be removed, hidden, or modified without compromising the ability to perform system updates that will result in these changes being lost.	E - Essential	Y - Yes			
BS&A Software	815	General and Technical I	General and Technical	Interfacing for users	System has the ability to modify pull down menus and pick lists, with proper security authorization.	E - Essential	Y - Yes			
BS&A Software	816	General and Technical I	General and Technical	Interfacing for users	System has the ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities at the field and the page level. Help documentation is well written, specific, relevant, and useful, preferably with screenshots and examples.	E - Essential	Y - Yes			
BS&A Software	817	General and Technical I	General and Technical	Interfacing for users	System has the ability to provide field-level and screen level help throughout the application that can be customized by trained and authorized users.	E - Essential	N - Not Available			

BS&A Software	818	Human Resources	Employee Benefits	Administer benefits payments	System can provide output files in regards to enrollment with benefits providers and 457(b)/403(b)/401K third party providers.	D - Desired	Y - Yes			Exports exist for may providers. Additional exports can be created if nescessary.
BS&A Software	819	Human Resources	Employee Benefits	Administer benefits payments	System has the ability to integrate with Accounts Payable for the generation of payments to insurance/benefits providers based on benefit administration calculations.	D - Desired	Y - Yes			
BS&A Software	820	Human Resources	Employee Benefits	Administer benefits payments	System has the ability to integrate with Accounts Payable for the generation of payments to insurance/benefits providers based on payroll calculations and deductions.	O - Optional	Y - Yes			
BS&A Software	821	Human Resources	Employee Benefits	Administer benefits payments	System has the ability to interface with benefit providers (e.g., retirement plan, health providers, etc.).	E - Essential	Y - Yes			BS&A Cloud Human Resources includes a configurable interface for exporting retirement plan information, and a process for

									importing benefit enrollment information. If existing tool can be used, no additional cost is required.
BS&A Software	822	Human Resources	Employee Benefits	Administer benefits payments	System has the ability to track part time employee's hours to define their benefit eligibility and contribution amount.	E - Essential	N - Not Available		Benefit eligibility is not automatically triggered based on hours worked.
BS&A Software	823	Human Resources	Employee Benefits	Enroll in benefits	System can automatically assign future or retroactive effective end dates for benefits when employee is terminated, or employee is no longer eligible.	E - Essential	N - Not Available		
BS&A Software	824	Human Resources	Employee Benefits	Enroll in benefits	System can collect and maintain supporting documentation for benefits changes (e.g., birth certificate, marriage document, etc.).	E - Essential	Y - Yes		

BS&A Software	825	Human Resources	Employee Benefits	Enroll in benefits	System has the ability for employees to see the impact of their benefit elections on their take home pay before making final selections.	E - Essential	Y - Yes		People with access to PR can calculate a temporary check with the new benefit election amounts and provide that to the employee. There is not a feature within BS&A Online to do a temporary check on the employees end with the new elected amounts prior to the final selection.
BS&A Software	826	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to automatically enroll an employee in their prior year elections (passive enrollment) if they did not select any elections during open enrollment.	D - Desired	Y - Yes		Employees default to current enrollment unless a change is requested or their enrollment has been end-dated.

BS&A Software	827	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to automatically notify employees of benefits enrollment due dates.	E - Essential	N - Not Available			
BS&A Software	828	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to define employees eligibility (eligible, not eligible, etc.) to enroll in each benefit plan.	E - Essential	Y - Yes			
BS&A Software	829	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to determine benefit eligibility and automatically recalculate premiums based on an employee's union, department, position, hours, or group.	E - Essential	Y - Yes			
BS&A Software	830	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to establish separate notifications to different employee groups/status for benefits enrollment.	E - Essential	Y - Yes			
BS&A Software	831	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to show employees benefit enrollment status (enrolled, denied, etc.) for each benefit plan.	E - Essential	Y - Yes			
BS&A Software	832	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to tie benefit elections to deductions to inform payroll of deductions.	E - Essential	Y - Yes			
BS&A Software	833	Human Resources	Employee Benefits	Enroll in benefits	System has the ability to track and report on all benefit enrollment history including employee and dependents' data entered by employee.	E - Essential	Y - Yes			

BS&A Software	834	Human Resources	Employee Benefits	Manage benefits	System can allow for future-dated transactions to be entered and held until effective (includes employee, employer, carrier information).	E - Essential	Y - Yes			
BS&A Software	835	Human Resources	Employee Benefits	Manage benefits	System has the ability to accommodate and identify benefit plans with multiple premium amounts that are employee and/or employer paid (individual, individual + spouse, individual + children, family).	E - Essential	Y - Yes			
BS&A Software	836	Human Resources	Employee Benefits	Manage benefits	System has the ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.).	E - Essential	Y - Yes			
BS&A Software	837	Human Resources	Employee Benefits	Manage benefits	System has the ability to accommodate and track retiree benefits (what benefits they have and how they are paying for it).	D - Desired	Y - Yes			
BS&A Software	838	Human Resources	Employee Benefits	Manage benefits	System has the ability to mass update plan rates at the end of each year to reflect any changes to benefit plan rates.	E - Essential	Y - Yes			
BS&A Software	839	Human Resources	Employee Benefits	Manage benefits	System has the ability to track retirees in the system for benefits purposes.	D - Desired	Y - Yes			

BS&A Software	840	Human Resources	Employee Benefits	Manage benefits	System has the ability to track various categories of individuals in the system: employees, non-paid employees, retiree, etc.	D - Desired	Y - Yes			
BS&A Software	841	Human Resources	Employee Benefits	Manage employee leave	System has the ability to automatically send FMLA letters to employees when required without manual intervention.	D - Desired	N - Not Available			Sending letters would be a manual process.
BS&A Software	842	Human Resources	Employee Benefits	Manage employee leave	System has the ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	D - Desired	N - Not Available			
BS&A Software	843	Human Resources	Employee Benefits	Manage employee leave	System has the ability to re-activate an employee to the correct benefits when they return from a leave of absence.	E - Essential	Y - Yes			
BS&A Software	844	Human Resources	Employee Benefits	Manage employee leave	System has the ability to roll over leave hours up to a pre-defined maximum amount of hours.	E - Essential	Y - Yes			
BS&A Software	845	Human Resources	Employee Benefits	Manage employee leave	System has the ability to track FMLA eligibility and hours.	E - Essential	Y - Yes			We can track FMLA hours used.
BS&A Software	846	Human Resources	Employee Benefits	Report on benefits	System can create an employee confirmation statement (new hire or open enrollment) to send to employees listing their benefit elections.	D - Desired	Y - Yes			

BS&A Software	847	Human Resources	Employee Benefits	Report on benefits	System can create an employee statement of current benefits.	D - Desired	Y - Yes				
BS&A Software	848	Human Resources	Employee Benefits	Report on benefits	System can generate an 834 file for reporting to carriers with either all enrollees or just changes in enrollment during a specific time period.	E - Essential	N - Not Available				
BS&A Software	849	Human Resources	Employee Benefits	Report on benefits	System has the ability to flag an employee when they go below/above a certain hour threshold and needs to be moved from full time benefit eligible to less than full time benefit eligible or reverse.	D - Desired	N - Not Available				
BS&A Software	850	Human Resources	Employee Benefits	Report on benefits	System has the ability to meet state benefits reporting requirements.	O - Optional	Y - Yes				
BS&A Software	851	Human Resources	Employee Benefits	Report on benefits	System has the ability to produce a notice/report of benefit changes whenever any employee changes occur such as employee name change, change of pay status, cancelled deduction, etc.	D - Desired	N - Not Available				
BS&A Software	852	Human Resources	Employee Benefits	Report on benefits	System has the ability to view/print a list of employees contributing to any vendor or benefits provider and amount contributed.	E - Essential	Y - Yes				

BS&A Software	853	Human Resources	Employee Benefits	Report on benefits	System has the ability to view/print benefit enrollment by benefit, employee class/group, department or by employee.	E - Essential	Y - Yes			
BS&A Software	854	Human Resources	Employee Benefits	Report on benefits	System has the ability to view/print deduction reports to document the amounts of the employee and employer contributions.	E - Essential	Y - Yes			
BS&A Software	855	Human Resources	Employee Benefits	Track dependents	System can automatically remove dependents who are no longer eligible for coverage from applicable coverage, at month-end, regardless of pay cycle.	E - Essential	N - Not Available			
BS&A Software	856	Human Resources	Employee Benefits	Track dependents	System can check and flag dependents who no longer qualify for insurance benefits.	E - Essential	Y - Yes			
BS&A Software	857	Human Resources	Employee Benefits	Track dependents	System has the ability to enter dependents and beneficiaries and assign each person to multiple roles as dependents/beneficiaries against any benefit type.	E - Essential	Y - Yes			
BS&A Software	858	Human Resources	Employee Benefits	Track dependents	System has the ability to integrate with 3rd party COBRA vendor the eligible actions and notify employees/dependents as they become COBRA eligible.	O - Optional	N - Not Available			

BS&A Software	859	Human Resources	Employee Benefits	Track dependents	System has the ability to track and report on all covered dependents and any beneficiaries.	E - Essential	Y - Yes			
BS&A Software	860	Human Resources	Employee Benefits	Track dependents	System is able to automatically notify employees prior to and when dependents no longer qualify for benefits.	D - Desired	N - Not Available			
BS&A Software	861	Human Resources	Employee Benefits	Track dependents	System is able to calculate premiums based on dependents who no longer qualify (aging out) and ability to process arrears or refunds.	E - Essential	N - Not Available			
BS&A Software	862	Human Resources	Employee Self Service	Accessing payroll information	Ability for employees to utilize employee self service to request changes in tax withholdings (maybe routed to payroll for approval before updating in system).	E - Essential	Y - Yes			
BS&A Software	863	Human Resources	Employee Self Service	Accessing Payroll Information	Ability for users to see amounts accrued per payroll.	E - Essential	Y - Yes			
BS&A Software	864	Human Resources	Employee Self Service	Accessing payroll information	Ability to forecast time used for leave.	D - Desired	Y - Yes			Within Employee Self Service, employees can view Year to Date Info> Leave Balances to see a breakdown

										of leave used.
BS&A Software	865	Human Resources	Employee Self Service	Accessing payroll information	System allows employees to log into a self-service website to see their leave balances.	E - Essential	Y - Yes			Employees can request time off online, at the time clock, or through our native mobile apps, while supervisors can approve requests online or through our native mobile apps
BS&A Software	866	Human Resources	Employee Self Service	Accessing payroll information	System has the ability for employees to opt out of receiving paper checks through self-service.	E - Essential	N - Not Available			Employees can add direct deposit information from employee self-service to be reviewed and approved.
BS&A Software	867	Human Resources	Employee Self Service	Accessing payroll information	System has the ability for employees to see original paystubs and corrected pay stubs through self-service	E - Essential	Y - Yes			
BS&A Software	868	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to enable employee to review all personal history of cash and non-cash compensation, such as base salary.	D - Desired	Y - Yes			

BS&A Software	869	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to for employees to access year-end Forms (e.g., W-2) via self-service.	E - Essential	Y - Yes			W-2s can be viewed but not printed from Employee Self-Service.
BS&A Software	870	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to notify proper users if any changes are made or requested through self-service.	E - Essential	Y - Yes			
BS&A Software	871	Human Resources	Employee Self Service	Enrolling in benefits via self service	System allows employees to self-enroll in available benefits during any time and/or during open enrollment, with appropriate approvals.	E - Essential	Y - Yes			
BS&A Software	872	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the ability for employee to create side-by-side plan comparison chart in employee self-service.	D - Desired	N - Not Available			
BS&A Software	873	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the ability to provide modeling/tools in employee self-service for the employee to use in selecting benefits (e.g., FSA calculator, impact to net pay with benefit choices).	D - Desired	N - Not Available			
BS&A Software	874	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the self-service capabilities for employees to designate an emergency contact.	E - Essential	Y - Yes			

BS&A Software	875	Human Resources	Employee Self Service	Enrolling in benefits via self service	System will allow employees to save elections and return at a later time to complete enrollment.	D - Desired	N - Not Available			
BS&A Software	876	Human Resources	Employee Self Service	Entering time via self service	System allows employees to log into a self-service website to request time off or cancel time off.	E - Essential	T - Third Party			Responding with Andrew Technology
BS&A Software	877	Human Resources	Employee Self Service	Entering time via self service	System can accommodate employee self-service for time entry.	E - Essential	T - Third Party			Responding with Andrew Technology
BS&A Software	878	Human Resources	Employee Self Service	Making changes via self service	System allows employee to change home address, mailing address and emergency contact.	E - Essential	Y - Yes			
BS&A Software	879	Human Resources	Employee Self Service	Making changes via self service	System allows employees to change their own demographic data with appropriate workflows and approvals as required or needed.	E - Essential	N - Not Available			
BS&A Software	880	Human Resources	Employee Self Service	Making changes via self service	System allows users to change personal passwords.	E - Essential	Y - Yes			
BS&A Software	881	Human Resources	Employee Self Service	Making changes via self service	System allows users to update direct deposit information, add tax changes, etc. with appropriate workflows.	E - Essential	Y - Yes			
BS&A Software	882	Human Resources	Employee Self Service	Making changes via self service	System can notify designated person when an employee updates their information via employee self-service.	E - Essential	Y - Yes			

BS&A Software	883	Human Resources	Learning Management	Create training	System allows HR and departments to establish training courses and curriculum.	D - Desired	N - Not Available			
BS&A Software	884	Human Resources	Learning Management	Create training	System can categorize and create curriculum for training by various categories (management, supervisory, professional, technical, etc.).	D - Desired	N - Not Available			
BS&A Software	885	Human Resources	Learning Management	Create training	System has the ability for departments to create and store their own department specific training programs.	D - Desired	N - Not Available			
BS&A Software	886	Human Resources	Learning Management	Create training	System has the ability to restrict courses by job type (e.g., only supervisor can enroll for supervisory courses).	E - Essential	N - Not Available			
BS&A Software	887	Human Resources	Learning Management	Create training	System has the ability to store developmental program opportunities in addition to required trainings.	D - Desired	N - Not Available			
BS&A Software	888	Human Resources	Learning Management	Create training	System has the ability to tie multiple courses to a specific curriculum.	O - Optional	N - Not Available			You can build a custom list of courses (continuing education/licenses & certification).
BS&A Software	889	Human Resources	Learning Management	Manage certifications, licenses, and skills	System can track licenses, certifications, and continuing education.	E - Essential	Y - Yes			

BS&A Software	890	Human Resources	Learning Management	Manage certification s, licenses, and skills	System has the ability for staff to enter, maintain, record, and flag yearly training requirements and certifications, including expiration dates, as needed to keep professional licenses on a "learner" basis.	E - Essential	Y - Yes			Training requirements and certifications including dates can be documented on each employees Reviews/Professional Development tab. No notifications would be sent automatically, but reminders can be setup to notify employees/users of certain dates/expiration dates.
BS&A Software	891	Human Resources	Learning Management	Manage certification s, licenses, and skills	System has the ability to automatically notify employees and supervisors who are due for a training or certification renewal.	E - Essential	N - Not Available			
BS&A Software	892	Human Resources	Learning Management	Manage certification s, licenses, and skills	System has the ability to flag employees and supervisors who have not taken their required training or are due for certification renewal.	E - Essential	N - Not Available			

BS&A Software	893	Human Resources	Learning Management	Manage certifications, licenses, and skills	System has the ability to track languages and skills.	D - Desired	Y - Yes			Custom user fields can be setup to track languages and skills.
BS&A Software	894	Human Resources	Learning Management	Register for training	System allows employees to browse a catalogue of available training opportunities from various training systems in a single location.	D - Desired	N - Not Available			
BS&A Software	895	Human Resources	Learning Management	Register for training	System allows employees to register for available training opportunities.	E - Essential	N - Not Available			
BS&A Software	896	Human Resources	Learning Management	Register for training	System allows for managers to assign employees or groups of employees to a specific training plan.	E - Essential	N - Not Available			
BS&A Software	897	Human Resources	Learning Management	Register for training	System allows managers to enroll their employees in training opportunities.	E - Essential	N - Not Available			
BS&A Software	898	Human Resources	Learning Management	Register for training	System can generate all types of training notification messages (e.g., enrollment, waitlist, cancellations, changes, reminders, mandatory training, etc.) to employees and supervisors.	D - Desired	N - Not Available			

BS&A Software	899	Human Resources	Learning Management	Register for training	System can notify employees when they are due for training.	E - Essential	N - Not Available			System will not automatically notify employees when they're due for trainings. Manual reminders can be setup to notify a user(s) on a certain date based on when their training is due.
BS&A Software	900	Human Resources	Learning Management	Register for training	System can send automatic notifications to a waitlisted employee to inform them when a spot opens up in a waitlisted course.	O - Optional	N - Not Available			
BS&A Software	901	Human Resources	Learning Management	Register for training	System can send calendar appointments (e.g., to Outlook calendar) when an employee is enrolled in training.	E - Essential	N - Not Available			
BS&A Software	902	Human Resources	Learning Management	Register for training	System can support course cancellation if someone is no longer able to attend and would like to withdraw from the course.	O - Optional	N - Not Available			

BS&A Software	903	Human Resources	Learning Management	Register for training	System has the ability to cap attendees to any given program based on the number of available spots in the course.	D - Desired	N - Not Available			
BS&A Software	904	Human Resources	Learning Management	Register for training	System has the ability to waitlist interested employees if a course has reached the maximum number of registered employees.	D - Desired	N - Not Available			
BS&A Software	905	Human Resources	Learning Management	Track and maintain training	Ability for users to upload external training records.	O - Optional	Y - Yes			Attachments can be set at an employee level or attached to an employees Continuing Education item(s).
BS&A Software	906	Human Resources	Learning Management	Track and maintain training	Ability to track completion of annual compliance trainings (such as anti-harassment and cybersecurity) even if tracked in other systems.	E - Essential	Y - Yes			
BS&A Software	907	Human Resources	Learning Management	Track and maintain training	Ability to distribute post-course survey to obtain feedback about training from attendees.	E - Essential	N - Not Available			
BS&A Software	908	Human Resources	Learning Management	Track and maintain training	Ability to provide certificate of course completion.	O - Optional	N - Not Available			Certificates are not generated within BS&A, but once a certificate/co

										urse is completed there is a section to attach any documentation or information to the employees Licenses & Certifications section.
BS&A Software	909	Human Resources	Learning Management	Track and maintain training	System allows employees to view their own training history.	D - Desired	N - Not Available			
BS&A Software	910	Human Resources	Learning Management	Track and maintain training	System allows HR to view training history for a specific course.	O - Optional	Y - Yes			Training history/course history can be documented under the employees Professional Development tab.
BS&A Software	911	Human Resources	Learning Management	Track and maintain training	System allows HR to view training history for a specific employee.	E - Essential	Y - Yes			Training history can be documented under the Professional Development section of an

										employees setup.
BS&A Software	912	Human Resources	Learning Management	Track and maintain training	System allows supervisors to view their employee's training history.	E - Essential	N - Not Available			
BS&A Software	913	Human Resources	Learning Management	Track and maintain training	System can create a report showing a summary of all training provided, attendance, training hours, and other data fields as required.	D - Desired	N - Not Available			
BS&A Software	914	Human Resources	Learning Management	Track and maintain training	System can facilitate tracking an attendance roster of individuals who attend training.	D - Desired	N - Not Available			
BS&A Software	915	Human Resources	Learning Management	Track and maintain training	System can track all training (external training, web-based training, videos, internal training) deadlines to remind employees when due.	E - Essential	N - Not Available			
BS&A Software	916	Human Resources	Learning Management	Track and maintain training	System maintains historical record of all trainings that have occurred (both in-house and external trainings).	E - Essential	N - Not Available			
BS&A Software	917	Human Resources	Offboarding	Managing terminations	Ability to adjust the employee separation date in the system up until their last day worked (in cases where employees push back their separation a few weeks).	D - Desired	Y - Yes			
BS&A	918	Human Resources	Offboarding	Managing terminations	Ability to create a database of exit interview questions to be	D - Desired	N - Not Available			

Soft ware					drawn from for terminations each position type.					
BS& A Soft ware	91 9	Human Resource s	Offboardi ng	Managing termination s	Ability to define and establish electronic forms and workflows that need to be completed for offboarding activities.	E - Essenti al	N - Not Available			
BS& A Soft ware	92 0	Human Resource s	Offboardi ng	Managing termination s	Ability to enter a termination in the system and automatically notify appropriate individuals (payroll, HR, IT, etc.) for each offboarding activity.	E - Essenti al	Y - Yes			This can be done utilizing our Personnel Action Forms feature. When entering a termination this way, this can notify the appropriate users automaticall y.
BS& A Soft ware	92 1	Human Resource s	Offboardi ng	Managing termination s	Ability to establish separate activities on the offboarding checklist for the different types of separations: voluntary, involuntary, retirements.	E - Essenti al	Y - Yes			Different Personnel Action Forms form types can be setup based on the different types of separation.

BS&A Software	922	Human Resources	Offboarding	Managing terminations	Ability to track different offboarding checklists based on job classification or department.	D - Desired	N - Not Available			
BS&A Software	923	Human Resources	Offboarding	Reporting on terminations	Ability to capture, maintain, and report on exit interview data.	D - Desired	N - Not Available			Exit Interview data is not stored within BS&A unless you utilize the employee Custom Fields.
BS&A Software	924	Human Resources	Offboarding	Tracking terminations	System tracks completion of important tasks in termination process (offboarding checklist) and provides notifications when steps are completed.	E - Essential	Y - Yes			Notifications and tasks can be documented when utilizing the Personnel Action Forms for offboarding.
BS&A Software	925	Human Resources	Onboarding	Onboard employees	Ability for new employees to sign off on policies in the system.	E - Essential	N - Not Available			
BS&A Software	926	Human Resources	Onboarding	Onboard employees	System allows new hires to complete new hire information electronically, even without access to the ERP system.	E - Essential	N - Not Available			

BS&A Software	927	Human Resources	Onboarding	Onboard employees	System can define and establish electronic forms and workflows that need to be completed for onboarding activities, which populate the appropriate HR and payroll information.	E - Essential	N - Not Available			
BS&A Software	928	Human Resources	Onboarding	Onboard employees	System can maintain a pre-hire checklist that includes: workflow notification to all stakeholders, links to new-hire forms for the incoming employee, checklists for hiring managers, etc.	E - Essential	N - Not Available			
BS&A Software	929	Human Resources	Onboarding	Onboard employees	System can populate employee information using information submitted on the application, so the employee does not have to reenter this data.	E - Essential	Y - Yes			
BS&A Software	930	Human Resources	Onboarding	Onboard employees	System has the ability to automatically notify appropriate staff of new hire start date in order to initiate request for equipment, assign training plans, email, etc.	E - Essential	N - Not Available			
BS&A Software	931	Human Resources	Onboarding	Onboard employees	System has the ability to track progress of each onboarding activity.	E - Essential	N - Not Available			
BS&A Software	932	Human Resources	Onboarding	Reporting on new hires	Ability to generate monthly DOL reports (ex. new hire reporting).	D - Desired	Y - Yes			HR> Exports> New Hire Export.

BS&A Software	933	Human Resources	Performance Management	Initiate evaluations	System can notify employees and supervisors of upcoming performance evaluation due dates.	E - Essential	Y - Yes			
BS&A Software	934	Human Resources	Performance Management	Initiate evaluations	System allows for different performance evaluation cycles for different employee groups, departments, unions, etc.	E - Essential	Y - Yes			
BS&A Software	935	Human Resources	Performance Management	Initiate evaluations	System allows manager or employee to initiate evaluation forms.	O - Optional	N - Not Available			
BS&A Software	936	Human Resources	Performance Management	Initiate evaluations	System can leverage workflow to move performance evaluations between the supervisor, employee, and Human Resources.	E - Essential	N - Not Available			
BS&A Software	937	Human Resources	Performance Management	Initiate evaluations	System allows electronic signature for performance evaluations.	E - Essential	N - Not Available			
BS&A Software	938	Human Resources	Performance Management	Initiate evaluations	System can capture employee commentary on goals, ratings, rebuttals, etc. in the performance evaluation during the review process.	E - Essential	N - Not Available			
BS&A Software	939	Human Resources	Performance Management	Maintain evaluations	System allows employees to access their own evaluation record.	D - Desired	N - Not Available			
BS&A	940	Human Resources	Performance	Maintain evaluations	System has the ability to adjust evaluation due dates if necessary.	O - Optional	Y - Yes			

Soft ware			Managem ent							
BS& A Soft ware	94 1	Human Resource s	Performa nce Managem ent	Maintain evaluations	System has the ability to perform reporting on all data elements (e.g., all evaluations due during certain period of time, evaluation status by supervisor or department, performance ratings, etc.).	O - Option al	N - Not Available			
BS& A Soft ware	94 2	Human Resource s	Performa nce Managem ent	Maintain evaluations	System has the ability to restrict view of performance evaluations by role (employee, supervisor or HR only).	E - Essenti al	Y - Yes			
BS& A Soft ware	94 3	Human Resource s	Performa nce Managem ent	Maintain evaluations	System maintains historical record of all performance evaluations for each employee in a single location for ease of access.	E - Essenti al	Y - Yes			
BS& A Soft ware	94 4	Human Resource s	Performa nce Managem ent	Manage evaluations	Ability to weigh competencies differently by employee time	O - Option al	N - Not Available			
BS& A Soft ware	94 5	Human Resource s	Performa nce Managem ent	Manage evaluations	System can accommodate completion of various types of evaluation forms during the process.	E - Essenti al	N - Not Available			
BS& A Soft ware	94 6	Human Resource s	Performa nce Managem ent	Manage evaluations	System can accommodate multiple performance evaluation cycles.	E - Essenti al	Y - Yes			
BS& A	94 7	Human Resource s	Performa nce	Manage evaluations	System can accommodate multiple types of evaluation	E - Essenti al	N - Not Available			

Soft ware			Managem ent		forms for various types of job classifications.					
BS& A Soft ware	94 8	Human Resource s	Performa nce Managem ent	Manage evaluations	System can accommodate performance evaluation ratings by selecting appropriate rating from list.	E - Essential	Y - Yes			
BS& A Soft ware	94 9	Human Resource s	Performa nce Managem ent	Manage evaluations	System can link core competencies to performance evaluations.	E - Essential	N - Not Available			
BS& A Soft ware	95 0	Human Resource s	Performa nce Managem ent	Manage evaluations	System has the ability to monitor probation status and deadlines.	D - Desired	N - Not Available			
BS& A Soft ware	95 1	Human Resource s	Performa nce Managem ent	Manage evaluations	System has the ability to notify supervisors of upcoming probation deadlines for their employees.	O - Optional	N - Not Available			
BS& A Soft ware	95 2	Human Resource s	Personnel Actions	Initiate personnel actions	System allows for attachment of electronic documents (documents, spreadsheets, images, PDFs, emails saved to HTML, etc.).	E - Essential	Y - Yes			
BS& A Soft ware	95 3	Human Resource s	Personnel Actions	Initiate personnel actions	System allows supervisors to enter more than one personnel action at a time if required (e.g., salary increases for entire department or group of employees).	E - Essential	Y - Yes			
BS& A Soft ware	95 4	Human Resource s	Personnel Actions	Initiate personnel actions	System can accommodate various types of personnel actions.	E - Essential	Y - Yes			

BS&A Software	955	Human Resources	Personnel Actions	Initiate personnel actions	System can require employee or supervisor to attach supporting documentation depending on the type of personnel action.	E - Essential	Y - Yes			Employees do not have access to their personnel action forms.
BS&A Software	956	Human Resources	Personnel Actions	Initiate personnel actions	System has the ability to leverage workflow to route personnel actions for approval according to the type of personnel action or department initiating the personnel action.	E - Essential	Y - Yes			
BS&A Software	957	Human Resources	Personnel Actions	Review and approve actions	Ability to save a draft transaction in progress so that a user may return to finish the transaction later.	D - Desired	N - Not Available			
BS&A Software	958	Human Resources	Personnel Actions	Review and approve actions	System allows users to submit future-dated personnel/payroll actions (e.g., the ability to submit actions at the time the actions are known rather than waiting until effective date).	E - Essential	Y - Yes			
BS&A Software	959	Human Resources	Personnel Actions	Review and approve actions	System can automatically perform the payroll or deduction change once approved by the appropriate parties.	D - Desired	Y - Yes			
BS&A Software	960	Human Resources	Personnel Actions	Review and approve actions	System can electronically validate any pay calculations, including validating against the salary schedule, while still requiring final approval by HR	E - Essential	N - Not Available			

					and Payroll before making changes.					
BS&A Software	961	Human Resources	Personnel Actions	Review and approve actions	System has the ability to electronically calculate any pay adjustments that may be needed for the personnel action request.	E - Essential	N - Not Available			
BS&A Software	962	Human Resources	Personnel Actions	Track personnel actions	System can automatically notify the initiator of a personnel transaction at the completion of a workflow.	E - Essential	Y - Yes			Roles/users can be setup to be notified based on specific personnel action form types being completed.
BS&A Software	963	Human Resources	Personnel Actions	Track personnel actions	System has the ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	E - Essential	Y - Yes			
BS&A Software	964	Human Resources	Personnel Actions	Track personnel actions	System maintains history of personnel actions.	E - Essential	Y - Yes			
BS&A Software	965	Human Resources	Position Control	Manage employee classifications	System can accommodate classification changes automatically across all positions in the classification.	E - Essential	Y - Yes			

BS&A Software	966	Human Resources	Position Control	Manage employee classifications	System has the ability to handle several types of position classifications, including part time, full, temporary part/full time, seasonal, etc.	E - Essential	Y - Yes			
BS&A Software	967	Human Resources	Position Control	Manage employee classifications	System has the ability to track class codes and salary relationships, including their connection to bargaining unit.	E - Essential	Y - Yes			
BS&A Software	968	Human Resources	Position Control	Track compensation	System can manage salary range/salary structure.	E - Essential	Y - Yes			
BS&A Software	969	Human Resources	Position Control	Track compensation	System can run a report by any union or pay group by the employees associated current rates for modeling purposes.	E - Essential	Y - Yes			
BS&A Software	970	Human Resources	Position Control	Track compensation	System has the ability to include foot notes on the salary schedule.	E - Essential	N - Not Available			
BS&A Software	971	Human Resources	Position Control	Track compensation	System has the ability to incorporate pay grades/steps and pay ranges into system so that each employee can be assigned a particular step within a salary range.	E - Essential	Y - Yes			
BS&A Software	972	Human Resources	Position Control	Track compensation	System has the ability to incorporate salary tables by steps.	E - Essential	Y - Yes			

BS&A Software	973	Human Resources	Position Control	Track compensation	System has the ability to track appropriate pay range or step schedule by position.	E - Essential	Y - Yes			
BS&A Software	974	Human Resources	Position Control	Track compensation	System has the ability to update and maintain salary schedule.	E - Essential	Y - Yes			
BS&A Software	975	Human Resources	Position Control	Track positions	Ability to associate other groupings such as a bargaining unit, EEO job group, FTE, exempt vs. non-exempt, supervisor roles, etc. to positions.	E - Essential	Y - Yes			
BS&A Software	976	Human Resources	Position Control	Track positions	Ability to automatically associate a classification for category (civil service vs. non-civil service) to positions based on the position.	E - Essential	Y - Yes			You can classify positions with a category using the bargaining unit or job class assignment.
BS&A Software	977	Human Resources	Position Control	Track positions	Ability to automatically associate department codes to positions based on the position.	D - Desired	Y - Yes			
BS&A Software	978	Human Resources	Position Control	Track positions	Ability to automatically associate workers comp codes to positions based on the position.	E - Essential	Y - Yes			

BS&A Software	979	Human Resources	Position Control	Track positions	Ability to charge different departments for a secondary job	D - Desired	Y - Yes		Different departments can be assigned on a Distributions stand point based on the work done. Allocation tables can be setup to split hours worked by certain percentages or individually different GL #'s can be added to an employees Distributions screen as needed.
BS&A Software	980	Human Resources	Position Control	Track positions	Ability to flag a new pay assignment if it is overbudget.	O - Optional	Y - Yes		At any point in time, in the General Ledger> Account Central, you can view a GL # to see if it's over budget.

BS&A Software	981	Human Resources	Position Control	Track positions	Ability to generate a report to show positions that are under/overfilled.	D - Desired	Y - Yes			
BS&A Software	982	Human Resources	Position Control	Track positions	Ability to track and handle frozen positions.	D - Desired	Y - Yes			The number of openings on a specific position can be updated and reported on at any point in time, as can positions be updated to inactive.
BS&A Software	983	Human Resources	Position Control	Track positions	System can accommodate a unique identifier for each position and job.	E - Essential	Y - Yes			
BS&A Software	984	Human Resources	Position Control	Track positions	System can generate a report for all positions with position number, title, fund, actual FTE amount, fully loaded cost, department, salary group, notes and if position is vacant or filled.	E - Essential	Y - Yes			The system can create position lists and positions budgets, which would contain this information.
BS&A Software	985	Human Resources	Position Control	Track positions	System can maintain a history of job creations, promotions, changes, and abolishments to positions and their associated attributes (e.g., end dates, title, pay range, definitions, minimum qualifications).	E - Essential	Y - Yes			

BS&A Software	986	Human Resources	Position Control	Track positions	System can perform electronic routing for approvals of new positions or changes to positions.	E - Essential	N - Not Available			
BS&A Software	987	Human Resources	Position Control	Track positions	System allows the ability to create and maintain an organizational hierarchy.	E - Essential	N - Not Available			
BS&A Software	988	Human Resources	Position Control	Track positions	System has the ability to create and maintain organizational charts.	D - Desired	N - Not Available			
BS&A Software	989	Human Resources	Position Control	Track positions	System has the ability to reference organizational charts for position vacancy reviews and reporting.	D - Desired	N - Not Available			
BS&A Software	990	Human Resources	Position Control	Track positions	System has the ability to maintain position control history.	E - Essential	N - Not Available			
BS&A Software	991	Human Resources	Position Control	Track positions	System has the ability to run reports by each department and each employee on hours worked to determine seniority.	O - Optional	Y - Yes			
BS&A Software	992	Human Resources	Recruitment	Conduct applicant testing	System can automatically update applicant status based on testing results to move the applicant forward in the process if passed.	D - Desired	N - Not Available			
BS&A Software	993	Human Resources	Recruitment	Conduct applicant testing	System can integrate with 3rd party vendors who provide services such as pre-employment testing,	D - Desired	N - Not Available			

					background checks, testing, etc.					
BS&A Software	994	Human Resources	Recruitment	Conduct applicant testing	System has the ability to track notes related to test results.	E - Essential	N - Not Available			
BS&A Software	995	Human Resources	Recruitment	Conduct applicant testing	System has the ability to track various types of test results.	E - Essential	Y - Yes			
BS&A Software	996	Human Resources	Recruitment	Coordinate interviews	Candidates can self-schedule their oral boards or interviews in an interview schedule that is pre-defined by HR and/or hiring manager and will create a calendar item for the hiring team.	E - Essential	N - Not Available			
BS&A Software	997	Human Resources	Recruitment	Coordinate interviews	System can integrate recruitment schedules with Outlook calendars to coordinate interviews.	E - Essential	N - Not Available			
BS&A Software	998	Human Resources	Recruitment	Coordinate interviews	System can maintain interview notes and scores from panel members.	E - Essential	N - Not Available			
BS&A Software	999	Human Resources	Recruitment	Coordinate interviews	System has the ability to rank candidates based on their interview scores.	E - Essential	N - Not Available			

BS&A Software	1000	Human Resources	Recruitment	Initiate requisition	Ability to activate and deactivate the same job posting for seasonal positions.	E - Essential	Y - Yes			You can update the status to activate and deactivate the same job posting for seasonal positions, but an applicant cannot apply to the same job posting more than once, even if at a later posting date.
BS&A Software	1001	Human Resources	Recruitment	Initiate requisition	Ability to track and maintain job descriptions in the system.	E - Essential	N - Not Available			
BS&A Software	1002	Human Resources	Recruitment	Initiate requisition	Ability to include pre-established job descriptions in requisitions.	E - Essential	N - Not Available			
BS&A Software	1003	Human Resources	Recruitment	Initiate requisition	System can accommodate an electronic review of job requirements and pay range between the hiring manager and Human Resources.	D - Desired	N - Not Available			
BS&A Software	1004	Human Resources	Recruitment	Initiate requisition	System can assign and notify recruitment plan tasks to authorized users within each recruitment.	E - Essential	N - Not Available			

BS&A Software	1005	Human Resources	Recruitment	Initiate requisition	System can establish a workflow for hiring manager to initiate a requisition and gain approvals from appropriate individuals for the recruitment of a position.	E - Essential	N - Not Available			
BS&A Software	1006	Human Resources	Recruitment	Initiate requisition	System can validate a requisition against vacancies.	O - Optional	N - Not Available			
BS&A Software	1007	Human Resources	Recruitment	Initiate requisition	System has the ability to capture/maintain positions by type, characteristics, descriptions, etc. in the requisition.	O - Optional	N - Not Available			
BS&A Software	1008	Human Resources	Recruitment	Initiate requisition	System has the ability to create, print, and post job announcements to various sites in a customizable format.	E - Essential	N - Not Available			
BS&A Software	1009	Human Resources	Recruitment	Initiate requisition	System has the ability to update and maintain job descriptions.	E - Essential	N - Not Available			
BS&A Software	1010	Human Resources	Recruitment	Reporting on recruitment	Ability to track and maintain certification requirements such as DOT, DMV authorized driver list, etc.	E - Essential	Y - Yes			
BS&A Software	1011	Human Resources	Recruitment	Review applications	Ability to automatically reject a candidate if they do not meet pre-determined minimum qualifications.	E - Essential	N - Not Available			

BS&A Software	1012	Human Resources	Recruitment	Review applications	Ability for applicant to see the status of their application.	D - Desired	Y - Yes			
BS&A Software	1013	Human Resources	Recruitment	Review applications	System allows hiring manager to review applications based upon pre-defined highly desirable criteria for the position for scoring.	E - Essential	N - Not Available			
BS&A Software	1014	Human Resources	Recruitment	Review applications	System allows hiring managers to electronically score applications in the system.	E - Essential	N - Not Available			
BS&A Software	1015	Human Resources	Recruitment	Review applications	System allows hiring managers to electronically view all applications and associated documentation.	E - Essential	Y - Yes			
BS&A Software	1016	Human Resources	Recruitment	Select applicants	Hiring managers and HR can view the employment list for selection.	E - Essential	Y - Yes			
BS&A Software	1017	Human Resources	Recruitment	Select applicants	System can electronically create and maintain a list of applicants based on all testing and interviews throughout the process.	E - Essential	Y - Yes			
BS&A Software	1018	Human Resources	Recruitment	Select applicants	System can send notifications to staff (e.g., recruiter/hiring manager/human resources) related to employment list, selection made, etc.	D - Desired	N - Not Available			
BS&A	1019	Human Resources	Risk Management	Integrating with other systems	Ability for system and system-generated reports to satisfy OSHA requirements.	E - Essential	N - Not Available			

Soft ware										
BS& A Soft ware	10 20	Human Resource s	Risk Managem ent	Integrating with other systems	Ability to integrate with payroll module to use the payroll data (such as name, SSN, compensation classification category, workers' compensation status, etc.) for risk management purposes.	E - Essenti al	N - Not Available			
BS& A Soft ware	10 21	Human Resource s	Risk Managem ent	Integrating with other systems	Ability to track staff training records in order to verify if an employee has undergone the required trainings.	E - Essenti al	N - Not Available			
BS& A Soft ware	10 22	Human Resource s	Risk Managem ent	Reporting on risk manageme nt	Ability to export risk response details to external sources (e.g., spreadsheets).	E - Essenti al	N - Not Available			
BS& A Soft ware	10 23	Human Resource s	Risk Managem ent	Reporting on risk manageme nt	Ability to maintain an audit-based history of risk statuses and response activities for inquiry and reporting.	D - Desire d	N - Not Available			
BS& A Soft ware	10 24	Human Resource s	Risk Managem ent	Reporting on risk manageme nt	Ability to provide a workflow to all reviewers and approvers of accident reports.	D - Desire d	N - Not Available			
BS& A Soft ware	10 25	Human Resource s	Risk Managem ent	Reporting on risk manageme nt	Ability to provide graphical reporting capabilities to assist with risk prioritization, identifying risks by Severity and Probability.	D - Desire d	N - Not Available			
BS& A	10 26	Human Resource s	Risk Managem ent	Reporting on risk	Ability to query system for cases without accident records.	E - Essenti al	N - Not Available			

Soft ware				managem ent						
BS& A Soft ware	10 27	Human Resource s	Risk Managem ent	Reporting on risk managem ent	Ability to report which assist with the selection of risk response activities by identifying activity cost and impact to severity rating.	E - Essenti al	N - Not Available			
BS& A Soft ware	10 28	Human Resource s	Risk Managem ent	Reporting on risk managem ent	Ability to track and pay claims that are under the Village's deductible.	E - Essenti al	N - Not Available			
BS& A Soft ware	10 29	Human Resource s	Risk Managem ent	Tracking Risk Managem ent	Ability for employees to fill out their own accident forms and push through to review	D - Desire d	N - Not Available			
BS& A Soft ware	10 30	Human Resource s	Risk Managem ent	Tracking risk managem ent	Ability for the organization to assign multiple risk response activities to each risk.	D - Desire d	N - Not Available			
BS& A Soft ware	10 31	Human Resource s	Risk Managem ent	Tracking risk managem ent	Ability to allow the organization to establish and maintain a customized list of risk types to be assigned to each risk.	D - Desire d	N - Not Available			
BS& A Soft ware	10 32	Human Resource s	Risk Managem ent	Tracking risk managem ent	Ability to attach supporting documentation to risk claims.	E - Essenti al	N - Not Available			
BS& A Soft ware	10 33	Human Resource s	Risk Managem ent	Tracking risk managem ent	Ability to track accident and injury details related to on the job accidents. Information to track and store includes date of injury, time of injury,	E - Essenti al	N - Not Available			

					accident description, who else was there, etc.					
BS&A Software	1034	Human Resources	Risk Management	Tracking risk management	Ability to track details related to identified property, financial, and health & wellness risks, including: Risk type, Risk description, Identified by, Date identified, Priority, Internal vs External Risk, Area, Scenario, Status, & Multiple user defined fields.	E - Essential	N - Not Available			
BS&A Software	1035	Human Resources	Risk Management	Tracking risk management	Ability to track details related to risk or near miss quantification, including: Severity rating, Severity description, Probability rating, Probability description, Ability to Control rating, Ability to Control description, & Multiple user defined fields.	E - Essential	N - Not Available			
BS&A Software	1036	Human Resources	Risk Management	Tracking risk management	Ability to track details related to risk response development, including: Response type (e.g., avoidance, mitigation, acceptance), Response approach, Response resource, Response resource cost estimate, Responsibility for response, Response due date, Response % complete, & Response resource actual cost to date.	D - Desired	N - Not Available			

BS&A Software	1037	Payroll	Payroll	Accommodating payroll taxes	System can automatically update the tax tables (rates and limits) for various tax categories (Federal, State, etc.) on an annual basis.	E - Essential	Y - Yes				
BS&A Software	1038	Payroll	Payroll	Accommodating payroll taxes	System has the ability to adjust (withhold or refund) employees Federal, State and Village withholding taxes by pay period.	E - Essential	Y - Yes				
BS&A Software	1039	Payroll	Payroll	Defining pay formulas	System has the ability to calculate pay by multiplying hours worked by the formulas attached to associated pay codes.	E - Essential	Y - Yes				
BS&A Software	1040	Payroll	Payroll	Defining pay formulas	System has the ability to maintain various user defined formulas for how pay or leave is calculated.	E - Essential	N - Not Available				
BS&A Software	1041	Payroll	Payroll	Defining pay formulas	System has the ability to provide mass update capabilities on payroll tables.	O - Optional	Y - Yes				
BS&A Software	1042	Payroll	Payroll	Managing calculations	System has the ability to calculate payroll for mid pay period personnel actions that affect pay rates.	D - Desired	Y - Yes				
BS&A Software	1043	Payroll	Payroll	Managing calculations	System has the ability to calculate payroll for personnel actions (e.g. increase of pay due to a promotion or position change).	D - Desired	Y - Yes				

BS&A Software	1044	Payroll	Payroll	Managing calculations	System has the ability to mass calculate payroll for personnel actions by a percentage for all employees.	O - Optional	Y - Yes			
BS&A Software	1045	Payroll	Payroll	Managing calculations	System has the ability to have user defined FLSA overtime calculations (e.g. overtime may be defined as 40 hours a week for one department while a different amount of hours a month for another department or union)	E - Essential	T - Third Party			
BS&A Software	1046	Payroll	Payroll	Managing calculations	System is able to specify earning codes that are overtime eligible.	E - Essential	Y - Yes			
BS&A Software	1047	Payroll	Payroll	Managing deductions	System can pre-date and post-date employee transactions (i.e. calculations & deductions based on date can be done in advance).	D - Desired	Y - Yes			Can post date.
BS&A Software	1048	Payroll	Payroll	Managing deductions	System has the ability to add one-time pays and deductions for employees on a given paycheck.	D - Desired	Y - Yes			
BS&A Software	1049	Payroll	Payroll	Managing deductions	System has the ability to add unlimited number of user-defined deductions.	O - Optional	Y - Yes			
BS&A Software	1050	Payroll	Payroll	Managing deductions	System has the ability to administer and deduct union dues per contract requirements including flat	O - Optional	Y - Yes			

					amounts or percentages of earnings.					
BS&A Software	1051	Payroll	Payroll	Managing deductions	System has the ability to allow deductions to be employee paid, employer paid, or a combination thereof.	E - Essential	Y - Yes			
BS&A Software	1052	Payroll	Payroll	Managing deductions	System has the ability to compute employee and employer contribution amounts based on flat dollar, percent of total contribution, percent of earnings, or a formula.	E - Essential	Y - Yes			
BS&A Software	1053	Payroll	Payroll	Managing deductions	System has the ability to establish the priority of the deductions, where an authorized user can change priority for all employees or for individual employees.	E - Essential	Y - Yes			Priority must be changed for each employee.
BS&A Software	1054	Payroll	Payroll	Managing deductions	System has the ability to generate automatic G/L journal entry for all deductions each pay period.	E - Essential	Y - Yes			
BS&A Software	1055	Payroll	Payroll	Managing deductions	System has the ability to have effective dates for stipends and other pays and deductions.	O - Optional	Y - Yes			
BS&A Software	1056	Payroll	Payroll	Managing deductions	System has the ability to identify a withholding frequency by deduction.	E - Essential	Y - Yes			
BS&A	1057	Payroll	Payroll	Managing deductions	System has the ability to make adjustments (deductions) to employees'	E - Essential	Y - Yes			

Soft ware					regular pay and define them as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.					
BS&A Soft ware	1058	Payroll	Payroll	Managing deductions	System has the ability to support pre-tax, after-tax, and fringe deductions.	E - Essential	Y - Yes			
BS&A Soft ware	1059	Payroll	Payroll	Managing deductions	System has the ability to track balance and limit information by deduction.	E - Essential	Y - Yes			
BS&A Soft ware	1060	Payroll	Payroll	Managing earnings	System can calculate taxable wages for fringe benefit calculations.	E - Essential	Y - Yes			
BS&A Soft ware	1061	Payroll	Payroll	Managing earnings	System has the ability to automatically calculate and generate retroactive pay that includes education stipends, incentives, and shift differentials to be included in the overtime.	D - Desired	Y - Yes			
BS&A Soft ware	1062	Payroll	Payroll	Managing earnings	System has the ability to pay earnings based on various calculations (having multiple pay rates per one employee) such as flat rate, percent of salary rate, fixed amount, etc.	E - Essential	Y - Yes			
BS&A Soft ware	1063	Payroll	Payroll	Managing earnings	System has the ability to pay out certain leave types (e.g. holiday pay) to employees	E - Essential	Y - Yes			

					who work during the leave time.					
BS&A Software	1064	Payroll	Payroll	Managing earnings	System has the ability to support regular and supplemental taxation by earnings type.	E - Essential	N - Not Available			Supplemental tax rate is applied by check. Separate checks can be created for pays requiring supplemental tax rate.
BS&A Software	1065	Payroll	Payroll	Managing garnishments	System can calculate garnishments for any employee type.	D - Desired	Y - Yes			
BS&A Software	1066	Payroll	Payroll	Managing garnishments	System has the ability to enter end dates for garnishments and other recurring items.	O - Optional	Y - Yes			
BS&A Software	1067	Payroll	Payroll	Managing garnishments	System has the ability to process garnishments for third-parties, child support, bankruptcy, and federal levy.	O - Optional	Y - Yes			
BS&A Software	1068	Payroll	Payroll	Managing garnishments	System has the ability to setup varying computational methods for each garnishment type, such as determining an employee's disposable income by garnishment type.	O - Optional	Y - Yes			

BS&A Software	1069	Payroll	Payroll	Managing garnishments	System has the ability to update garnishment calculations based on the most current federal and state regulations.	D - Desired	Y - Yes			
BS&A Software	1070	Payroll	Payroll	Managing workers compensation	System has the ability to easily calculate the 13 week average rate for workers compensation rate calculation.	O - Optional	N - Not Available			
BS&A Software	1071	Payroll	Payroll	Managing workers compensation	System has the ability to set different worker's comp rates for the different types of job classifications or type of job.	D - Desired	Y - Yes			
BS&A Software	1072	Payroll	Payroll	Managing workers compensation	System has the ability to set different worker's comp rules and internal/external mandates, for the different departments (i.e. Police vs. Fire vs. general employees).	D - Desired	Y - Yes			
BS&A Software	1073	Payroll	Payroll	Processing payroll	System allows future changes to employee records if the date of change is after the current pay period ends.	D - Desired	Y - Yes			
BS&A Software	1074	Payroll	Payroll	Processing payroll	System allows running payroll multiple times before finalizing the payroll for further processing.	E - Essential	Y - Yes			
BS&A Software	1075	Payroll	Payroll	Processing payroll	System can accommodate exception and error reporting and review during the payroll process.	E - Essential	N - Not Available			

BS&A Software	1076	Payroll	Payroll	Processing payroll	System can allow for creation of separate "off-cycle" paychecks if necessary in order to minimize rework in payroll process with complete entry audit tracking.	E - Essential	Y - Yes			
BS&A Software	1077	Payroll	Payroll	Processing payroll	System can make mass pay rate changes including and excluding certain pay types as needed.	D - Desired	Y - Yes			
BS&A Software	1078	Payroll	Payroll	Processing payroll	System can produce checks for employees and provide appropriate reports and reconciliations.	E - Essential	Y - Yes			
BS&A Software	1079	Payroll	Payroll	Processing payroll	System can run proposed current and future payroll and validate payroll results and report information.	E - Essential	N - Not Available			
BS&A Software	1080	Payroll	Payroll	Processing payroll	System can run proposed current and future payroll and validate payroll results/paystub.	D - Desired	N - Not Available			
BS&A Software	1081	Payroll	Payroll	Processing payroll	System has positive pay functionality for validating checks and detecting potential fraud.	E - Essential	Y - Yes			
BS&A Software	1082	Payroll	Payroll	Processing payroll	System has the ability to calculate retroactive pay if errors are detected and identified.	D - Desired	Y - Yes			
BS&A Software	1083	Payroll	Payroll	Processing payroll	System has the ability to calculate variations in earnings, such as for pay during time off that falls	D - Desired	Y - Yes			

					within the FLSA or for payouts of accrued time or various shifts.					
BS&A Software	1084	Payroll	Payroll	Processing payroll	System has the ability to create a file for direct deposit in ACH format.	E - Essential	Y - Yes			
BS&A Software	1085	Payroll	Payroll	Processing payroll	System has the ability to make payments to employees above their regular pay and define these payments as taxable/non-taxable, FLSA/non-FLSA, and pensionable/non-pensionable.	E - Essential	Y - Yes			
BS&A Software	1086	Payroll	Payroll	Processing payroll	System has the ability to rerun payroll, if needed.	D - Desired	N - Not Available			
BS&A Software	1087	Payroll	Payroll	Processing payroll	System has the ability to run special payroll runs at the same time as a normal payroll run.	E - Essential	N - Not Available			
BS&A Software	1088	Payroll	Payroll	Processing payroll	System has the ability to run both monthly and biweekly payrolls.	E - Essential	Y - Yes			
BS&A Software	1089	Payroll	Payroll	Processing payroll	System has the ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earnings separately on the check stub,	D - Desired	Y - Yes			

					with complete names/descriptions for each category.					
BS&A Software	1090	Payroll	Payroll	Processing payroll	Ability to charge overtime to charge codes.	E - Essential	Y - Yes			
BS&A Software	1091	Payroll	Payroll	Processing payroll	Ability to split hours at percentage pay to various departments	E - Essential	Y - Yes			
BS&A Software	1092	Payroll	Payroll	Processing payroll	System supports multiple direct deposit institutions.	E - Essential	Y - Yes			
BS&A Software	1093	Payroll	Payroll	Processing payroll	System supports standard payroll transaction processing including direct deposit, check processing, and pay cards if necessary.	E - Essential	Y - Yes			
BS&A Software	1094	Payroll	Payroll	Processing payroll	System supports supplemental pay such as reimbursement requests, uniform allowances, etc.	E - Essential	Y - Yes			
BS&A Software	1095	Payroll	Payroll	Reporting on payroll	System automatically calculates accrued payroll and leave balances for inclusion in interim and annual financial reports.	E - Essential	Y - Yes			
BS&A Software	1096	Payroll	Payroll	Reporting on payroll	System can produce a report of audit trail changes made to employees records and identify who made the changes.	E - Essential	Y - Yes			

BS&A Software	1097	Payroll	Payroll	Reporting on payroll	System can produce all of the wage and tax reports required to comply with Federal and State laws, rules and regulations.	E - Essential	Y - Yes			
BS&A Software	1098	Payroll	Payroll	Reporting on payroll	System can provide extensive audit trails of payroll transactions.	E - Essential	Y - Yes			
BS&A Software	1099	Payroll	Payroll	Reporting on payroll	System has report functionality for third-parties, such as state unemployment agencies and benefit providers.	E - Essential	Y - Yes			
BS&A Software	1100	Payroll	Payroll	Reporting on payroll	System has the ability to administer deductions and required reporting for Illinois state pension and municipal pension plans.	E - Essential	Y - Yes			
BS&A Software	1101	Payroll	Payroll	Reporting on payroll	System has the ability to generate check stubs, W-2s, and 1099s and provide them to employees through employee self-service agreements.	E - Essential	N - Not Available			At this time check stubs can be accessed through Employee Self-Service, but currently W-2s and 1099's are not accessed there. Those will be issued and sent out by

										the employers.
BS&A Software	1102	Payroll	Payroll	Reporting on payroll	System has the ability to have user designed standard and ad hoc reporting, including detailed exception reporting (e.g., for auditing) and business analytics.	O - Optional	Y - Yes			
BS&A Software	1103	Payroll	Payroll	Reporting on payroll	System has the ability to view a Payroll Register in user-defined order, (i.e. showing gross pay, payroll fund, all system-calculated taxes and deductions, net pay, and check number).	E - Essential	Y - Yes			Not user defined order.
BS&A Software	1104	Payroll	Payroll	Reporting on payroll	System produces all standard reports for reconciling payroll banking and related transactions.	E - Essential	Y - Yes			
BS&A Software	1105	Payroll	Payroll	Reporting on payroll	System supports detailed payroll budgeting including modeling, benefits budgeting, etc.	E - Essential	Y - Yes			
BS&A Software	1106	Payroll	Payroll	Reporting on payroll	System supports exception reports for items such as accrued leave balances, employees not paid, etc.	E - Essential	Y - Yes			
BS&A Software	1107	Payroll	Payroll	Setting up payroll	System can pay employees outside of their pay ranges.	E - Essential	Y - Yes			

BS&A Software	1108	Payroll	Payroll	Setting up payroll	System can restrict access to Payroll/Personnel system to provide secure inquiry to information in the Payroll system.	E - Essential	Y - Yes			
BS&A Software	1109	Payroll	Payroll	Setting up payroll	System has the ability to accommodate allocated workers (e.g., 50% of pay comes from one account and 50% from another).	E - Essential	Y - Yes			
BS&A Software	1110	Payroll	Payroll	Setting up payroll	System has the ability to configure employee pay ranges based on employee or job title.	D - Desired	Y - Yes			
BS&A Software	1111	Payroll	Payroll	Setting up payroll	Ability to automatically pull in time records prior to processing payroll.	E - Essential	Y - Yes			
BS&A Software	1112	Payroll	Time Entry	Approving time	System allows for supervisors to electronically view employee timesheets that require approval (both summary and detailed).	E - Essential	Y - Yes			
BS&A Software	1113	Payroll	Time Entry	Approving time	System allows for supervisors to update the employees time when approving, for instance for missed punches, missing leave, etc.	E - Essential	Y - Yes			
BS&A Software	1114	Payroll	Time Entry	Approving time	System can allow for supervisors to change what grant or project time is allocated to (not change the time itself) after employee submits time.	O - Optional	Y - Yes			

BS&A Software	1115	Payroll	Time Entry	Approving time	System has the ability for employees to approve their timesheets in the system before routing to supervisors for approval.	D - Desired	Y - Yes			
BS&A Software	1116	Payroll	Time Entry	Approving time	System has the ability to notify approver (including payroll dept.) if a timesheet has not been submitted by the deadline.	O - Optional	N - Not Available			
BS&A Software	1117	Payroll	Time Entry	Approving time	System has the ability to prohibit employee from making updates to record after submitted to supervisor or department for approval.	E - Essential	Y - Yes			
BS&A Software	1118	Payroll	Time Entry	Approving time	System has the ability to route back through approval workflow if changes are made to the timesheet.	O - Optional	Y - Yes			
BS&A Software	1119	Payroll	Time Entry	Approving time	System will accommodate electronic routing and workflow approval for time and attendance transactions.	D - Desired	Y - Yes			
BS&A Software	1120	Payroll	Time Entry	Approving time	System will track complete audit log behind any supervisor edits.	D - Desired	Y - Yes			
BS&A Software	1121	Payroll	Time Entry	Calculating time	System can provide for real time alerts to timekeeping exceptions, such as approaching overtime, comp time, and absences.	D - Desired	N - Not Available			

BS&A Software	1122	Payroll	Time Entry	Calculating time	System has the ability for time and attendance calculation rules and other system settings to be effective dated where required.	D - Desired				
BS&A Software	1123	Payroll	Time Entry	Calculating time	System has the ability to apply time and attendance calculation rules (overtime, break rules, etc.) in accordance with federal, state, and local laws to reduce FLSA compliance risk.	O - Optional				
BS&A Software	1124	Payroll	Time Entry	Calculating time	Ability to apply contract agreements to time and pay policies in the system.	D - Desired				
BS&A Software	1125	Payroll	Time Entry	Calculating time	System has the ability to define and assign specific hour codes to employees, employee groups or departments (i.e. so staff only see the options they should enter).	D - Desired	Y - Yes			
BS&A Software	1126	Payroll	Time Entry	Calculating time	System has the ability to determine holiday pay eligibility for full time staff based on specific bargaining unit or department requirements.	D - Desired	Y - Yes			
BS&A Software	1127	Payroll	Time Entry	Calculating time	System has the ability to maintain various hours formulas (overtime, holiday, uniform, etc.) in the time system.	D - Desired				

BS&A Software	1128	Payroll	Time Entry	Calculating time	System has the ability to manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday.	D - Desired				
BS&A Software	1129	Payroll	Time Entry	Calculating time	System has the ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	D - Desired				
BS&A Software	1130	Payroll	Time Entry	Calculating time	System has the ability to recalculate all totals immediately after a value is changed.	E - Essential				
BS&A Software	1131	Payroll	Time Entry	Calculating time	System has the ability to track holiday pay.	O - Optional				
BS&A Software	1132	Payroll	Time Entry	Calculating time	System will allow for multiple calculations of overtime and FLSA depending on the various department thresholds for hours worked.	D - Desired				
BS&A Software	1133	Payroll	Time Entry	Calculating time	System will calculate overtime based on current FLSA law and/or union contract definitions including daily overtime.	D - Desired	Y - Yes			
BS&A Software	1134	Payroll	Time Entry	Entering time	Ability to accommodate rounding of employee time transactions.	D - Desired				

BS&A Software	1135	Payroll	Time Entry	Entering time	System allows employees and supervisors to enter time and attendance data for past, current, and future dates.	E - Essential				
BS&A Software	1136	Payroll	Time Entry	Entering time	System allows for electronic time entry.	E - Essential				
BS&A Software	1137	Payroll	Time Entry	Entering time	System allows for employees to enter time for secondary jobs with different pay rates from their base position.	O - Optional	Y - Yes			
BS&A Software	1138	Payroll	Time Entry	Entering time	System allows for mobile time entry.	O - Optional				
BS&A Software	1139	Payroll	Time Entry	Entering time	System allows for multiple pay types for each shift.	E - Essential				
BS&A Software	1140	Payroll	Time Entry	Entering time	System can accommodate different time entry methods by department or division (e.g. exception vs timeclocks).	D - Desired				
BS&A Software	1141	Payroll	Time Entry	Entering time	System can accommodate exception based time entry (exempt staff).	D - Desired	Y - Yes			
BS&A Software	1142	Payroll	Time Entry	Entering time	System can accommodate recording time on a daily basis and leave on a daily or consolidated basis.	E - Essential				

BS&A Software	1143	Payroll	Time Entry	Entering time	System has the ability to only allow employees to post time to a project only if they are authorized to work on that project.	O - Optional	Y - Yes			
BS&A Software	1144	Payroll	Time Entry	Entering time	System has the ability to show recently used and valid grant/project codes when employees are entering their time.	O - Optional	Y - Yes			The system will show only grant/projects assigned on their specific distributions list as options during time entry.
BS&A Software	1145	Payroll	Time Entry	Entering time	System prevents duplicate entries and time overlaps.	O - Optional				
BS&A Software	1146	Payroll	Time Entry	Managing leave time	System accommodates tracking various leaves that do not generate pay (workers comp, admin leave, FMLA, etc.).	D - Desired				
BS&A Software	1147	Payroll	Time Entry	Managing leave time	System accommodates tracking various types of paid leaves.	E - Essential				
BS&A Software	1148	Payroll	Time Entry	Managing leave time	System allows authorized staff to adjust leave balances manually, with audit trails and appropriate security.	E - Essential				

BS&A Software	1149	Payroll	Time Entry	Managing leave time	System can track paid leave until a certain point and then adjust to unpaid leave depending on pre-configured rules.	E - Essential				
BS&A Software	1150	Payroll	Time Entry	Managing leave time	System has the ability to automatically adjust the leave balances by type when leave is taken.	E - Essential				
BS&A Software	1151	Payroll	Time Entry	Managing leave time	System has the ability to automatically update an employee timesheet for leave once approved by their supervisor.	O - Optional				
BS&A Software	1152	Payroll	Time Entry	Managing leave time	System has the ability to track military leave.	D - Desired				
BS&A Software	1153	Payroll	Time Entry	Managing leave time	System has the ability to track FMLA eligibility and hours.	D - Desired				
BS&A Software	1154	Payroll	Time Entry	Managing leave time	System maintains all time accruals for leave.	E - Essential				
BS&A Software	1155	Payroll	Time Entry	Managing leave time	System supports workflow for employees to initiate leave of absence events and route to supervisors for approval.	E - Essential				
BS&A Software	1156	Payroll	Time Entry	Reporting on time entries	System generates audit reports.	E - Essential				

BS&A Software	1157	Payroll	Time Entry	Reporting on time entries	System has ability to track and report on hours worked to particular activities, grants, or projects by employee or employee group.	D - Desired	Y - Yes			
BS&A Software	1158	Payroll	Time Entry	Reporting on time entries	System has the ability to compare an employee's actual hours worked to their budgeted labor allocations.	D - Desired				
BS&A Software	1159	Payroll	Time Entry	Reporting on time entries	System has the ability to generate exception reports for scheduled hours vs actual hours worked.	E - Essential				
BS&A Software	1160	Payroll	Time Entry	Reporting on time entries	System has the ability to generate reports around employee hours worked, leave, time off, overtime, etc.	D - Desired				
BS&A Software	1161	Payroll	Time Entry	Reporting on time entries	System notifies supervisor of certain events or transactions entered.	D - Desired				
BS&A Software	1162	Payroll	Time Entry	Scheduling time	System allows departments to change work schedules without HR intervention.	E - Essential	Y - Yes			Pay periods/payroll setup groups can be updated for employees based on necessary work schedule changes.

BS&A Software	1163	Payroll	Time Entry	Scheduling time	System allows for scheduling of on-call (stand-by) pay and then calculates minimum amounts should the employee be called into work.	D - Desired	Y - Yes			
BS&A Software	1164	Payroll	Time Entry	Scheduling time	System allows for scheduling of shift patterns to be automatically repeated for future weeks.	O - Optional				
BS&A Software	1165	Payroll	Time Entry	Scheduling time	System allows mass updates to work schedules when they change for an entire group.	O - Optional				
BS&A Software	1166	Payroll	Time Entry	Scheduling time	System can accommodate multiple work schedules, rotating schedules and fluctuating work weeks.	O - Optional				
BS&A Software	1167	Payroll	Time Entry	Scheduling time	System can account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	E - Essential				
BS&A Software	1168	Payroll	Time Entry	Scheduling time	System can create schedule groups, and assign employees to those schedule groups.	O - Optional				
BS&A Software	1169	Payroll	Time Entry	Scheduling time	System has the ability to create an unlimited number of different shifts.	O - Optional				
BS&A Software	1170	Payroll	Time Entry	Scheduling time	System has the ability to create an unlimited number user-defined schedules.	O - Optional	Y - Yes			

BS&A Software	1171	Utility Billing	Account Management	Manage customer inquiry	Ability to track notes on the account separately by location ID and customer ID.	D - Desired	Y - Yes			
BS&A Software	1172	Utility Billing	Account Management	Manage customer inquiry	Ability to configure a checklist of required move-in items (e.g., lease, identification, etc.) that a staff member can review and complete for new customers.	O - Optional	Y - Yes			
BS&A Software	1173	Utility Billing	Account Management	Manage customer inquiry	Ability to link an account to just a parcel PIN number, without an address.	O - Optional	N - Not Available			Service address is a required field.
BS&A Software	1174	Utility Billing	Account Management	Manage customer inquiry	Ability to track and categorize customer calls by user-defined categories.	O - Optional	Y - Yes			Via Comments
BS&A Software	1175	Utility Billing	Account Management	Manage customer inquiry	Ability to track and report on customer interactions.	E - Essential	Y - Yes			Via Comments
BS&A Software	1176	Utility Billing	Account Management	Manage customer inquiry	Ability to view an audit trail of records changed by staff.	E - Essential	Y - Yes			
BS&A Software	1177	Utility Billing	Account Management	Manage customer inquiry	Ability to view each customer's payment status on their account page (e.g., payment pending, delinquent, shut-off pending, current, etc.)	E - Essential	N - Not Available			

BS&A Software	1178	Utility Billing	Account Management	Manage customer inquiry	System allows to search accounts by parcel PIN number, map, or lot number.	O - Optional	Y - Yes			
BS&A Software	1179	Utility Billing	Account Management	Manage customer inquiry	System has the ability to search for customer information by customer ID, location ID, customer name, service address, phone number, driver license number, etc. For any non-numeric search, system will provide list of available choices for criteria being searched if an exact match is not found.	E - Essential	Y - Yes			
BS&A Software	1180	Utility Billing	Account Management	Manage customer inquiry	System provides a customer overview screen displaying configurable customer information, including outstanding balance, key contact information, any payment plans or delinquency, pending activity, and payments.	E - Essential	Y - Yes			
BS&A Software	1181	Utility Billing	Account Management	Manage customer inquiry	System provides a user-configurable dashboard.	E - Essential	Y - Yes			
BS&A Software	1182	Utility Billing	Account Management	Manage customer inquiry	System provides ability to associate a landlord account with any account, and provides tools to perform an automated rollback to the	D - Desired	Y - Yes			

					landlord if a renter finals/moves out.					
BS& A Soft ware	11 83	Utility Billing	Account Managem ent	Manage customer inquiry	System provides alerts that must be acknowledged before continuing on with that customer account.	E - Essenti al	Y - Yes			Can set alerts on customer accounts. No acknowledge ment requirement.
BS& A Soft ware	11 84	Utility Billing	Account Managem ent	Manage customer inquiry	System provides graphic display of usage history per account.	E - Essenti al	Y - Yes			
BS& A Soft ware	11 85	Utility Billing	Account Managem ent	Manage customer inquiry	System provides the average usage per account based on a user configurable time frame.	O - Option al	Y - Yes			
BS& A Soft ware	11 86	Utility Billing	Account Managem ent	Set up an account	Ability to change account status to "shut off" and continue billing charges.	E - Essenti al	Y - Yes			
BS& A Soft ware	11 87	Utility Billing	Account Managem ent	Set up an account	Ability to combine locations, retaining history of each original account.	E - Essenti al	Y - Yes			You could either inactivate one account and transfer its balance to the other, continue billing on that account, or you could inactivate both and add a new

										account, with balances transferred over from both.
BS&A Software	1188	Utility Billing	Account Management	Set up an account	Ability to combine master accounts, retaining history of each original account.	E - Essential	Y - Yes			You could either inactivate one account and transfer its balance to the other, continue billing on that account, or you could inactivate both and add a new account, with balances transferred over from both.
BS&A Software	1189	Utility Billing	Account Management	Set up an account	Ability to define which notifications go to current account holder only, or both owner and tenant.	E - Essential	Y - Yes			
BS&A Software	1190	Utility Billing	Account Management	Set up an account	Ability to filter notes on an account by user ID or department.	D - Desired	Y - Yes			

BS&A Software	11 91	Utility Billing	Account Management	Set up an account	Ability to flag customers based on user-defined criteria.	E - Essential	Y - Yes			
BS&A Software	11 92	Utility Billing	Account Management	Set up an account	Ability to have a multiple addresses on one account (e.g., vacation address).	E - Essential	Y - Yes			
BS&A Software	11 93	Utility Billing	Account Management	Set up an account	Ability to have a separate mailing and property address.	E - Essential	Y - Yes			
BS&A Software	11 94	Utility Billing	Account Management	Set up an account	Ability to deactivate all services at once when an account is being closed out rather than having to close each service individually.	E - Essential	Y - Yes			
BS&A Software	11 95	Utility Billing	Account Management	Set up an account	Ability to reinstate an inactive account.	E - Essential	Y - Yes			
BS&A Software	11 96	Utility Billing	Account Management	Set up an account	Ability to retain inactive account information, including meter information.	E - Essential	Y - Yes			
BS&A Software	11 97	Utility Billing	Account Management	Set up an account	Ability to set-up tenant accounts to automatically revert to owner.	D - Desired	Y - Yes			Can setup tenant accounts, but they would not automatically revert to the owner. The user could

									choose to put the account back on the owner linked to the property.
BS&A Software	1198	Utility Billing	Account Management	Set up an account	Ability to split customer accounts, retaining past history.	D - Desired	Y - Yes		Previous singular account would retain the history. You could either continue to use that one account and create a second account to accomplish the split, or inactivate the original account and create two new accounts. The history would be retained in the sense that it still shows on the original account, but

									it would not carry over to any of the created accounts.
BS&A Software	1199	Utility Billing	Account Management	Set up an account	Ability to split locations, retaining past history.	D - Desired	Y - Yes		Previous singular account would retain the history. You could either continue to use that one account and create a second account to accomplish the split, or inactivate the original account and create two new accounts. The history would be retained in the sense that it still shows

										on the original account, but it would not carry over to any of the created accounts.
BS&A Software	1200	Utility Billing	Account Management	Set up an account	Ability to track seasonal mailing addresses, including an effective start/stop date, which the system can automatically utilize during the specified period.	D - Desired	Y - Yes			
BS&A Software	1201	Utility Billing	Account Management	Set up an account	Ability to use military address format for address stored with account.	O - Optional	Y - Yes			
BS&A Software	1202	Utility Billing	Account Management	Set up an account	Allow for mass changes for selected master file fields and location services.	E - Essential	Y - Yes			
BS&A Software	1203	Utility Billing	Account Management	Set up an account	Maintains utility account master file information in a relational database, including the following: Customer initiation date.	E - Essential	Y - Yes			
BS&A Software	1204	Utility Billing	Account Management	Set up an account	Maintains utility account master file information in a relational database, including the following: Installation date by service.	E - Essential	Y - Yes			

BS&A Software	12 05	Utility Billing	Account Management	Set up an account	Maintains utility account master file information in a relational database, including the following: Number of units (stores, apartments, etc.).	E - Essential	Y - Yes				
BS&A Software	12 06	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Customer type (single family residential, multi-family residential, commercial, industrial, landscape, mobile home, hotel, etc.).	O - Optional	Y - Yes				
BS&A Software	12 07	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Date of status change	E - Essential	Y - Yes				
BS&A Software	12 08	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Email addresses	D - Desired	Y - Yes				
BS&A Software	12 09	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Multiple sets of contact information (name/phone/email) with the ability to define how each set of contact information is referenced (home/work/family member/etc.)	D - Desired	Y - Yes				

BS&A Software	1210	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Multiple tenants per one meter	E - Essential	Y - Yes			
BS&A Software	1211	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Name and address (both service and billing for owner and renter) that follow USPS standard	E - Essential	Y - Yes			
BS&A Software	1212	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: User defined account number set up with the ability to automatically assign the next available number for new accounts	E - Essential	Y - Yes			
BS&A Software	1213	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Account status (active, inactive, off for non-payment, being finaled, meter shut-off, write-off, etc.)	E - Essential	Y - Yes			
BS&A Software	1214	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Adjustment history	E - Essential	Y - Yes			
BS&A Software	1215	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following:	O - Optional	Y - Yes			

					Alternate and/or seasonal addresses					
BS&A Software	1216	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Amount due/received	E - Essential	Y - Yes			
BS&A Software	1217	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Billing history	E - Essential	Y - Yes			
BS&A Software	1218	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Billing specific comments and notes	E - Essential	Y - Yes			
BS&A Software	1219	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Business type	O - Optional	Y - Yes			
BS&A Software	1220	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Comments/notes (unlimited)	O - Optional	Y - Yes			
BS&A Software	1221	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Consumption/usage history by meter	E - Essential	Y - Yes			
BS&A Software	1222	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Current/last read	E - Essential	Y - Yes			
BS&A	1223	Utility Billing	Account Management	Set up an account	Maintains utility account master file information	E - Essential	Y - Yes			

Soft ware					including the following: Cycle (by service)					
BS&A Soft ware	12 24	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: Dwelling units	E - Essential	Y - Yes			
BS&A Soft ware	12 25	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: EFT/ACH bank account and routing number	E - Essential	Y - Yes			
BS&A Soft ware	12 26	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: EFT/ACH bank account type	E - Essential	Y - Yes			
BS&A Soft ware	12 27	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: EFT/ACH start/stop dates	E - Essential	Y - Yes			
BS&A Soft ware	12 28	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: Final bill indicator	E - Essential	Y - Yes			
BS&A Soft ware	12 29	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: Group (to designate individual bills to a "Master Account Bill")	O - Optional	Y - Yes			
BS&A Soft ware	12 30	Utility Billing	Account Managem ent	Set up an account	Maintains utility account master file information including the following: Parcel PIN number	E - Essential	Y - Yes			

BS&A Software	1231	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Parcel square footage	E - Essential	Y - Yes			Via Custom Field
BS&A Software	1232	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Past due notice override with proper authorization	E - Essential	Y - Yes			
BS&A Software	1233	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Payment/collection history	E - Essential	Y - Yes			
BS&A Software	1234	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Rate codes by service	E - Essential	Y - Yes			
BS&A Software	1235	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Read date	E - Essential	Y - Yes			
BS&A Software	1236	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Rental unit identifier	E - Essential	Y - Yes			
BS&A Software	1237	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Route (by service)	E - Essential	Y - Yes			
BS&A Software	1238	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Service initiation date	E - Essential	Y - Yes			

BS&A Software	1239	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Shut off notice override with proper authorization	E - Essential	Y - Yes			
BS&A Software	1240	Utility Billing	Account Management	Set up an account	Maintains utility account master file information including the following: Type of dwelling (house, apt, duplex, etc.)	O - Optional	Y - Yes			
BS&A Software	1241	Utility Billing	Account Management	Set up an account	System provides an optional workflow/wizard during account set up confirming all appropriate steps have been completed.	E - Essential	Y - Yes			
BS&A Software	1242	Utility Billing	Account Management	Set up an account	System tracks tenant/owner relationship. Allows user to specify who receives alerts, the bill, and who is responsible for delinquencies. System must allow the option to pick both.	E - Essential	Y - Yes			
BS&A Software	1243	Utility Billing	Billing	Bill management and administration	Ability for the system to only allow one leak adjustment per organization-defined period of time for a customer (e.g., five years, entire customer duration at a location).	E - Essential	Y - Yes			
BS&A Software	1244	Utility Billing	Billing	Bill management and administration	Ability to allow authorized users to override leak adjustment limitations.	E - Essential	Y - Yes			No leak adjustment limitations

BS&A Software	1245	Utility Billing	Billing	Bill management and administration	Ability to apply dollar and consumption adjustments to accounts any time during the billing cycle.	E - Essential	Y - Yes			
BS&A Software	1246	Utility Billing	Billing	Bill management and administration	Ability to automatically calculate a credit for a leak adjustment based on customer consumption over the previous 4 years of the same period at a different rate used for leak adjustments.	O - Optional	N - Not Available			Could be manually billed.
BS&A Software	1247	Utility Billing	Billing	Bill management and administration	Ability to cancel and re-bill an entire bill run if an incorrect field was input (cycle, date, etc.).	E - Essential	Y - Yes			
BS&A Software	1248	Utility Billing	Billing	Bill management and administration	Ability to combine multiple meters to calculate usage for a customer by adding and/or subtracting usage.	D - Desired	Y - Yes			
BS&A Software	1249	Utility Billing	Billing	Bill management and administration	Ability to create a billing calendar based on configurations made to billing system.	E - Essential	Y - Yes			
BS&A Software	1250	Utility Billing	Billing	Bill management and administration	Ability to define which charges are subject to proration.	E - Essential	Y - Yes			

BS&A Software	1251	Utility Billing	Billing	Bill management and administration	Ability to edit reads at any time, before, during, or after billing with audit trail capabilities.	E - Essential	Y - Yes			
BS&A Software	1252	Utility Billing	Billing	Bill management and administration	Ability to future-date service end dates for customers.	D - Desired	Y - Yes			
BS&A Software	1253	Utility Billing	Billing	Bill management and administration	Ability to handle meter readings up to six significant digits.	E - Essential	Y - Yes			
BS&A Software	1254	Utility Billing	Billing	Bill management and administration	Ability to have a billing adjustment workflow and approval process.	E - Essential	Y - Yes			
BS&A Software	1255	Utility Billing	Billing	Bill management and administration	Ability to have differing billing exceptions by account type.	O - Optional	Y - Yes			
BS&A Software	1256	Utility Billing	Billing	Bill management and administration	Ability to have differing billing exceptions by service type.	O - Optional	Y - Yes			
BS&A Software	1257	Utility Billing	Billing	Bill management and	Ability to prorate charges for partial billing due to initiation or termination of accounts.	E - Essential	Y - Yes			

				administrati on						
BS& A Soft ware	12 58	Utility Billing	Billing	Bill manageme nt and administrati on	Ability to route adjustment approval workflow based on number of adjustments made to that account (e.g., 2nd adjustment can be made by customer service rep, 3rd by finance clerk, etc.).	O - Option al	Y - Yes			Can route approvals by amount thresholds, but not by number of adjustments.
BS& A Soft ware	12 59	Utility Billing	Billing	Bill manageme nt and administrati on	Ability to view a history of records changed by internal staff in an easy to view format (without going into a system administration audit trail).	D - Desire d	Y - Yes			It could be viewed on the audit table.
BS& A Soft ware	12 60	Utility Billing	Billing	Bill manageme nt and administrati on	Provides the ability to enter adjustments to customer accounts (dollar amounts and/or consumption used) and reprint single billing statements reflecting the adjustments made.	D - Desire d	Y - Yes			
BS& A Soft ware	12 61	Utility Billing	Billing	Bill manageme nt and administrati on	System can bill for the following services: water, sewer, and stormwater.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 62	Utility Billing	Billing	Bill manageme nt and administrati on	System has the ability to change a read and individually rebill or recalculate the bill (e.g., cancel and rebill accounts).	O - Option al	Y - Yes			
BS& A	12 63	Utility Billing	Billing	Bill manageme nt and	System has the ability to record a reason for a	O - Option al	Y - Yes			

Soft ware				administrati on	cancel/re-bill or any account adjustments.					
BS& A Soft ware	12 64	Utility Billing	Billing	Bill manageme nt and administrati on	System provides ability to prorate mid-cycle rate increases for existing services.	O - Option al	Y - Yes			
BS& A Soft ware	12 65	Utility Billing	Billing	Bill manageme nt and administrati on	System provides the ability to establish billing cycle records with month/year, bill distribution date, bill due date, and delinquency date.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 66	Utility Billing	Billing	Bill manageme nt and administrati on	System provides the ability to post updates to accounts with new billing information before bills are generated (e.g., amount due, reads, dates, etc.).	E - Essenti al	Y - Yes			
BS& A Soft ware	12 67	Utility Billing	Billing	Create an estimate	Ability for a user to enter a manual estimate.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 68	Utility Billing	Billing	Create an estimate	Ability to calculate a credit when previous estimate was more than the actual consumption.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 69	Utility Billing	Billing	Create an estimate	Ability to calculate estimate based on same time going back multiple years.	D - Desire d	Y - Yes			
BS& A Soft ware	12 70	Utility Billing	Billing	Create an estimate	Ability to notify employees when customers have had consecutive estimates.	D - Desire d	Y - Yes			Utility can be run to find accounts that have had

										consecutive estimations.
BS&A Software	1271	Utility Billing	Billing	Create an estimate	System can estimate reads for customer bills based on the following criteria, moving on to the next approach if data does not exist: usage for same time period in previous year, usage in previous billing period, default to a standard number (e.g., 15 units).	D - Desired	Y - Yes			Estimations can be calculated using any of those methods, but it will not move from one approach to the next if data does not exist.
BS&A Software	1272	Utility Billing	Billing	Create an estimate	System prints "estimate" on bill when an estimated read is used.	E - Essential	Y - Yes			
BS&A Software	1273	Utility Billing	Billing	Create an estimate	System provides a list of accounts that have an actual read for the current billing cycle and an estimated read the prior billing cycle.	E - Essential	R - Reporting			
BS&A Software	1274	Utility Billing	Billing	Generate a bill run	Ability to change the bill date and/or due date in mass if error was made during the bill calculation.	E - Essential	Y - Yes			
BS&A Software	1275	Utility Billing	Billing	Generate a bill run	Ability to create letters to the customer directly from the exception reporting process.	D - Desired	N - Not Available			
BS&A	1276	Utility Billing	Billing	Generate a bill run	Ability to create service orders directly from the exception reporting process.	E - Essential	Y - Yes			Dependent on the process

Soft ware										
BS& A Soft ware	12 77	Utility Billing	Billing	Generate a bill run	Ability to generate a summary of credits/debits to each GL account as part of each bill run.	E - Essenti al	Y - Yes			
BS& A Soft ware	12 78	Utility Billing	Billing	Generate a bill run	Ability to hold printing of a bill for a specific customer for the current billing cycle or specified length of time.	D - Desire d	Y - Yes			
BS& A Soft ware	12 79	Utility Billing	Billing	Generate a bill run	Ability to perform and allocate inter-departmental billing to multiple general ledger accounts at user- defined amounts or percentages.	O - Option al	Y - Yes			
BS& A Soft ware	12 80	Utility Billing	Billing	Generate a bill run	Ability to remove a customer record from the billing batch.	O - Option al	Y - Yes			
BS& A Soft ware	12 81	Utility Billing	Billing	Generate a bill run	Ability to split revenue and expenses in an allocation between multiple funds.	O - Option al	Y - Yes			
BS& A Soft ware	12 82	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: A report or review screen that includes meter info, current and past consumptions, new and previous readings, days between readings, customer account number, meter reader information, and	E - Essenti al	Y - Yes			

					average consumption per customer with expected high/low usage based on average.					
BS&A Software	1283	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: Alerts for accounts with no usage	E - Essential	Y - Yes			
BS&A Software	1284	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: Alerts for bill amounts that fall outside of user-defined criteria, including but not limited to: low bill amount, high bill amount, and bill variance by number or percentage based on user-defined previous billing period.	E - Essential	R - Reporting			
BS&A Software	1285	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: Alerts for closed/vacant accounts with usage	E - Essential	R - Reporting			
BS&A Software	1286	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: Alerts for consumption amounts that fall outside of user-defined criteria, including but not limited to: low consumption, high consumption,	E - Essential	Y - Yes			

					consumption variance by number or percentage					
BS&A Software	1287	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: Scenarios where master meter usage does not equal the sum of the sub-meters	E - Essential	N - Not Available			
BS&A Software	1288	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: The ability to modify exception types and levels without software provider or programming intervention	E - Essential	Y - Yes			
BS&A Software	1289	Utility Billing	Billing	Generate a bill run	System provides an exception reporting or review process, that includes: The ability to view all defined exception types on one report or screen	E - Essential	Y - Yes			
BS&A Software	1290	Utility Billing	Billing	Generate a bill run	System provides automated bill runs based on predefined billing date and allows for ability to generate a bill on demand.	D - Desired	Y - Yes			
BS&A Software	1291	Utility Billing	Billing	Generate a final bill	Ability for the system to automatically pro-rate any flat rate charges that have been defined by the user.	E - Essential	Y - Yes			
BS&A	1292	Utility Billing	Billing	Generate a final bill	Ability for the system to automatically refund accounts	E - Essential	Y - Yes			User would need to

Soft ware					that are finalized with credits on them.					initiate the refund
BS&A Soft ware	12 93	Utility Billing	Billing	Generate a final bill	System can generate a final bill, once the date and final read is entered, at any point during the billing cycle.	E - Essential	Y - Yes			
BS&A Soft ware	12 94	Utility Billing	Billing	Printing bills	Ability for staff to update the utility bill format including, location of billing/account information, graphics, etc. without requiring tasks to be performed by the software provider.	E - Essential	Y - Yes			
BS&A Soft ware	12 95	Utility Billing	Billing	Printing bills	Ability to automatically group individual accounts on a group bill for printing.	O - Optional	Y - Yes			
BS&A Soft ware	12 96	Utility Billing	Billing	Printing bills	Ability to combine charges or keep charges separate on customer bills.	E - Essential	Y - Yes			
BS&A Soft ware	12 97	Utility Billing	Billing	Printing bills	Ability to email bills (original, re-bills, or reprints) to customers when requested.	E - Essential	Y - Yes			
BS&A Soft ware	12 98	Utility Billing	Billing	Printing bills	Ability to export a file of utility bills to an external bill printing organization (e.g., third-party billing services).	E - Essential	Y - Yes			
BS&A Soft ware	12 99	Utility Billing	Billing	Printing bills	Ability to generate a barcode on each bill that links user to the bill record in the system when the barcode is scanned.	O - Optional	Y - Yes			

BS&A Software	1300	Utility Billing	Billing	Printing bills	Ability to generate a QR code on each bill that takes the person to the bill record when scanned.	O - Optional	N - Not Available			
BS&A Software	1301	Utility Billing	Billing	Printing bills	Ability to group similar charges together so only one line shows on the bill for the them.	D - Desired	Y - Yes			
BS&A Software	1302	Utility Billing	Billing	Printing bills	Ability to highlight a leak alert on a bill.	D - Desired	Y - Yes			
BS&A Software	1303	Utility Billing	Billing	Printing bills	Ability to include standard text on the back of bills	E - Essential	Y - Yes			
BS&A Software	1304	Utility Billing	Billing	Printing bills	Ability to print a user-defined number of months of usage history in a graphic display.	E - Essential	Y - Yes			
BS&A Software	1305	Utility Billing	Billing	Printing bills	Ability to print inserts that are included with both the printed bills and in the online view.	E - Essential	N - Not Available			
BS&A Software	1306	Utility Billing	Billing	Printing bills	Ability to recreate an image of each customer's historical bill on request.	E - Essential	Y - Yes			
BS&A Software	1307	Utility Billing	Billing	Printing bills	Ability to send customer a link to the customer portal where the bill can be paid when the bill is emailed.	E - Essential	Y - Yes			

BS&A Software	1308	Utility Billing	Billing	Printing bills	Ability to send out customer messages that will display on the bill, with the option to choose customers that will receive the message based on their customer type.	E - Essential	Y - Yes			
BS&A Software	1309	Utility Billing	Billing	Printing bills	Ability to set a date range for printing customer billing history.	E - Essential	Y - Yes			
BS&A Software	1310	Utility Billing	Billing	Printing bills	Capability to include total past due amount on bills.	E - Essential	Y - Yes			
BS&A Software	1311	Utility Billing	Billing	Printing bills	Capability to print multiple user-specified years of consumption (e.g., benchmark year and prior year) and current period consumption on each bill.	E - Essential	Y - Yes			Can print historical consumption by billing period, but not subtotaled by year.
BS&A Software	1312	Utility Billing	Billing	Printing bills	System allows for creation of a customizable utility bill format that includes graphics.	E - Essential	Y - Yes			
BS&A Software	1313	Utility Billing	Billing	Printing bills	System has the ability to create bills for accounts paying via ACH or recurring credit card that indicate that they do not need to pay, due to auto pay.	E - Essential	Y - Yes			
BS&A	1314	Utility Billing	Billing	Printing bills	System provides graphic display of usage history per account.	E - Essential	Y - Yes			

Soft ware										
BS& A Soft ware	13 15	Utility Billing	Billing	Printing bills	System provides the ability to reprint bills in the same format they were originally printed.	E - Essenti al	Y - Yes			
BS& A Soft ware	13 16	Utility Billing	Billing	Printing bills	System provides tools to exclude bills as “pulled” for review by staff before exporting the billing file to the printer	E - Essenti al	N - Not Available			
BS& A Soft ware	13 17	Utility Billing	Customer Portal	Utilize a customer portal	Ability for customers that manage multiple accounts (e.g., property managers) to view multiple accounts through one portal log-in.	E - Essenti al	Y - Yes			
BS& A Soft ware	13 18	Utility Billing	Customer Portal	Utilize a customer portal	Ability for customers to complete a one-time payment with their account number, name, or address.	E - Essenti al	Y - Yes			
BS& A Soft ware	13 19	Utility Billing	Customer Portal	Utilize a customer portal	Ability for customers to perform one-click payments from ebill email notifications, without the need to log-in separately.	E - Essenti al	Y - Yes			
BS& A Soft ware	13 20	Utility Billing	Customer Portal	Utilize a customer portal	Ability to share messages that customers will see upon log-in, either to all customers or by customer class.	D - Desire d	Y - Yes			
BS& A Soft ware	13 21	Utility Billing	Customer Portal	Utilize a customer portal	Customer portal integrates with the payment and information portals with a single sign-on for customers	E - Essenti al	Y - Yes			Would need a third party login in order to schedule recurring

					to pay online or view usage data.					payments, but single sign on is possible for one time payment and viewing.
BS&A Software	13 22	Utility Billing	Customer Portal	Utilize a customer portal	System allows customers to submit one-time payments without user account registration.	D - Desired	Y - Yes			
BS&A Software	13 23	Utility Billing	Customer Portal	Utilize a customer portal	System can prohibit certain customers from paying electronically (e.g., ACH, credit cards, EFT, etc.).	E - Essential	N - Not Available			The only way to restrict online payment is to hide the account from the online portal entirely.
BS&A Software	13 24	Utility Billing	Customer Portal	Utilize a customer portal	System supports both one-time and recurring customer payments via credit card and auto withdrawal from their bank account (ACH) or EFT.	E - Essential	T - Third Party			BS&A integrates with Point & Pay and Invoice Cloud
BS&A Software	13 25	Utility Billing	Customer Portal	Utilize a customer portal	System supports partial payments of bills.	E - Essential	Y - Yes			
BS&A Software	13 26	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Create an account	E - Essential	N - Not Available			

BS&A Software	1327	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Enable email notifications	E - Essential	T - Third Party			BS&A integrates with Point & Pay and Invoice Cloud
BS&A Software	1328	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: opt out of paper notifications and receive them electronically only	E - Essential	Y - Yes			BS&A integrates with Point & Pay and Invoice Cloud
BS&A Software	1329	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Request to move-in or out	E - Essential	N - Not Available			
BS&A Software	1330	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Reset password	E - Essential	Y - Yes			
BS&A Software	1331	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Speak to customer service via live chat, with the ability to restrict available hours	E - Essential	N - Not Available			
BS&A Software	1332	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Submit new service request	D - Desired	N - Not Available			

BS&A Software	1333	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: Update their credit card information	E - Essential	T - Third Party			
BS&A Software	1334	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: View and update their account information	E - Essential	Y - Yes			
BS&A Software	1335	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: View billing history	E - Essential	Y - Yes			
BS&A Software	1336	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: View consumption history	E - Essential	Y - Yes			
BS&A Software	1337	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: View payment history	E - Essential	Y - Yes			
BS&A Software	1338	Utility Billing	Customer Portal	Utilize a customer portal	Through a customer-facing portal, the solution provides customers the ability to perform key tasks, including: View/print current and historical bills	E - Essential	Y - Yes			

BS&A Software	1339	Utility Billing	Delinquency	Apply late fees/penalties	Ability to automatically assess late charges and fees based on user defined rules.	E - Essential	Y - Yes			Penalties are not automatically applied but done so through a user-controlled Task.
BS&A Software	1340	Utility Billing	Delinquency	Apply late fees/penalties	Ability to designate which charges are subject to penalty and/or interest.	E - Essential	Y - Yes			
BS&A Software	1341	Utility Billing	Delinquency	Apply late fees/penalties	Ability to override and/or credit a penalty.	E - Essential	Y - Yes			
BS&A Software	1342	Utility Billing	Delinquency	Apply late fees/penalties	Ability to specify customer accounts that should not have late fees applied.	E - Essential	Y - Yes			
BS&A Software	1343	Utility Billing	Delinquency	Apply late fees/penalties	System does not apply a penalty to those customers that are current on their payment plans.	D - Desired	Y - Yes			
BS&A Software	1344	Utility Billing	Delinquency	Apply late fees/penalties	System provides tools to assess late charges and automatically create the related customer correspondence via phone calls, email, or written notice.	D - Desired	N - Not Available			
BS&A	1345	Utility Billing	Delinquency	Manage delinquencies	Ability to automatically apply a cut/shut off charge to the customer balance based on	D - Desired	Y - Yes			

Soft ware					customer type when the shut off criteria is met.					
BS& A Soft ware	13 46	Utility Billing	Delinquen cy	Manage delinquenci es	Ability to automatically create a door hanger notice with service order creation.	O - Option al	Y - Yes			
BS& A Soft ware	13 47	Utility Billing	Delinquen cy	Manage delinquenci es	Ability to automatically create a service order when the shut-off criteria is met.	O - Option al	Y - Yes			
BS& A Soft ware	13 48	Utility Billing	Delinquen cy	Manage delinquenci es	Ability to automatically generate a delinquent/past due notice for multiple addresses (mailing, service, landlord, etc.).	D - Desire d	Y - Yes			
BS& A Soft ware	13 49	Utility Billing	Delinquen cy	Manage delinquenci es	Ability to export delinquency data to an IVR format for reminder calls.	E - Essenti al	Y - Yes			Depends on the data specifications. If export can be achieved with existing tools, no additional customization costs would be necessary.
BS& A Soft ware	13 50	Utility Billing	Delinquen cy	Manage delinquenci es	Ability to limit the number of delinquent notices printed on a given day to a user-defined maximum, based on either balance amount or number of days past due.	D - Desire d	Y - Yes			

BS&A Software	1351	Utility Billing	Delinquency	Manage delinquencies	Ability to notify both owners and tenants anytime a tenant is delinquent.	D - Desired	Y - Yes			
BS&A Software	1352	Utility Billing	Delinquency	Manage delinquencies	Ability to print delinquent/past due notices to customers, generated based on user-defined minimum past due balances (based on a single past due bill or total balance due), and number of days past due, including applicable penalty amounts added.	E - Essential	Y - Yes			
BS&A Software	1353	Utility Billing	Delinquency	Manage delinquencies	Ability to recreate an image of the actual shut-off notice that the customer received when requested.	E - Essential	Y - Yes			
BS&A Software	1354	Utility Billing	Delinquency	Manage delinquencies	Ability to select services that are excluded from shut-off processing.	E - Essential	Y - Yes			
BS&A Software	1355	Utility Billing	Delinquency	Manage delinquencies	Ability to show future dates of delinquency actions that have not yet happened.	E - Essential	Y - Yes			
BS&A Software	1356	Utility Billing	Delinquency	Manage delinquencies	Ability to support bankruptcy/foreclosure processing that tracks pre-petition and post-petition information.	D - Desired	Y - Yes			
BS&A	1357	Utility Billing	Delinquency	Manage delinquencies	Ability to have bankruptcy automated.	D - Desired	N - Not Available			

Soft ware										
BS& A Soft ware	13 58	Utility Billing	Delinquen cy	Manage delinquenci es	System allows authorized users to override the generation of the delinquent/past due notice with proper authority and reporting.	O - Option al	Y - Yes			
BS& A Soft ware	13 59	Utility Billing	Delinquen cy	Set up payment plans/agree ments	Ability for the payment agreement to override the calculated bill and print the correct minimum amount due based on the agreement, revised due date, total balance, and any notes regarding the payment plan (such as when the payment plan was initiated and terms that will null the payment plan).	O - Option al	Y - Yes			
BS& A Soft ware	13 60	Utility Billing	Delinquen cy	Set up payment plans/agree ments	Ability for the system to generate a payment plan document showing the full payment plan details, including amortization schedule, with a signature line for customers to complete.	O - Option al	Y - Yes			
BS& A Soft ware	13 61	Utility Billing	Delinquen cy	Set up payment plans/agree ments	Ability to auto-configure payment plans based on the user-defined rules (e.g., past due amount is spread over 12 months).	O - Option al	Y - Yes			

BS&A Software	1362	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to flag customers that don't meet their payment arrangements and put them in their previous status.	D - Desired	Y - Yes			
BS&A Software	1363	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to generate delinquent payment plan letters based on user defined criteria.	E - Essential	N - Not Available			
BS&A Software	1364	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to have a pop-up or alert on an account that has a payment plan set up.	E - Essential	Y - Yes			
BS&A Software	1365	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to limit staff authorization for set up of long-term payment plans vs. short-term payment plans.	E - Essential	Y - Yes			
BS&A Software	1366	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to process user-defined payment arrangements (e.g., payment plans) and flag if payments are not being met.	E - Essential	Y - Yes			
BS&A Software	1367	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to track payment due date extensions.	E - Essential	Y - Yes			
BS&A Software	1368	Utility Billing	Delinquency	Set up payment plans/agreements	Ability to track whether a customer has signed their payment plan or not.	O - Optional	Y - Yes			With attachments, comments, and/or flags
BS&A Software	1369	Utility Billing	Delinquency	Set up payment plans/agreements	System can create a payment plan report to show a summary of all payment plans that are delinquent.	D - Desired	Y - Yes			

BS&A Software	1370	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter location description (minimum of 36 characters)	E - Essential	Y - Yes			
BS&A Software	1371	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter location ID (code for location description, such as 06 for backyard, 07 for basement, etc.)	E - Essential	Y - Yes			
BS&A Software	1372	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter photograph	E - Essential	Y - Yes			
BS&A Software	1373	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter purchase date	O - Optional	Y - Yes			
BS&A Software	1374	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter purchase price	O - Optional	Y - Yes			
BS&A Software	1375	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter type (service)	E - Essential	Y - Yes			
BS&A Software	1376	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Warranty status	O - Optional	Y - Yes			

BS&A Software	1377	Utility Billing	Device Management	Manage meter devices	Ability for the system to capture/store the following information: Meter location notes (such as beware of dog!, gate locked, etc.)	E - Essential	Y - Yes			
BS&A Software	1378	Utility Billing	Device Management	Manage meter devices	Ability to support the following types of meters/devices: Construction meters	E - Essential	Y - Yes			
BS&A Software	1379	Utility Billing	Device Management	Manage meter devices	Ability to support the following types of meters/devices: Hydrant meters	E - Essential	Y - Yes			
BS&A Software	1380	Utility Billing	Device Management	Manage meter devices	Ability to support the following types of meters/devices: Water meters	E - Essential	Y - Yes			
BS&A Software	1381	Utility Billing	Device Management	Track device lifecycle	Ability to import meters in mass from a spreadsheet.	O - Optional	Y - Yes			
BS&A Software	1382	Utility Billing	Device Management	Track device lifecycle	Ability to track meter failure rates based by characteristic (e.g., size, manufacturer, etc.).	O - Optional	Y - Yes			
BS&A Software	1383	Utility Billing	Device Management	Track device lifecycle	The system has the ability to create, automatically assign to next work group, and provide status on the following workflows: Create new meter inventory	O - Optional	N - Not Available			
BS&A	1384	Utility Billing	Device Management	Track device lifecycle	The system has the ability to create, automatically assign to next work group, and	O - Optional	N - Not Available			

Soft ware					provide status on the following workflows: Modify meter to meet installation requirements					
BS&A Soft ware	13 85	Utility Billing	Device Managem ent	Track device lifecycle	The system has the ability to create, automatically assign to next work group, and provide status on the following workflows: Receive new meter inventory	E - Essential	N - Not Available			
BS&A Soft ware	13 86	Utility Billing	Rates	Calculate rates	Ability for authorized users to create, edit, and revise rate tables, tracking the history of prior rate tables, without vendor intervention.	E - Essential	Y - Yes			
BS&A Soft ware	13 87	Utility Billing	Rates	Calculate rates	Ability to add minimum charge values (calculated per defined billing period (day, month, year) or per metered unit), both on a pre and post tax basis.	E - Essential	Y - Yes			
BS&A Soft ware	13 88	Utility Billing	Rates	Calculate rates	Ability to add miscellaneous flat rate charges (e.g., shut off, initiation fee, water pressure check, turn on, meter tampering, etc.) either manually or automatically.	E - Essential	Y - Yes			
BS&A Soft ware	13 89	Utility Billing	Rates	Calculate rates	Ability to add, delete, or suspend rates/charges for a user-defined period of time.	E - Essential	Y - Yes			
BS&A	13 90	Utility Billing	Rates	Calculate rates	Ability to allocate charges to multiple general ledger accounts on a percentage	E - Essential	Y - Yes			

Soft ware					basis (e.g., 20% goes to GL account #1, 80% goes to GL account #2).					
BS&A Soft ware	13 91	Utility Billing	Rates	Calculate rates	Ability to apply a multiplier to charge higher rates for accounts outside the Organization limits.	E - Essential	Y - Yes			
BS&A Soft ware	13 92	Utility Billing	Rates	Calculate rates	Ability to charge a unique base charge based on meter size and/or service type.	E - Essential	Y - Yes			
BS&A Soft ware	13 93	Utility Billing	Rates	Calculate rates	Ability to create user-defined miscellaneous fees.	E - Essential	Y - Yes			
BS&A Soft ware	13 94	Utility Billing	Rates	Calculate rates	Ability to determine and track which services have surcharges.	E - Essential	Y - Yes			
BS&A Soft ware	13 95	Utility Billing	Rates	Calculate rates	Ability to escalate certain charges automatically based on the number of occurrences on a given customer account (e.g., 1st occurrence is \$X amt, 2nd occurrence is \$X amt, etc.). For example for Alarm monitoring, the first 2 false alarms in a year are charged \$0, false alarm 3-5 are charged \$100,00 for each and false alarm 6 or more are charged \$200 for each	E - Essential	N - Not Available			

BS&A Software	1396	Utility Billing	Rates	Calculate rates	Ability to have surcharges and taxes go to unique general ledger accounts, rather than grouping this with the service that is being surcharged or taxed.	E - Essential	Y - Yes			
BS&A Software	1397	Utility Billing	Rates	Calculate rates	Ability to keep rate history effective-dated.	E - Essential	Y - Yes			
BS&A Software	1398	Utility Billing	Rates	Calculate rates	Ability to mass copy/update rates with a percentage increase.	E - Essential	Y - Yes			
BS&A Software	1399	Utility Billing	Rates	Calculate rates	Ability to support late payment penalty charges by customer type, service type, etc.	E - Essential	Y - Yes			
BS&A Software	1400	Utility Billing	Rates	Calculate rates	Ability to track and report on how many times a customer has been charged a given rate/fee.	E - Essential	Y - Yes			
BS&A Software	1401	Utility Billing	Rates	Calculate rates	System is able to report on the overall effects of rate changes within the test environment.	D - Desired	Y - Yes			Additional database instances can be created in Microsoft Azure, subject to additional hosting fees.
BS&A Software	1402	Utility Billing	Rates	Rate set up	Ability to define multiple class types for each service.	E - Essential	Y - Yes			

BS&A Software	1403	Utility Billing	Rates	Rate set up	Ability to define what general ledger accounts revenue will be applied to by rate, charge type, and customer type.	E - Essential	Y - Yes			
BS&A Software	1404	Utility Billing	Rates	Rate set up	Ability to set-up a rate structure with multiple future rates and set their effective dates.	O - Optional	Y - Yes			
BS&A Software	1405	Utility Billing	Rates	Rate set up	Ability to support multiple services that each have a separate rate structure.	E - Essential	Y - Yes			
BS&A Software	1406	Utility Billing	Rates	Rate set up	System can, for each rate, store an internal-facing description and an external-facing description that will print on customer bills and show in the customer portal.	O - Optional	Y - Yes			
BS&A Software	1407	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to consolidate different customer types (e.g., Residential-owner + residential-tenant + residential-unknown = residential) and service types (e.g., water-domestic + irrigation-domestic = domestic) for reporting and analysis purposes.	O - Optional	Y - Yes			
BS&A Software	1408	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to export user defined consumption/usage data for analysis.	E - Essential	Y - Yes			

BS&A Software	1409	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform "what if" analysis/forecasting without impacting the data in the live system.	D - Desired	Y - Yes			Proof runs are possible on most major processes, but more information is needed as to the "what if" scenario.
BS&A Software	1410	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform a "what if" analysis: Allowing the user to adjust the rates on a configurable basis (e.g., amount, percent, etc.) for a particular service, customer type (commercial, residential, etc.), billing cycle, and/or route.	D - Desired	N - Not Available			Would need to use a test environment for comparison
BS&A Software	1411	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform a "what if" analysis: In a trial mode, prior to any updates to actual data	D - Desired	N - Not Available			Would need to use a test environment for comparison
BS&A Software	1412	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform a "what if" analysis: On individual accounts and view the results at the account or department level	O - Optional	N - Not Available			Would need to use a test environment for comparison
BS&A Software	1413	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform a "what if" analysis: Utilizing current consumption information	D - Desired	N - Not Available			Would need to use a test environment for comparison

BS&A Software	1414	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	Ability to perform a “what if” analysis: Utilizing current rate calculation vs. proposed rate calculation	D - Desired	N - Not Available			Would need to use a test environment for comparison
BS&A Software	1415	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	System can report on unbilled revenue to calculate/forecast and report annually on revenue that is unbilled but earned. (e.g., Service billed in July, but consumed in June).	E - Essential	N - Not Available			
BS&A Software	1416	Utility Billing	Reporting & Analysis	Perform analysis/forecasting	System has an environment to test rate increases and adjustments.	D - Desired	Y - Yes			Additional database instances can be created in Microsoft Azure, subject to additional hosting fees.
BS&A Software	1417	Utility Billing	Reporting & Analysis	Report on billing	Ability for users to define whether or not customers will show in multiple aging groups. For example, does a user in the 60+ aging list also show in the 30+ aging list?	O - Optional	Y - Yes			
BS&A Software	1418	Utility Billing	Reporting & Analysis	Report on billing	Account adjustment detail report, showing rate codes, consumption amount, dollar amount, and consumption charges broken out for all account adjustments in a given period.	E - Essential	Y - Yes			

BS&A Software	1419	Utility Billing	Reporting & Analysis	Report on billing	Adjustments report displaying adjustment details for a date range, service type, or account, showing dollar amount, consumption volume (gallons/cubic ft.) and rate/service code.	O - Optional	Y - Yes			
BS&A Software	1420	Utility Billing	Reporting & Analysis	Report on billing	Base vs. consumption provides the ability to report on the percentage of consumption verses base charges by customer type.	O - Optional	Y - Yes			
BS&A Software	1421	Utility Billing	Reporting & Analysis	Report on billing	Billing exception report automatically generated by the System that shows an exception edit list when reads are imported (zero consumption, missed reads, inactive accounts with consumption, negative consumption, high consumption, low consumption, etc.) with the related customer account information (name, account number, service location).	E - Essential	Y - Yes			
BS&A Software	1422	Utility Billing	Reporting & Analysis	Report on billing	Billing register showing amount billed by charge type and consumption detail of accounts to be billed.	E - Essential	Y - Yes			
BS&A Software	1423	Utility Billing	Reporting & Analysis	Report on billing	Billing report, sorted on user-defined criteria, showing name, location address, current period charges by	O - Optional	Y - Yes			

					service, date billed, due date, readings, etc.					
BS&A Software	1424	Utility Billing	Reporting & Analysis	Report on billing	Billing statistics displaying each months billed and average consumption for a fiscal year based on class of service, billing components, area, pressure zone, plant code, meter size, and jurisdiction. Report must be broken out by rate codes, consumption amount, dollar amount, and consumption and demand charges.	O - Optional	Y - Yes			
BS&A Software	1425	Utility Billing	Reporting & Analysis	Report on billing	Consumption report, by account, showing utility usage over a user-specified time interval. Flags abnormal usage (high/low/negative, etc.). Report should include meter information, consumption, new and previous readings, days between readings, customer account number, and meter reader information.	O - Optional	Y - Yes			
BS&A Software	1426	Utility Billing	Reporting & Analysis	Report on billing	Customer history, reporting bills and associated payments receipted by account. Shows dates, amounts, arrears, penalties, account name, consumption, and address.	E - Essential	Y - Yes			

BS&A Software	1427	Utility Billing	Reporting & Analysis	Report on billing	Customer receivables aging, presenting aging of user-defined criteria and/or general accounts receivable by customer indicating total amount due and amounts aged by 30, 60, 90 and 120+days, etc.	E - Essential	Y - Yes			
BS&A Software	1428	Utility Billing	Reporting & Analysis	Report on billing	Final bill listing report, showing all customers for a given cycle or date range that will be receiving a final bill.	E - Essential	Y - Yes			
BS&A Software	1429	Utility Billing	Reporting & Analysis	Report on billing	Paperless report to report on the percentage or number of customers on paperless billing.	E - Essential	Y - Yes			
BS&A Software	1430	Utility Billing	Reporting & Analysis	Report on billing	Revenue detail by class of service for each service (water, sewer, etc.) including the utility tax/surcharge for a given time period reporting billed amount.	E - Essential	Y - Yes			
BS&A Software	1431	Utility Billing	Reporting & Analysis	Report on billing	Top 100 billing users report by service or cycle for a user-specified time period, detailing highest billed accounts/customers, providing account and billing information.	O - Optional	Y - Yes			
BS&A Software	1432	Utility Billing	Reporting & Analysis	Report on billing	Top 100 consumption users report by service or cycle for a user-specified time period, detailing highest consumption accounts/customers,	O - Optional	Y - Yes			

					providing account and usage information.					
BS&A Software	1433	Utility Billing	Reporting & Analysis	Report on customers	Ability to create a listing of customers based on a data field, location, geofencing, or other criteria and send a letter to all listed customers.	O - Optional	N - Not Available			
BS&A Software	1434	Utility Billing	Reporting & Analysis	Report on customers	Ability to report on number of new customers and number of existing customers moving to new address in a user defined time period.	E - Essential	N - Not Available			
BS&A Software	1435	Utility Billing	Reporting & Analysis	Report on customers	Customer letters with the ability to pull information based on any field in the application and produce a customized letter (e.g., past due letters, landlord letters, etc.).	D - Desired	Y - Yes			
BS&A Software	1436	Utility Billing	Reporting & Analysis	Report on customers	Customer report that details information regarding customer's account, name, address, account number, meter info, reads, rate codes, and transaction history	O - Optional	R - Reporting			
BS&A Software	1437	Utility Billing	Reporting & Analysis	Report on customers	In the "name" field, allow a minimum number of 25 characters	E - Essential	Y - Yes			

BS&A Software	1438	Utility Billing	Reporting & Analysis	Report on customers	Customer statistics report, presenting customer characteristics including number of customers, number of customers by meter size, customer type, usage and revenue by meter size, and usage and summary of revenue by billing type code, district, book, and/or by a combination of the above based on a billing date range.	D - Desired	Y - Yes			
BS&A Software	1439	Utility Billing	Reporting & Analysis	Report on customers	New customer list and labels based on customer initiation date to mail out new-comer packages.	O - Optional	Y - Yes			
BS&A Software	1440	Utility Billing	Reporting & Analysis	Report on delinquencies	Delinquent notices report, a listing generated based on user defined minimum and number of days after payment was due, including applicable penalty amounts added. Multiple types of notices capability (e.g., a first delinquent notice and a second delinquent notice with different parameters).	D - Desired	Y - Yes			
BS&A Software	1441	Utility Billing	Reporting & Analysis	Report on delinquencies	Disconnect history, per cycle, showing accounts that were disconnected based on a user defined date range, including account number, customer name, and service address.	D - Desired	Y - Yes			

BS&A Software	1442	Utility Billing	Reporting & Analysis	Report on delinquencies	Shut off/disconnect criteria report, per cycle, showing accounts with one or more delinquent bills totaling over a user defined amount.	E - Essential	Y - Yes			
BS&A Software	1443	Utility Billing	Reporting & Analysis	Report on payments	Ability to export an autopay listing with customer bank account information to be uploaded to the bank for payments.	E - Essential	Y - Yes			
BS&A Software	1444	Utility Billing	Reporting & Analysis	Report on payments	ACH report to report on active and/or inactive ACH customers based on status.	E - Essential	Y - Yes			
BS&A Software	1445	Utility Billing	Reporting & Analysis	Report on payments	Cash receipts listing, reporting all amounts collected against customer accounts. Can be printed on demand with user-defined criteria prior to posting.	E - Essential	Y - Yes			
BS&A Software	1446	Utility Billing	Reporting & Analysis	Report on payments	Payment detail and summary report by service, shows all payment information in detail and a summary for a user defined date range.	E - Essential	Y - Yes			
BS&A Software	1447	Utility Billing	Service Orders	Complete a service order	Ability to attach supporting documentation to a service order.	E - Essential	Y - Yes			
BS&A Software	1448	Utility Billing	Service Orders	Complete a service order	Ability to track multiple stages of service order completion, such as field completion and back-office finalization.	E - Essential	Y - Yes			

BS&A Software	14 49	Utility Billing	Service Orders	Complete a service order	System allows users to change a service order type after it is opened.	E - Essential	Y - Yes			
BS&A Software	14 50	Utility Billing	Service Orders	Initiate a service order	Ability for service order completion to result in data field changes in the system (e.g., meter status).	E - Essential	Y - Yes			
BS&A Software	14 51	Utility Billing	Service Orders	Initiate a service order	Ability to automatically create a service order if a customer has multiple consecutive leak alerts.	D - Desired	Y - Yes			
BS&A Software	14 52	Utility Billing	Service Orders	Initiate a service order	Ability to generate an automatic cut/shut-off service/work order, as defined by user, based on the cut/shut-off report.	O - Optional	Y - Yes			
BS&A Software	14 53	Utility Billing	Service Orders	Initiate a service order	Ability to mass communicate to accounts by geographic area that will be affected by a pending utility project (e.g., valve turning).	D - Desired	N - Not Available			
BS&A Software	14 54	Utility Billing	Service Orders	Initiate a service order	Automatically prompts service order generation based on input from meter readers and automated meter reader error codes.	O - Optional	Y - Yes			
BS&A Software	14 55	Utility Billing	Service Orders	Initiate a service order	System automatically populates service/work orders with information such as request date, person or department initiating request, job type, due date, and comments.	O - Optional	Y - Yes			

BS&A Software	1456	Utility Billing	Service Orders	Initiate a service order	System has ability to enter customer account information and identify the related necessary service order activities: Change or repair meter	O - Optional	Y - Yes				
BS&A Software	1457	Utility Billing	Service Orders	Initiate a service order	System has ability to enter customer account information and identify the related necessary service order activities: Cut/shut offs	O - Optional	Y - Yes				
BS&A Software	1458	Utility Billing	Service Orders	Initiate a service order	System has ability to enter customer account information and identify the related necessary service order activities: Final reads	E - Essential	Y - Yes				
BS&A Software	1459	Utility Billing	Service Orders	Initiate a service order	System has ability to enter customer account information and identify the related necessary service order activities: New account	E - Essential	Y - Yes				
BS&A Software	1460	Utility Billing	Service Orders	Initiate a service order	System has ability to enter customer account information and identify the related necessary service order activities: Special reads	O - Optional	Y - Yes				
BS&A Software	1461	Utility Billing	Service Orders	Initiate a service order	System provides a utility service order function that integrates to the utility customer account for customer service and charge/billing purposes	O - Optional	Y - Yes				

BS&A Software	1462	Utility Billing	Service Orders	Initiate a service order	System provides functionality to manage utility service orders associated with the a customer account.	E - Essential	Y - Yes			
BS&A Software	1463	Utility Billing	Service Orders	Initiate a service order	When a payment is entered or imported, system can compare it against all customers with a shut off status and automatically create a service/work order to turn the meter back on.	D - Desired	N - Not Available			
BS&A Software	1464	Utility Billing	Service Orders	Schedule appointments	Ability for a customer service representative to see available times in the system when scheduling an appointment.	E - Essential	Y - Yes			
BS&A Software	1465	Utility Billing	Service Orders	Schedule appointments	Ability for users to view available appointment times via a customer portal and allow the user to schedule an available time.	O - Optional	N - Not Available			
BS&A Software	1466	Utility Billing	Service Orders	Schedule appointments	Ability to schedule a service order based on customer preference and available times.	E - Essential	Y - Yes			Would need to track available times in a user field and schedule based on that.
BS&A Software	1467	Utility Billing	Service Orders	Utilize mobile functionality	Ability to create new service orders in the field from the mobile device.	E - Essential	Y - Yes			System can be run on any device with a supported web

									browser, but no mobile specific application.
BS&A Software	1468	Utility Billing	Service Orders	Utilize mobile functionality	Ability to input a manual meter read from a mobile device.	D - Desired	Y - Yes		BS&A Cloud is browser based, system can be accessed/used by any device with a compatible browser.
BS&A Software	1469	Utility Billing	Service Orders	Utilize mobile functionality	Ability to look up customer information from a mobile device.	E - Essential	Y - Yes		System can be run on any device with a supported web browser, but no mobile specific application.
BS&A Software	1470	Utility Billing	Service Orders	Utilize mobile functionality	Ability to send service orders to a mobile device for completion.	E - Essential	Y - Yes		System can be run on any device with a supported web browser, but no mobile specific application.
BS&A	1471	Utility Billing	Service Orders	Utilize mobile	Ability to view notes on a customer account from a mobile device.	E - Essential	Y - Yes		BS&A Cloud is browser based, system

Soft ware				functionalit y					can be accessed/use d by any device with a compatable browser.
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ANDREWS TECHNOLOGY
UKG TIME & ATTENDANCE PROJECT
Statement of Work

Prepared for Village of Hoffman Estates
October 22, 2024

Overall Statement of Responsibility.....	1
Master Agreement.....	2
Statement of Work	
- Deliverables.....	7
- Vendor Installation Responsibilities.....	7
-Customer Installation Responsibilities.....	8
- Professional Services Overview.....	9
- Software Training Overview.....	11
- Phase _____ Sign-off.....	12
Exhibit A - Order Form.....	See Attached
Exhibit B – Maintenance Agreement.....	13

Andrews Technology - Overall Statement of Responsibility

Andrews Technology has **complete responsibility** for the following:

- Delivery of System as described on the Andrews Technology UKG Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of BS&A Interface
- Unlimited Training of all Administrators and Supervisors
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period(s)
- Unparalleled Customer Satisfaction During all of the Above
- Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")
 - Includes all software licenses and time clocks as shown on the Andrews Technology Purchase Order Form –(See Exhibit A).

Andrews Technology **Master Customer Agreement**

This Master Customer Agreement (called the "Agreement") and its applicable Transaction Documents along with the above Description of Responsibilities and Exhibits are the complete Agreement regarding the products and services provided by Andrews Technology to the Village of Hoffman Estates.

Definitions

Transaction Document is any document including, but not limited to the: "Master Customer Agreement"; "Statement of Work"; "Project Plan"; "Payment Schedule" and "Maintenance Agreement" that requires execution to be effective.

Change Order is a document completed by both of us that authorizes a change to a Transaction Document or Statement of Work.

Discovery is a process performed to define a Statement of Work.

Deliverable is any item, specified in a Transaction Document or Statement of Work, which we provide (Software, Hardware, Documentation, Training, Reports or Materials, Etc.).

Materials are work products such as programs, program listings, programming tools, documentation, reports, and drawings. The term "Materials" does not include Program Products, but does include modifications of a Program Product.

Product is a machine, its features, elements, cables, or accessories, or any combination thereof or a program product. The term "Product" includes the documentation required to install, support, use, and maintain the product.

Program Product is a commercially available software product and the documentation required to install, support, use, and maintain it. Village of Hoffman Estates is the licensee (Andrews Technology is not the licensee.).

Services are technical work that we perform to complete a Statement of Work or the delivery of customer offerings. Deliverables may result from such work.

Statement of Work is a detailed list of tasks to be performed during the implementation of a project.

Changes to the Master Agreement, Project Plan or Statement of Work: Any modification of the above including, but not limited to, additional project phases, changes in system design or timeline, after execution below, will be considered a change in the agreement. Any such change may only be modified by a Change Order, which both of us must sign prior to performed services. Any such changes may affect the estimated schedule, payments, and other terms.

Our Relationship

Mutual Responsibilities: Each of us agrees that under this Agreement:

- All information exchanged is non-confidential. If either of us requires the exchange of confidential information, it will be done under a signed Non-Disclosure Agreement;
- Each will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations;
- Neither of us will bring a legal action against the other more than two years after the cause of action arose.

Your other responsibilities: You agree to do the following:

- To not assign or otherwise transfer, this Agreement, without our prior written consent;
- To provide us with sufficient, free and safe access to your facilities for us to fulfill our obligations; and

To not disclose the terms of this Agreement without our prior written consent.

License Terms

Customer agrees to comply, in all material respects, with the following terms and conditions:

1. to operate and process the Software and use the Service for its own internal business purposes only, without the right to further sublicense;
2. not to decompile, disassemble or reverse engineer the Software;
3. that the license to use the Software and the Service is limited based upon authorized Usage;
4. not permit use of the Software or the Service (including timesharing or networking use) by any third party;
5. not remove the Equipment from the place of original installation without the Company's prior written consent nor sell or encumber the Equipment;
6. to grant permission to combine Customer's business data with that of other customers in a manner that does not identify the Customer or any individual in order to evaluate and improve the services offered to customers;
7. that the sublicense agreement inures to the benefit of the licensors of software and other applications, and that such licensors may directly enforce the terms of the sublicense agreement in order to protect their interests in the Software and the Service.
8. to take all reasonable steps to ensure that no unauthorized persons have access to the Service, and to ensure that no persons authorized to have such access shall take any action that would be in violation of this Agreement;

9. to ensure that the Customer has the right to publish and disclose the data and other content Customer includes in the Service, and that the Content will not (i) infringe or violate any third-party right, including (but not limited to) intellectual property, privacy, or publicity rights; (ii) be abusive, profane, or offensive to a reasonable person; or (iii) be hateful or threatening;
10. that Customer shall not (i) use, or allow the use of, the Service or the Content in contravention of any federal, state, local, foreign or other applicable law, or rules or regulations of regulatory or administrative organizations; (ii) introduce into the Service any virus or other code or routine intended to disrupt or damage the Service, or alter, damage, delete, retrieve, or record information about the Service or its users; (iii) excessively overload the systems used to provide the Service; (iv) perform any security integrity review, penetration test, load test, denial of service simulation or vulnerability scan (including without limitation the use any tool designed to automatically emulate the actions of a human user in connection with such testing); or (v) otherwise act in a fraudulent, malicious or negligent manner when using the Service;
11. to comply with the minimum security requirements for using the Service as reasonably determined by Company;
12. that when using and applying the information generated by the Services, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law; that if Customer is using any payroll service hereunder: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Service, (ii) using such Service does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon the Service provider or its third party licensor(s) for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Service to satisfy itself that those calculations are correct.
13. that Customer will acknowledge and agree that no person nor entity not a party to this Agreement will be a third party beneficiary of any provision of this Agreement and, by way of further clarification, none of its employees or other personnel is an intended beneficiary with respect to the payroll or other services provided in connection with the Service or Software; and

14. that Customer will acknowledge and agree that use of the Service includes the ability to enter into agreements and/or to make transactions electronically. As such, the following provision will be included in Partner's agreement with the Customer: "Use of the Service includes the ability to enter into agreements and/or to make transactions electronically. CUSTOMER ACKNOWLEDGES THAT WHEN IT INDICATES ACCEPTANCE OF AN AGREEMENT AND/OR TRANSACTION ELECTRONICALLY, THAT ACCEPTANCE WILL CONSTITUTE ITS LEGAL AGREEMENT AND INTENT TO BE BOUND BY AND TO PAY FOR SUCH AGREEMENTS AND TRANSACTIONS. THIS ACKNOWLEDGEMENT THAT CUSTOMER INTENDS TO BE BOUND BY SUCH ELECTRONIC ACCEPTANCE APPLIES TO ALL AGREEMENTS AND TRANSACTIONS CUSTOMER ENTERS INTO THROUGH THE SERVICE, SUCH AS ORDERS, CONTRACTS, STATEMENTS OF WORK, AND NOTICES OF CANCELLATION.

Personnel

Each of us will authorize a person to represent us in all matters concerning this Agreement. These representatives will be available throughout the term of this Agreement. Each of us will 1) address all notices to the other's representative and 2) promptly notify the other in writing if this person is replaced.

You agree to not hire or attempt to hire any Andrews Technology employee on either a temporary or permanent basis, either directly or through a third party, without the express written consent of Andrews Technology.

Ownership and Proprietary Rights

Notwithstanding anything to the contrary stated herein, no transfer is made to Customer of any ownership to or proprietary rights in the Licensed Products, software programs, software interfaces and Documentation, and all copies of the Licensed Products, software programs, software interfaces and Documentation, including modifications by Andrews Technology contained in customized versions and related software. Customer shall NOT have any right to copy any Licensed Products, software programs, software interfaces and Documentation for use, sale, sublicensing, distribution or any other purpose.

Compliance with Laws

You agree to comply, and assist us in complying, with all applicable 1) Federal, State, and local laws and regulations and 2) building codes, ordinances, and standards.

Prices, Payment, and Taxes

You will pay to Andrews Technology the price reflected in Village of Hoffman Estates Response Form. Payment is due on the dates agreed. Annual Maintenance after year one will be billed directly from Andrews Technology to the Village of Hoffman Estates.

Charges for services outside of the scope of the Customer Master Agreement; Project Plan and Statement of Work are billed at a rate of \$225/hour including travel. Our payment terms are Net 30.

You agree to pay all transportation charges as required by the project and mutually agreed upon for the shipment of Equipment and Program Products (if applicable) to the location you specify.

Occasionally a manufacturer will charge us "rework" charges if a configuration is changed after a certain point in the manufacturing cycle. We will make every effort to avoid rework

charges on your behalf. If rework charges are incurred due to configuration changes requested by you, these charges will be passed on to you. You will be notified in advance of such charges.

Confidentiality

Andrews Technology will maintain the confidentiality of any information received throughout this project. This includes any confidential employee information. Upon termination Andrews Technology will return any confidential information at the request of the Customer. Customer has the responsibility of extracting any data from the system prior to the termination date. After the termination date access to the database will no longer be granted.

Termination

We may terminate this agreement or associated document for non-payment upon providing thirty days written notice. Otherwise, a Statement of Work terminates when our obligations under it are met.

You may terminate this Agreement effective upon the completion of the Statement of Work.

Customer may terminate the agreement if it does not appropriate funding to continue the use of UKG, or related services. To so terminate, Customer must give Andrews Technology written notice of the non-appropriation at least 30 days before the next annual billing following the non-appropriation. Customer may also terminate for cause. Andrews Technology will be provided a 30 day cure period to resolve any identified issues to prevent the termination.

Any terms of this Agreement, which by their nature extend beyond its termination, remain in effect until fulfilled, and apply to respective successors and assignees.

Electronic Communications

Each of us may communicate with the other by electronic means. Each of us agrees that email and respective attachments when accepted by return email are binding.

Governing Law

The laws of the State of Illinois govern this Agreement. Any legal action brought under this agreement shall be brought only in the State of Illinois.

Agreed to: Village of Hoffman Estates

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Village of Hoffman Estates

Agreed to: Andrews Technology

By: Jamie Blundell
Authorized signature

Name (type or print):

Title

Date: 11/19/24
Andrews Technology

STATEMENT OF WORK

ANDREWS TECHNOLOGY – DELIVERABLES

As per the electronically attached "Order Form – Exhibit A", Andrews Technology has the following responsibilities throughout the three phased Project Plan as described above:

Software Phase

- Delivery of Software as described on Andrews Technology Purchase Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of BS&A Interface
- Unlimited Training of all Administrators and Supervisors Associated with Phase I
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Hardware Phase – (HID Proximity)

- Delivery of Wall Mounted Hardware
- Installation of Hardware
- Unlimited Training of all Administrators and Supervisors Associated with Phase II
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Go Live Phase

- Unlimited Training of all Administrators and Supervisors Associated with Phase III
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")

- Includes all hardware and software listed on Andrews Technology Purchase Order Form(s)

Other Andrews Technology Installation Responsibilities

To ensure an optimally performing UKG System, Andrews Technology will perform the following:

- Provide a person who will function as the Project Manager, responsible for securing and scheduling resources for Village of Hoffman Estates.
- Verify that all hardware and technology readiness checks have been completed.
- If necessary, recommend a Network Readiness and Performance Assessment to ascertain what improvements are required to provide sufficient response time.
- Understand any other applications that will reside on the database server, and discuss any performance implications.
- Advise the customer of any conditions, which, in the opinion of Andrews Technology, will reduce the performance of the UKG System.
- Provide server configuration assistance as requested.

Customer Installation Responsibilities

- Schedule personnel for appropriate Andrews Technology training classes to be held at a central customer site or via the web.
- Unless otherwise specified on the order form, Customer is responsible for any ethernet cabling/jacks, phone lines, power and surge suppression at the terminal locations, unless otherwise noted.
- Provide a Customer Project Manager whose responsibilities include but are not limited to:
 - Participate in periodic meetings and status conference calls.
 - Review and approve all Project Plan Phases.
- Andrews Technology will need a completed pay rules questionnaire addressing specific pay policies, basic work rules and overtime limits. Andrews Technology must receive the completed document within three (3) weeks of scheduled installation date. The pay rules survey establishes the baseline rules used to initialize the UKG system. During the Implementation Phase you will have an opportunity to test your baseline rules.
- Provide Andrews Technology with payroll contact information for interfacing to the payroll system, if applicable.
- Work with your Andrews Technology project leader to verify communications to all terminals.

- Provide Andrews Technology access to the appropriate resources during all phases.
- Provide appropriate resources to test the UKG System to the System Specification.
- Sign-off that the Software Phase Responsibilities have been completed.
- Sign-off that the Hardware Phase Responsibilities have been completed. (If Applicable)
- Sign-off that the Go Live Phase Responsibilities have been completed.

Professional Services Overview

Payroll Rules Questionnaire:

The purpose of this document is to assist your payroll staff in defining the rules and regulations that govern your labor cost management requirements. This survey is also used as a guideline for Andrews Technology to custom configure your UKG system. Your staff members responsible for payroll and work regulations should complete this. Your Andrews Technology Representative will guide you through this survey and Andrews Technology technical staff members will answer any questions that you may have.

Employee File Creation:

Village of Hoffman Estates is responsible for the creation of an employee import file. The content of which will be discussed with your assigned Andrews Technology project leader.

Software Configuration and Programming

Once your Payroll Rules Questionnaire and Employee File are created, your UKG software will be configured to meet your specifications. During Phase I, test data will be entered and test reports will be generated and validated. This will be a thorough process. Modifications will be made as required.

Ethernet Cable/Phone Line Installation (Not Applicable)

Village of Hoffman Estates is responsible for the installation of all Ethernet cable and jacks and phone lines/jacks. Andrews Technology can assist you by providing information regarding the correct type of communications cable and proven installation techniques to insure error free transfer of punch data from the terminal to your UKG software. If POE is an identified requirement, Ethernet Jacks would not be necessary and Andrews Technology would design and implementation work accordingly.

Software Installation:

Communications will be tested between the server and terminal(s) after the customer installs the hardware.

Software Training:

The next aspect of the Implementation Phase of the project is the training of the key users and supervisors. Arrangements should be made to allow for uninterrupted training. This ensures that the quality of the training received is the highest possible. All training will be central site (at the customer's main office or via the web). Village of Hoffman Estates is responsible for notifying all attendees of their assigned class schedule. All software training for key users and supervisors is **unlimited** in availability. (See below for more information)

Hardware Trainer: Andrews Technology upon completion of software installation will train the customer's Installer as to how to install and program selected terminals. (Not Applicable)

Implementation Testing and Adjustments:

Once the hardware and software is installed, programming and configuration of the system will be tested and adjustments may be made. Any changes that need to be made which vary from the pay rules survey will be identified as a change order item and may be billed on a time and materials basis. It is highly recommended that Village of Hoffman Estates run a parallel test for one (1) to two (2) pay periods. This gives the UKG key users and supervisors time to familiarize themselves with the operation of the new software, as well as, develop new ways for management information review.

Interface Installation and Training:

The BS&A Payroll interface should be reviewed by the project leaders from both teams to determine if any modifications are required. The BS&A Payroll interface will be tested and is 100% guaranteed to work in accordance with the customer's application specifications.

Software Training Overview

Key User Training

Suggested Attendees: Payroll Manager, HR Manager, Supervisor/Administrative Assistant

Course Description – Initial Training For Key Users

This session will last for approximately six hours at your facility after the installation of the software. The class is intended to provide participants with an understanding of how to maintain employee records and schedules, setup supervisor's privileges and accounts, edit timesheets and process reports. This course also provides key users with an understanding of pay period operations that are necessary for keeping track of and managing employee time and labor data, as well as accessing and interpreting pay period based reports.

Course Description – Follow-up Training for Key Users

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be for the previously trained employees and will last from two to four (2 to 4) hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no additional charge.

Supervisor Training

Suggested Attendees: Supervisors and Supervisor Assistants

Course Description- Initial Supervisor Training

This course provides participants with an understanding of the daily operations that are necessary for keeping track of and managing employee time and labor data. This includes providing information needed to build and maintain individual and group schedules. Procedures will be covered for the standard client and the Supervisor and Employee Web Services. This training is available at the customer's central site or via the web. Class size should not exceed 12 students per class (maximum 2 hours per class). Supervisors are expected to train their employees on the use of Employee Web Services (if appropriate). Andrews Technology will train supervisors as to how to train their employees how to use biometric terminals. Andrews Technology has full responsibility for training employees on the use of all data collection technology (EWS/Swipe/Biometric).

Course Description – Follow-up Training for Supervisors

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be a refresher for previously trained employees, and an introduction for supervisors not yet trained. The class will last from two to four hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no charge. Our quote includes 24/7/365 support and unlimited onsite and webex training/support.

Statement Of Work Phase Completion Sign-Off

When a Phase is complete, a meeting of both implementation teams is held. At this meeting, the system is signed off as being complete for all areas of responsibility as addressed in the Statement of Work.

Software Phase Sign-Off

Agreed to: Village of Hoffman Estates

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
Village of Hoffman Estates

Date: _____
Andrews Technology

Hardware Phase Sign-Off

Agreed to: Village of Hoffman Estates

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
Village of Hoffman Estates

Date: _____
Andrews Technology

Go Live Phase Sign-Off

Agreed to: Village of Hoffman Estates

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
Village of Hoffman Estates

Date: _____
Andrews Technology



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



EXHIBIT A - VENDOR HOSTED ORDER FORM

Invoice To:	Village of Hoffman Estates	Hosted By:	Vendor
Ship To:	TBD	Terms:	5 Year Term
Account Executive:	Jamie Blundell		100% Upon Execution

Qty	Description	Item	Monthly
	UKG Web-Based Time & Attendance System		
250	UKG Web-Based Time & Attendance Software	\$3.50	\$875
250	Employee Web Services (PC Entry, Mobile Applications)	Included	Included
40	Supervisor Module: Approval/Reporting/Review/Modification	\$5.00	\$200
1	Central Square Initial Payroll Interface	Included	Included
1	BS&A Payroll Interface (Guaranteed Interface)	Included	Included
1	Electronic In-Out Board	Included	Included
1	Labor Tracking (Activity Based Reporting - 8 Levels)	Included	Included
1	Standard Supply & Demand Scheduling Module	Included	Included
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	Included	Included
1	Borrowing Manager	Included	Included
1	Schedule Lockout Module	Included	Included
	Government Software Discount	10%	-\$107.50
1	Advanced Scheduling Module (up to 200 employees)	\$700	Optional
250	Report Generator (Up to 5 Gig/month)	\$0.50	\$125
250	Document Storage (Up to 8 Gig/month of Upload/Download and Storage)	\$0.50	\$125
250	Single Sign On Module	\$0.50	\$125
250	Leave of Absence Module (FMLA Case Tracking)	\$1.50	\$375
250	Facial Recognition/Thermal Reading Module	\$1.50	Optional
1	iPad Station Fee (Client must provide iPads)	\$50	Optional
	Monthly Total		\$1,717.50
EA	12 Month Vendor Hosting Total		\$20,610
3	Synel Synergy HID Proximity Terminal	\$1,990	Optional
EA	InTouch DX HID Proximity Terminal	\$2,790	\$8,370
	UKG Thermal Reader	\$695	Optional
	Annual Maintenance	\$3880/yr	\$3,880
	12 Month System Total		\$32,860
	One Time Implementation Fees		
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install UKG Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	Unlimited Administrative/Supervisor Training	Included	
	Program Hardware	Included	
	Install Hardware	Customer	
	System Test/Go Live	Included	
	Total One Time Fees	\$ 13,385	
	Year One Total Cost	\$ 46,245	

Customer Authorization _____ Title _____
Jamie Blundell President
 Andrews Technology HMS, Inc. Title _____

_____ Date _____
 11/19/24
 _____ Date _____

Exhibit B - Maintenance Agreement

Execution below entitles Village of Hoffman Estates (the "Customer") to full maintenance coverage provided by Andrews Technology ("Vendor") for the attached time and attendance system for five years from the date of execution below. This agreement is renewed automatically every five years unless advised by the Customer in writing no less than thirty days prior to the five year anniversary of the date of execution of this agreement.

Maintenance coverage is all inclusive and is described in more detail below:

- On-Site Maintenance includes the following features:
 - All technicians are dispatched locally
 - Service is available 24 hours-a-day; seven days-a-week.
 - Customer's assigned technical team can be reached directly by cell phone 24/7.
 - Toll-Free support is available as a back-up to direct contact with assigned technical team.
 - On-site support is available.
 - Machine replacement is next day provided call received prior to 2:00pm.
 - Parts replacement is next day provided call is received prior to 2:00pm as mentioned above.
 - Customer is responsible for annually completing brief "Customer Satisfaction Survey" to determine assigned technician's performance regarding above standards.
- Hardware depot maintenance. Vendor will overnight the customer a replacement device. The Customer is responsible for sending the failing device back to the Vendor.
- Labor
- Hardware upgrades
- Software upgrades
- Toll-free online support
- On-line support

If the customer elects not to execute this document, and therefore be covered on a time and materials basis, the customer is responsible for all machine and parts replacements. The Vendor's hourly rate for service, including travel, is \$225 per hour (two hour minimum). Hardware and software upgrades are chargeable to the Customer when not covered under maintenance contract.

Maintenance Terms

WARRANTEE: Vendor warrants the listed products to be free from defects in material and workmanship, and perform in material respects in accordance with the system specifications (or equivalent) document under normal use for the Warranty Period of 90 days. The term of this agreement will begin after the expiration of the warranty, run for a term of five years from such date, and continue for subsequent five-year terms thereafter until terminated. After the first 5 year term, maintenance will be billed at the applicable rate at that time.

MAINTENANCE COVERAGE: Five years of software and equipment support for the products listed above will be provided by Vendor to maintain proper functioning of the entire system and the replacement of malfunctioning devices. This signed agreement provides unlimited remote telephone and/or internet support, covering any questions with the configuration or operation of the system. Software updates or patches of the installed version will be provided on a need, or request, basis at no additional charge.

SUPPORT TERMS: Support is available twenty-four hours a day; seven days a week except holidays. Without a support contract, service will be billed at the prevailing hourly rate. In this instance, there will be a two hour minimum per phone call for support.

PRICE INCREASES: The annual maintenance charges will not exceed the consumer price index in place at the time of the announced increase. Historically 3% annually.

LIMITS OF LIABILITY: Failure due to customer alteration of equipment with which the above products are connected, moving or altering of the software or equipment, and/or any problems caused by such actions are not covered under this agreement and are subject to billing at the prevailing hourly rate. This agreement does not cover accidents, misuse, theft, power failure/surge, lightning or storm, or other casualties. The unserviceability of the products will be solely determined by the Vendor. This agreement is not valid until properly signed by the Customer's authorized agent and the Vendor, and may not be amended unless approved by both parties, in writing, and signed by a duly authorized officer of both parties. This agreement may be canceled by either party upon 30 days written notice. Terms are net, paid yearly in advance and renewed each year at the prevailing rates. Additional equipment, or software, may be added by the customer providing written notification. In no situation, will the Vendor, or its employees, be held responsible for any loss incurred pertaining to the use, misuse, or failure of the above-mentioned products and or services.

Agreed to: Village of Hoffman Estates

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Village of Hoffman Estates

Agreed to: Andrews Technology

By: Jamie Blundell
Authorized signature

Jamie Blundell
Name (type or print):

President
Title

Date: 11/19/24
Andrews Technology

Exhibit C

Guidelines For Insurance Requirements

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.

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT ("Agreement") is dated as of _____ by and between Village of Hoffman Estates, Municipality, with offices at 1900 Hassell Road, Hoffman Estates, IL, 60169 ("Client") and Plante & Moran, PLLC, a Michigan Professional Limited Liability Company with offices at 10 South Riverside Plaza, Chicago, IL 60606 ("PM"). Client and PM are collectively hereafter referred to as "the Parties."

The Parties, agree as follows:

1. **Term.** The term of this Agreement shall commence on January 1, 2025 and shall continue in effect until completion of the Services outlined in the Statement of Services (defined below) unless earlier terminated in accordance with the provisions of this Agreement (the "Term"). The parties agree that the anticipated deadline for completion of the Services is December 31, 2025.

2. **Services.**

(a) During the Term, PM will provide services and Client will pay for services ("Services") for the Services defined in the Statement of Services attached hereto and incorporated herein by reference. Any amendments or additions to the Statement of Services must be mutually agreed to by PM and Client in writing.

(b) Client acknowledges that the Services to be provided by PM under this Agreement are inherently advisory in nature. PM shall have no responsibility for any management decisions or management functions in connection with PM's Services. Further, Client acknowledges that it is responsible for all management decisions and management functions, for evaluating the adequacy and results of the Services provided under this Agreement and accepting responsibility for the results of the Services, and for establishing and maintaining internal controls, including monitoring ongoing activities, in connection with PM's Services.

(c) PM's Services will be based on information and records provided to PM by Client and PM will rely on such underlying information and records. Unless otherwise expressly provided in a Statement of Services signed by both parties, PM's Services will not: (i) include an audit or verification of the information provided by Client or any other third party on Client's behalf; (ii) constitute an examination or audit of any Client financial statements or any other items, including Client's financial controls; (iii) prepare or review any tax returns or consulting regarding tax matters. Client agrees not to associate or make reference to PM in connection with any financial statements or other financial information of Client without PM's expressed, prior approval. Nothing in this Agreement is intended to confer on PM any duty, and cannot be relied on by Client to, disclose errors, fraud or illegal acts that may exist. PM will nonetheless inform Client of any such facts that may come to its attention during the performance of Services.

3. **Performance.** PM shall perform all Services in accordance with applicable professional standards. PM's responsibility to perform Services shall be limited to those Services expressly set forth in a Statement of Services. PM, in its sole professional judgement, reserves the right to refuse to take any action in connection with the performance of any Services that it reasonably construes as making management decisions or performing management functions. The Services will be provided to Client for its review and all conclusions and decisions as a result of the Services will be the responsibility of Client, not PM

PM _____

Village of Hoffman Estates

4. **Client Service Representative(s)**. From time to time during the Term, Client may designate to PM in writing one or more individuals as Client's representative(s) for the arrangement of all Services under this Agreement (the "Client Service Representative(s)"). For so long as any written designation by Client is in effect, PM shall take direction from and shall consult exclusively with the Client Service Representative(s) in connection with the performance of Services under this Agreement; provided, however, that PM shall not take, or omit to take, any action at the direction of any Client Service Representative(s) in contravention of the terms of this Agreement, unless such action or omission by PM is authorized in a written amendment to this Agreement signed by each of Client and PM. Unless otherwise expressly agreed in writing by a duly authorized representative of Client, the Client Service Representative shall not have the authority to bind Client to any amendment, modification, waiver, extension or renewal of this Agreement.

5. **Deliverables**. To the extent provided for in the Statement of Services, PM will provide the following materials for the implementation phase: project charter, including project governance structure and roles and responsibilities, project management plan, including risk and issue management, project implementation plan and schedule, staffing plan, and budget tracking tool. Unless and to the extent otherwise provided for in a Statement of Services, PM's deliverables will be restricted solely to use by management of Client and Client agrees that PM's deliverables will not be distributed to any outside parties for any purpose other than to carry out legal responsibilities of Client. PM will have no responsibility to update the Deliverables for any events or circumstances that occur or become known subsequent to the date of the provided Deliverables.

6. **Fees and Payment**.

PM will provide the Services on a not-to-exceed basis as outlined below. PM will invoice Client on a monthly basis for services rendered in the prior month.

IMPLEMENTATION SERVICES	FEES
Project Initiation and Implementation Planning at .3 FTE (first 3 months)	\$14,300/month
Project Execution and Controlling at .2 FTE (remaining 9 months)	\$9,350/month
Total fees for twelve (12) months	\$127,050

Our project fees are based on the following assumptions. Should these assumptions change, we would adjust our professional fees accordingly in consultation with the Village.

- The Village will assign a project manager that will work directly with Plante Moran staff.
- The Village maintains an active Executive Steering Committee that represents all business areas and meets throughout the project on a recurring basis.
- Village subject matter experts are available for scheduled implementation activities and complete their assigned activities on a timely basis.
- A project management or governance structure is developed with the Village's core team meeting on a regular basis to discuss project issues and manage change requests so their impact on schedule, resource commitments, costs, and quality can be determined.

- Stakeholders scheduled to attend meetings are present and ready to fully participate.
- Decisions are made among the appropriate Village staff in a timely manner.
- Plante Moran will deliver all services for all engagement phases in a hybrid manner, with key project activities performed on-site and the remainder performed remotely.
- All onsite work activity will be confirmed at least two weeks prior to the agreed upon dates.
- We anticipate billing the Village on a monthly basis for services rendered in the prior month.
- In order to provide consistent staffing, Plante Moran will bill for implementation assistance monthly at the rates above.
- By request, our rate can adjust proportionally based on desired level of effort by the Village. For example, since 0.3 FTE is billed at \$14,300, then 0.4 FTE is billed at \$19,066 per month. The Village can adjust this level of effort with 30 days advance notice to Plante Moran.
- Our hourly rate through January 2026 is included in our proposed pricing. After this date, our rates will be adjusted to our then current hourly rates.

7. **Time Limits.** Except for actions to enforce payment of PM's invoices and without limiting any claims for indemnification hereunder, any claim or cause of action arising under or otherwise relating to any Statement of Services and/or the Services performed thereunder must be filed within two years from the completion of Statement of Services to which the Services relate, without regard to any statutory provision to the contrary.

8. **Confidentiality; Ownership and Retention of Workpapers.**

(a) During the course of performing Services, PM and PM staff may have access to proprietary information of Client, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client, and PM will treat and maintain such information as **confidential** and not disclose such information to any other person or entity without the prior written consent of Client.

(b) Client represents and warrants that any and all information that it transmits, or otherwise makes available, to PM will be done so in full compliance with all applicable federal, state, local, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, "Data Privacy Laws"). Client shall not disclose personal data of data subjects ("Personal Data") who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

(c) In the interest of facilitating the Services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices in performance of the Services.

Consulting Services Agreement

(d) PM will create and retain certain workpapers to document the nature and extent of the Services performed pursuant to any Statement of Services. All workpapers created in the course of the Services are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

(e) Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement or any Statement of Service. PM's efforts in complying with such requests will be deemed billable to Client as a separate service. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with any such legal or regulatory request.

(f) PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of the Services in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

(g) Upon Client's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Client acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

(h) The Parties acknowledge that the Client is subject to the provisions of the Illinois Freedom of Information Act and certain documents which would be considered public records under the Act may be exclusively within the control of PM at certain times. The Parties agree to work cooperatively to ensure compliance with the Village's obligations under the FOIA in the event a request for documents is received.

9. **Termination.** Upon completion and payment for each Phase of this Agreement, the Agreement may be terminated by either party in writing within 10 business days of the respective Phase deliverables having been received by Client.

10. **Independent Contractor Relationship.** The relationship between Client and PM under this Agreement is that of independent contractor. Nothing in this Agreement shall be construed as creating a relationship between Client and PM of joint venturers, partners, employer-employee, or agent. Neither party has the authority under this Agreement to create any obligations for the other party, or to bind the other party to any representation or document. PM will be responsible for all employees of PM that may provide Services to Client. Personnel furnished by PM shall be and will remain PM's employees and under no circumstances are they to be considered Client's employees or agents. Neither federal, state, nor local income or payroll tax of

any kind shall be withheld or paid by Client on behalf of PM or PM's employees. No employees of PM shall participate in any benefit of Client, including health insurance, paid vacation or other benefit provided by Client to its employees.

11. **Entire Agreement.** This Agreement (including all Statements of Services attached hereto) constitutes the complete and exclusive statement of the terms of the agreement among the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, promises, and arrangements, oral or written, between the parties with respect to the subject matter hereof and thereof. The provisions of this Agreement may not be explained, supplemented or qualified through evidence of trade usage or a prior course of dealings or the terms of Client's purchase orders, if any.

12. **Amendment.** This Agreement may be amended or modified only by an instrument in writing signed by duly authorized representatives both of the parties.

13. **Third Parties.** Except to the extent expressly set forth herein or in a Statement of Services, nothing in this Agreement, express or implied, is intended to or shall be construed to confer upon or give any person other than the parties and their respective successors and permitted assigns, any legal or equitable right, remedy or claim under or with respect to this Agreement.

14. **Expenses.** Except as otherwise expressly provided in a Statement of Services, PM shall be reimbursed at cost by Client for PM's direct expenses incurred in performance of Services. Expenses outside of the fee for service outlined in the Statement of Services shall not be incurred without the prior written consent of Client.

15. **Notices.** All notices, consents, waivers and other communications required or permitted under this Agreement shall be sufficiently given for all purposes hereunder if in writing and (a) hand delivered, (b) sent by certified or registered mail, return receipt requested and proper postage prepaid, (c) sent by a nationally recognized overnight courier service, or (d) sent by facsimile, in each case to the address or facsimile number and to the attention of the person (by name or title) set forth below (or to such other address and to the attention of such other person as a party may designate by written notice to the other party):

If to PM:
10 South Riverside Plaza
Chicago, IL 60606
Attn: Mike Riffel

If to Village of Hoffman Estates:
1900 Hassell Road
Hoffman Estates, IL 60169
Attn: Corporation Counsel

The date of giving of any such notice, consent, waiver or other communication shall be (i) the date of delivery if hand delivered, (ii) the date of receipt for certified or registered mail, (iii) the day after delivery to the overnight courier service if sent thereby, and (iv) the date of facsimile transmission on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent in its entirety to the facsimile number of the recipient.

16. **Public Announcements.** Neither party shall make, or cause to be made, any press release or public announcement with respect to this Agreement or the transactions contemplated by this Agreement or otherwise communicate with any news media without the prior written consent of a duly authorized representative of the other party unless otherwise required

by law, and the parties shall cooperate as to the timing and contents of any such press release, public announcement or communication.

17. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns. This Agreement shall not be assigned without the prior written consent of the Client.

18. **Severability.** In the event that a court or arbitral body of competent jurisdiction holds any provision of this Agreement invalid, illegal or unenforceable, such decision shall not affect the validity or enforceability of any of the other provisions of this Agreement, which other provisions shall remain in full force and effect, and the application of such invalid, illegal or unenforceable provision to persons or circumstances other than those as to which it is held invalid, illegal or unenforceable shall be valid and be enforced to the fullest extent permitted by law. To the extent permitted by applicable law, each party waives any provision of law that renders any provision of this Agreement invalid, illegal or unenforceable in any respect.

19. **Order of Precedence.** Any conflict or inconsistency between the provisions of this Agreement and any executed Statement of Services shall be resolved by giving precedence first to this Agreement and then to the executed Statement of Services under which the Services are to be performed.

20. **Enforceability.** This Agreement has been duly executed and delivered by an authorized representative of each party and constitutes the legal, valid and binding obligation of each party, enforceable against each party in accordance with its terms.

21. **Execution of Agreement.** This Agreement shall become effective when Client and PM have executed the Agreement. The exchange of copies of this Agreement and of signature pages by facsimile or other electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile or other electronic transmission shall be deemed to be their original signatures for all purposes.

22. **Governing Law; Jurisdiction; Venue.** This Agreement including any schedules or statements of work shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflicts-of-law principles that would require the application of any other law. The parties consent to the exclusive jurisdiction of the state or federal courts within the State of Illinois for any legal or equitable action or proceeding arising out of, or in connection with, this Agreement. Each of PM and Client specifically waives any and all objections to venue in such courts.

23. **Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic, or other public health emergency or government mandated shut down (each individually a “Force Majeure Event”). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.

24. **Conditions of PM Visit to Client Facilities.** Client agrees that some or all of PM's services may be provided remotely. In order to facilitate the provision of services remotely, Client

Consulting Services Agreement

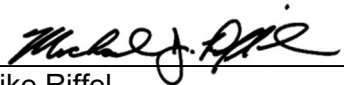
agrees to provide documentation and other information reasonably required by PM for PM's performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client's facilities are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM's request, to provide Client's policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facilities. In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, "Applicable Preventative Guidance") and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client's facilities. Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in-person visit by PM to Client's facilities or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client's facilities is not and shall not be construed to be or relied on by Client as a determination by PM of Client's compliance with Applicable Preventative Guidance.

IN WITNESS WHEREOF, the parties have executed this Master Consulting Services Agreement dated as of the first date above written.

Village of Hoffman Estates

By: _____
Name: William D. McLeod
Title: Village President

PLANTE & MORAN, PLLC

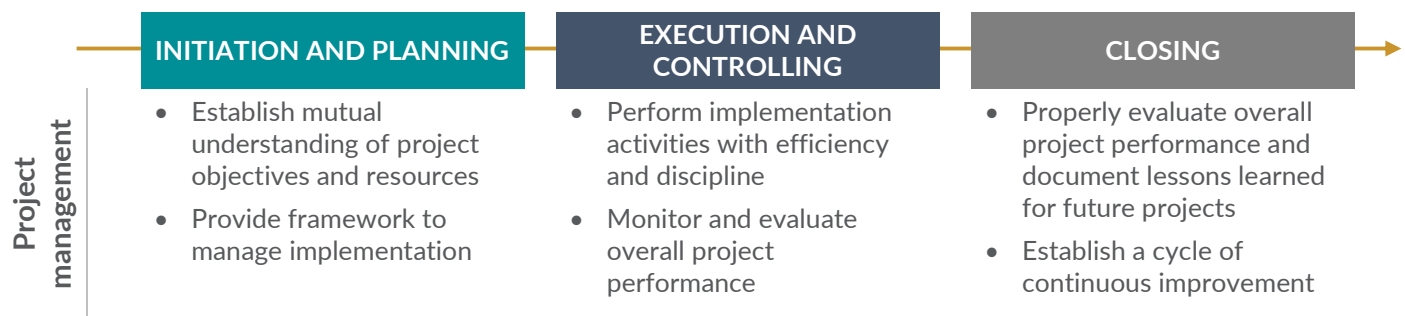
By:  _____
Name: Mike Riffel
Title: Partner

STATEMENT OF SERVICES

This Statement of Services 2024-1, dated as of November 20, 2024 for consulting services to be provided by Plante & Moran, PLLC (referred to herein as “PM”) as described herein, is hereby incorporated into the Master Consulting Services Agreement dated January 4, 2023 between PM and Village of Hoffman Estates.

Description of Services

During the implementation, we will provide project management guidance and support. The following summary activities are examples of the types of project management services Plante Moran team can provide the Village during the various phases of an implementation. We will follow the project management principals below:



Project Initiation and Implementation Planning

As part of the initiation and planning phase of an implementation project, there are a number of project activities that will be performed to ensure that a solid foundation for moving forward has been established. We would work with the Village and BS&A during the initiation and planning phase on the following activities:

- Meet with the Village and BS&A for project start-up activities.
- Conclude on roles and responsibilities of all parties involved.
- Conduct a project expectation alignment session with Village staff.
- Facilitate a risk management session with Village staff and BS&A.
- Participate in up-front kick off consulting sessions conducted by BS&A.
- Develop and implement appropriate tools for managing the project, such as:
 - Project charter, including project governance structure and roles and responsibilities
 - Project management plan, including risk and issue management
 - Project implementation plan and schedule
 - Staffing plan
 - Budget tracking tool

Project Execution and Controlling

Upon completion of the initiation and planning stages of each phase, the project will migrate to an execution and controlling phase in which the project tasks defined during the planning stage will be performed. In essence, this phase of the project is where most activities and time will be spent managing and controlling the project. During the implementation, we can support with the following activities:

- Maintain the project collaboration site and manage project artifacts.
- Help the Village coordinate project resources.
- Participate in consulting sessions with the Village and BS&A.
- Participate in project management meetings with the Village and BS&A.
- Work with BS&A to manage the project scope and schedule.
- Monitor project timeline progress as updated by the BS&A.
- Work with team leads and steering committee members to stay on task.
- Maintain and report on project risks, issues, action items, and decisions.
- Participate in project steering committee meetings.
- Provide written project status summaries as needed to the project team, Steering Committee, and executive sponsor.
- Work with the Village and BS&A to manage the project budget.
- Monitor vendor compliance (both BS&A and Andrews) to the negotiated contract.
- Review and manage the go-live check/punch list.

Project Closing and Post Implementation Support

Upon completion of the executing and controlling phases of the project, the project will transition to a project closing and transition to support phase in which much of the time will be spent on resolving go-live issues and transitioning from an implementation to an on-going operational state of the system. During the project closing phase, we will help with the following activities:

- Develop a transition plan and approach from BS&A to the Village.
- Work with the Village to develop and document on-going system support procedures.
- Finalize the ongoing support structure including roles and responsibilities.
- Close-out all contracts.
- Conduct a post-implementation debrief and document lessons learned.

Optional Services

Throughout the course of an implementation, the Village can expect a wide variety of topics to arise. This section describes optional services that we can offer at any point of the implementation, with an additional statement of work, including but not limited to:

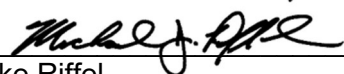
- Change management
 - Facilitating change champion network
 - Developing communication strategy
 - Administer virtual change climate survey
- Finance subject matter expertise
 - Process and procedure documentation
 - Policy creation and documentation
- Human Resources subject matter expertise
 - Process and procedure documentation
 - Policy creation and documentation
- Chart of accounts
 - Chart of accounts redesign
 - Chart of accounts guidance
- Internal controls and risk management
 - Internal controls review
 - Segregation of duties analysis
- Cybersecurity
 - Server configuration review
 - Cloud environment security assessment
 - Review of maintenance and upgrades
- Infrastructure and technical guidance
 - Review of technical environment
 - Assistance with changes to technical environment
 - Sourcing assistance
- Data conversion and governance
 - Data governance assistance
 - Data conversion guidance
 - Data archiving/warehousing assistance

IN WITNESS WHEREOF, the parties have executed this Statement of Services dated as of the first date above written.

Village of Hoffman Estates

By: _____
 Name: William D. McLeod
 Title: Village President

PLANTE & MORAN, PLLC

By:  _____
 Name: Mike Riffel
 Title: Partner



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5Q

REQUEST: Authorization to enter into a Licensed User Agreement with Ticketmaster, LLC for ticketing services at the NOW Arena.

FROM: Ben Gibbs, General Manager - NOW Arena
Dan O'Malley, Deputy Village Manager

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

The Village approved a five year agreement with Ticketmaster in 2019 to provide ticketing services for the arena. At the time, contracting with Ticketmaster was beneficial due to several factors that Ticketmaster provides such as upgrading hardware at no cost, access to training, Chicago-based office and most notably the significant revenue generated along with the familiarity of the Ticketmaster system for promoters and customers. In 2022, that agreement was amended to provide enhanced ticketing software which improved ticketing service through the arena box office. Arena staff have been very satisfied with the services of the Ticketmaster system and would like to continue contracting with them for their services. The current agreement expired in October, 2024.

As the Ticketmaster agreement is at the end of term, NOW Arena staff have been working on a renewal agreement for the past several weeks. Other ticketing vendors were not considered given the success of the existing agreement and Ticketmaster's significant presence in the Chicagoland market.

Ticketmaster has been substantially more beneficial to the arena compared to the previous ticket vendor. The chart below provides this comparison.

	2017	2018	2019	2022	2023
	Paciolan	Paciolan	Paciolan	Ticketmaster	Ticketmaster
Paid Attendance	159,209	144,775	150,965	143,623	183,307
Convenience Fee	\$207,055.00	\$222,449.00	\$271,235.00	\$415,644.00	\$483,231.00
TicketFee					
Revenue per attendee	\$ 1.30	\$ 1.54	\$ 1.80	\$ 2.89	\$ 2.64

Advantage of Ticketmaster

- Equipment credit to provide new hardware at no cost
- Training for NOW Arena staff, as needed
- Ticketmaster office based in Chicago, so Arena staff have easy access to

Ticketmaster for support

- Ticketmaster will provide Ticketmaster branded ticket stock at no cost to the NOW Arena
- Ticketmaster pays all Cook County tax on their base per ticket fees
- Ticketmaster is integrated with Groupon, allowing tickets bought on Groupon to be assigned a barcode that the customer can enter NOW Arena without issue
- Ticketmaster is integrated with Flash Parking, which is the NOW Arena's new parking platform that allows customers to pre-pay for parking at the time of ticket purchase
- Sponsor inventory available on Ticketmaster purchase email confirmations• Integrated for tour credit card presales
- Integrated for Third party sales including EBG, Goldstar, Fevo, Bandsintown, Travelzoo, Verizon
- Integrated for VetTix for free tickets to Veterans for events with distressed inventory
- Robust reporting functions• Logins for event promoters to receive real time data and eliminate setting up auto emails from box office to promoter. This also improves "day of" event settlements.
- TM Resale approved ticket reseller through TM.com which we receive % of fees
- Platinum and VIP program specs setup directly through TM and Promoter

The NOW Arena's experience with Ticketmaster has been extremely positive with good experiences for ticket buyers, promoters and our sports tenant, the Windy City Bulls. As seen in the chart below, annual clients have seen increased ticket sales since the transition to Ticketmaster. While several factors have also impacted the increase sales, Ticketmaster certainly plays a substantial role.

<u>Annual Events</u>	<u>% Increase in paid tickets from 2019 to 2023</u>
Bull Riding	90%
Basketball	38%
Monster Truck	26%

The majority of entertainment consumers that regularly buy tickets in the Chicago market are Ticketmaster customers and have a familiarity with the ticketing platform and website. As a Ticketmaster venue, the NOW Arena has access to a large database of potential customers. Furthermore, Ticketmaster.com is one of the most visited websites in the country, so having NOW Arena events listed on this website is extremely valuable.

As marketing of events has moved away from traditional mediums like televisions, radio, and outdoor billboard, access to customer data has become the priority. Ticketmaster has a database of past purchasers in the millions, which can be used to identify potential customers for NOW Arena events.

Beyond the database, Ticketmaster offers targeted venue market emails, automated on sale, last call and retargeting emails, and their Ticketmaster analytics platform, free of charge. They also offer marketing services for a fee that we could use on an event by event basis when needed. Many promoters are familiar with Ticketmaster and that reduces stress, questions, and modifications to the "on sale" for the promoter. The Ticketmaster office is located in Chicago, with easy access both ways for arena and Ticketmaster staff. Ticketmaster offers advantages in event promoter/staff report

access (already built vs. box office built) and sold map functionality.

Ticketmaster's agreement is attached for review. The proposed agreement essentially extends the existing deal points until 2029. Effectively all fees remain the same, including the annual increase of fees by \$.15 each year. This increase is passed along to the ticket buyer and will not affect the NOW Arena's revenue.

The current Ticketmaster fee structure ensures that the NOW Arena remains competitive compared to other venues in the area. Ticket fees can make tickets extremely expensive, so maintaining low fees ensure affordable tickets for customers. While the fees would not be the lowest in the market, they are within range and very competitive, as seen in the chart below:

ARENA NAME	EVENT	EVENT DATE	TICKET PRICE	PER TICKET SERVICE FEES	PER ORDER FEE	GRAND TOTAL	FEE AS % OF TOTAL EXPENSE
UNITED CENTER	JELLY ROLL	Friday, October 11, 2024	\$84.50	\$24.45	\$8.85	\$117.80	28%
WINTRUST ARENA	AEW DYNAMITE & COLLISION	Wednesday, November 27, 2024	\$85.00	\$23.25	\$6.75	\$115.00	26%
NOW ARENA	CHRIS TOMLIN	Friday, November 15, 2024	\$80.00	\$17.85	\$5.25	\$103.10	22%
ALLSTATE ARENA	WWE NXT	Tuesday, October 1, 2024	\$80.00	\$16.75	\$6.20	\$102.95	22%
VIBRANT ARENA - MOLINE	TOBYMAC MERCY ME	Sunday, November 17, 2024	\$84.00	\$15.95	\$4.00	\$103.95	19%

FINANCIAL IMPACT

The current Ticketmaster agreement has been very successful resulting in approximately \$1 more per paid ticket compared to the previous ticketing platform. Given this success, the NOW Arena staff would like to renew the current agreement to continue all the advantages provided by Ticketmaster. While it is difficult to calculate, NOW Arena staff expects revenue from ticket fees to remain stable at the current level and certainly not decrease.

RECOMMENDATION

Authorization to enter into a Licensed User Agreement with Ticketmaster, LLC for ticketing services at the NOW Arena.

ATTACHMENTS

1. TM Licensed User Agreement

LICENSED USER AGREEMENT

THIS LICENSED USER AGREEMENT ("Agreement") is entered into as of November 26, 2024 and made effective as of October 15, 2024 ("Effective Date"), by and between Ticketmaster L.L.C., a Virginia limited liability company ("Ticketmaster"), and Global Spectrum, L.P., d/b/a OVG360, a Delaware limited partnership, as agent for Village of Hoffman Estates d/b/a NOW Arena ("Client"). This Agreement consists of this Licensed User Agreement, and any Addenda, Exhibits and/or Schedules attached hereto which are incorporated herein by this reference. The meanings of all capitalized terms used in this Agreement are set forth in Section 16 hereof. In consideration of the mutual promises and covenants set forth herein, the parties hereby agree as follows:

1. **TERM:** The term of this Agreement shall begin on the Effective Date and shall continue through June 30, 2029 (the "Term"); provided that the parties may begin performance prior to the Term to facilitate Ticket sales as contemplated hereunder. Thereafter, the Term of this Agreement may be renewed for an additional three (3) years upon mutual written agreement of the parties entered into not less than ninety (90) days prior to the end of the initial Term. Each twelve (12) month period commencing on July 1 and continuing through the following June 30 shall be a "Contract Year" as such term is used herein; provided, the initial Contract Year shall begin on the Effective Date and continue through the following June 30, 2025.

2. TICKET SALES RIGHTS; EXCLUSIVITY:

(a) **Grant of Rights:** Except as otherwise provided below in Section 2(b), in consideration for the licenses granted and services provided by Ticketmaster hereunder, and any compensation paid to Client pursuant to this Agreement, Client hereby grants to Ticketmaster, and Ticketmaster accepts from Client, the right during the Term of this Agreement, to be the exclusive seller, as Client's agent, of all Tickets for the Sellable Capacity for every Attraction via any and all means and methods, including on the Internet, by telephone, computer, IVR, outlets, television, clubs, auctions, VIP packages, presales, upsells, or by any other means of distribution, whether existing now or at any time in the future. Except as set forth in Section 2(b), Client shall ensure that the entire Sellable Capacity for every Attraction shall be made available for distribution on the TM System.

(b) **Sales by Client:** Subject to the terms of Section 2(c), Client retains the right to: (i) sell single Tickets from the Facility Box Office to persons physically present at the Facility Box Office; (ii) sell Season/Contract Tickets; (iii) conduct Group Sales of Tickets; (iv) provide a reasonable number of House Seats for any Attraction; and (v) sell, offer for sale or otherwise distribute up to ten percent (10%) of the Sellable Capacity of Tickets for any Multicultural Attraction through a third party ticketing provider website. "**Multicultural Attraction**" shall mean any Attraction with the predominate purpose of celebrating diverse cultures, ethnicities, customs and traditions through multicultural entertainment and/or food.

(c) **No Third Party Systems or Services:** Except as specifically permitted under Section 2(b)(v) above, Client shall not directly or indirectly use, promote, advertise, authorize or permit the use of any third party that promotes, engages in or facilitates the sale, resale or issuance of Tickets for any Attraction, other than (i) Ticketmaster-approved third parties (such approval not to be unreasonably withheld), or (ii) in connection with (A) media placements controlled by third parties, (B) advertising and promotion (and not, for the avoidance of doubt,

ticket sales or distribution) with respect to Special Events, and (C) Attractions which are private in nature or which are included only in a "premium package" sales and for which no public ticket sales are made. Ticketmaster acknowledges that Client is under no obligation to take affirmative steps to prevent or limit Ticket holders from re-selling such Tickets through any third party that promotes, engages in or facilitates the sale, resale or issuance of Tickets.

(d) **No Minimum Sales:** It is agreed and understood that neither Ticketmaster nor Client guarantees or will guarantee that any minimum or fixed number of Tickets will be sold through the TM System for any Attraction.

(e) **Acknowledgement by Client:** Client acknowledges that Ticketmaster acts as the agent of certain third parties that may be a direct or indirect competitor of Client. Client also acknowledges that Ticketmaster has entered and may in the future (including during the Term of this Agreement) enter into new business relationships with other third parties, including those in the entertainment and sports industry, such as performers who perform at the Facility, for a variety of services. Client further acknowledges that any such sales or services or solicitations to provide such sales or services as contemplated under this subsection do not compete with Client or conflict with this Agreement or Ticketmaster's rights, duties or obligations under this Agreement.

(f) **Acknowledgement by Ticketmaster:** Ticketmaster acknowledges that nothing set forth in this Agreement shall prevent Client from purchasing from any third party customer data related to Attractions.

3. **COMPENSATION:**

(a) **Ticketmaster Charges and Fees:** In consideration for the licenses granted and services provided by Ticketmaster hereunder as an agent of Client, and any compensation paid to Client pursuant to this Agreement, Ticketmaster shall be entitled to assess and receive charges and fees in the amounts set forth on Exhibit A, all of which charges and fees shall be assessed against consumers, except for Inside Charges, and, at Client's option, Archtics Transaction Fees, which shall be assessed against Client. In the event applicable law prohibits the assessment of such fees against consumers, Ticketmaster and Client shall agree on alternative means for compensating Ticketmaster for its services in amounts reasonably comparable to those set forth in this Agreement, and as permitted by applicable law. Notwithstanding the above, charges and fees with respect to any Attractions presented by Feld Entertainment (including, without limitation, Disney on Ice, Circus, and Motor Sports) ("Feld Attractions") at the Facility shall be determined pursuant to a separate national agreement between Ticketmaster and Feld Entertainment; provided to the extent such national agreement is no longer in effect for any reason, Ticketmaster fees shall be as set forth on Exhibit A for all such Feld Attractions.

(b) **Payment Processing Fees:**

(i) **Sales by Ticketmaster:** With respect to Tickets purchased from Ticketmaster with credit cards, debit cards, gift cards or any other electronic methods of payment, the payment authorization and processing fees ("Payment Processing Fees") shall be passed on to Client at the rates set forth on Exhibit A, which percentage rates shall be deducted by Ticketmaster from the Ticket sales proceeds, or, at Client's option, upon notice to Ticketmaster,

the Convenience Charge may be adjusted to include Client's portion of such Payment Processing Fees, provided that the Convenience Charge will be rounded up to the nearest \$0.05. Notwithstanding the above, with respect to any Feld Attractions, Client agrees that Client shall be obligated to pay for the Payment Processing Fees for Tickets to Feld Attractions; or shall obtain the agreement of Feld Entertainment to adjust the fees payable for such Feld Attractions to include the amount of such Payment Processing Fees; in any such event Ticketmaster shall not be obligated to absorb the Payment Processing Fees with respect to the Face Value of Tickets to any Feld Attractions.

(ii) **Client Sales Using TM Charge:** In connection with Client's sales of Tickets utilizing electronic payments and authorized via TM Charge using either Visa or MasterCard, Ticketmaster's credit card processor ("Processor") shall deduct the merchant fees in an amount set forth on Exhibit A for transactions processed on a daily basis. The fees charged to Client for use of TM Charge are subject to automatic increases equal to any actual increases in Ticketmaster's Processor fees. Client shall also be responsible for any and all other amounts charged to Ticketmaster (if any) by a Processor for processing Client's transactions, (other than as a result of Ticketmaster's negligence, willful misconduct or material breach of any agreement to which it is a party), including, without limitation, chargebacks, fraudulent credit card use and additional charges for failure to meet the specific timing or other qualifications of the applicable credit card association or company. In the event that Client desires to process or accept any credit or debit cards or other electronic payment methods other than Visa or MasterCard utilizing TM Charge, then the fees for such service shall be mutually agreed upon by Client and such credit card companies or payment providers, as applicable, and Client shall enter into its own merchant agreement with such parties.

(c) **Compensation to Client:**

(i) **Equipment Credit:** Ticketmaster shall provide Client with a one-time ("Equipment Credit") in the amount of Twenty Thousand Dollars (\$20,000) to be used by Client as a credit against the purchase of certain equipment for Client's use in connection with the subject matter hereof. Any unused Equipment Credit shall be forfeited upon the termination or expiration of the Agreement. The Equipment Credit, having no cash value, shall not at any time be payable directly to Client. To the extent that Ticketmaster's purchase of equipment for Client's use in connection with the subject matter hereof at any time exceeds the Equipment Credit amount in the aggregate during the Term, Ticketmaster shall invoice Client for, and Client shall pay to Ticketmaster within thirty (30) days of invoice receipt, such incremental amount in excess of the Equipment Credit. In the event Client fails to pay such invoice when due, Ticketmaster may deduct the amount of such invoice from the settlements otherwise due and owing to Client. The parties acknowledge and agree that, unless otherwise mutually agreed upon by the parties, all equipment purchased using the Equipment Credit, or otherwise invoiced for pursuant to this paragraph, shall be owned and maintained by Client, and shall not be deemed "Hardware" for any purpose set forth in the Agreement.

4. **LICENSE AND USE OF HARDWARE AND SOFTWARE:**

(a) **License:** In consideration for the exclusive Ticket sales rights granted Ticketmaster as provided above, Ticketmaster hereby grants Client a non-exclusive, non-transferable (except as permitted pursuant to Section 17(d)) license to use the Hardware and

Software (collectively, the "License") in exchange for the fees set forth herein. For avoidance of doubt, Client represents, and Ticketmaster acknowledges, that the current manager and operator of the Facility is Global Spectrum, L.P., d/b/a OV360 ("OVG") and that OVG and its employees shall have the same rights of use of the License as a Client hereunder.

(b) **Use:** The Hardware and Software and all related materials may only be used by Client in connection with the Attractions and only with systems used, operated and owned by Ticketmaster, and only for the purposes stated in this Agreement, and may not be utilized by or in connection with services, software, hardware or systems provided or supplied by any third party. Client shall use the Hardware and Software in a careful and proper manner and shall comply with and conform to all federal, state, county, municipal and other laws, ordinances and regulations in any way relating to the possession, use or maintenance of the Hardware and Software including, but not limited to, federal, state or other laws applicable to commercial emails. Client may make a single copy of Archtics only to be used for data analytics and reporting, archival or backup purposes; **COPYING FOR ANY OTHER PURPOSE IS PROHIBITED.** Except as otherwise provided in the immediately preceding sentence or otherwise expressly in this Agreement, Client hereby agrees: (i) to use commercially reasonable efforts not to permit copying or reproduction of the Hardware or Software in any manner, including without limitation, use in a sharing arrangement or transmission over the Internet or over e-mail and similar electronic transmission; (ii) not to disassemble, re-manufacture, repair, re-configure, enhance, upgrade, modify, translate, adapt, create derivative works from or of, decompile or reverse engineer the Software in any way nor merge them into any other program for any purpose; (iii) not to transfer, license or sub-license, assign, rent, sell, grant, publish, disclose, display, dispose of or otherwise make available the Software, or any rights therein or copies or derivatives thereof, including other templates or working systems; (iv) not to delete, remove, change or otherwise alter any trademarks, copyright notices or other proprietary marks in or on the Hardware or Software, or any copies, modifications or partial copies thereof; (v) not to "hack," or attempt to "hack," any of the Software, the servers on which the Software is hosted or any other portion of the Ticketmaster network, or otherwise attempt to circumvent, or navigate outside of, the borders of such Software servers in any manner whatsoever; and (vi) not to perform any SQL database operations other than "SELECT" for any system production tables (i.e., tables starting with dba.t_<wildcard>) from any non-Archtics interface to the database (e.g., ISQL, Access, Crystal Reports, etc.).

(c) **Passwords:** Client agrees that use of the TM System by Client shall be restricted to a reasonable number of Client's personnel having passwords in the event that Ticketmaster assigns such passwords. Such passwords shall not be transferable without the written permission of Ticketmaster, which permission shall not be unreasonably delayed, conditioned, or withheld. Upon Ticketmaster's reasonable request, Client (i) shall identify, as the case may be, the users (by name, position and site address), who use or view the TM System or from where the TM System is used, and (ii) shall provide to Ticketmaster, upon request, access to any database which records access to the TM System, except to the extent such database may include confidential information of Client which Ticketmaster does not have a need to know for the purpose of fulfilling its obligations under this Agreement.

(d) **TM Charge:**

(i) **Use and Operation of TM Charge:** Ticketmaster shall transmit data relating to Ticket sales made by Client using TM Charge to the Processor, provided Ticketmaster has received Client's merchant number(s) and other necessary information for Ticketmaster to

use for the transmission of sales data. Client shall be responsible for promptly notifying Ticketmaster and Processor, if applicable, of any changes to the information provided pursuant to this Section. Processor will then transmit such data to the applicable credit card company for payment to Client, subject to Client having entered into the applicable Client Processor Agreements (as further described below). Ticketmaster shall use its best efforts to ensure the accuracy of information transferred from the Processor via TM Charge, but Ticketmaster does not guarantee the accuracy and timeliness of such information. Client shall comply with all applicable credit card association or company guidelines (e.g. swiping all retail transactions and using customer address information for all non-face-to-face transactions). Ticketmaster shall provide Client with daily transaction reports regarding authorized and settled transactions. Client shall review, on a regular basis, all reports provided to Client by Ticketmaster. Client also agrees that, for operational and monitoring purposes, the Processor may provide Ticketmaster with processing and settlement reports related to sales of Tickets using TM Charge.

(ii) Effect of Termination of Ticketmaster's Processor Agreement:

Ticketmaster has entered into an agreement with the Processor (the "Processor Agreement"), and Client agrees to enter into an agreement with such Processor on mutually agreed terms (the "Client Processor Agreement") as soon as practicable after the date of this Agreement. The Client Processor Agreement shall provide that if the related Processor Agreement expires or terminates, then the Client Processor Agreement shall also expire or terminate without any early termination penalties or charges. In order to facilitate streamlined credit card authorization processing for Ticketmaster and its clients, Ticketmaster continues to seek to maintain relationships with superior processors throughout the Term of this Agreement. In the event that Ticketmaster elects to use a different Processor, Client shall enter into an agreement with such new Processor if Client desires to continue utilizing TM Charge with respect to such new Processor, it being acknowledged and agreed by Client, however, that use of certain Software (e.g., AccountManager) may require utilization of TM Charge.

(e) Client's Website/Interface Page: Beginning on or shortly after the execution of this Agreement, and subject to the completion of the installation of Archtics, Ticketmaster will develop the Interface Page that will enable Client's Subscribers to access their account information and conduct "real-time" transactions by linking to the Interface Page from the Client's Website. The Interface Page may contain a short, related textual description of AccountManager features and shall contain Ticketmaster's designated wording and graphic depiction thereof, currently "by Ticketmaster."

(f) Group Sales Restrictions: All Group Sales must comply with the definition of Group Sales hereunder. In the event that Ticketmaster reasonably determines that a Group Sale is not a valid Group Sale, Ticketmaster shall have the right to assess against Client the amount of fees that Ticketmaster would otherwise have been entitled to assess under this Agreement with respect to any such Tickets had they been purchased through Ticketmaster as single Tickets, and not from Client as a Group Sale.

(g) Hosted Platform: During the Term, Ticketmaster shall host the Software and provide and maintain the Hosted Platform on which the Software will be installed and run, including provision of the physical environment including physical security, HVAC and power for the required server hardware for the Hosted Platform and the Software. Ticketmaster will also provide access via certain Internet connectivity, by being responsible for network operation and availability from the public Internet up to the termination cables at the network interface card on

the server hardware for the Hosted Platform. Ticketmaster will not be responsible for power at the Facility or Client's connectivity to the Internet.

(h) **TM+:** Ticketmaster shall enable its proprietary, integrated primary and secondary market Ticket inventory platform and technology on the TM.com Website, which platform and technology shall enable consumers searching for Tickets to an Attraction to simultaneously view Tickets available for initial sale directly by Client pursuant to the Agreement, in addition to Tickets available for resale from other consumers (collectively, "TM+"); in accordance with the terms and conditions set forth on Exhibit C attached hereto.

(i) **TM1 Engagement.** Ticketmaster shall provide Client with use of an email permission marketing tool which shall be powered by a third-party enterprise-level interactive software and marketing provider, and which shall be integrated with the TM System ("TM1 Engagement") in accordance with the terms and conditions set forth in Exhibit D attached hereto. The parties acknowledge and agree that "Software" as such term is used in the Agreement shall not be deemed to incorporate TM1 Engagement, it being understood that TM1 Engagement is a third-party software solution.

(j) **Presence and Related Hardware.** Ticketmaster shall, at no additional charge, provide Client with the use of Ticketmaster's proprietary access management system ("Presence") and certain Presence related equipment identified in Exhibit B attached hereto (including all necessary Hardware to properly outfit the Facility with Presence subject to application of the Equipment Credit set forth in Section 3(c)(ii)) which, among other things, enables the use of non-barcoded Tickets and allows for the identification of individual attendees accessing an Attraction (as opposed to the original Ticket purchasers only).

(k) **Platinum Tickets and VIP Packages:** The terms and conditions set forth in Exhibit E attached hereto shall apply in connection with the sale of Platinum Tickets and VIP Packages.

(l) **Representations and Warranties.** Ticketmaster represents and warrants that the Hardware and Software, and the use by Client of the TM System as contemplated hereby, do not infringe on any third party's intellectual property rights, including without limitation copyrights or patent rights.

5. **INSTALLATION AND SET-UP:**

(a) **Infrastructure and Installation:** Ticketmaster will install the Hardware furnished by Ticketmaster, and provide Client with access to the Software. Client will provide (i) a redundant connectivity solution between the Facility and Ticketmaster's central computer facility for interfacing that satisfies Ticketmaster's minimum system requirements and reasonable connectivity performance requirements of both parties, and (ii) unless otherwise agreed to between the parties, any type of equipment and technology necessary to assist Ticketmaster in completing the installation of such Hardware or Software. Ticketmaster shall have no responsibility for any internal wiring or cabling (e.g., electrical, data lines, etc.) necessary for installation, operation or for proper functioning of the TM System at the Facility.

(b) **Attraction Set-Up:** In order to effectively utilize Ticketmaster's distribution

technologies, within a reasonable time before (but in no event less than the time period described below) the scheduled on-sale date of Tickets for each Attraction (the "On-Sale Date"), Client shall furnish Ticketmaster with all necessary information with respect to the Attraction, including, without limitation, seating layout of the Facility, Ticket structure, discounts permissible, Attraction Taxes, any information necessary to calculate Attraction Taxes, if applicable, Ticket header information, logos, entry information, vision and hearing information, wheelchair and other accessible seating information and such other information as is necessary for the proper sale of Tickets (collectively, the "Set-Up Information"). The parties intend that all accessible seating Tickets that are available for sale to persons desiring accessible seating shall be made available for sale on the TM System and such accessible seating Tickets shall not be released into the general pool of Tickets that are available for sale until forty-eight (48) hours before an Attraction. Client must provide the Set-Up Information to Ticketmaster at least five (5) business days prior to the On-Sale Date for new Attractions that do not utilize seating charts then existing in the TM System and at least three (3) business days prior to the On-Sale Date for new Attractions that utilize seating charts then existing in the TM System. Ticketmaster shall have no responsibility and, to the extent allowed under applicable law, Client shall indemnify and hold Ticketmaster harmless from and against any and all liabilities, claims, expenses (including court costs and reasonable outside attorneys' fees) and causes of action resulting from the inaccuracy of any Set-Up Information furnished by Client pursuant hereto.

(c) **Facility Box Office Will-Call Services:** At all times during the Term of this Agreement, Client shall maintain a designated Facility Box Office location for the pick-up of Tickets purchased through Ticketmaster distribution channels. The pick-up location shall be open during the normal hours of operation of the Facility Box Office. Client shall notify Ticketmaster of Client's will-call capabilities and will-call Facility Box Office hours. Client shall verify the identity of each person picking up Tickets at will-call via a valid photo identification (government issued) and the credit card or other electronic payment method used in the Ticket sales transaction. Client shall not release Tickets to any customer whose identity has not been so verified.

(d) **Supplies:** Client shall be responsible for maintaining adequate nondurable operational supplies used at the Facility in connection with the operation of the Hardware and Software to assure continuous operations at the Facility.

(e) **Ticket Stock:** Client shall be responsible for the security of Ticket stock in its possession, and the risk of loss of Ticket stock shall shift to Client upon the delivery thereof to Client or Client's authorized representative, agent or employee.

6. **MAINTENANCE AND SUPPORT:**

(a) **Hardware and Software Maintenance and Support:** Ticketmaster shall provide ordinary and routine maintenance and repair services and adequate support of the Hardware and Software at the Facility to meet the reasonably anticipated service needs of Client from time to time and in accordance with industry standards at no additional charge, provided that such maintenance, repair or support is not necessitated by the negligence or willful misconduct of Client, its employees, agents or representatives. Support services will be provided, on a return call basis, during Ticketmaster's normal business hours by personnel qualified to answer telephone inquiries by Client seeking advice on questions and problems. Non-emergency calls made at the end of the day, which require support services that would keep staff beyond normal working hours, will be deferred to the following business day. Support will be provided for off-

hour critical system emergencies. Ticketmaster will not be obligated to continue to provide maintenance with respect to any version of Archtics Software used by Client for more than one (1) year after a release by Ticketmaster of an upgraded version of the same Software. Ticketmaster shall maintain an archive of Client's Archtics database for up to two (2) years in the format of Client's then current Archtics version. Ticketmaster shall retain archives of Client's Archtics database in excess of two (2) prior years in an offline form to be stored at Ticketmaster's data center, which prior archives shall not be updated to Client's then current Archtics version; provided, that Ticketmaster shall extract data from such prior archives at Client's request and deliver such data extracts to Client.

(b) **Training of Client's Employees:** Client shall staff the Facility Box Office with its employees for the proper operation of the TM System for Ticket sales made through the Facility. Ticketmaster shall train, at its expense, Client's employees who shall be reasonably necessary for the initial staffing of the Facility Box Office and for initial operation of the TM System for single Ticket sales at the Facility, and upon Client's request from time to time no more than once every two (2) Contract Years during the Term, shall provide refresher training, at Ticketmaster's expense. Ticketmaster shall also provide additional training at its cost to other employees of Client to the extent such training is necessary as a consequence of changes initiated by Ticketmaster or changes in Ticketmaster's method of operation (including without limitation changes or updates to Hardware or Software provided by Ticketmaster); provided, such additional training may be included in the refresher training set forth above. To the extent Client determines any change in personnel by Client in connection with Facility Box Office sales requiring additional training by Ticketmaster beyond that initially contemplated hereunder, Client agrees to absorb all of the pre-approved (in writing; provided, if such expenses are not approved, Ticketmaster shall be relieved of its obligations to provide such training) and reasonable out-of-pocket expenses (including any and all reasonable travel expenses) thereof.

(c) **Notification by Client:** In the event of any breakdown or malfunction in the operation of any of the Hardware or Software, or difficulties encountered in connection with access to any of the Software, Client agrees to promptly notify Ticketmaster of any such breakdown, malfunction or difficulty to assist Ticketmaster in performing its obligations hereunder.

(d) **Access to Client's Equipment and Data:** Client shall permit Ticketmaster, at Ticketmaster's sole discretion and upon reasonable written notice, the right at a reasonable time to inspect Client's pertinent sites and equipment (including any existing LAN or other network user monitor device) for the purpose of determining compliance with the terms of the License granted hereunder. In order to correctly diagnose faults in the equipment and data related to the Software and Hardware, Client will provide Ticketmaster 24 hour remote access to Client's installation, pertinent sites, equipment (including any existing LAN or other network user monitor device) and user data through PC Anywhere, subject to Client's reasonable security requirements. Failure to provide such access may prohibit effective action by Ticketmaster and render Ticketmaster unable to proceed, and in such circumstances, Ticketmaster shall be under no liability for failure to perform its obligations hereunder.

(e) **Additional Archtics Services:** With respect to initial implementation of Archtics, Ticketmaster shall also provide, at no additional cost to Client, (i) on-site support from Ticketmaster's national or regional personnel, (ii) regular upgrades to the Archtics software as released to Ticketmaster's customers, (iii) unique Archtics customization (e.g., diagrams, invoices, other executables, etc.), (iv) custom reporting, and (v) customized on-line assistance

(the services described in clauses (iii) through (v) are referred to herein as "Customization Services".) Two (2) hours of Customization Services each week are included in the annual maintenance fees of Archtics listed on Exhibit A. Customization Services requested by Client in excess of this level of support shall be charged to Client in accordance with Ticketmaster's standard rates.

7. **ADVERTISING:**

(a) **Advertising on Tickets Fulfilled at Facility Box Office:** For physical Tickets fulfilled by Client at the Facility Box Office, Client shall either (i) provide, or pay Ticketmaster to provide, its own blank custom Ticket stock and Ticket envelopes in which case Client shall have the right to sell advertising on such Ticket stock and Ticket envelopes or (ii) have Ticketmaster provide Ticketmaster's standard Ticket stock and Ticket envelopes in which case Ticketmaster shall have the right to sell advertising on such Ticket stock and Ticket envelopes; provided, Ticketmaster shall use its best efforts to not place any advertisements on Ticket stock and Ticket envelopes for Tickets fulfilled by Client at the Facility Box Office for entities that compete in the same categories of Client's sponsors, for which Client has provided written notice of such sponsors to Ticketmaster in advance of Ticketmaster's delivery of such Ticket stock and Ticket envelopes.

(b) **Ticketmaster Advertisements:** During the Term, Client hereby grants to Ticketmaster the right, in Ticketmaster's sole discretion, to advertise, in any medium determined by Ticketmaster, including on the TM.com Website or affiliated websites, Attractions and the availability of Tickets at the Facility Box Office and via Ticketmaster distribution channels, and the availability of the Software and, in connection therewith, to use the name and logo of Client, the Attraction, the Facility and all other reasonably pertinent information regarding the Attractions. Client further grants to Ticketmaster the right, in its sole discretion, to use the name and logo of Client and Client's Website address on the Interface Page. Notwithstanding anything to the contrary herein, (i) Ticketmaster shall obtain Client's prior approval in each instance before using Client's, Facility's, or Attraction's logos in any manner except that such approval shall not be required solely to the extent Ticketmaster utilizes them pursuant to Ticketmaster's current standard practices, which are limited to the purpose of promoting Client's Ticket sales (and so long as such logos are displayed in the form provided by Client), and (ii) in no event shall the use of such logos state or imply a sponsorship or endorsement relationship between Client, the Facility or Attraction, on the one hand, and any third party, on the other hand. For avoidance of doubt, the foregoing grant of rights shall not extend to any third-party logos or other intellectual property of third parties for which Ticketmaster shall be solely responsible for securing in connection with any such advertisements.

(c) **Client Advertisements:** Client may, during the Term hereof, provide and place advertisements in any form of media which Client shall desire to promote the availability of Tickets, the TM.com Website or affiliated websites and the Attractions (except on websites or other media operated by, or on behalf of, third parties that promote, engage in or facilitate the sale, resale or issuance of Tickets); provided, however, that in the event Client shall place any such advertisements, it shall use its commercially reasonable efforts to cause Ticketmaster's name, logos and if the advertisement relates to the availability of Tickets, the applicable TM.com Website address to be displayed or hyperlinked in the advertisement. Client shall cause Client's Website to deeplink to specified web page(s) within the applicable TM.com Website where Ticket

purchasers can begin the process of purchasing Tickets to Attractions. Client agrees to promote the availability of Tickets on the TM.com Website by including, at a minimum, one "above-the-fold" graphic Ticketmaster branded link to the TM.com Website on each web page featuring one or more of the Attractions on the Facility Website. Such link will include the TM.com Website graphic logo and a call to action such as "buy Tickets," with the exact creative to be in Client's sole discretion.

(d) **Ticketmaster Client Style Guide:** The look and feel of any and all links from Client's Website to the Interface Page or the applicable TM.com Website are subject to Ticketmaster's prior approval, which shall not be unreasonably withheld, conditioned or delayed; provided that once such links have been approved they may be utilized subsequently by Client hereunder until Ticketmaster revokes such approval in writing. Client shall comply with all terms and conditions of Ticketmaster's Client Style Guide, as it may be updated from time to time.

(e) **Client Style Guide:** The look and feel of any and all links from the Interface Page or the applicable TM.com Website to Client's Website are subject to Client's prior approval, which shall not be unreasonably withheld, conditioned or delayed. Ticketmaster shall comply with all terms and conditions of Client's or its applicable affiliates' style guide(s), as it or they may be updated from time to time.

(f) **Advertising Revenue:** Ticketmaster and Client shall separately receive and retain their respective income derived from advertising which each is entitled to sell under subsections (a), (b) and (c) above.

8. **ACCOUNTING PROCEDURES:**

(a) **Payments by Ticketmaster:**

Client hereby authorizes Ticketmaster and the financial institution indicated by Client ("Bank") to deposit all settlement and other funds payable to Client hereunder to the applicable accounts as designated by Client in writing to Ticketmaster ("Client's Account"), which Client may change at any time upon prior written notice to Ticketmaster in accordance with this Agreement.

Ticketmaster shall collect all Ticket Receipts derived from Ticket sales made by Ticketmaster and shall initiate payment of Ticket Receipts to which Client is entitled on Friday of each week with each weekly payment to be on account of TM System Ticket sales made by Ticketmaster during Monday through Sunday of the week preceding such payment date. Initiation of the settlement payment via direct deposit shall constitute full performance by Ticketmaster of its obligation to make such settlement payment to Client or to any person whatsoever. If funds to which Client is not entitled are deposited into Client's Account, Client authorizes Ticketmaster to direct the Bank to return said funds. Client hereby releases Ticketmaster from liability for delays or errors beyond Ticketmaster's reasonable control, including but not limited to any errors resulting from any inaccurate or outdated Account information provided by Client or bank processing delays, or for any related damages. Client acknowledges and agrees that direct deposit of such funds may require up to two (2) business days for Bank processing. Each weekly settlement payment shall be accompanied by a written accounting. In the event of an error, Client also authorizes the initiation of a debit to Client's Account to correct the error Client shall designate an email address (set forth below its signature line of this Agreement) for delivery of such accounting and information regarding Attractions and Ticket sales, and shall promptly notify Ticketmaster of any

changes to such email address. The direct deposit authorization provided herein shall remain in full force and effect until Ticketmaster has received written notification from Client of its termination in such time and such manner as to afford Ticketmaster a reasonable opportunity to act upon it.

(b) **Cancelled Attractions; Refunds:** In the event that any Attraction for which Ticketmaster sold Tickets is cancelled, postponed, or materially modified (e.g., substitute material portions of acts) for any reason (each, a "Cancelled Attraction"), the Account Balance shall be held and made available for distribution by Ticketmaster to Ticket purchasers entitled to refunds for Tickets for Cancelled Attractions purchased from Ticketmaster. For purposes of this Agreement, the term "Account Balance" shall mean the amount of funds held at any time by Ticketmaster on account of Ticket sales for all Attractions, less the amount of Ticket sales proceeds which Ticketmaster is entitled to retain hereunder. Ticketmaster shall refund the Ticket price at the original point of purchase (e.g., by Internet Sales) in such manner and at such time (e.g. before or after the scheduled date of the performance of such Attraction) as Ticketmaster, in its reasonable discretion, determines and to exchange Tickets pursuant to any exchange policy that may be adopted by Client and Ticketmaster. It is agreed and understood that Ticketmaster is the Ticket selling agent of Client and therefore Ticketmaster's agreement to make any refunds as the agent of Client is subject and limited to Ticketmaster holding or receiving from Client the full amount of funds necessary to make refunds to all Ticket purchasers properly entitled to a refund. Ticketmaster's current policy is to refund the Ticketmaster fees (excluding delivery fees) assessable with respect to the initial sale of Tickets to any Cancelled Attraction, and Ticketmaster will notify Client of any change to such policy applicable to Ticketmaster's clients generally. Client shall be responsible for all refunds and exchanges of Tickets initially purchased from the Facility Box Office.

(c) **Chargebacks:** Ticketmaster reserves the right to deduct from Client's settlement, portions of any Chargebacks that Ticketmaster is assessed by its merchant bank related to the Face Value, Processing Fee, and any other amounts due from Ticketmaster to Client for up to twelve (12) months after the occurrence of an Attraction. Ticketmaster shall be responsible for the remaining portions of any Chargebacks, except to the extent caused by Client's failure to obtain signatures, swipe credit cards, or follow any procedures provided by Ticketmaster or the merchant bank with respect to acceptance of credit cards, including, but not limited to, cardholder verification instructions for will-call and other alternative Ticket delivery/pick-up services. For purposes of this Agreement, "Chargebacks" shall mean the amounts that the merchant bank is charged back by a cardholder or a card issuer under the card organization's rules (e.g., cardholder dispute, fraud, declined transaction, returned Tickets for Cancelled Attractions, etc.).

(d) **Insolvency; Deficiency Amounts; Security for Repayment:** Client shall provide prompt written notice to Ticketmaster in the event it files any voluntary or involuntary petition under the bankruptcy or insolvency laws or upon any appointment of a receiver for all or any portion of Client's business or the assignment of all or substantially all of the assets of Client for the benefit of creditors (each, a "Material Financial Event"). The parties agree that this Agreement constitutes a financial accommodation by Ticketmaster to Client as such term is utilized in 11 U.S.C. §365. If at any time, the Account Balance is not sufficient to pay for anticipated refunds or Chargebacks, Client shall deliver the amount of such deficiency ("Deficiency Amount") to Ticketmaster no later than twenty-four (24) hours after notice by Ticketmaster to Client. Ticketmaster shall have the right to set off any Deficiency Amount against

any amounts held by Ticketmaster on behalf of Client. In the event of any Material Financial Event or in the event Client has not paid any Deficiency Amount when due, Ticketmaster shall have the option to (i) require Client to provide additional security to Ticketmaster of a type (e.g., letter of credit, guaranty or performance bond) and in an amount as requested by Ticketmaster in its sole discretion, which Client shall provide to Ticketmaster within five (5) business days after Ticketmaster's request, or (ii) suspend payment of Ticket Receipts to which Client is entitled in advance of the occurrence of Attractions and instead deliver Ticket Receipts to which Client is entitled post-performance (i.e. Friday of each week with respect to Attractions that occurred Monday through Sunday of the week preceding such payment date).

(e) **Counterfeit Tickets:** It is agreed and understood that Ticketmaster shall not be liable to Client for the printing and sale of counterfeit Tickets.

(f) **Audit of Sales:** No more than one (1) time each calendar year, and upon prior written notice during normal business hours, during the Term of this Agreement and for one (1) year thereafter, (i) Client shall have the right at its own expense to audit Ticket sales for Attractions by Ticketmaster to assure Ticketmaster's compliance with the terms of this Agreement, and (ii) Ticketmaster shall have the right at its own expense to audit Ticket sales for Attractions made by Client and by others, to assure their compliance with the terms of this Agreement. In the event such audit reflects an under or overpayment, as the case may be, to the auditing party, then the other party shall (A) promptly remedy such discrepancy, and (B) if such under or overpayment is in excess of seven percent (7%) of all amounts due and payable for the period under audit, pay the reasonable out-of-pocket fees and expenses incurred by the auditing party in connection therewith.

(g) **Archtics Transaction Fees:** Ticketmaster, at its option, may deduct Archtics Transaction Fees from the amounts owed to Client under this Agreement or may invoice Client for such fees.

(h) **License and Maintenance Fees:** Any installments of license or maintenance fees set forth on Exhibit A shall be invoiced and payable within thirty (30) days of the first day of each Contract Year during the Term.

(i) **Request for Taxpayer Identification Number and Certification:** Client shall complete the required Form W-9 provided in Exhibit F to this Agreement and return it to Ticketmaster with this Agreement for purposes of reporting to the Internal Revenue Service.

9. **TAXES:**

(a) **Taxes on Hardware:** Subject to Section 17(d), Client shall keep the Hardware free and clear of all levies, liens and encumbrances which are caused by Client or under Client's control and shall promptly reimburse Ticketmaster for all license fees, registration fees, assessments, charges and taxes, whether federal, state, county, municipal or other governmental or quasi-governmental, with respect to the Hardware located at the Facility, including, without limitation, use, excise and property taxes, and penalties and interest with respect thereto, except and excluding, however, any taxes based on or measured solely by Ticketmaster's net income.

(b) **Attraction Taxes:** Client shall be responsible for calculating any and all Client Taxes, for preparing and timely filing any and all tax returns or reports required to be filed in respect of any such Client Taxes and for timely remitting Client Taxes to the appropriate taxing authority. Ticketmaster will collect and turn over to Client the amounts to which Client is entitled as provided in Section 8(a). In the event that Ticketmaster pays any Client Taxes on behalf of Client or Ticketmaster pays any Client Taxes due to a failure by Client to provide Ticketmaster with the required writing or documentation of any Client tax exemptions pursuant to Section 9(d) below, Client shall promptly reimburse Ticketmaster for any and all such Client Taxes paid by Ticketmaster, including penalties and interest assessed with respect thereto (other than Client Taxes, penalties and interest that Ticketmaster pays directly out of Client's Ticket Receipts), and shall also promptly reimburse Ticketmaster for any and all expenses or damages (as reasonably substantiated with corresponding written documentation) that result from the failure by Client to properly calculate and timely remit Client Taxes assessed on all amounts received by Client under this Agreement, to timely file all related returns or reports, or to timely reimburse Ticketmaster for any and all such Client Taxes, interest and penalties, paid directly by Ticketmaster (as substantiated with written documentation), as provided above. Notwithstanding the foregoing, in the event that Ticketmaster is ever required by applicable law to remit Client Taxes directly on behalf of Client and file related tax returns or reports, Ticketmaster shall have the right to do so upon notice to Client, and thereafter "Ticket Receipts" shall be defined to be reduced by such Client Taxes. Ticketmaster shall be responsible for calculating any and all Ticketmaster Taxes, for preparing and timely filing any and all tax returns or reports required to be filed in respect of any such Ticketmaster Taxes, and for timely remitting such Ticketmaster Taxes to the appropriate taxing authority. Ticketmaster shall provide, at Principal's request, copies of its non-confidential tax related reports filed with Cook County. If Principal is audited, Ticketmaster shall use its reasonable efforts to cooperate and provide requested information.

(c) **Client's Taxpayer ID Number:** Client certifies that Client's federal taxpayer identification number (FEIN or SSN) is 36-2434131.

(d) **Client's Tax Exemptions:** From time to time, Client shall notify Ticketmaster in writing of any and all Client tax exemptions (if applicable) and provide Ticketmaster with reasonable proof of Client's tax exemptions.

(e) **Taxes on License and Maintenance Fees:** The license and maintenance fees set forth on Exhibit A are exclusive of any sales, use, value added, excise or other taxes, and Client shall be responsible for paying all such applicable taxes.

10. **LOSS AND DAMAGE TO THE HARDWARE; INSURANCE:**

(a) Client acknowledges that the Hardware will be used by Client at the Facility and at Client offices and that Ticketmaster does not own, operate or control such locations. Accordingly, Client hereby assumes and shall bear the entire risk of loss and damage to the Hardware, ordinary wear and tear excepted, whether or not insured against, once installed, unless occasioned by the negligence or willful misconduct of Ticketmaster, from any and every cause whatsoever from the date of delivery of the Hardware to the Facility or Client site until removal thereof following termination or expiration of this Agreement. No such loss or damage to the Hardware shall impair any obligation of Client or Ticketmaster under this Agreement. In the event of loss or damage of any kind to any Hardware, Client, at its sole option, shall within thirty (30) days after such loss or damage:

(i) Replace the lost or damaged item with the same exact item, or replace the same with similar property, in good repair, condition and working order to the reasonable satisfaction of Ticketmaster; or

(ii) Pay Ticketmaster in cash the replacement cost of the Hardware, and Ticketmaster shall promptly install new hardware to replace the lost or damaged Hardware.

(b) Client shall, at its own expense, provide and maintain at all times during the Term hereof property insurance to protect the Hardware against loss caused by fire (with extended coverage), vandalism, malicious mischief, theft, or any other cause in an amount equal to the full replacement value of the Hardware. Should Client become unable to provide or maintain such insurance coverage, Client shall promptly notify Ticketmaster in writing prior to the expiration of any such coverage, and, thereafter, Ticketmaster shall have the right, but shall not be obligated, to provide insurance coverage for the occurrences specified above and charge Client the costs of such insurance coverage.

(c) Both parties shall provide, at their sole expense, commercial general liability and property damage coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

(d) Ticketmaster shall provide, at its sole expense, technology errors and omissions or equivalent professional liability insurance providing coverage for claims arising out of the products and services to be provided under this Agreement, including Privacy, Data Breach and Network Security Liability coverage, with limits not less than \$1,000,000 for each individual claim relating to any incidents covered thereunder. Coverage shall extend to breaches to and failures in electronic and physical security, ransomware attacks, breach of business confidential or proprietary information and invasion of or breach of an individual's privacy.

(e) Ticketmaster shall provide Worker's Compensation Insurance in the amounts required by statute, and Employers Liability Insurance in at least the following amounts: (a) Bodily Injury by Accident - \$1 million each accident, (b) Bodily Injury by Disease - \$1 million each employee, and (c) Bodily Injury by Disease - \$1 million policy limit to cover Ticketmaster's Employees.

(f) Ticketmaster shall provide Automobile Liability Insurance with limits of not less than \$1 million bodily injury/property damage per occurrence. Coverage shall include autos, hired and non-owned autos.

(g) All insurance provided and maintained by each party shall be in such amounts, under such forms of policies pursuant to this Section and shall provide for the waiver of the insurer's right of subrogation against Client and Ticketmaster, as applicable. All of Client's policies of insurance shall include Ticketmaster, Live Nation Worldwide, Inc. and its licensors, if any, and their respective parents, members, partners, affiliates, divisions and subsidiaries as an additional named insured on a primary and non-contributory basis irrespective of any other insurance, whether collectible or not, with respect to the operations of Client per this written Agreement. All of Ticketmaster's policies of insurance shall include Client, Global Spectrum, L.P., and each of their respective licensors, if any, and their respective parents, members, partners, affiliates, divisions and subsidiaries as an additional named insured on a primary and non-contributory basis irrespective of any other insurance, whether collectible or not, with respect to

claims arising out of the operations of Ticketmaster per this written Agreement. Further, each party shall provide the other party at least thirty (30) days' prior written notice of cancellation, non-renewal or material modification of any such policies. Each party shall, upon request, furnish the other with certificates of such insurance or other evidence satisfactory to the other party as to its compliance with the provisions of this Section.

11. **TITLE:**

(a) **Hardware/Software:** Client covenants and agrees that the Software and Hardware and any deliverables or work product furnished under this Agreement are, and shall at all times be and remain, personal property which shall, at all times, remain the sole and exclusive property of Ticketmaster, and Client shall have no right, title or interest therein or thereto except as a licensed user thereof. Client acknowledges and agrees that Ticketmaster has invention rights, copyrights, and other intellectual property rights in the TM System and the information contained therein which prohibit copying, sale, modification and re-manufacture of the TM System and information regarding the TM System and which will be enforced. Client hereby agrees that it will, whenever reasonably requested by Ticketmaster, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, agreements, instruments, and documents necessary or desirable, in form satisfactory to Ticketmaster, to protect the rights and ownership of Ticketmaster to and of the Software and Hardware, including but not limited to certificates from parties with a real property interest in the premises wherein the Hardware may be located waiving any claim with respect to the Hardware. Except as may be necessary to prevent damage to or destruction of the Hardware or otherwise in case of emergency, Client will not move the Hardware nor permit such Hardware to be moved without Ticketmaster's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed, and shall give Ticketmaster prompt written notice of any attachment or other judicial process affecting any item of Hardware. Upon the expiration or termination of this Agreement, Client shall return the Software and Hardware to Ticketmaster in good repair, condition and working order, ordinary wear and tear resulting from proper use thereof alone excepted, and any and all licenses and other rights to the Software and Hardware shall terminate with respect to Client.

(b) **Intellectual Property:** Each party shall retain all right, title and interest in and to its respective trademarks, service marks and trade names worldwide ("Intellectual Property") subject to a limited non-exclusive, non-transferable license necessary to perform this Agreement and as further set forth herein. Each party grants the other a royalty-free, non-exclusive, non-transferable license, during the Term, within the United States and worldwide solely with respect to the Internet (and in such other geographic areas as are specifically approved in writing by the other party), to include such party's pre-approved Intellectual Property solely in connection with the promotions and marketing contemplated in this Agreement. Each party shall use the other's Intellectual Property only as provided, and shall not alter the Intellectual Property in any way, nor shall it act or permit action in any way that would impair the rights of owning party in its Intellectual Property. Each party acknowledges that its use of the other party's Intellectual Property shall not create any right, title or interest in or to such Intellectual Property. Each party shall have the right to monitor the quality of the other party's use of its Intellectual Property. Additionally, each party shall notify the other promptly in writing of any known infringement of the other's Intellectual Property. Any references to a party's Intellectual Property shall contain the appropriate trademark, copyright or other legal notice provided from time to time by owning party.

(c) **Purchaser Data:** Principal and Ticketmaster each has rights in the Purchaser Data (as defined in Addendum 1). Principal and Ticketmaster's Processing of the Purchaser Data shall be in compliance with Addendum 1.

12. **CONFIDENTIAL INFORMATION:**

(a) The parties acknowledge that by reason of their relationship hereunder, they may from time to time disclose information regarding their business, products, software technology, Intellectual Property and other information that is confidential and of substantial value to the other party, which value would be impaired if such information were disclosed to third parties ("Confidential Information"). The provisions of this Agreement shall be deemed to be Confidential Information, but subject to the Illinois Freedom of Information Act (as amended).

(b) Confidential Information shall not include information that (i) is or becomes generally available to the public other than as a result of the breach of the confidentiality obligations in this Agreement by the receiving party, (ii) is or has been independently acquired or developed by the receiving party without violating any of the confidentiality obligations in this Agreement or any other agreement, (iii) was within the receiving party's possession prior to it being furnished to the receiving party by or on behalf of the disclosing party, or (iv) is received from a source other than the disclosing party; provided that, in the case of (iii) and (iv) above, the source of such information was not known by the receiving party to be bound by a confidentiality obligation to the disclosing party or any other party with respect to such information.

(c) Each party agrees that it will keep the Confidential Information strictly confidential and will not use in any way for its own account or the account of any third party, nor disclose to any third party, any Confidential Information revealed to it by the other party without the other party's prior written consent, except to the extent expressly permitted by this Agreement; provided, however, that (i) the receiving party may disclose the Confidential Information, or any portion thereof, to its directors, officers, employees, agents, legal and financial advisors, controlling persons and entities who need to know such information to perform such party's obligations under this Agreement and who agree to treat the Confidential Information in accordance with the confidentiality obligations in this Agreement, and (ii) Client may disclose this Agreement to its and its affiliates' lenders. Each party shall use the same degree of care to avoid disclosure or use of the other party's Confidential Information as it employs with respect to its own Confidential Information of like importance and represents that it has adequate procedures to protect the secrecy of such Confidential Information including without limitation the requirement that employees have executed non-disclosure agreements which have the effect of adequately protecting Confidential Information.

(d) In the event that either party receives a request to disclose all or any part of the Confidential Information under the terms of a subpoena, document request, notice of deposition or other legal proceeding, such party agrees to notify the other pursuant to Section 17(h) below, within forty-eight (48) hours after receipt of such legal document, and such party agrees to cooperate with the other in any attempt to obtain a protective order.

13. **LIMITATION ON LIABILITY:** In no event shall either party be liable for any indirect, consequential, exemplary, incidental, special or punitive damages, including also lost profits, lost savings, lost Ticket revenues, lost opportunity costs or any other economic loss, of any type or nature, or for events or circumstances beyond that party's reasonable control, even if

that party has been advised of the possibility of such damages. Neither occasional short term interruptions of service which are not unreasonable under comparable industry standards nor interruptions of service resulting from events or circumstances beyond Ticketmaster's reasonable control (and which are not directly due to Ticketmaster's negligence) shall be cause for any liability or claim against Ticketmaster hereunder, nor shall any such occasion render Ticketmaster in default under this Agreement, so long as Ticketmaster uses commercially reasonable efforts to remedy such interruptions of services at no cost to Client.

14. INDEMNIFICATION:

(a) To the fullest extent permitted by law (solely with respect to an obligation to indemnify by any governmental or state entity/agency), Client shall indemnify and defend Ticketmaster and its parents, subsidiaries, and affiliates, and each of their respective owners, officers, directors, employees, representatives, and agents and their successors and assigns (collectively, for purposes of this Section, "Ticketmaster's Indemnitees") against, and hold Ticketmaster's Indemnitees harmless from, any and all suits, judgments, actions, damages, expenses (including court costs and reasonable outside attorneys' fees), obligations, losses, liabilities and liens, and other claims of any nature, kind, or description, imposed on, incurred by, or asserted against, Ticketmaster's Indemnitees occurring as a result of, or in connection with: (i) any Event of Default under this Agreement by Client or any of its officers, directors, employees and agents (collectively, "Client's Representatives"); (ii) misuse of the TM System (including without limitation any customization of Client's Website or the Interface Page (if applicable) and any e-mail campaigns or distributions using the TM System) or possession and use of the Hardware (if any) by Client or any of Client's Representatives; (iii) any Attraction held or scheduled to be held at the Facility (including any injuries or deaths occurring at or in connection with any Attraction or the failure of any Attraction to occur or to occur in the manner advertised or promoted); (iv) Client's use or disclosure of the Purchaser Data; (v) any email campaigns or distributions conducted by Ticketmaster on Client's behalf, with Client's prior written approval, or conducted by Client including, without limitation, email campaigns or distributions in violation of federal, state or other laws applicable to commercial emails; or (vi) any violation by Client of any applicable law or regulation; except, in each case, to the extent that any such claims shall relate to Ticketmaster's negligence or willful misconduct with respect thereto or is otherwise covered by Ticketmaster's indemnification of Client as stated in subsection (b) below. The provisions of this subsection (b) shall not be construed to eliminate or reduce any other indemnification or right which any of Ticketmaster's Indemnitees have by law or equity. All Ticketmaster's Indemnitees shall be entitled to be represented by counsel at their own expense.

(b) Ticketmaster shall indemnify and defend Client (including OVG), and each of their respective parents, subsidiaries, owners, officers, directors, employees, representatives and agents and their successors and assigns (collectively, for purposes of this Section, "Client's Indemnitees") against, and hold Client's Indemnitees harmless from, any and all suits, judgments, actions, damages, expenses (including court costs and reasonable outside attorneys' fees), obligations, losses, liabilities and liens, and other claims of any nature, kind, or description, imposed on, incurred by, or asserted against, Client's Indemnitees occurring as a result of, or in connection with: (i) any Event of Default under this Agreement by Ticketmaster; or any of its officers, directors, employees and agents, (ii) any alleged patent, trademark, copyright, or other intellectual property infringement asserted against Client's Indemnitees with respect to Client's use of the TM System, (iii) any violation by Ticketmaster of any applicable law or regulation; or (iv) Ticketmaster's use or disclosure of the Purchaser Data; except, in each case, to the extent

that any such claim shall relate to Client's negligence or willful misconduct with respect thereto or is otherwise covered by Client's indemnification of Ticketmaster as stated in subsection (a) above. The provisions of this subsection (b) shall not be construed to eliminate or reduce any other indemnification or right which any of Client's Indemnitees have by law or equity. All Client's Indemnitees shall be entitled to be represented by counsel at their own expense.

(c) The indemnified party must notify the other party promptly in writing of any claim hereunder, and provide, at such other party's expense, all reasonably necessary assistance, information and authority to allow the other party to control the defense and settlement of such claim; provided that the indemnifying party may only settle or compromise a claim with the prior written approval of the indemnified party (which approval shall not be unreasonably withheld or delayed), except that no such approval shall be required if the settlement or compromise (i) provides only for payment of money damages which are paid fully by the indemnifying party and/or, where intellectual property rights of third parties are involved, provides only for limitations on continued use of materials or items covered by such third party intellectual property rights, (ii) does not include any admission of wrongdoing or guilt on the part of indemnified party, and (iii) includes a full release of indemnified party and its directors, officers, employees and agents from any further claims, lawsuits, damages, liabilities, costs and expenses that the third party bringing the claim has, has had, or may thereafter have. If the indemnified party provides notice of a claim as set forth above and is not notified within fifteen (15) days following written request by the indemnified party that the indemnifying party intends to defend the claim, the indemnified party shall be entitled to defend such claim, and settle or compromise such claim, subject to the indemnification provided for herein.

15. TERMINATION:

(a) This Agreement may be terminated by either party in the event of any material default in or material breach of the terms and conditions of this Agreement by the other party, after the other party has received written notice of default and thirty (30) business days (or ten (10) business days, in the case of a monetary default) to cure such default (each such occurrence, after the expiration of such cure period, shall be an "Event of Default"); or the filing of any voluntary or involuntary petition against the other party under the bankruptcy or insolvency laws of any applicable jurisdiction, which petition is not dismissed within sixty (60) days of filing, or upon any appointment of a receiver for all or any portion of the other party's business, or any assignment of all or substantially all of the assets of such other party for the benefit of creditors. Upon an Event of Default by Ticketmaster, Ticketmaster shall, without demand, forthwith pay to Client all amounts due and owing pursuant hereto, and Client may, in addition to terminating this Agreement, require Ticketmaster to remove all Hardware from the Facility. Upon an Event of Default by Client, Client shall, without demand, forthwith pay to Ticketmaster all amounts due and owing pursuant hereto, and Client authorizes Ticketmaster to set off any amounts owed to Ticketmaster hereunder against any amounts held by Ticketmaster on behalf of Client, and Ticketmaster may, in addition to terminating this Agreement, terminate Client's right to access and use the TM System and take immediate possession of the Hardware and Software wherever the same may be located without demand, notice or court order.

(b) This Agreement may be terminated by either party in the event the other infringes the terminating party's intellectual property or other property right, including without limitation, any copyright, license right or trade secret, and the other party fails to cease such infringement within ten (10) business days' written notice from the non-breaching party.

(c) Upon the effective date of any termination or expiration of this Agreement, provisions regarding ownership of intellectual property rights, representations and warranties, confidentiality, indemnification, limitation of liability, non-solicitation, jurisdiction and venue shall remain in full force and effect; each party shall immediately cease the use of the other party's Intellectual Property; and each party shall return, or at the other party's request, destroy all copies of Confidential Information, and all other property belonging to and/or received from the other party.

(d) No remedy referred to in this Section is intended to be exclusive, but each shall be cumulative and in addition to any other remedy herein or otherwise available at law or in equity, each and all of which are subject to the limitations contained in Section 13 hereof.

16. **DEFINITIONS:** As used in this Agreement, the following terms shall have the respective meanings indicated below unless the context otherwise requires:

"AccountManager" means the Ticketmaster AccountManager software and hosting services that allow Subscribers to manage their Season/Contract Ticket accounts.

"Archtics" means Ticketmaster's software that delivers extensive season, miniplan and single Ticket functionality in connection with the Ticketmaster host system and distribution channels for inventory control by Ticketmaster and Client.

"Archtics Transaction Fees" means the amounts Ticketmaster charges for certain Software transactions as described in Exhibit A.

"Attraction" means a concert, sporting, entertainment or other act or event of any kind or nature whatsoever to be held at the Facility, excluding local or civic events for which there is not generally a charge for admission (e.g., graduations, proms, fundraising galas, or similar community events for which tickets are provided/sold directly by the hosting party without distributing through a third party ticketing services provider).

"Attraction Taxes" means any and all sales, amusement, admissions and other taxes, charges, fees, levies or other assessments measured by reference to a charge per Ticket sold or determined based upon the purchase price of a Ticket assessed by federal, state, county, municipal or other governmental or quasi-governmental authorities as a result of, or in connection with, any Attraction, including Client Taxes and Ticketmaster Taxes as further described below. To the extent such taxes relate to the funds paid or owed to Client under this Agreement such portion of Attraction Taxes may also be referred to herein as Client Taxes, and to the extent such taxes relate to fees or charges collected and retained by Ticketmaster under this Agreement, such portion of Attraction Taxes may also be referred to herein as Ticketmaster Taxes.

"Chargebacks" is defined in Section 8(c) hereof.

"Client's Website" means an Internet website(s) owned, operated and maintained by, or on behalf of, Client.

"Confidential Information" is defined in Section 12 hereof.

"Contract Year" is defined in Section 1 hereof.

"Convenience Charge" means the per Ticket amount charged to a consumer for the convenience of purchasing Tickets through the TM System.

"Event of Default" is defined in Section 15(a) hereof.

"Face Value" means the face price of a Ticket as determined by Client, which shall be inclusive of all applicable Attraction Taxes and Facility-related fees.

"Facility" means the venue located at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192, and currently known as NOW Arena.

"Facility Box Office" means the Facility's Ticket sales locations that are operated by Client and located at the Facility, or any temporary site prior to Facility opening as designated and operated by Client.

"Group Sales" means sales of Tickets by Client to a group consisting of at least ten (10) people for use by the group members to attend an Attraction as a group. In no event shall Group Sales consist of the sale of Tickets to individuals to attend an event separately, or to a ticket resale platform or marketplace, professional ticket reseller or other party with the primary purpose of reselling such Tickets; provided such "primary purpose of reselling" is reasonably known to or identifiable by Client in connection with such sale.

"Hardware" means all of that certain computer hardware, communications equipment, terminals and hook-ups (including replacements thereof) listed with particularity on Exhibit B or otherwise supplied by Ticketmaster to Client at any time during the Term of this Agreement, but excluding (i) any computer hardware, communications equipment, terminals and hook-ups purchased by Client to provide the connectivity to and interfacing with the TM System required under this Agreement, and (ii) any computer hardware, communications equipment, terminals and hook-ups purchased by Client from Ticketmaster.

"Hosted Platform" shall mean the equipment, operating system, hardware and software specifications, and networking environment on and with which the TM System and Software are hosted by Ticketmaster, and additions or replacements to the foregoing which may be implemented by Ticketmaster in accordance with the terms of this Agreement.

"House Seats" means Tickets provided by Client (i) to the Attraction's promoter, performing act or event, or their managers or agents (i.e. band holds); (ii) for distribution through legitimate fan clubs in accordance with current guidelines (i.e. fan club holds); (iii) for legitimate promotional or charitable purposes (e.g. radio station promotions); or (iv) to fulfill reasonable non-public internal management requests (e.g., employees, sponsors, players and their families), provided that House Seats Tickets shall not be distributed to the general public.

"Inside Charges" means the amounts Ticketmaster charges Client to sell, issue and process Tickets utilizing the TM System under this Agreement.

"Intellectual Property" is defined in Section 11(b) hereof.

"Internet Sales" means all sales of Tickets over the Internet, or via mobile or smart phone application.

"License" is defined in Section 4(a) hereof.

"MiniPlan Tickets" means specifically designated Tickets sold directly by Client to a single consumer on an annual or season basis across a set of at least two (2) Attractions.

"Payment Processing Fees" is defined in Section 3(b).

"Processing Fee" means the per order amount charged by Ticketmaster to a consumer for purchasing Tickets via Ticketmaster distribution channels through the TM System.

"Purchaser Data" is defined in Section 11(c) hereof.

"sale and sell" and any derivations thereof in this Agreement shall include any distribution for consideration, by any means or method (including without limitation, on the Internet or by auction) and shall include resales.

"Season/Contract Tickets" means specifically designated Tickets sold directly by Client on an annual basis across all Attractions or across all of a category of Attractions (i.e., luxury suites, club level seats and season Tickets).

"Sellable Capacity" means the admission capacity of the Facility for any particular Attraction.

"Software" means Ticketmaster's ticketing system software known and marketed as Ticketmaster Classic, TM+, Presence, TM Charge, the additional Ticket sales software and Internet-based premium Ticketmaster services that include Archtics, Hosted Platform and AccountManager, and any new versions thereof or any other deliverables for TM System access provided to Client by Ticketmaster during the Term.

"Special Events" means any of the following: (a) any event (single or multi-day) in connection with which no tickets (or only a limited number of tickets) are sold to the general public, which may include, but shall not be limited to, certain private/semi-private concerts, tours or comedy shows, award shows, television programs (live or recorded), television specials, any photo-shoot or the filming, recording, streaming, broadcasting and/or other media recordation (whether now known or hereafter devised) of any events (each, a "Recordation"), trade shows, exhibitions, shareholders meetings and sales meetings; (b) any event intended to honor one or more individuals or to benefit one or more charities or other not-for-profit organizations or causes; and (c) any event produced or promoted by a third party licensee (or by Client, in the case of an event that is part of a broader third party-produced tour) that has, or is reasonably expected by Client or such third party licensee to have, as the presenting, co-presenting or title sponsor of such event, the brand, products or services of a third party that is in the business of live event primary and/or secondary market ticketing.

"Subscribers" means any person who holds an account on Client's AccountManager.

"Term" is defined in Section 1 hereof.

"Ticket" means a printed, electronic or other type of evidence of the right, option or opportunity to occupy space at or to enter or attend an Attraction or Attractions even if not evidenced by any physical manifestation of such right, such as a "smart card".

"Ticket Forwarding" means the ability of Client or Subscribers to forward Tickets directly to a recipient with a valid email address.

"Ticket Receipts" means the Face Value of all Tickets sold by Ticketmaster, plus any Convenience Charges and Processing Fees retained by Client, less any applicable Inside Charges (exclusive of Ticketmaster Taxes in jurisdictions in which Client is required to remit Attraction Taxes to the applicable taxing authority) and Payment Processing Fees, and less any Client Taxes for jurisdictions in which Ticketmaster is required to remit Client Taxes to the applicable taxing authority.

"TM Charge" means the electronic payment processing system within the TM System that utilizes the global banking association networks to authorize electronic payment for purchases of Tickets to Attractions sold by Client from the Facility Box Office as permitted under this Agreement.

"TM.com Website" means any Internet websites owned, operated and maintained by Ticketmaster, including, without limitation, any co-branded versions and any version distributed through any broadband distribution platform or through any platform or device including television, broadband and wireless technologies.

"TM System" means the Hardware, Software, TM.com Website, related procedures and personnel, and repair and maintenance services established and maintained by Ticketmaster and its affiliates for the purpose of selling, distributing, auditing and controlling the sale of Tickets for Attractions, including, without limitation, by Internet Sales, and the processing of transactions through the Software.

17. **MISCELLANEOUS:**

(a) **Governing Law/Jurisdiction:** This Agreement shall be interpreted and governed by the laws of the state or commonwealth in which the Facility is located, without reference to conflict of laws principles. Each of the parties hereto agrees that the state courts, and the United States federal courts, that are located in the state or commonwealth in which the Facility is located shall each have subject matter jurisdiction hereunder and personal jurisdiction over each of the parties hereto. Each such party hereby consents thereto, and hereby waives any right it may have to assert the doctrine of forum non conveniens or to object to venue to the extent that any proceeding is conducted in accordance with the foregoing provision.

(b) **Waiver of Jury Trial:** In the event the parties are required for any reason to submit any dispute hereunder to trial, the parties expressly agree to waive the right to a jury trial, because the parties hereto, all of whom are represented by counsel, believe that the complex commercial and professional aspects of their dealing with one another make a jury determination neither desirable nor appropriate.

(c) **Entire Agreement; Modification:** This Agreement constitutes the entire and exclusive agreement between the parties hereto with respect to the subject matter hereof and supersedes and cancels all previous oral or written communications, proposals, agreements, and commitments. No modification to this Agreement, nor any waiver of any rights, shall be effective unless assented to in writing by the party to be charged and the waiver of any breach or default shall not constitute a waiver of any other right hereunder or any subsequent breach or default. A party's delay in enforcing its rights hereunder shall not be construed as a waiver of such rights or remedies.

(d) **Assignment:** Without the prior written consent of Ticketmaster, Client shall not (i) directly or indirectly assign, transfer, pledge or hypothecate its rights or obligations in this Agreement or any interest therein; or (ii) permit the Hardware (if any) or any part thereof to be used, or access to the Software or any part thereof to be had, by anyone other than Client (including OVG), or any successor manager to OVG, or any of their authorized employees except in the event of an assignment by Client to any parent, subsidiary, affiliate or successor-in-interest (including, without limitation, a successor by virtue of an acquisition) which is not a direct competitor of Ticketmaster, or as collateral security pursuant to Client's debt or financing agreements in effect from time to time, in which event no such consent shall be required. Any such assignment shall not relieve Client of any of its obligations hereunder. Without the prior written consent of Client, Ticketmaster shall not assign or transfer its rights or obligations in this Agreement or any interest therein, except in the event of an assignment by Ticketmaster to any parent, subsidiary, affiliate or successor-in-interest (including, without limitation, a successor by virtue of an acquisition), in which event no such consent shall be required. Any assignment, transfer, pledge or hypothecation for which consent is required hereby and which is made without such consent shall be void. Notwithstanding the foregoing, Client agrees and acknowledges that certain of Ticketmaster's duties and obligations under this Agreement may be performed on Ticketmaster's behalf by one or more of its parent, subsidiaries and affiliates, and no such performance shall be deemed to be an assignment or breach of this Agreement by Ticketmaster.

(e) **Relationship of the Parties:** Each party is an independent contractor and not an agent or partner of, or joint-venturer with, the other party for any purpose other than as set forth in this Agreement (e.g., Ticketmaster is the agent of Client solely with respect to Ticket sales and distribution). Neither party by virtue of this Agreement shall have any right, power, or authority to act or create any obligation, express or implied, on behalf of the other party.

(f) **Force Majeure:** Neither party will be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any delay or failure in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's control, including, without limitation, the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, explosion, pandemic or epidemic; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental or quasi-governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns, or other industrial disturbances; and (i) shortage of adequate power. The impacted party shall use commercially reasonable efforts to end the failure or delay and ensure the effects of such Force Majeure Events are minimized. The impacted party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause.

(g) **Severability**: If any provision of this Agreement is found to be invalid or unenforceable in any jurisdiction (a) the validity or enforceability of such provision shall not in any way be affected with respect to any other jurisdiction, and the validity and enforceability of the remaining provisions shall not be affected; and (b) the parties shall replace such provision by one or more valid and enforceable provisions approximating the original provision as closely as possible.

(h) **Notices**: Any notices required to be given under this Agreement must be sent to each party, in writing, at the address set forth immediately below the signature line hereto or at such address as may be provided by each party in writing from time to time, by certified or registered mail, return receipt requested or by an overnight courier. Notices will be deemed effective the day following sending if sent by overnight courier or five days after sending if sent by certified or registered mail. Settlement reports may be delivered from Ticketmaster to Client by email with confirmation reply email from recipient; therefore Client shall promptly notify Ticketmaster of any change to its email address set forth immediately below the signature line hereto.

(i) **Binding Agreement/Counterparts**: The terms, conditions, provisions and undertakings of this Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and permitted assigns; provided, however, that this Agreement shall not be binding until executed by each of the parties. This Agreement may be executed in multiple counterparts, including .pdf and facsimile copies, which when taken together constitute a single instrument.

(j) **Legal Review**: Each of the parties has had the opportunity to have its legal counsel review this Agreement on its behalf. If an ambiguity or question of intent arises with respect to any provision of this Agreement, this Agreement will be construed as if drafted jointly by the parties. The parties expressly agree that the construction and interpretation of this Agreement shall not be strictly construed against the drafter.

(k) **Attorneys' Fees**: In addition to any other rights hereunder, the substantially prevailing party, as a court of competent jurisdiction (as provided above) may determine, in any claim or other dispute which relates to this Agreement, regardless of whether such claim or other dispute arises from a breach of contract, tort, violation of a statute or other cause of action, shall have the right to recover and collect from the other party its reasonable costs and expenses incurred in connection therewith, including, without limitation, its reasonable attorneys' fees. If a party substantially prevails on some aspects of such claim or dispute but not others, the court may apportion any award of costs or attorneys' fees in such manner as it deems equitable.

(l) **Client Listings**: Client's execution of this Agreement indicates approval for Client to be listed as a Ticketmaster client in monthly newsletters for distribution to event industry clients, in product boiler plate information, and in future releases about Ticketmaster products and services for distribution to trade and consumer media. At any time, Client may, in its sole discretion, direct Ticketmaster to stop using Client's name for the purposes listed in this Section by sending notice to Ticketmaster via email at client.news@ticketmaster.com.

(m) **Survival of Terms:** Any provision of this Agreement that contemplates performance or observance subsequent to any termination or expiration of this Agreement, including without limitation provisions related to use of the Software, payments of amounts owed for a previously completed Contract Year, payment upon an Event of Default, Purchaser Data, limitations on liability, indemnification, confidential information, governing law and waivers of jury trials, shall survive any termination or expiration of this Agreement and continue in full force and effect.

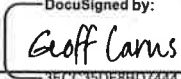
(n) **Representations and Warranties:** Each party represents and warrants that it is duly organized, validly existing and in good standing under the laws of the state of its organization; it is duly authorized and in good standing to conduct business in the state or commonwealth in which the Facility is located; it has all necessary power and has received all necessary approvals to execute and deliver this Agreement; and the individual executing this Agreement on behalf of such party has been duly authorized to act for and bind such party.

[Signature Page Follows.]

IN WITNESS WHEREOF, Ticketmaster and Client have caused this Licensed User Agreement to be duly executed as of the date set forth below.

TICKETMASTER L.L.C.,
a Virginia limited liability company

GLOBAL SPECTRUM, L.P., d/b/a OVG360,
a Delaware limited partnership,
as agent for Village of Hoffman Estates d/b/a
NOW Arena

By: 
3FCC35DF8BD7444

Print Name: Geoff Carns

Title: SVP – Venues & Promoters

Date: November 26, 2024

Address: 325 N. Maple Drive
Beverly Hills, CA 90210
Attn: Geoff Carns

With a copy to:

Ticketmaster L.L.C.
325 N. Maple Drive
Beverly Hills, CA 90210
Attn: General Counsel

By: _____

Print Name: William McLeod

Title: Mayor of Hoffman Estates

Date: _____

Address: 5333 Prairie Stone Parkway
Hoffman Estates, IL 60192

Attention:

With a copy to:

OVG360
150 Rouse Boulevard, Suite 300
Philadelphia, PA 19112
Attn: General Counsel

EXHIBIT A **COMPENSATION**

1. Charges and Fees.

(a) **Convenience Charge (Per Ticket) and Processing Fee (Per Order):** The per Ticket Convenience Charges and per order Processing Fees shall be determined and (subject to the terms set forth herein) retained by Client during the Term of this Agreement; provided, however, in the event the per Ticket Convenience Charges in any single transaction exceeds the amount of \$12.75 per Ticket (subject to escalation in the amount of \$0.15 per Ticket per Contract Year) (the "Standard Per Ticket Fee Cap"), then Client and Ticketmaster shall each retain fifty percent (50%) of any amount of such aggregate per Ticket and/or order fees for such transaction in excess of the Standard Per Ticket Fee Cap. In addition, in the event any per Ticket fee or per order fee in any single transaction is less than the applicable Inside Charge due Ticketmaster as set forth in subsection (b) following, Ticketmaster reserves the right to invoice Client for the difference between such per Ticket fee or per order fee and the amount of such Inside Charge, or to setoff such amount against any funds held by Ticketmaster on account of Client.

(b) **Inside Charges:**

Client shall pay Ticketmaster the following Inside Charges:

<u>Type of Ticket</u>	<u>Per Ticket Inside Charge</u>	<u>Per Order Inside Charge</u>
For all Tickets sold via the Facility Box Office	\$0.00 per Ticket	\$0.00 per order
For Tickets sold to multicultural Attractions via Ticketmaster distribution channels with the following Face Values:		
\$0.01 to \$29.99	\$2.25 per Ticket	\$0.00 per order (all Face Values)
\$30.00 and above	\$2.75 per Ticket	
For Tickets sold to all other Attractions via Ticketmaster distribution channels with the following Face Values:		
\$0.01 to \$19.99	\$2.50 per Ticket	\$0.00 per order (all Face Values)
\$20.00 to \$39.99	\$3.50 per Ticket	
\$40.00 and above	\$4.50 per Ticket	

The per Ticket Inside Charges for all Tickets sold via Ticketmaster distribution channels set forth above shall be subject to automatic increase on the first day of the second Contract Year and on the first day of each Contract Year thereafter during the Term in the amount of \$0.15 per Ticket.

Notwithstanding the above, the parties will confer together in good faith with respect to Ticketmaster waiving its Inside Charges for certain community and/or charitable Attractions for which complimentary Tickets are distributed and/or no revenue is retained by Client on the sale of Tickets to such Attractions.

(c) **Delivery Fees.**

(i) **Mail Fee.** Ticketmaster shall be entitled to assess and receive a fee in the amount of \$6.25 per order against purchasers of Tickets using the U.S. mail method of delivery (the "Mail Fee"). The Mail Fee shall be subject to automatic increase on the first day of the second Contract Year and on the first day of each Contract Year thereafter during the Term in the amount of \$0.25 per order.

(ii) **Mobile and Credit Card Entry Delivery.** Ticketmaster shall not assess any mobile delivery fee or credit card entry delivery fee against purchasers of Tickets using the mobile, and/or credit card entry methods of delivery.

(iii) **Will Call Fee.** Ticketmaster shall be entitled to assess a fee in an amount of up to \$5.00 per order, as directed by Client, against purchasers of Tickets via Ticketmaster distribution channels electing the will call method of Ticket fulfillment ("Will Call Fee"), and shall pay Client the entirety of such Will Call Fee, less applicable taxes or Payment Processing Fees (calculated at the rate set forth below) on such amount.

(d) **Archtics Fees:**

Client shall pay Ticketmaster the following Archtics Fees, which shall under no circumstances be combined with or additive to Inside Charges:

(i) **Archtics Transaction Fees:**

<u>Type of Transaction</u>	<u>Amount of Archtics Transaction Fee</u>	
New Season/Contract Ticket sales	\$3.00 per seat	
MiniPlan Ticket sales	Same seat MiniPlans with 4 or more Attractions:	\$3.00 per seat
	Different seat MiniPlans with 6 or more Attractions:	\$3.00 per seat
	Same seat MiniPlans with 2 to 3 Attractions:	The per Ticket Inside Charges for such Tickets set forth above, per seat
	Different seat MiniPlans with 2 to 5 Attractions:	The per Ticket Inside Charges for such Tickets set forth above, per seat
Suite additional	\$3.00 per Ticket	
Right of first refusal to purchase Tickets	\$3.00 per Ticket	
Per invoice processing	\$1.00 per payment processed	
Donations	\$1.00 per donation processed	
Ticket forwarding	\$0.00 per Ticket	

<u>Type of Transaction</u>	<u>Amount of Archtics Transaction Fee</u>
Electronic check payment	\$1.00 per payment processed
Interactive voice response (IVR)	\$1.00 per payment processed
Ticket transfer	\$0.00 per Ticket
Added value	10% of gross transaction value, subject to cap of \$20.00
Ticket upgrades	\$3.00 per Ticket
Ticket exchanges	\$3.00 per Ticket
Donations	\$1.00 per Ticket
Single Attraction Ticket sales to Subscribers	The per Ticket Inside Charges for such Tickets set forth above, per seat
Self-service Group Sales via AccountManager	\$2.00 per Ticket

In the event Client elects to charge Subscribers for the Software transactions in addition to and above the applicable Archtics Transaction Fees charged by Ticketmaster as set forth above, such additional amount charged by Client up to an amount equal to the Archtics Transaction Fee may be retained by Client and any excess amount charged by Client shall be divided equally between Client and Ticketmaster.

(ii) Archtics License and Maintenance Fees:

<u>Software</u>	<u>License Fee</u>
Archtics	\$12,500 per Contract Year* *Includes one (1) initial Archtics database build. A \$10,000 (one-time) fee shall be charged for each additional database build requested or otherwise required by Client.
Archtics – User Licenses	\$1,500 per Contract Year* * Includes five (5) connection for Client's use. An annual \$1,500 per connection fee shall be charged for each additional connection requested or otherwise required by Client.
AccountManager	\$10,000 per Contract Year* *Includes one (1) initial AccountManager site build. A \$2,500 (one-time) fee shall be charged for each additional site build requested or otherwise required by Client.

Ticketmaster will provide maintenance and repair services and support for all Software and Hardware at the highest level of industry standards at no additional charge.

2. Payment Processing Fees:

<u>Type of Sale</u>	<u>Percentage Rate</u>
Ticketmaster distribution channels	2.50% of Face Value of Tickets plus any fees added to the Face Value

Client Sales using TM Charge	2.50% of all transactions processed
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Any percentage rates set forth above are subject to automatic increase due to any actual and reasonable increases in the interbank rates imposed on Ticketmaster.

EXHIBIT B

HARDWARE

Quantity	Description
Up to 9	POS Kits
9	Monitors
13	BOCA Lemur S Ticket Printers
30	TM/1 Entry Janam XT3 Scanners
1	Router

EXHIBIT C

TM+ Terms and Conditions

Ticketmaster shall enable TM+ for all Attractions in accordance with the settlement terms set forth in this Exhibit C below.

TM+ Settlement Terms

- For any primary market Ticket inventory sold through TM+, Ticketmaster shall continue to sell such Tickets and settle the proceeds of such sales with Client in accordance with the terms and conditions for such transactions as set forth in the Agreement.
- For any secondary market Ticket inventory sold through TM+, Ticketmaster shall assess its standard fees against the buyers and sellers of such Tickets in amounts as determined by Ticketmaster in accordance with general industry standards; provided, Ticketmaster will price buyer and seller fees so as to maximize revenue, which may differ by Attractions or over time for the same Attractions, which amounts currently include: (i) a seller fee generally in an amount of up to twelve percent (12%) of the Ticket posting price (i.e., the price set by the seller upon posting such Ticket for sale), and (ii) a buyer fee generally in an amount of up to seventeen and five-tenths percent (17.5%) of the Ticket listing price (i.e., the posting price plus the seller fee), with a \$5.00 minimum.
- **TM+ Revenue Share:**
 - Client shall be entitled to receive from Ticketmaster ten percent (10%) of the Net Resale Fees collected (and not refunded or subject to chargeback) by Ticketmaster on account of secondary market Ticket sales through TM+ (the "TM+ Revenue Share").
 - For purposes of this Exhibit C, the following terms shall have the following meanings:
 - "Net Resale Fees" shall be defined as the gross amount collected from the seller and new purchaser of a secondary market inventory Ticket via TM+ less (i) the proceeds paid to the Ticket seller, (ii) an amount equal to 3.5% of the gross amount collected from the new purchaser (to cover credit card processing fees), (iii) any applicable sales, admission or similar tax, and (iv) Actual Direct Costs.
 - "Actual Direct Costs" shall be defined as the actual out-of-pocket customer acquisition costs for TM+ (e.g., costs to unaffiliated third parties on search engine marketing (SEM) or commissions to third party affiliates of Ticketmaster linking customers to TM+) that, in each case, are incurred by Ticketmaster for any Attraction for which Ticket sales are governed by the Agreement and which is promoted solely by Client.

- The TM+ Revenue Share will be paid to Client on a quarterly basis for all such sales occurring in any calendar quarter, on or before the thirtieth (30th) day of the month following each calendar quarter. Client shall be provided with documentation supporting the calculation of the TM+ Revenue Share with the final settlement for each quarter. In the event that any Attraction for which Ticketmaster has made any TM+ Revenue Share payment to Client becomes a Cancelled Attraction, Client shall promptly repay to Ticketmaster the amount of such TM+ Revenue Share payments in respect of such Cancelled Attraction. In addition, with respect to Client's Season/Contract Ticket holders who resold their Tickets to any such Cancelled Attraction through AccountManager, Client will be responsible for recovering the seller proceeds directly from such Season/Contract Ticket holders, and remitting such proceeds to Ticketmaster in order to process refunds in respect of such secondary market transactions.
- Each settlement relating to the TM+ Revenue Share pursuant to this Exhibit C shall be accompanied by a report of the applicable transactions during such settlement period.

EXHIBIT D

TM1 Engagement TERMS AND CONDITIONS

Ticketmaster shall make TM1 Engagement available for Client's use in exchange for the fees set forth in Schedule 1 attached hereto.

The parties acknowledge and agree that Client is selecting the Base plan annual subscription plan. During the Term of the Agreement, Client shall have the opportunity to upgrade Client's current plan to a higher one, or downgrade to any lower plan, upon written notice to Ticketmaster and payment of the new annual subscription fee; provided, that such new plan shall not take effect until the beginning of the next Contract Year. For the avoidance of doubt, any unsent emails comprising the annual sent messages threshold and any unused Ticketmaster professional services hours for Client's plan during each Contract Year shall expire at the conclusion of each such Contract Year, and no TM1 Engagement credit of any kind shall be provided to Client in connection with such unsent emails and/or unused hours.

Notwithstanding anything to the contrary set forth in Schedule 1 attached hereto, Ticketmaster agrees to waive the Base plan annual subscription fee; provided however, the number of Ticketmaster professional service hours included for no charge shall be 0 hours. In the event Client exceeds the applicable email threshold for Client's current plan in any Contract Year, or in the event Client elects to upgrade Client's current plan to a higher one, Ticketmaster shall invoice Client at that time for the incremental amount of the annual subscription fee applicable to such higher volume of emails sent.

In the event Client fails to pay any TM1 Engagement related invoice in full within thirty (30) days of issuance, Ticketmaster may deduct the unpaid amount of such invoice from the settlements otherwise due and owing to Client under the Agreement, or upon providing notice in writing to Client of such unpaid amounts and Client's failure to cure within fifteen (15) business days of receipt of such notice, Ticketmaster may elect to terminate the provision of TM1 Engagement services.

Ticketmaster shall provide all necessary maintenance and service support with respect to the use of TM1 Engagement, as described in Schedule 2 attached hereto. Ticketmaster agrees to absorb all fees and other amounts due to any third party in connection with the use of TM1 Engagement, and support costs with respect thereto.

Ticketmaster agrees to provide, and Client agrees to use, TM1 Engagement only in compliance with all applicable laws and administrative rulings and in accordance with Ticketmaster's posted privacy policies. Client shall also include in any non-transactional email communications that Client may make using TM1 Engagement a mechanism to provide the recipient with the right to "opt-out" from receiving further non-transactional email communications from Client and Client shall honor such opt-out preferences. Client shall indemnify Ticketmaster's Indemnitees against, and hold Ticketmaster's Indemnitees harmless from, any and all claims, actions, damages, expenses (including court costs and reasonable attorneys' fees), obligations, losses, liabilities and liens, imposed on, incurred by, or asserted against Ticketmaster's Indemnitees occurring as a result of, or in connection with any email campaigns or distributions conducted by Client including, without limitation, email campaigns or distributions in violation of

federal, state or other laws applicable to commercial emails; except, in each case, to the extent that any such claims shall relate to Ticketmaster's failure to comply with applicable law, negligence or willful misconduct with respect thereto.

Schedule 1 to Exhibit D

Plan	Annual Sent Messages		Annual Subscription Fee*	# of Client User Licenses Included**	# of Ticketmaster Professional Services Hours Included***	Ticketmaster's Premium Automation Package****
Base	0	to	1,000,000	2	1 hour (Q&A call)	NOT INCLUDED
Plan 1	1,000,001	to	2,000,000	2	5 hours/ year	
Plan 2	2,000,001	to	4,000,000	3	10 hours/year	
Plan 3	4,000,001	to	6,000,000	3	15 hours/year	
Plan 4	6,000,001	to	12,000,000	3	20 hours/year	
Plan 5	12,000,001	to	18,000,000	3	25 hours/year	
Plan 6	18,000,001	to	30,000,000	4	30 hours/year	
Plan 7	30,000,001	to	48,000,000	4	35 hours/year	
Plan 8	48,000,001	or	More	Custom Pricing	Custom	

*The annual subscription fees for each plan set forth in the schedule above shall be subject to automatic increase on the first day of the second Contract Year and on the first day of each Contract Year thereafter during the Term in the amount of 5% of the previous Contract Year's annual subscription fee for each such plan.

**Additional user licenses may be purchased by Client for \$600 per additional user license/ per Contract Year, and such \$600 per additional user license/ per Contract Year fee shall not be pro-rated for any partial Contract Year except to the extent explicitly provided otherwise in the Exhibit to which this Schedule 1 is attached. Client shall notify Ticketmaster of its election to purchase additional user licenses during each Contract Year for which Client intends to use such additional user licenses, and Client's election to purchase additional user licenses during any particular Contract Year shall not carry forward into the continued use of such additional user licenses during any subsequent Contract Years.

***Except to the extent explicitly provided otherwise in the Exhibit to which this Schedule 1 is attached, notwithstanding the chart above, the number of Ticketmaster professional service hours included in any annual subscription plan for which Ticketmaster has waived or has otherwise provided a credit or discount towards Client's annual subscription fee shall be 0.

****The amount of any unused Ticketmaster professional service hours included for any Contract Year shall expire at the conclusion such Contract Year, or upon the termination or expiration of the Agreement, whichever is earlier. For the avoidance of doubt, any unused Ticketmaster professional service hours included for any Contract Year shall not be rolled forward for use in any subsequent Contract Year.

*****Additional Ticketmaster professional service hours may be purchased by Client at the rate of \$250 per additional hour, or at the bulk discount rate of \$225 per additional hour where Client purchases 50 or more hours in a single transaction, it being understood any such hours (including any of those purchased in bulk), consistent with the terms set forth above, shall expire at the conclusion of the Contract Year in which they were purchased, or upon the termination or expiration of the Agreement, whichever is earlier.

*****Client may elect to activate Ticketmaster's Premium Automation Package as an optional add-on for \$1,200 per Contract Year, and such \$1,200 per Contract Year fee shall not be pro-rated for any partial Contract Year except to the extent explicitly provided otherwise in the Exhibit to which this Schedule 1 is attached. For clarity, standard two-touch welcome automations are included with each Client subscription plan and do not require activation of Ticketmaster's Premium Automation Package. Any activation of Ticketmaster's Premium Automation Package shall be for the remainder Term of the Agreement (and not just for the remainder of the then-current Contract Year).

Schedule 2 to Exhibit D

Plan				Annual Sent Messages		TM1 Engagement Ticketmaster Support	
Base	0	to	1,000,000			• Unlimited issue resolution technical support via Ticketmaster product support • Implementation Services • Industry-specific web-based training • Industry-specific user guides • Industry-specific best practices documentation and webinars • Deliverability Support	
Plan 1	1,000,001	to	2,000,000				
Plan 2	2,000,001	to	4,000,000				
Plan 3	4,000,001	to	6,000,000				
Plan 4	6,000,001	to	12,000,000				
Plan 5	12,000,001	to	18,000,000				
Plan 6	18,000,001	to	30,000,000				
Plan 7	30,000,001	to	48,000,000				
Plan 8	48,000,001	or	More				

EXHIBIT E

PLATINUM TICKETS AND VIP PACKAGES

1. Platinum Tickets and VIP Packages

(a) Definitions.

"Platinum Ticket" means any dynamically-priced Ticket that represents the most select category of seats for an Attraction resulting from proximity to stage or other superior amenities as mutually determined by Client and Ticketmaster, which is sold by Ticketmaster on behalf of Client.

"Platinum Ticket Fee" means a fee assessed by Ticketmaster against each Platinum Ticket purchaser in an amount equal to eighteen percent (18%) (which incorporates a Payment Processing Fee in the same percentage amount as set forth in the Agreement with respect to standard Ticket sales) of the Platinum Ticket Price (excluding any applicable delivery and processing fees) for each Platinum Ticket sold by Ticketmaster via the TM.com Website. Additionally, Ticketmaster shall charge Client a "Platform Fee" in the amount of five percent (5%) of the Platinum Ticket Price (excluding any applicable delivery and processing fees), which shall be deducted from the Platinum Proceeds as an Inside Charge prior to settlement. The Platinum Ticket Fee and the Platform Fee payable to Ticketmaster in connection with each sale of a Platinum Ticket shall be in lieu of any per Ticket Convenience Charge or Inside Charge otherwise due Ticketmaster under this Agreement in respect of standard Ticket sales.

"Platinum Ticket Price" means the total price a purchaser pays for a Platinum Ticket sold via the TM.com Website, inclusive of applicable taxes, but exclusive of the Platinum Ticket Fee. The Platinum Ticket Price shall initially be established by Client in consultation with Ticketmaster, and any subsequent adjustments to the Platinum Ticket Price shall be administered in accordance with parameters accepted by Client in advance.

"Platinum Proceeds" means the Platinum Ticket Price collected by Ticketmaster, which, for the avoidance of doubt, shall not include the Platinum Ticket Fee.

"VIP Package(s)" means Ticket packages for an Attraction which entitle the purchaser of the Ticket to additional benefits to be fulfilled solely by Client (and not, for the avoidance of doubt, the artist or performing act of any Attraction), including but not limited to, access to unique experiences surrounding the Attraction and/or unique merchandise.

"VIP Package Fee" means a fee assessed by Ticketmaster in the amount of eighteen (18%) (which incorporates a Payment Processing Fee in the same percentage amount as set forth in the Agreement with respect to standard Ticket sales) of the VIP Package Price, which amount shall be charged to the VIP Package purchaser in addition to the VIP Package

Price. The VIP Package Fee is in lieu of any per Ticket Convenience Charge or Inside Charge otherwise due Ticketmaster under this Agreement in respect of standard Ticket sales.

"VIP Package Price" means the total price of the VIP Package paid by the purchaser as set by Client, inclusive of the Face Value of the Ticket and applicable taxes.

"VIP Package Proceeds" means the VIP Package Price, which, for the avoidance of doubt shall not include the VIP Package Fee.

(b) **Platinum Tickets.**

(i) **Platinum Ticket Set-Up Information.** Client will provide Ticketmaster with notice of its desire to have Ticketmaster enable a Platinum Ticket offer for any applicable Attraction, and shall provide Ticketmaster with required Set-Up Information in respect of such offer so that Ticketmaster may set up the offer for sale through the TM.com Website.

(ii) **Platinum Ticket Fulfillment.** Ticketmaster shall fulfill Platinum Ticket orders in the same manner as standard Tickets through Ticketmaster's ordinary distribution channels as requested by the purchaser.

(iii) **Platinum Ticket Settlement.** Ticketmaster shall pay Client the Platinum Proceeds, less the Platform Fee, for each Platinum Ticket sold by Ticketmaster during a calendar week along with settlement of Ticket Receipts for the applicable week. Client shall be responsible for remitting any applicable taxes on the Platinum Ticket Price, and Ticketmaster shall be responsible for remitting any applicable taxes on the Platinum Ticket Fee. Notwithstanding the foregoing, in the event that Ticketmaster is ever required by applicable law to remit taxes on the Platinum Ticket Price directly on behalf of Client, Ticketmaster shall have the right to do so upon notice to Client. Except as provided otherwise above, settlements of Platinum Proceeds shall be made in accordance with and subject to the accounting and refund procedures set forth in this Agreement.

(iv) **Platinum Ticket Fee Royalty.** Client shall be entitled to receive from Ticketmaster a royalty in the amount of thirty percent (30%) of each Platinum Ticket Fee received (and not refunded or subject to chargeback) by Ticketmaster. Notwithstanding the above, Payment Processing Fees, delivery fees, processing fees, and taxes (in each case, if any) related to any Platinum Ticket Fee shall be deducted from the Platinum Ticket Fees before the Platinum Ticket Fee royalties are calculated. Neither party makes any representation that any specific number of Platinum Tickets nor any amount of Platinum Ticket Fee royalties shall be available in connection with any Attraction for which the sale of Platinum Tickets has been enabled. Platinum Ticket Fee royalties shall be paid to Client during a calendar week along with the settlement of Ticket Receipts for the applicable week.

(c) **VIP Packages.**

(i) **VIP Package Offer Information.** Client will provide Ticketmaster with reasonable advance written notice of its desire to have Ticketmaster enable a VIP Package, which notice shall include an accurate and complete description of the VIP Package content,

applicable dates for the sales campaign, and any other information reasonably requested by Ticketmaster (the "Offer Information"). Notwithstanding anything to the contrary, Ticketmaster shall not be obligated to offer a VIP Package for an Attraction if, in the reasonable discretion of Ticketmaster, the VIP Package contains content prohibited from sale via the TM.com Website (e.g., pornography, gambling, etc.). Ticketmaster and Client will work together to develop appropriate messaging appearing on the TM.com Website to inform all purchasers of VIP Package elements and benefits. Ticketmaster shall have final control over any and all messaging on the TM.com Website, and reserves the right to reject any messaging proposed by Client for any reasonable reason, including, without limitation, size constraints. Notwithstanding the foregoing, Ticketmaster shall have no responsibility or liability in the event that information (including Offer Information) provided to Ticketmaster by Client relating to the VIP Package, is incorrect or incomplete, and Client shall indemnify, defend and hold Ticketmaster's Indemnitees harmless from any and all claims, actions, damages, expenses, obligations, losses, liabilities and liens, imposed on, incurred by, or asserted against Ticketmaster's Indemnitees occurring as a result of, or in connection with the Offer Information.

(ii) VIP Package Fulfillment.

(1) Ticketmaster Responsibilities. Ticketmaster will control access to the VIP Package by distributing to each applicable purchaser a unique barcode which will allow the purchaser to redeem the VIP Package elements from Client at the Attraction. Ticketmaster shall be responsible solely for enabling a barcode for each Purchaser to use to redeem the VIP Package elements, together with instructions for redemption (including (i) that Client is the party responsible for fulfilling the VIP Package elements, (ii) the time frames during which redeeming purchasers may redeem the VIP Package elements, and (iii) the relevant Client customer service contact information for purposes of handling customer support issues relating to such redemption). Ticketmaster shall be solely responsible for customer service inquiries relating solely to enabling the barcode.

(2) Client Responsibilities. Client shall allow purchasers to redeem the VIP Package elements at the Facility. Client shall be responsible for performing all fulfillment, redemption and delivery obligations, and customer service related to all fulfillment and delivery of VIP Package elements, and all costs associated therewith, and shall indemnify, defend and hold Ticketmaster's Indemnitees harmless from any and all claims, liabilities, obligations, losses, liabilities and liens related to, or occurring as a result of or in connection with, fulfillment, redemption and delivery of the VIP Package elements.

(iii) VIP Package Settlement.

(1) Ticketmaster shall pay Client the VIP Package Proceeds for each VIP Package sold by Ticketmaster during a calendar week along with settlement of Ticket Receipts for the applicable week. Notwithstanding anything to the contrary, Client shall not receive any payment, nor shall a sale be deemed to have been made, if any VIP Package is the subject of a chargeback or for which Ticketmaster refunds the Ticket portion of the VIP Package.

(2) Client agrees that it shall be responsible for all refunds related to the VIP Package elements, and to the extent Ticketmaster receives any VIP Package element

refund requests, Ticketmaster shall refer the purchaser to a customer service number provided by Client to Ticketmaster for such customer service issues. In no event shall Ticketmaster be liable for a refund of the VIP Package elements. In addition, Client shall be responsible for all Chargebacks related to the VIP Packages, and Ticketmaster shall have the right to deduct amounts due for Chargebacks from the VIP Package Proceeds otherwise payable by Ticketmaster to Client. In the event such VIP Package Proceeds are inadequate to cover actual Chargebacks, Client shall be responsible for, and shall refund to Ticketmaster within ten (10) days of Ticketmaster's written notice all amounts related to all Chargebacks of VIP Packages sold by Ticketmaster.

(3) Client shall be responsible for remitting any applicable taxes on the VIP Package Price, and Ticketmaster shall be responsible for remitting any applicable taxes on the VIP Package Fee. Notwithstanding the foregoing, in the event that Ticketmaster is ever required by applicable law to remit taxes on the VIP Package Price directly on behalf of Client, Ticketmaster shall have the right to do so upon notice to Client.

(iv) VIP Package Fee Royalty. Client shall be entitled to receive from Ticketmaster a royalty in the amount of thirty percent (30%) of each VIP Package Fee received (and not refunded or subject to chargeback) by Ticketmaster. Notwithstanding the above, Payment Processing Fees, and taxes (in each case, if any) related to any related to any VIP Package Fee shall be deducted from the VIP Package Fees before the VIP Package Fee royalties are calculated. Neither party makes any representation that any specific number of VIP Packages nor any amount of VIP Package Fee royalties shall be available in connection with any Attraction for which the sale of VIP Packages has been enabled. VIP Package Fee royalties shall be paid to Client during a calendar week along with settlement of Ticket Receipts for the applicable week.

EXHIBIT F

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See specific instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: ☐ Individual/sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) > ☐ Exempt payee ☐ Other (see instructions) >	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person >	Date >
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: • The U.S. owner of a disregarded entity and not the entity,		

Cat. No. 10231K

Form W-9 (Rev. 10-2007)

ADDENDUM 1

DATA PROCESSING TERMS

In connection with the Agreement, the parties anticipate that they will process Personal Information (as defined below) in the form of Purchaser Data. To the extent that the parties will process such Personal Information, the parties agree to the following terms for the purposes of ensuring compliance with Applicable Laws, including the handling of consumer rights requests.

DEFINITIONS

"Applicable Laws" means any federal, state, provincial or local laws, rules, or regulations, including without limitation federal, state, or local privacy and data security laws, and regulations applicable to Ticketmaster's services, including the California Consumer Privacy Act of 2018, Cal. Civ. Code 1798.100 et seq. ("**CCPA**").

"Purchaser Data" means any information, including Personal Information, with respect to persons who actually purchased Tickets to the Attractions through the TM System.

"Purchaser Data Breach" means a data breach, as defined by Applicable Laws, impacting Purchaser Data processed by or under the direction of the parties.

"Personal Information" means any information that: (i) identifies, relates to, describes, is capable of being associated with, or could be reasonably linked, directly or indirectly, with a particular consumer or household; (ii) can be used in conjunction with other personal or identifying information to identify or locate a specific individual; or (iii) is defined as "Personal Information", "PII", "Personally Identifiable Information", or "Personal Data" by Applicable Laws relating to the collection, use, storage and/or disclosure of information about an identifiable individual.

"Process" or **"Processing"** means any operation or set of operations which is performed on Personal Information or on sets of Personal Information, whether or not by automated means, such as collection, recording, organization, structuring, storage, retention, analysis, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

"Purposes" means using or disclosing the Purchaser Data to: (i) provide or improve products/services; (ii) monitor and improve information/physical security; (iii) send marketing communications; (iv) evaluate customer behavior; and (v) develop customer insights.

"Sensitive Personal Information" means (1) Personal Information that reveals (A) a consumer's social security, driver's license, state identification card, or passport number; (B) a consumer's account log-In, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account; (C) a consumer's precise geolocation; (D) a consumer's racial or ethnic origin, religious or philosophical beliefs, or union membership; (E) the contents of a consumer's mail, email, or text messages, unless the business is the intended recipient of the communication; (F) a consumer's genetic data; (G) Personal Information collected and analyzed concerning a consumer's health; or (H) Personal Information collected and analyzed concerning a consumer's sex life or sexual orientation; and (I) Personal Information of an individual known to be under the age of 13 years.

In consideration of the parties' respective Processing of Purchaser Data, it is agreed as follows:

1. Purchaser Data.

- 1.1. The parties shall Process the Purchaser Data strictly for the Purposes and for no other purpose, unless otherwise agreed in writing by the parties.
- 1.2. Each party shall comply with its obligations under Applicable Laws.
- 1.3. The parties shall not Process any Sensitive Personal Information in connection with the Agreement. In the event either party wishes to Process Sensitive Personal Information, additional security measures and methods of obtaining consent must be agreed upon by both parties prior to any Processing of such Sensitive Personal Information.

2. Security.

- 2.1. The parties shall implement and maintain appropriate technical and organizational measures in accordance with applicable industry standards to protect the Purchaser Data.
- 2.2. In the event either party becomes aware of a Purchaser Data Breach the party that discovers the breach shall (unless prohibited under Applicable Law):
 - 2.2.1. Promptly following discovery (and the party shall use commercially reasonable efforts within seventy-two (72) hours following discovery), report the Purchaser Data Breach to Ticketmaster at CSIRT@LiveNation.com, and to Principal at dan.guza@nowarena.com;
 - 2.2.2. Promptly provide the other party with a written report detailing the likely reasons for the Purchaser Data Breach, possible root causes and impact, individuals impacted, location of individuals impacted, and data elements impacted;
 - 2.2.3. Provide assistance, at no additional cost, that may be reasonably required to manage the Purchaser Data Breach; and
 - 2.2.4. Take immediate remedial action to secure the Purchaser Data and to prevent re-occurrences of the same or similar incident and provide the other party with details of such remedial action.
- 2.3. In the event of a Purchaser Data Breach, the impacted party shall be responsible for making any relevant or applicable notifications to the applicable regulatory authority and to individuals/residents (at its own expense) but shall refrain from taking any other action that could predictably harm the interest or affect the reputation of the other party. The impacted party shall not issue press or media statements or comments about a Purchaser Data Breach that names the other party unless it has obtained prior written consent of such party.

- 3. Cooperation.** In the event either party receives any correspondence, inquiry, complaint or claim from an individual, regulator or other third party ("Correspondence"), it shall promptly inform the other party giving full details of the same, and the parties shall cooperate reasonably and in good faith in order to enable the receiving party to respond to the Correspondence in a manner compliant with Applicable Laws. If either party is required by law to disclose the Personal Information to law enforcement or government authorities, the party shall notify the other party in writing and liaise with the other party before complying with such disclosure request.

- 4. Consumer Rights Requests.** Each party shall be responsible for responding to consumer rights requests in accordance with Applicable Laws including data subject access, deletion, and do not sell

or share Personal Information requests. The parties shall provide each other with all reasonable cooperation and assistance in relation to any such request. In addition, each party must recognize and comply with global opt-out signals from a consumer's browser as required by Applicable Laws. On reasonable notice from the other party, but no more than once per calendar year, each party shall provide the other party with a copy of the data subject rights request log to confirm compliance with Applicable Laws. If a consumer requests Personal Information held by the other party, the receiving party shall provide the consumer with the appropriate email address to contact the other party directly. Such email addresses include: privacy@livenation.com for Ticketmaster, and dan.guza@nowarena.com for Principal.

5. Privacy Policy and Terms.

- 5.1. Upon request, Principal shall provide Ticketmaster with a copy of its Privacy Policy and Terms of Use so that Ticketmaster may provide appropriate notice to consumers upon collection of their Personal Information where required by Applicable Laws.
- 5.2. Principal shall notify and provide Ticketmaster with updated versions of its Privacy Policy and Terms of Use upon making material changes so that Ticketmaster may provide appropriate notice to consumers upon collection of their Personal Information where required by Applicable Laws.

6. PCI Compliance.

- 6.1. If Ticketmaster is storing, processing or transmitting cardholder data, or is accepting sensitive authentication data, as defined by the PCI DSS (Payment Card Industry Data Security Standard), Ticketmaster agrees to maintain compliance with the current effective version of the PCI DSS throughout the Term of the Agreement. Upon request by Principal, Ticketmaster will provide a current PCI DSS Attestation of Compliance.
- 6.2. If Ticketmaster is utilizing a Payment Card Industry Security Standards Council (PCI SSC) approved Point-to-Point Encryption (P2PE) solution to accept or process credit card payments, or is providing to Principal for its use in conjunction with the Ticketmaster solution, Ticketmaster is responsible for the solution's proper implementation and operation in compliance with all applicable PCI DSS, P2PE, and PCI SSC requirements. Ticketmaster responsibilities include ensuring that the P2PE solution maintains its PCI SSC approval status throughout the Term of the Agreement.
- 6.3. If Ticketmaster is utilizing a Principal-approved third-party vendor P2PE or End-to-End Encryption (E2EE) solution to accept or process credit card payments, or is providing to Principal for its use in conjunction with the Ticketmaster solution, Ticketmaster is responsible for the solution's proper implementation and operation in compliance with all applicable PCI DSS, PCI SSC and third-party vendor solution requirements throughout the Term of the Agreement.



AGENDA ITEM REPORT
Village Board of Trustees
December 2, 2024
ITEM 5R

REQUEST: Authorization to award contract to H. Linden & Sons Sewer and Water, Inc. of Plano, IL for the Huntington Boulevard Watermain Replacement Project in an amount not to exceed \$1,211,319.

FROM: Alan Wenderski, Director of Engineering

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

The project is located along Huntington Boulevard beginning south of Lakewood Boulevard and extending north to just south of Mundhank Road, (see attached location maps). The existing 16-inch water main is located along the east right-of-way line of Huntington Blvd along the Paul Douglas Forest Preserve property frontage. The project consists of the replacement of approximately 2,800 feet of existing 16-inch ductile iron water main pipe with a new 18-inch high density polyethylene (HDPE) pipe located in the Huntington Boulevard right-of-way in proximity to the existing water main. The new main installation will be completed by horizontal directional drilling with limited open trenching for connections to the existing main and fire hydrant installations. The section scheduled for replacement has been subject to numerous breaks in recent years as the soil conditions in the area have contributed to deterioration of the existing ductile iron pipe.

Nine (9) bids were received on November 4, 2024; see summary of bids in Table 1 below. The engineer’s estimate was \$2,043,535.

Table 1 – Bid Summary

Bidder	Bid Cost
H. Linden & Sons Sewer and Water, Inc	\$1,211,319
John Neri Construction Co, Inc	\$1,235,953
Joel Kennedy Constructing	\$1,257,953
Trine Construction	\$1,272,509
Acqua Contractors Corp	\$1,372,000
Swallow Construction Corp	\$1,408,956
Bolder Construction Inc	\$1,576,983
Berger Contractors, Inc	\$1,755,210

IHC Construction, LLC	\$1,879,252
-----------------------	-------------

H. Linden & Sons Sewer and Water, Inc. submitted the lowest qualified bid of \$1,211,319. H. Linden & Sons meets all the requirements for bidding on this project and is qualified to perform the work as specified. All bids were reviewed by HR Green and their recommendation letter is attached.

The project is expected to be completed within nine weeks once started, with required completion by September 2025.

FINANCIAL IMPACT

The 2024 budget allocated \$1,607,300 for this project. Project funding is provided by a grant administered through the Illinois Department of Commerce and Economic Opportunity (DCEO), in the amount of \$1,000,000 with the balance of funding from the Water & Sewer Fund. The low bid amount of \$1,211,319 is below the budgeted amount.

The DCEO funding portion of the project will be provided to the Village via reimbursement as funds are expended.

RECOMMENDATION

Authorization to award contract to H. Linden & Sons Sewer and Water, Inc. of Plano, IL for the Huntington Boulevard Watermain Replacement Project in an amount not to exceed \$1,211,319.

ATTACHMENTS

1. Huntington Watermain Location Map
2. HR Green Award Recommendation



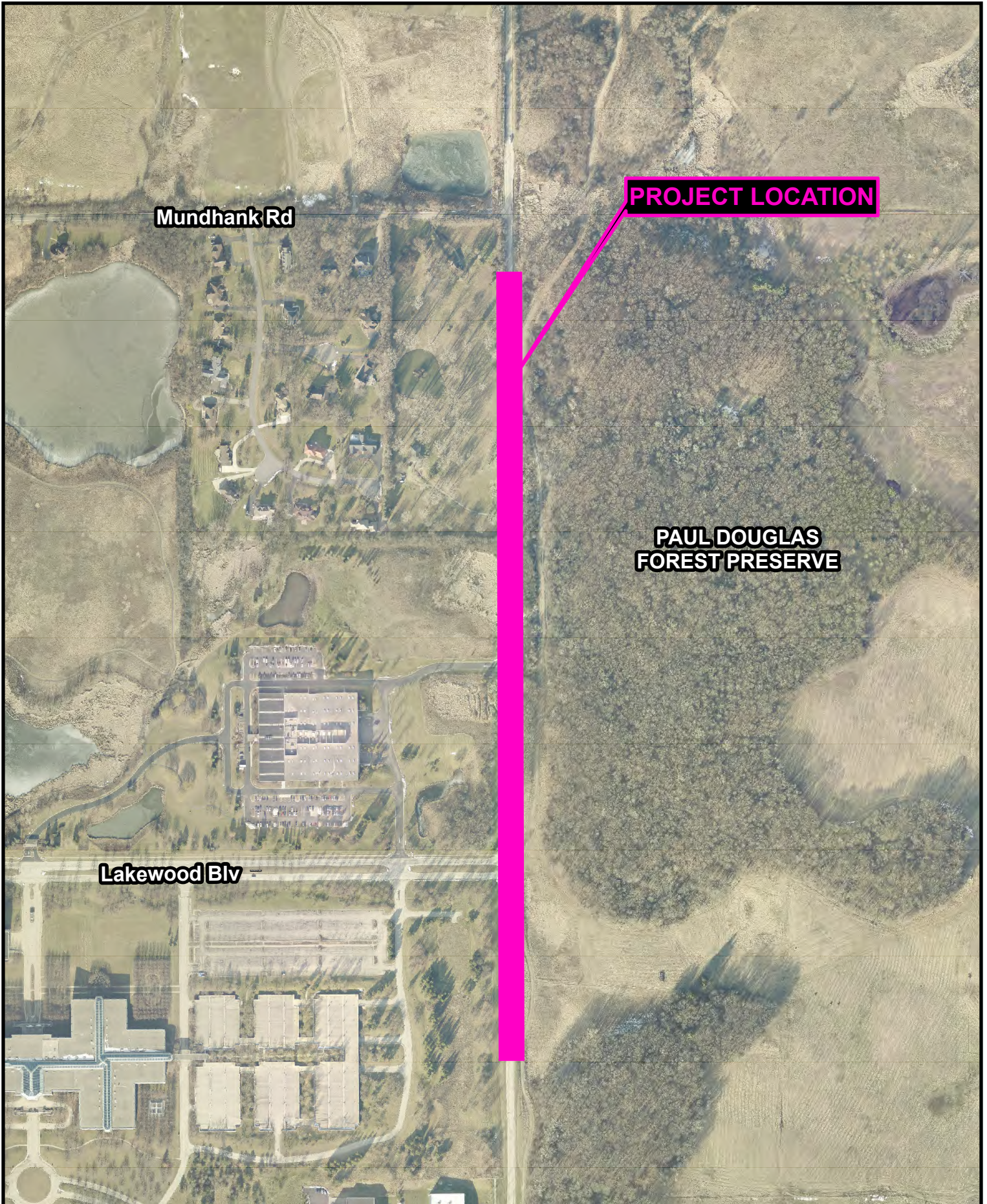
VILLAGE OF HOFFMAN ESTATES

HUNTINGTON BLVD - WATERMAIN REPLACEMENT



1" = 500 feet

0 125 250 500 750 1,000 Feet





▶ 1391 Corporate Drive | Suite 203
McHenry, IL 60050
Main 815.385.1778 + **Fax** 713.965.0044
▶ HRGREEN.COM

November 15, 2024

Village of Hoffman Estates
Mayor William D. McLeod and Board of Trustees
1900 Hassell Road
Hoffman Estates, IL 60169

Re: Huntington Boulevard Watermain Replacement Project
Recommendation for Award (HR Green Job No. 190796.01)

Dear Mayor and Trustees:

HR Green has completed its review of the bid proposals submitted/opened on November 4, 2024, at 10:00 a.m. at the Village Hall for the subject project. The Village received nine (9) bid proposals for construction of the project.

The Bid Proposals ranged from a low bid of \$1,211,319.00 submitted by H. Linden & Sons Sewer and Water, Inc. to a high bid of \$1,879,252.00 submitted by IHC Construction Companies, LLC. A copy of the bid tabulation is attached. The Engineer's Opinion of Probable Construction Cost for the project was \$2,043,535.00.

H Linden & Sons submittal included the requested six references of similar projects. We contacted several of those references and received positive responses that similar work of comparable scope was performed by the drilling subcontractor and in an acceptable manner.

In addition, HR Green has had personal experience with H Linden & Sons, and with EBI. Our experience has been work was completed in an acceptable manner.

Subject to STATE confirmation, of the acceptability of the submitted BEP information, it is our recommendation that the Village Board accepts the **Bid from H. Linden & Sons Sewer and Water, Inc. in the amount of \$1,211,319.00** and enter into a contract to proceed with this project.

Please let me know if you or the Board have any questions or need any additional information.

Sincerely,

HR GREEN, INC.

A handwritten signature in black ink, appearing to read 'S. Marquardt', written over a light blue horizontal line.

Scott Marquardt, PE
Project Manager – Governmental Services/Associate

SM/dmw

Attachment: Bid Tabulation

cc: Mr. Sean Murphy – HR Green, Inc.

J:\2019\190796\Design\Bid\20241104-bid-proposals\ltr-111524-Recommendation_of_Award-sm.docx



AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 5S

REQUEST: Authorization to:

- a. waive formal bidding (due to state joint purchasing master contract); and
- b. purchase up to 4,080 tons of road salt through the 2024/25 State of Illinois joint purchasing contract with Morton Salt Inc., Chicago, IL in an amount not to exceed \$276,787.

FROM: Kevin McGraw, Supervisor Customer Service
Joseph Nebel, Public Works Director

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

In March 2024, the Village Board authorized participation in the Illinois Department of Transportation (IDOT) 2024/25 joint purchasing program with a commitment to purchase 3,400 tons of road salt. This contract requires the Village to purchase a minimum of 80% of this total (2,720 tons), while allowing a maximum purchase of 120% (4,080 tons), at the set contract price.

In October 2024, the Village received notice from the State that the 2024/25 road salt contract for Hoffman Estates has been awarded to Morton Salt at a price of \$67.84/ton.

The Village currently has approximately 4,700 tons of salt in storage. The average seasonal salt usage for the Village is 4,200 tons. While forecasts indicate the potential for more snow and colder temperatures this season compared to last season, the Staff anticipates the requested quantity will be sufficient. Should there be a need to purchase in excess of 4,080 tons during the 2024/25 contract, Staff will return to the Committee requesting authorization to proceed with additional purchases from an alternate source.

Table: State joint purchase contract salt pricing 2015 to current

Year	Amount (tons)	Cost per ton	Season Usage
2023-2024	3,880	\$75.38	3,200
2022-2023	4,000	\$76.53	3,800
2021-2022	4,200	\$52.18	3,700
2020-2021	3,200	\$89.33	4,900
2019-2020	2,400	\$89.33	3,300
2018-2019	4,300	\$48.97	4,800
2017-2018	3,600	\$48.97	4,300

2016-2017	3,500	\$65.08	2,500
2015-2016	3,500	\$65.08	3,200

FINANCIAL IMPACT

There is \$315,000 in the 2025 General Fund operating budget for road salt.

RECOMMENDATION

Authorization to:

- a. waive formal bidding (due to state joint purchasing master contract); and
- b. purchase up to 4,080 tons of road salt through the 2024/25 State of Illinois joint purchasing contract with Morton Salt Inc., Chicago, IL in an amount not to exceed \$276,787.

ATTACHMENTS

1. Executed Contract-Redacted- Morton P-71007

STATE OF ILLINOIS CONTRACT

Central Management Services
JPMC Rock Salt Bulk FY25
24-416CMS-BOSS4-P-71007

The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Vendor affirms that the Certifications and Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Vendor's execution of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts upon agreement of the Parties.

Contract includes BidBuy Purchase Order? (The Agency answers this question prior to contract filing.)

☐ Yes

☒ No

Contract uses Illinois Procurement Gateway Certifications and Disclosures?

☐ Yes (IPG Certifications and Disclosures including IPG Active Registered Vendor Disclosure)

☒ No

1. **DESCRIPTION OF SUPPLIES AND SERVICES**
2. **PRICING**
3. **TERM AND TERMINATION**
4. **STANDARD BUSINESS TERMS AND CONDITIONS**
5. **STATE SUPPLEMENTAL PROVISIONS**
6. **STANDARD ILLINOIS CERTIFICATIONS**
7. **FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**
8. **CONTRACT SPECIFIC CERTIFICATIONS AND DISCLOSURES – “IPG Active Registered Vendor Disclosure (formerly called FORMS B)” (IF APPLICABLE)**
9. **PURCHASE ORDER FROM BIDBUY (IF APPLICABLE)**

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page

**STATE OF ILLINOIS
CONTRACT**

Central Management Services
JPMC Rock Salt Bulk FY25
24-416CMS-BOSS4-P-71007

VENDOR

Vendor Name: Morton Salt, Inc.	Address (City/State/Zip): Chicago, IL 60606
Signature: [REDACTED]	Phone: 855-665-4540
Printed Name: Anthony T. Patton	Fax: 312-896-9208
Title: Director Bulk Deicing US Government Sales	Email: bids@mortonsalt.com
Date: 6-18-2024	

STATE OF ILLINOIS

Procuring Agency: Central Management Services	Phone: 866-455-2897
Street Address: 300 West Jefferson St.	
City, State ZIP: Springfield, IL 62702	
Official Signature: [REDACTED]	Date: 10/4/24
Printed Name: Raven DeVaughn by Krysti Rinaldi	
Official's Title: Director by Assistant Deputy Director	

AGENCY USE ONLY**NOT PART OF CONTRACTUAL PROVISIONS**

- Agency Reference #: 24-416CMS-BOSS4-R-218757
- Project Title: JPMC Rock Salt Bulk FY25
- Contract #: 24-416CMS-BOSS4-P-71007
- Procurement Method (IFB, RFP, Small Purchase, etc.): IFB
- BidBuy / Bulletin Reference #: 24-416CMS-BOSS4-B-42993
- BidBuy / Bulletin Publication Date: 05/21/24
- Award Code: A
- Subcontractor Utilization? ☒ Yes ☐ No Subcontractor Disclosure? ☒ Yes ☐ No
- Funding Source:
- Obligation #:
- Small Business Set-Aside? ☐ Yes ☒ No Percentage:
- Minority Owned Business? ☐ Yes ☒ No Percentage:
- Women Owned Business? ☐ Yes ☒ No Percentage:
- Persons with Disabilities Owned Business? ☐ Yes ☒ No Percentage:
- Veteran Owned Small Business? ☐ Yes ☒ No Percentage:
- Other Preferences?

1. DESCRIPTION OF SUPPLIES AND SERVICES

- 1.1. GOAL:** To establish a Joint Purchase Master Contract (JPMC) for bulk rock salt to be purchased on a as needed basis during the contract period.

This JPMC may be utilized by all governmental units as defined in Section 5 of this Contract.

Note: Participation in this contract is based upon the CY24-25 Illinois Department of Central Management Services Joint Participation Agreement Survey that defines the BidBuy line items and additional participation in the resultant contract is not allowed.

1.2. SUPPLIES AND/OR SERVICES REQUIRED:

- 1.2.1. The Vendor will provide rock salt based on quantity ordered within the timeframe listed herein.

1.2.2. Rock Salt Specification Requirements:

- a. Rock Salt shall comply with the requirements of The American Association of State Highway and Transportation Officials (AASHTO) SPECIFICATION M143, SODIUM CHLORIDE TYPE 1, GRADE 1.
- b. Rock Salt shall be free flowing fresh stock, reclaimed or re-crushed rock salt will not be accepted and shall be rejected by delivery site.

- 1.2.3. Quantity Commitments: All participants who complete the annual survey will have the option to choose between a minimum of 80% or 100% purchase commitment and will be allowed a maximum of 120% purchase commitment as defined below. All minimum purchase commitments will be defined in the line item description within BidBuy.

- a. Minimum 80% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 80%. That means that if the participant estimates a quantity of 100 ton, the participant is only obligated to order 80 ton. That is 80% of the estimated quantity. The participant shall have no further liability to the Vendor for further remaining quantities.
- b. Minimum 100% Commitment: Some participants identified from the annual survey have chosen a minimum purchase commitment of 100%. That means that if the participant estimates a quantity of 100 ton, the participant is obligated to order 100 ton. That is 100% of the estimated quantity.

- c. Maximum 120% Commitment: The Vendor shall agree to provide up to 120% of the bid quantity estimated tonnage at the same contract price. That means that all participants who estimate a quantity of 100 ton can order up to 120 ton at the same contract price.
- d. Quantities Exceeding 120% Maximum: In some instances, a participant may require quantities that would exceed the maximum commitment of the Vendor; in such instances, any delivery shall be made upon the mutual agreement of all parties.
- e. Purchase Percentages for IDOT: The Illinois Department of Transportation (IDOT) has provided estimated quantities for individual locations. Quantities purchased from each Vendor shall be computed on a District by District basis (not by location). For example, if a Vendor has 2 locations in a District with estimated quantities of 100 and 200 tons with a minimum 80% commitment. Then the 80% commitment will be met once the $300(0.8) = 240$ tons has been purchased between the two locations. This may include all 240 tons purchased from one location.

1.2.4. Weights and Measures Requirements and Adjustments:

- a. Weights and Measures: All measurements for weight shall be from scales meeting the requirements of The Weights and Measures Act of the State of Illinois (225 ILCS 470). The Vendor shall provide accurate weights of materials delivered to governmental units. These weights shall be documented on delivery tickets which shall identify the source of the material, type of material, the date and time the material was loaded, the release number, the net weight, the tare weight, and the identification of the transporting vehicle.

The State reserves the right to conduct random, independent vehicle weight checks for salt deliveries. This will require that trucks occasionally be directed to a scale near the delivery point.

Should the vehicle weight check result in the net weight of material on the vehicle to exceed the net weight of material shown on the Vendor's delivery ticket by 600 pounds or more, the State will document the independent vehicle weight check and immediately furnish a copy of the results to the Vendor. No adjustment in pay quantity will be made.

Should the vehicle weight check result in the net weight of material shown on the delivery ticket to be less than the net weight of material on the vehicle by the tolerance of 600 pounds or more, the State will

document the independent vehicle weight check (IWC1), immediately furnish a copy of the results to the Vendor, and immediately perform a second independent weight check (IWC2). If the second independent weight check is within the 600-pound tolerance, then a third independent weight check (IWC3) will be performed. If the third independent weight check is within tolerance, no pay adjustments will be made, and random independent weight checks will resume. If the second or third independent weight check confirms the net weight of the material shown on the Vendor's delivery ticket is less than the net weight of material on the vehicle by 600 pounds or more, the State will adjust the net weight shown on the delivery ticket for IWC1 to the checked delivered net weight as determined by the independent vehicle weight checks.

- b. Method of Measurement: The State will also adjust the method of measurement for IWC2, IWC3 (when applicable) and subsequent truck loads using the same scale based on the out-of-tolerance independent weight checks. The net weight of rock salt delivered to the State from this source, will be adjusted by applying a correction factor "A" as determined by the following formula:

$$A = [1.0 - (B - C) / B]; \text{ Where } A < 1.0 \text{ and } B - C > 600$$

Where: A = Adjustment factor
B = Net weight shown on the delivery ticket from Vendor
C = Net weight on the vehicle determined from independent weight check from IWC1

The adjustment factor will be applied as follows:

$$\text{Adjusted Net Weight} = A \times \text{Delivery Ticket Net Weight}$$

The adjustment factor will be imposed until the cause of the deficient weight is identified and corrected by the Vendor to the satisfaction of the State. If the cause of the deficient weight is not identified and corrected within seven calendar days, the State reserves the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This action may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional costs may be collected from the original Vendor, in addition to the applied weight adjustments.

At the Vendor's option, the vehicle may be weighed on a second independent Department of Agriculture certified scale to verify

accuracy of the scale used for the independent weight check. The freight for this additional weigh will be charged to the party that is proven to be negligent.

- c. Deductions: The State reserves the right to assess, and apply if applicable, invoice deductions for the following:

Moisture Content: Deductions by percentage for moisture content based on total weight shall be determined by the following ranges:

Moisture Content (%)	Deduction in Price (Per Truckload)
0.00 TO 2.00	NO DEDUCTION
2.01 TO 2.50	10% DEDUCTION
2.51 TO 3.00	15% DEDUCTION
3.01 TO 3.50	20% DEDUCTION
3.51 TO 4.00	25% DEDUCTION
GREATER THAN 4.01	REJECTION OF LOAD

Sodium Chloride (NACL) Content: The State reserves the right to accept delivery of rock salt which, according to the analysis by The Illinois Department of Transportation, has a Sodium Chloride (NACL) content of less than 95.0 percent, but not less than 90.0 percent. When such reservation is applied, final payment will be made on the following basis:

- 1) When NACL content is between 94.0 and 94.9 percent, the price to be paid shall be the contract price less \$5.00 per ton.
- 2) When NACL content is between 90.0 and 93.9 percent, the price paid shall be contract price less \$10.00 per ton.
- 3) When the NACL content is less than 90.0 percent, the load will be rejected.

1.2.5. Ordering

- a. Order Placement: Orders may be placed with the Vendor (Monday-Friday) via telephone, with a written electronic communication (e-mail) to follow. All State agency orders will contain a purchase order generated from BidBuy in addition to an electronic communication (e-mail). Vendors shall arrange for immediate shipment upon receipt of order from an authorized participating agency representative. All other governmental units will use their own purchase order system.

- b. Order Quantities: Orders shall be scheduled in amounts that make up full (22-25 tons) truckloads, orders for less than truckload will not be accepted.
- c. Initial Orders: The Illinois Department of Transportation requires Vendors to ship initial fill-up orders prior to October 31st of the current year. If this date has passed prior to execution, we ask that the Vendor(s) start shipping as soon as contract has been executed. Please see the attached file within BidBuy titled "Initial Orders". Vendor(s) shall notify each destination entity when initial shipments are to begin.
- d. Seasonal Orders: Non-State agencies reserve the right to purchase up to 50% of the estimated order requirements prior to November 30th of the current year. Vendor shall notify each delivery point of when shipment is to begin.
- e. Order Timeline: For an order placed prior to 9:00 a.m. on a given day, that day would be considered as the first calendar day of the seven (7) day delivery period. For an order placed after 9:00 a.m. on a given day, the day following would be considered as the first calendar day of the seven (7) day delivery period, or as amended by order guidelines in Section 1.2.5.f.
- f. Order Guidelines: An agency may order up to 20% of their 100% contracted tonnage in any given week and Vendor shall deliver within 7 working days after receipt of order. Quantities ordered above the 20 percent threshold shall have an extended delivery time of one-working-day for each one percentage-point above the 20% guideline. For example, if an agency orders 25% of their awarded total 100 tons, delivery of the first 20 tons (20%) shall be within 7 working days after receipt of order and the remaining 5 tons shall be delivered within 12 working days after receipt of the order.
- g. Peak Season Orders: After hours and weekend delivery arrangements are encouraged during severe seasonal weather events to provide Vendor additional ability to maintain a prompt order delivery schedule. Orders placed during peak season should be in accordance with projected requirements and not in excess of the order guidelines, thereby hindering a Vendor's ability to maintain a prompt order delivery schedule.
- h. Post Season Orders: All orders for Rock Salt shall be placed by the end of July for the previous season's estimated usage. If the location does not

have adequate capacity to hold the rock salt, the Vendor may elect to add a storage charge per ton/day.

1.2.6. The Districts are defined as follows:

District 1: Counties of Cook, DuPage, Kane, Lake, McHenry, and Will.

District 2: Counties of Boone, Carroll, Henry, JoDaviess, Lee, Ogle, Rock Island, Stephenson, Whiteside, and Winnebago.

District 3: Counties of Bureau, DeKalb, Ford, Grundy, Iroquois, Kankakee, Kendall, LaSalle, and Livingston.

District 4: Counties of Fulton, Henderson, Knox, Marshall, McDonough, Mercer, Peoria, Putnam, Stark, Tazewell, Warren, and Woodford.

District 5: Counties of Champaign, DeWitt, Douglas, Edgar, McLean, Piatt, and Vermilion.

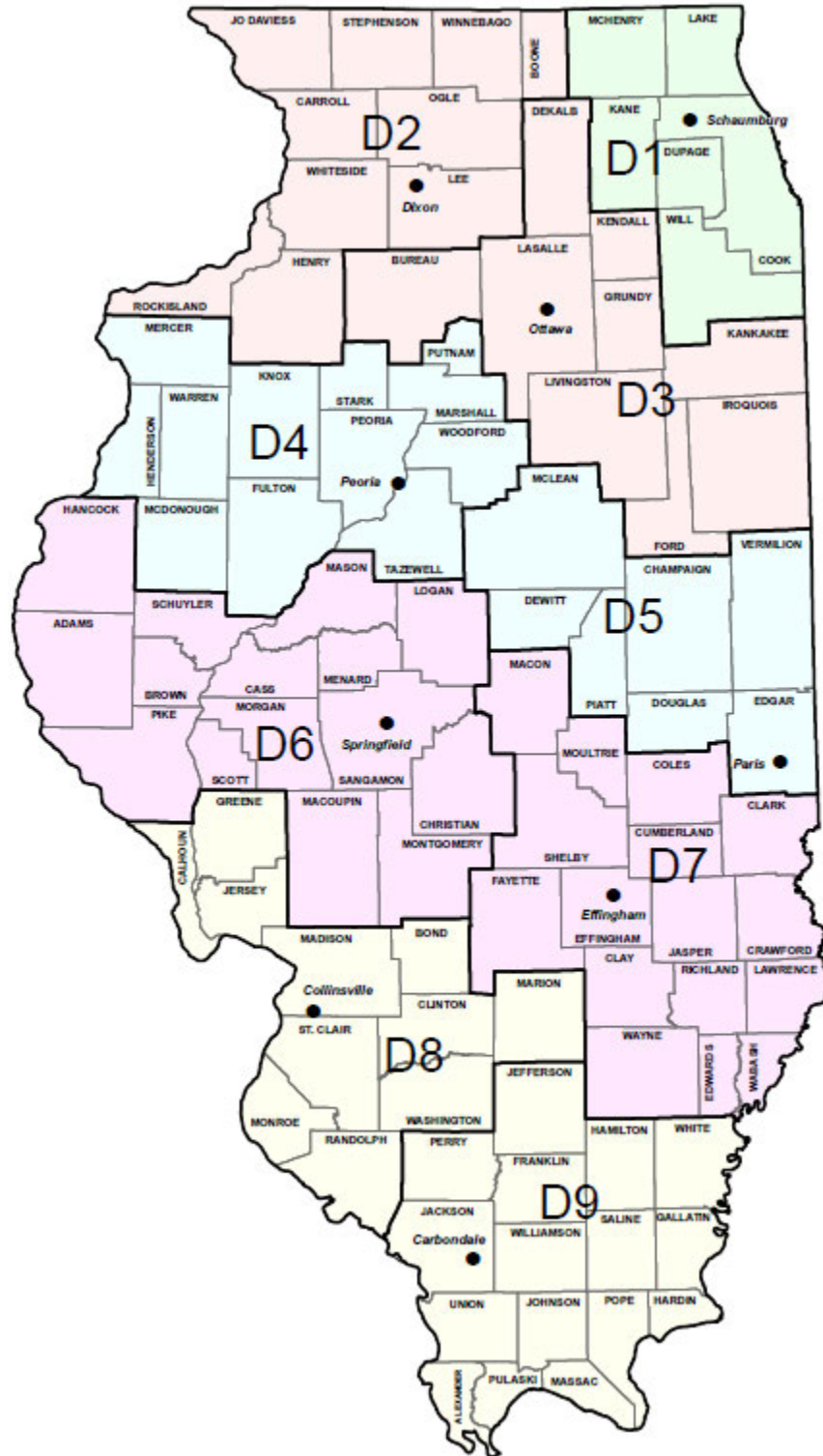
District 6: Counties of Adams, Brown, Cass, Christian, Hancock, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, and Scott.

District 7: Counties of Clark, Clay, Coles, Crawford, Cumberland, Edwards, Effingham, Fayette, Jasper, Lawrence, Macon, Moultrie, Richland, Shelby, Wabash and Wayne.

District 8: Counties of Bond, Calhoun, Clinton, Greene, Jersey, Madison, Marion, Monroe, Randolph, St. Clair and Washington.

District 9: Counties of Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White and Williamson.

1.2.7. Map



For procurements conducted in BidBuy, the State may include in this contract the BidBuy Purchase Order as it contains the agreed Supplies and/or Services. For procurements conducted in BidBuy, the State may include in this contract the BidBuy Purchase Order as it contains the agreed Supplies and/or Services.

1.3. MILESTONES AND DELIVERABLES:

- 1.3.1. Stockpile and Order Status Reports: Vendor shall provide stockpile and order status reports upon request and as requested by the CMS Bureau of Strategic Sourcing for use in its contract administration effort. Failure to comply in a timely manner may be considered a breach of contract.
- 1.3.2. Delivery Invoices: Vendor invoices shall show the date orders were placed with the Vendor and the dates and tonnage amounts of salt delivered.
- 1.3.3. The Vendor warrants that all products furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this Contract including any specifications or standards. In addition, Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 1.3.4. The Vendor shall report to the Department of Central Management Services Bureau of Strategic Sourcing (BOSS) an annual Contract Usage Report which includes all Governmental Units as defined in Section 5 of this Contract . This report shall be in a tab-delimited text file or an Excel spreadsheet that references the BidBuy Purchase Order (PO) number, time period being reported, and must include the following:

PO Line Number, Description, Quantity, Ordering Entity

The report will be sent to the following email address: CMS.BOSS.Sourcing@illinois.gov.

A sample of the report’s format is as follows:

Line Item #	Description	Quantity	Ordering Entity
1	XXXXXXXXXX	XXX	XXXXXXX
2	XXXXXXXXXX	XXX	XXXXXXX

1.4. VENDOR / STAFF SPECIFICATIONS:

- 1.4.1. Vendor Meetings:

- a. The Vendor shall participate in a pre-season meeting with IDOT Central Bureau of Operations. This meeting will be scheduled after the execution of the contract(s).
- b. The Vendor shall participate in weekly calls with IDOT Central Bureau of Operations throughout the winter season.
- c. The Vendor shall participate in a post-season meeting with IDOT Central Bureau of Operations that will be scheduled between April to June.

1.4.2. Stockpile and Delivery Performance:

- a. Delivery Performance: Freezing of waterways and the impact on delivery must be reasonably anticipated by the Vendor and is not a cause to claim Force Majeure.
- b. STOCKPILE AVAILABILITY: Successful Vendors shall have stockpiles of Rock Salt in Illinois or near its boundaries in quantities that are sufficient to satisfy the State of Illinois contractual requirements and stockpile staging requirements shall be as follows:

1.1.100% at upper MISSISSIPPI RIVER STOCKPILE locations, DISTRICT-1, DISTRICT-2, DISTRICT-3, and DISTRICT-4 by December 1st.

1.2.50% at all other Downstate Stockpile locations by December 1st and 100% by January 1st.

Such stockpiles must be near enough to delivery points to allow for timely delivery as required by the State of Illinois contractual requirements.

Vendors may also be required to furnish a list of rock salt commitments against these stockpiles as a result of other contractual agreements.

- c. STOCKPILE INSPECTIONS: The State reserves the right to inspect and/or test the rock salt provided at the Vendor's stockpile points or at the salt storage facility destination, whichever is most convenient to the State.

- 1.4.3. Safety Data Sheets: The Vendor is required to furnish a Safety Data Sheet (SDS) for each toxic substance shipped. Submission of Safety Data Sheets is required by the Illinois Toxic Substances Disclosure to Employees Act. 820 ILCS 255/1 ET SEQ, or subsequent amendment.

- 1.4.4. Vendor must be registered in BidBuy before entering into the resulting Contract with the State of Illinois.

1.5. TRANSPORTATION AND DELIVERY:

- 1.5.1. Delivery Time: Delivery will be made F.O.B. Destination with all transportation and handling paid by the Vendor to any participating Governmental Unit. Deliveries are to be made within seven (7) working days, or as extended by order guidelines in Section 1.2.5.f. For all orders placed by contract participants on or after December 1 and prior to May 1st of any year, order delivery performance shall be subject to application of Liquidated Damages as stated in Section 1.5.10 below.
- 1.5.2. Delivery Schedule: Salt order deliveries will be accepted only during regular workdays (Monday thru Friday) and work hours (7:30 a.m. - 3:30 p.m.) excluding state holidays, except where special arrangements are made in advance with an appropriate representative at the delivery site.
- 1.5.3. Delivery Locations: All delivery locations are listed within each line item in BidBuy. Specific delivery notes for other governmental units will be given at the time of order.
- 1.5.4. Payment of Tolls: The Vendor shall be required to pay the full amount of tolls, if any, incurred during the duration of the contract. Said tolls will not be refunded by the ordering agency.
- 1.5.5. Delivery Tickets: Each delivery ticket shall be a direct entry (no manual entries) certified scale ticket indicating gross, tare, and net weight of each truckload of rock salt. Unless otherwise directed, delivery ticket must also be signed by an authorized agency representative at the delivery location point to verify that agency has accepted the material. The Vendor shall include the release order number and the date of delivery on each delivery ticket. The Vendor shall ensure all weights and measures shown on all tickets are correct.
- 1.5.6. Delivery Requirements: All truck loads shall be covered with approved weatherproof material. Vendor shall ensure the delivery person inspects the inside of the trailer and all salt is removed from the trailer before leaving a delivery point. Pre-loading trucks prior to the date of delivery is not allowed and may be rejected at the delivery site. In the event any agency discovers preloaded rock salt already dumped at its location, the salt may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of the original order.

- 1.5.7. Delivery Method: All deliveries will be on the basis of the "End-Dumping" method. Vendors shall be governed by the specific delivery instructions, as to unloading point, issued by an applicable agency when they place their order for a particular location.
- 1.5.8. Weights and Measures: Governmental units reserve the right to require that trucks may occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads. The governmental units reserve the right to take action to remedy Vendor's failure to provide accurate weights and measures.
- 1.5.9. Foreign Materials: All truck loads shall be free of any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc. or the load may be rejected. In the event any agency discovers foreign material in truckloads of rock salt already dumped at its location, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the agency and returned for credit and the Vendor shall immediately ship a conforming load of replacement Rock Salt, or at agencies' option to issue a refund consistent with the dollar amount of original order.
- 1.5.10. Damages: Governmental units reserve the right to take action against Vendor delivery failure as follows:

Liquidated Damages: From December 1 through May 1 of the current season, if the Vendor is unable to make delivery within the authorized delivery time, the governmental units shall assess and have the right to retain as Liquidated Damages, and not as a penalty, 5 percent per working day on the undelivered portion of the order, but not to exceed 50 percent of the total order. Governmental units and Vendor agree that at the time of contracting, the amount of actual damages is uncertain. Governmental units and Vendor further agree that the amount of Liquidated Damages in this Section is reasonable and bears relation to the damages which may be sustained in the event of a breach.

Delivery Failure Damages: If after seven (7) days' assessment of Liquidated Damage claims, a Vendor has still failed to deliver as required, governmental units reserve the right to immediately, and without notice to Vendor, take action to remedy Vendor failure. This may include the termination of the order and purchase of salt from other sources, or other action to ensure ice control availability for public safety purposes. Note that any or all additional costs may be collected from the original Vendor, in addition to the applied Liquidated Damages.

1.6. SUBCONTRACTING

Subcontractors are allowed. 

1.6.1. Will subcontractors be utilized? ☒ Yes ☐ No

A subcontractor is a person or entity that enters into a contractual agreement with a total value of \$100,000 or more with a person or entity who has a contract subject to the Illinois Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real property, remuneration, or other monetary forms of consideration that are the subject of the primary State contract, including subleases from a lessee of a State contract.

All contracts with subcontractors where the annual value of the subcontract is greater than \$50,000 must include Illinois Standard Certifications completed by the subcontractor.

1.6.2. Please identify below subcontracts with an annual value of \$100,000 or more that will be utilized in the performance of the contract, the names and addresses of the subcontractors, and a description of the work to be performed by each.

- Subcontractor Name: See attached subcontractor listing 

Amount to Be Paid:

Address:

Description of Work:

- Subcontractor Name:

Amount to Be Paid:

Address:

Description of Work:

If additional space is necessary to provide subcontractor information, please attach an additional page.

1.6.3. If the annual value of any the subcontracts is more than \$100,000, then the Vendor must provide to the State the Financial Disclosures and Conflicts of Interest for that subcontractor.

1.6.4. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor is required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses

and the expected amount of money that each new or replaced subcontractor will receive pursuant to this Contract. Any subcontracts entered into prior to award of this Contract are done at the sole risk of the Vendor and subcontractor(s).

1.7. SUCCESSOR VENDOR

- ☐ Yes ☒ No This contract is for services subject to 30 ILCS 500/25-80. Heating and air conditioning service contracts, plumbing service contracts, and electrical service contracts are not subject to this requirement. Non-service contracts, construction contracts, qualification-based selection contracts, and professional and artistic services contracts are not subject to this requirement.

1.8. WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: See attached Location Listing 

Value of services performed at this location:

- Location where services will be performed:

Value of services performed at this location:

2. PRICING

2.1 FORMAT OF PRICING:

2.1.1 Vendor shall submit pricing in the line items on BidBuy, based on the terms and conditions set forth in section 1 of this Contract.

2.1.2 Pricing shall be submitted in the following format: Per the Unit of Measure on the line items in BidBuy.

Pricing shall be submitted by entering the cost per unit of measure based on minimum order quantities on each line item in BidBuy. Prices must include all costs shipped F.O.B. Destination and may not include any additional costs due to taxes (federal or otherwise) unless accompanied by proof the State is subject to the tax.

2.2 TYPE OF PRICING: The Illinois Office of the Comptroller requires the State to indicate whether the contract price is firm or estimated at the time it is submitted for obligation. The total price of this contract is estimated.

2.3 EXPENSES ALLOWED: Expenses are not allowed.

2.4 DISCOUNT: The State may receive a 0 % discount for payment within 0 days of receipt of correct invoice. This discount will not be a factor in making the award.

2.5 VENDOR'S PRICING: For procurements conducted in BidBuy, the State may include in this Contract the BidBuy Purchase Order as it contains the agreed pricing.

2.6 MAXIMUM AMOUNT: This Joint Purchase Master Contract is an indefinite quantity contract.

3. TERM AND TERMINATION

3.1 TERM OF THIS CONTRACT: This contract has an initial term commencing upon the last dated signature of the Parties to September 30, 2025.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed ten (10) years. 30 ILCS 500/20-60

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

The State may include in this contract the BidBuy Purchase Order as it contains the agreed term.

3.2 RENEWAL: N/A

3.3 TERMINATION FOR CAUSE: The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

3.4 TERMINATION FOR CONVENIENCE: The State may, for its convenience and with thirty (30) days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

3.5 AVAILABILITY OF APPROPRIATION: This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract,

in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Agency's funding by reserving some or all of the Agency's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1 PAYMENT TERMS AND CONDITIONS:

- 4.1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained in Vendor's invoices shall have no force or effect.
- 4.1.2 Minority Contractor Initiative: Any Vendor awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
- 4.1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 4.1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting DOL at 217-782-6206 or (<https://labor.illinois.gov>) to ensure understanding of prevailing wage requirements.
- 4.1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If Federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.
- 4.1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of this contract, and the amount billed and expenses incurred are as allowed in this contract. Invoices for supplies purchased, services performed, and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.
 - 4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the

applicable Agency's Illinois tax exemption number and Federal tax exemption information.

- 4.1.6.2 Vendor shall invoice at this completion of the contract unless invoicing is tied in this contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

Send invoices to:

Agency:	Requesting Agency / Entity
Attn:	Requesting Agency / Entity
Address:	Requesting Agency / Entity
City, State Zip	Requesting Agency / Entity

For procurements conducted in BidBuy, the Agency may include in this contract the BidBuy Purchase Order as it contains the Bill To address.

- 4.2 ASSIGNMENT:** This contract may not be assigned or transferred in whole or in part by Vendor without the prior written consent of the State.
- 4.3 SUBCONTRACTING:** For purposes of this section, subcontractors are those with contracts with an annual value exceeding \$100,000 and who are specifically hired to perform all or part of the work covered by this contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the Standard Illinois Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses, the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract, and the general type of work to be performed. 30 ILCS 500/20-120.
- 4.4 AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of this contract and any subcontract necessary to support amounts charged to the State pursuant this contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor

for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.

- 4.5 TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning this contract is being resolved unless otherwise directed by the State.
- 4.6 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.7 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel this contract without penalty if performance does not resume within thirty (30) days of the declaration.
- 4.8 CONFIDENTIAL INFORMATION:** Each Party to this contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of this contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of this contract, in whatever form it is maintained, promptly at the end of this contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in

the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

4.9 USE AND OWNERSHIP: All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract.

4.10 INDEMNIFICATION AND LIABILITY: The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under this contract infringe, misappropriate, or otherwise violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. In accordance with Article VIII, Section 1(a),(b) of the Constitution of the State of Illinois, the State may not indemnify private parties absent express statutory authority permitting the indemnification. Neither Party shall be liable for incidental, special, consequential, or punitive damages.

4.11 INSURANCE: Vendor shall, at all times during the term of this contract and any renewals or extensions, maintain and provide a Certificate of Insurance naming the State as an additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in amount of

\$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in the amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

4.12 INDEPENDENT CONTRACTOR: Vendor shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.

4.13 SOLICITATION AND EMPLOYMENT: Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.

4.14 COMPLIANCE WITH THE LAW: The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.

4.15 BACKGROUND CHECK: Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractor's officers, employees or agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of the State, does not pass the background check.

4.16 APPLICABLE LAW:

4.16.1 PREVAILING LAW: This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois.

4.16.2 EQUAL OPPORTUNITY: The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 Ill. Adm. Code 750.

4.16.3 COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY: Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any dispute arising out of this contract. The State of Illinois does not waive sovereign immunity by entering into this contract.

4.16.4 OFFICIAL TEXT: The official text of the statutes cited herein is incorporated by reference. An unofficial version can be viewed at (www.ilga.gov/legislation/ilcs/ilcs.asp).

4.17 ANTI-TRUST ASSIGNMENT: If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of this contract,

then upon request of the Illinois Attorney General, Vendor shall assign to the State all of Vendor's rights, title and interest to the claim or cause of action.

- 4.18 CONTRACTUAL AUTHORITY:** The Agency that signs this contract on behalf of the State of Illinois shall be the only State entity responsible for performance and payment under this contract. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs in addition to an Agency, he/she does so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order or orders with the Vendor shall have any liability to the Vendor for that order or orders.
- 4.19 EXPATRIATED ENTITIES:** Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, shall submit a bid for or enter into a contract with a State agency if that business or any member of the unitary business group is an expatriated entity.
- 4.20 NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), or via facsimile showing the date and time of successful receipt. Notices shall be sent to the individuals who signed this contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.
- 4.21 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 4.22 PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of this contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue this contract, suspend Vendor from doing future business with the State for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.

4.23 FREEDOM OF INFORMATION ACT: This contract and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) notwithstanding any provision to the contrary that may be found in this contract. 5 ILCS 140.

4.24 SCHEDULE OF WORK: Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.

4.25 WARRANTIES FOR SUPPLIES AND SERVICES:

4.25.1. Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

4.25.2. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.25.3. Vendor warrants that all services will be performed to meet the requirements of this contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall immediately reassign any individual who does not perform in accordance with this contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

4.26 REPORTING, STATUS AND MONITORING SPECIFICATIONS: Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract.

4.27 EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

The Vendor will be required to report to Central Management Services – Bureau of Strategic Sourcing (BOSS) an annual report on the hiring of Veterans and Ex-Offenders, this report must be sent by September 30th of every year. The report shall be attached and sent to the following email address: CMS.BOSS.Sourcing@illinois.gov.

5. STATE SUPPLEMENTAL PROVISIONS

☒ Agency Definitions

5.1. "Chief Procurement Officer" means the chief procurement officer appointed pursuant to 30 ILCS 500/10-20(a)(4).

5.2. "Governmental unit" means State of Illinois, any State agency as defined in Section 1-15.100 of the Illinois Procurement Code, officers of the State of Illinois, any public authority which has the power to tax, or any other public entity created by statute. In addition, the governmental unit must have participated in the CY24-25 Illinois Department of Central Management Services Joint Participation Agreement Survey and additional participation in the resultant contract is not allowed.

☐ Required Federal Clauses, Certifications and Assurances

☐ Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

☐ Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, security services, and printing, if valued at more than \$200 per month or \$2,000 per year) 30 ILCS 500/25-60.

☒ Agency Specific Terms and Conditions

5.3. The Chief Procurement Officer for General Services makes this contract available to all governmental units.

5.4. Vendor agrees to extend all terms and conditions, specifications, and pricing or discounts specified in this contract for the items in this contract to all governmental units.

5.5. The supplies or services subject to this Contract shall be distributed or rendered directly to each governmental unit.

5.6. Vendor shall bill each governmental unit separately for its actual share of the costs of the supplies or services purchased.

5.7. The credit or liability of each governmental unit shall remain separate and distinct.

5.8. Disputes between vendors and governmental units shall be resolved between the affected parties.

5.9. All terms and conditions in this Contract apply with full force and effect to all purchase orders.

☐ Other (describe)



June 19, 2024

Subcontractor Work

- **Subcontractor Name:** Matias Trucking, Inc.
Amount to Be Paid: ~\$3,000,000.00
Address: 8755 W 82nd Pl, 2nd Floor, Justice, IL 60458
Description of Work: hauling of bulk road salt
- **Subcontractor Name:** Z Force Transportation, Inc.
Amount to Be Paid: ~\$2,000,000.00
Address: 700 E Joe Orr Rd, Chicago Heights, IL 60411
Description of Work: hauling of bulk rock salt
- **Subcontractor Name:** Portland Trucking
Amount to Be Paid: ~\$400,000.00
Address: 2061 S Harbor Dr., Milwaukee, IL 53207
Description of Work: hauling of bulk rock salt
- **Subcontractor Name:** Wiesbrock Trucking, Inc.
Amount to Be Paid: ~\$1,200,000.00
Address: 1748 E 950th Rd, Leonor, IL 61332
Description of Work: hauling of bulk rock salt
- **Subcontractor Name:** N.E. Finch Co
Amount to Be Paid: ~\$1,900,000.00
Address: 148 S Bloomingdale Rd, Suite 105, Bloomingdale, IL 60108
Description of Work: hauling of bulk rock salt
- **Subcontractor Name:** Starline Trucking
Amount to be Paid: \$400,000.00
Address: 18480 W Lincoln Ave, New Berlin, WI 53146
Description of Work: hauling of bulk road salt

- **Subcontractor Name:** Regina Cartage LLC
Amount to be Paid: ~\$100,000.00
Address: 1133 South State Street, Unit 403B, Chicago, IL 60605
Description of Work: hauling of bulk road salt
- **Subcontractor Name:** All Seasons Trucking
Amount to be Paid: ~\$350,000.00
Address: 7750 Windy Ridge, Dubuque, IA 52003
Description of Work: hauling of bulk road salt
- **Subcontractor Name:** Beelman Logistics, LLC
Address: 1 Racehorse Dr, Venice, IL 62205
Amount to be Paid: \$1,100,000.00
Description of Work: hauling of bulk road salt

WHERE SERVICES ARE TO BE PERFORMED – STOCKPILE LOCATIONS

- **Location where services will be performed:** Calumet, IL
Value of services performed at this location: ~\$29,100,000.00
- **Location where services will be performed:** Milwaukee, WI
Value of services performed at this location: ~\$4,325,000.00
- **Location where services will be performed:** Ottawa, IL
Value of services performed at this location: ~\$7,650,000.00
- **Location where services will be performed:** Peoria, IL
Value of services performed at this location: ~\$7,500,000.00
- **Location where services will be performed:** Dubuque, IA
Value of services performed at this location: ~\$1,900,000.00
- **Location where services will be performed:** Venice, IL
Value of Service to be performed at this location: \$4,725,000.00



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5T

REQUEST: Authorization to:

- a. waive formal bidding (due to sole source); and
- b. purchase a replacement Flygt submersible pump for the WDA lift station from Xylem Water Solutions USA, Inc., Mokena, IL in an amount not to exceed \$84,950.50.

FROM: Ryan Christensen, Water & Sewer Superintendent
Joseph Nebel, Public Works Director

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

WDA Lift Station, constructed in 1991 to support development in the Village's western area and construction of the Sears Corporate Headquarters, houses four 85-horsepower pumps that transport wastewater through dual force mains. The station was designed and built to utilize submersible pumps manufactured by Flygt; however, in 2016/17, two of the original pumps failed. Hancock Engineering was contracted at that time to evaluate alternate solutions due to the rising cost of Flygt pumps of the necessary size.

Following review of specifications, quotes were solicited for comparable pumps from four manufacturers. Due, in part, to favorable pricing, an 85-horsepower pump manufactured by Grundfos was selected. The first Grundfos pump was installed in 2016 with a second installed in 2017. Initial compatibility issues with existing piping led to partial adjustments over the next five years. One of the Grundfos pumps has since been replaced under warranty due to its complete failure, and the other has recently failed and now requires replacement as well. Currently, the lift station operates with two original Flygt pumps, the previously replaced Grundfos pump, and an open slot where the second Grundfos pump was previously installed.

Staff is recommending replacement of the failed Grundfos pump with a Flygt pump that meets the original OEM specifications. Flygt pumps have been identified by Staff as an acceptable replacement pump due to consistent reliability and build quality. Therefore, Staff supports selecting a Flygt pump that is proven and historically reliable over a less costly pump that is also less dependable. Xylem Water Solutions USA is the sole provider of Flygt pumps in the Hoffman Estates region.

FINANCIAL IMPACT

There is \$87,750 in the 2024 Water and Sewer Capital Improvements fund for this project. The proposal presented by Xylem Water Solutions USA, Inc. for the WDA pump replacement is \$84,950.50.

RECOMMENDATION

Authorization to:

- a. waive formal bidding (due to sole source); and
- b. purchase a replacement Flygt submersible pump for the WDA lift station from Xylem Water Solutions USA, Inc., Mokena, IL in an amount not to exceed \$84,950.50.

ATTACHMENTS

1. WDA Xylem pump quote
2. 2024 Final Budget CIP WDA



Xylem Water Solutions USA, Inc.
Flygt Products

November 8, 2024

Village of Hoffman Estates

9661 194th Street
Mokena, IL 60448
Tel (708) 342-0484
Fax (708) 342-0491

Quote # 2024-CHI-0825

Project Name: Hoffman Estates 3300 Replacement

Job Name:

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment. Lead time is 12-14 Weeks

Pumps

Qty	Part Number	Description	Extended Price
1	3301.095-0037	Flygt Model NP-3301.095 6" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 85 HP 1750 RPM motor, 466 impeller, 1 x 50 Ft. length of SUBCAB 3x50+2G35/2+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve	\$ 79,258.50
1	14-69 00 09A	START UP,FLYGT,NO TAX 1-TP MODELS: 3000,7000,8000	\$ 1,655.00

Pumps Price \$ 80,913.50

Total Price \$ 80,913.50

Freight Charge \$ 4,037.00

Total Price \$ 84,950.50



Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

As of October 14, 2024, all orders must meet a minimum dollar value of \$1,200. Xylem reserves the right to refuse to process any order that does not meet the minimum order value requirement. Xylem will support order adjustments to meet the minimum order value threshold.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.
Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2020)
See Freight Payment (Delivery Terms) below.
Taxes: State, local and other applicable taxes are not included in this quotation.
Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.
Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.
Terms of Delivery: PP/Add Order Position
Validity: This Quote is valid for thirty (30) days.
Terms of Payment: 100% N45 after invoice date.
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Schedule: Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions. This Quote does not include anchor bolts, piping, gauges, valves or any item not specifically listed above.

Sincerely,



Aaron Flitcraft
Direct Sales Representative
Phone: 312-796-4961



aaron.flitcraft@xylem.com





Xylem Water Solutions USA, Inc.
Flygt Products

Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2024-CHI-0825
Customer Name: Village of Hoffman Estates
Job Name:
Total Amount: \$ 80,913.50
(excluding freight)

Signature: _____	Name: _____ (PLEASE PRINT)
Company/Utility: _____	PO: _____
Address: _____	Date: _____
_____	Phone: _____
_____	Email: _____
_____	Fax: _____



Village of Hoffman Estates, Illinois

2024 Annual Operating Budget

Account Information

Account Number: 40407325-4608

Account Name: Sanitary Sewer Improvements

Fund: Water & Sewer

Department: Public Works

Division: Capital Projects Division

Account History

2020 Budget	\$ 2,137,000	2021 Budget	\$ 1,840,000	2022 Budget	\$ 2,982,500
2020 Actual	\$ 18,698	2021 Actual	\$ 116,705	2022 Actual	\$ 363,102

	2023 Budget	2023 Estimate	2024 Dept Request	2023 Carry- Over	2024 Manager Approved	2025 Financial Plan	2026 Financial Plan
Projected Expenditures							
Sanitary Sewer Rehab:							
Critical Sewer Rehabilitation	115,000	120,000	120,000	-	120,000	125,000	130,000
Phase V Engr (MWRD Compliance)	15,000	14,900	20,000	-	20,000	22,000	24,000
Private Sector/Long Term O&M Program	70,000	12,500	70,000	-	70,000	70,000	70,000
Phase VII Construction	1,800,000	1,700,000	-	-	-	-	-
Construction Mgmt/Engineering	90,000	90,600	-	-	-	-	-
w/ Road Reconstruction Program	-	-	400,000	-	400,000	620,000	600,000
Televising/Constr of Storm Sewer							
Lines of Street Reconstructions	107,500	40,000	81,250	-	81,250	86,500	91,500
Golf Lift Engineering/Rehabilitation	-	-	-	-	-	-	-
Hampton Lift Engineering/Rehabilitation	-	-	-	-	-	-	-
Hampton Lift Eng/Rehab	50,000	42,000	30,000	-	30,000	850,000	-
Park Lane Life Eng/Rehab	-	-	18,000	-	18,000	180,000	-

	2023 Budget	2023 Estimate	2024 Dept Request	2023 Carry- Over	2024 Manager Approved	2025 Financial Plan	2026 Financial Plan
Sanitary Sewer Improv-Rt 59 (H2S remediat (Moved to 40406825-4608)	80,000	-	-	-	-	-	-
Data Center off-side improvements (D.S.)							
Off-side sanitary sewer upgrade	-	-	-	-	-	-	-
Pfizer lift station upgrade	1,200,000	200,000	1,860,000	-	1,860,000	-	-
Westbury Lift Station Generator	-	-	-	-	-	-	-
WDA Lift Station Pump & Control Repl	76,300	40,000	87,750	-	87,750	-	-
Barrington Square Sanitary Sewer	-	-	-	-	-	990,000	-
University lift station pump improvement	-	-	-	-	-	-	66,000
Carling Lift Eng/Rehab	-	-	-	-	-	-	150,000
TOTAL EXPENDITURES	3,603,800	2,260,000	2,687,000	-	2,687,000	2,943,500	1,131,500
Projected Revenues							
Loan Proceeds	-	-	-	-	-	-	-
Water & Sewer Fund	2,403,800	2,060,000	2,687,000	-	2,777,000	2,853,500	1,131,500
Developer Contributions	1,200,000	200,000	-	-	-	-	-
Transfer from Info Sys Fund	-	-	-	-	-	-	-
TOTAL REVENUES	3,603,800	2,260,000	2,687,000	-	2,777,000	2,853,500	1,131,500



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5U

REQUEST: Authorization to:

- a. waive formal bidding; and
- b. award a two (2) year service agreement to Flock Group, Inc, Atlanta, GA, in an amount not to exceed \$98,450.00.

FROM: Kasia Cawley, Police Chief

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

The Hoffman Estates Police Department is requesting authorization to expand our partnership with Flock Group, Inc and establish a Real Time Information Center (RTIC) and install seven (7) additional LPR cameras. Since the implementation of the Body-Worn Camera Program in 2022, the department has made significant upgrades in advanced technology. The RTIC will provide a comprehensive solution that consolidates these multiple technologies into a single cloud based operational view.

Utilizing the reconfigured workspace already staffed 24/7 at the police department front desk, Community Service Officers will monitor various sources of data, including LPR cameras, body-worn cameras, call for service geolocation and third-party surveillance footage. This solution will provide enhanced situational awareness in the field for first responders, provide patrol officers with real-time intelligence during the initial stages of response to significant incidents, conduct proactive monitoring of available resources to aid in the prevention of crime, and to aid investigators in the gathering of digital evidence pertinent to major investigations.

Additionally, the RTIC fosters community collaboration and transparency by offering the option for resident's and businesses to join a community camera registry. This program provides a structured way for law enforcement to work with small businesses and individual citizens to gather evidence related to local crimes and contribute to public safety.

The seven (7) additional LPR cameras will be installed on existing Village owned light poles within the Poplar Creek 59-90 Entertainment District early January 2025.

FINANCIAL IMPACT

Flock Group, Inc provides the RTIC cloud-based software as a service and maintains ownership of the LPR cameras throughout the two (2) year service contract. Year one (1) payment of \$50,500.00 includes installation fees and year two (2) payment of \$47,950.00. This pricing includes all necessary permits, equipment and servicing. \$22,050.00 of year one (1) payment will be reimbursed through the Cook County Department of Homeland Security and Emergency Management UASI Grant awarded in FY 2024.

RECOMMENDATION

Authorization to waive formal bidding and award a two (2) year contract for the Hoffman Estates Police RealTime Information Center Program to Flock Group Inc., Atlanta, GA, in an amount not to exceed \$98,450.00.

ATTACHMENTS

1. Flock Safety - Hoffman Estates - 2024

Flock Safety + IL - Hoffman Estates PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Dan Murdock
dan.murdock@flocksafety.com
3124153858



ORDER FORM

This order form (“**Order Form**”) hereby incorporates and includes the terms of the previously executed agreement (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the “**Effective Date**”)

Customer:	IL - Hoffman Estates PD	Initial Term:	24 Months
Legal Entity Name:	IL - Hoffman Estates PD	Renewal Term:	24 Months
Accounts Payable Email:	james.thomas@vohe.org	Payment Terms:	Net 30
Address:	411 W Higgins Rd Hoffman Estates, Illinois 60169	Billing Frequency:	Annual Plan - Invoiced at First Camera Validation.
		Retention Period:	30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$21,000.00
Flock Safety LPR Products			
Flock Safety Falcon ® -	Included	7	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Existing Infrastructure Implementation Fee -	\$150.00	7	\$1,050.00

Subtotal Year 1:	\$22,050.00
Annual Recurring Subtotal:	\$21,000.00
Estimated Tax:	\$0.00
Contract Total:	\$43,050.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$22,050.00
Annual Recurring after Year 1	\$21,000.00
Contract Total	\$43,050.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ® -	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Existing Infrastructure Implementation Fee -	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

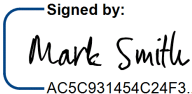
FlockOS Features	Description
------------------	-------------

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: IL - Hoffman Estates PD

Signed by:

By: _____
AC5C931454C24F3...
Name: Mark Smith
Title: General Counsel
Date: 11/20/2024

By: _____
Name: _____
Title: _____
Date: _____
PO Number: _____



EXHIBIT A
ORDER FORM

Customer:	IL - Hoffman Estates PD	Initial Term:	24 Months
Legal Entity Name:	IL - Hoffman Estates PD	Renewal Term:	24 Months
Accounts Payable Email:	james.thomas@vohe.org	Payment Terms:	Net 30
Address:	411 W Higgins Rd Hoffman Estates, Illinois 60169	Billing Frequency:	Annual Plan - Invoiced at First Camera Validation.
		Retention Period:	30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$26,950.00
Flock Safety Flock OS			
FlockOS® Elite Package -	Included	1	Included
Flock Safety Video Products			
Flock Safety Wing™ VMS -	Included	250	Included
Flock Safety Wing™ Gateway - 16 Streams -	Included	1	Included
Flock Safety Wing™ Gateway - 8 Streams -	Included	2	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Wing Gateway Implementation Fee -	\$500.00	1	\$500.00
Professional Services - Wing Gateway Implementation Fee -	\$500.00	2	\$1,000.00

Subtotal Year 1:	\$28,450.00
Annual Recurring Subtotal:	\$26,950.00
Discounts:	\$3,500.00
Estimated Tax:	\$0.00
Contract Total:	\$55,400.00

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$28,450.00
Annual Recurring after Year 1	\$26,950.00
Contract Total	\$55,400.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$3,500.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
FlockOS® Elite Package -	Distinguishing itself from traditional brick-and-mortar real-time crime centers (RTCCs) and other cloud-based solutions, FlockOS® Elite is scalable and community-powered, offering a versatile, cloud-based RTCC platform.
Flock Safety Wing™ VMS -	Integrates video streams into Flock OS for enhanced situational awareness
Flock Safety Wing™ Gateway - 16 Streams -	Gateway - 16 streams
Flock Safety Wing™ Gateway - 8 Streams -	Gateway - 8 streams
Professional Services - Wing Gateway Implementation Fee -	
Professional Services - Wing Gateway Implementation Fee -	

FlockOS Features & Description

FlockOS Features	Description
Wing Gateway, Wing Cloud, Wing VMS	Unlocks access to purchase Wing.
Custom Map Layers	The FlockOS® Map is powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data.
Axon BWC (Body Worn Camera) Locations	Locate patrol officers and their BWC device statuses in one unified map view, optimizing coordination and response times.
Map PDF Attachments	
Camera Registry Program	Access a customizable, fully-hosted camera registry website to quickly identify nearby video sources during incidents. Strengthen community ties by incorporating fixed camera feeds from local schools, businesses, and neighborhoods. The interactive map lets you spot relevant cameras so you can easily contact camera owners to assist in investigations.
Automatic Vehicle Location (AVL) Connection	Boost situational awareness by displaying the Automatic Vehicle Location of patrol vehicles or other assets. This feature ensures resources are effectively allocated and response times are minimized.
Computer Aided Dispatch (CAD) Connection	Seamlessly incorporates your CAD system into FlockOS®. This crucial connection ensures that calls-for-service, locations, and actionable intelligence are displayed side-by-side, driving efficient call resolutions.
Floor Plans	Equip officers with detailed indoor layouts by layering building floor plans on the interactive ESRI-based map, enhancing tactical decision-making during incidents.
Drone Video Integration	Access live drone video feeds, locations, and device statuses in one unified map view, increasing situational awareness and driving safe responses to critical incidents.
FirstTwo Connection	Law enforcement agencies that already have an account with FirstTwo can enhance their Map by

	integrating vital intelligence to drive more informed responses. When there's an incident, like a License Plate Recognition (LPR) alert or a Computer Aided Dispatch (CAD) Call for Service, FlockOS will show markers on the buildings near the incident. By clicking on a building marker, information about the residents in that building will be displayed. This includes their names, ages, addresses, and a link to FirstTwo for phone numbers and additional details.
Regionalization Support	Enhance collective response and communications across your geographical region by pooling resources, technology, and intelligence. With FlockOS® Elite, you can share integrated CAD systems and cameras with neighboring agencies to coordinate quick responses to emerging threats and crime patterns, creating a safer community for residents in your broader area while maximizing resources.
Real-Time Routing	Promote safety by utilizing camera streams and vehicle history to predict a vehicle's direction of travel, minimizing the risks associated with vehicle pursuits.
SSO	Ability to sign into the Flock Safety platform via Okta Single Sign On (SSO). This increases login speed and information security.

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.
The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Signed by:

Mark Smith

AC5C931454C24F3...

By: _____

Name: Mark Smith

Title: General Counsel

Date: 11/20/2024

Customer: IL - Hoffman Estates PD

By: _____

Name: _____

Title: _____

Date: _____

PO Number: _____



AGENDA ITEM REPORT

Village Board of Trustees
December 2, 2024
ITEM 5V

REQUEST: Authorization to:

- a. waive formal bidding; and
- b. award a five (5) year service agreement to Axon Enterprise, Inc, Scottsdale, AZ, in an amount not to exceed \$1,486,990.47.

FROM: Kasia Cawley, Police Chief

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

The Hoffman Estates Police Department's current Taser model, the X26P, has reached its end of life and replacement parts will no longer be available. Axon recommends their current model, the Taser 10, as a replacement. Tasers are a valuable tool for law enforcement to de-escalate critical incidents with a less lethal application of force. The Taser 10 full bundle replacement package includes thirty-three (33) Taser 10 handles, rechargeable batteries, magazines, cartridges, holsters, wall mounted charging racks, instructor and sixty-six (66) user certifications and all necessary annual training equipment and supplies for five (5) years. Replacement batteries and training cartridges will no longer be an annual operating budget expense.

Representatives from Axon and stakeholders from the police department identified the purchase of Tasers as an opportunity to refresh and amend multiple existing Axon service agreements, each having different expiration dates, and consolidate and align those agreements to a new five (5) year term. The existing service agreements to be consolidated along with Tasers are Body-Worn Cameras, Auto-Tagging – applies case data to videos, Performance – officer video auditing software, and Evidence Redaction Assistant.

The consolidation of these service agreements further includes Axon VR Training, immediate upgrade to the Axon Body 4 body-worn cameras (6 months earlier than current agreement) and Unlimited Third-Party Digital Evidence Cloud Based Storage. This consolidation further offers a cost savings of \$560,966.03 over five (5) years if service agreements were executed individually.

FINANCIAL IMPACT

Axon Enterprise, Inc provides the option to pay for Tasers and consolidated service agreements outright at \$ 1,473,730.47. They provide the second option of splitting payments over five (5) years with the year one (1) payment of \$202,142.51 (already Board approved FY2025 budget) and years two (2) through five (5) \$ 317,896.99. Axon Tasers and camera equipment are covered by a total coverage warranty for five (5) years. The Hoffman Estates Police Department received \$269,888.00 from the Illinois Law Enforcement Training and Standards Board Law Enforcement Camera Grant awarded in FY 2024.

RECOMMENDATION

Authorization to waive formal bidding and award a five (5) year service agreement to Axon Enterprise, Inc, Scottsdale, AZ, in an amount not to exceed \$1,473,730.47

ATTACHMENTS

1. Hoffman Estates (IL)- First Amendment to MSPA - Axon Signed 11.20.2024



First Amendment to Master Services and Purchasing Agreement

This Amendment (“**Amendment**”) is between Axon Enterprise, Inc., a Delaware corporation (“**Axon**”), and the Village of Hoffman Estates (“**Customer**”). This Amendment is effective as of the last signature date on this Amendment (“**Effective Date**”). Axon and Agency are each a “**Party**” and collectively “**Parties**”.

Axon and Customer are Parties to the Master Services and Purchasing Agreement by and between Axon Enterprise, Inc. and The Village of Hoffman Estates, dated October 20, 2022 (the “**Agreement**”).

The Parties wish to incorporate further changes into the Agreement in order to expand the scope of offered products.

The Parties therefore agree as follows:

1. The attached documents are hereby incorporated into the Agreement:
 - a. Axon Quote Q-627046-45615.840DA, attached hereto as Exhibit A;
 - b. Axon Virtual Reality Content Terms of Use Appendix, attached hereto as Exhibit B;
 - c. Axon TASER Device Appendix, attached hereto as Exhibit C.
 - d. Axon Event Offer Appendix, attached hereto as Exhibit D.
2. Any reference to “Agency” under the Agreement shall also mean “Customer.”
3. The Axon Cloud Services Terms of Use Appendix is updated to include:

TASER Data Science Program. Axon will provide a quantitative evaluation on the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances. If Customer purchases the TASER Data Science Program, Customer grants Axon, its affiliates, and assignees an irrevocable, perpetual, fully paid, royalty-free, and worldwide right and license to use Provided Data solely for the purposes of this Agreement and to create Transformed Data. Customer shall own all rights and title to Provided Data. Axon shall own all rights and title to Transformed Data and any derivatives of Transformed Data.

Axon grants to Customer an irrevocable, perpetual, fully paid, royalty-free, license to use to TASER Data Science report provided to Customer for its own internal purposes. The Data Science report is provided “as is” and without any warranty of any kind.

In the event Customer seeks Axon’s deletion of Provided Data, it may submit a request to privacy@axon.com. Where reasonably capable of doing so, Axon will implement the request but at a minimum will not continue to collect Provided Data from Customer.

4. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Each representative identified below declares that they are an authorized representative of the respective Party with authority to execute this Amendment as of the date of signature.

Signature Page to Follow



**First Amendment to Master Services
and Purchasing Agreement**

Axon Enterprise, Inc.

The Village of Hoffman Estates (IL)

Signature: Signed by: Robert Driscoll
55DAEBB131A4424...

Signature: _____

Name: Robert Driscoll

Name: _____

Title: Deputy General Counsel

Title: _____

Date: 11/20/2024 | 10:03 AM MST

Date: _____



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Exhibit A

Q-627046-45615.840DA

Issued: 11/19/2024

Quote Expiration: 12/06/2024

Estimated Contract Start Date: 03/01/2025

Account Number: 124863

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Hoffman Estates Police Dept. - IL 411 W Higgins Rd Hoffman Estates, IL 60169-3506 USA	Hoffman Estates Police Dept. - IL 1900 HASSELL RD HOFFMAN ESTATES IL 60169-6308 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
David Arth Phone: Email: darth@axon.com Fax:	Kasia Cawley Phone: 847-781-2800 Email: kathryn.cawley@hoffmanestates.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$1,473,730.47
ESTIMATED TOTAL W/ TAX	\$1,473,730.47

Discount Summary

Average Savings Per Year	\$112,193.21
TOTAL SAVINGS	\$560,966.03

Payment Summary

Date	Subtotal	Tax	Total
Feb 2025	\$202,142.51	\$0.00	\$202,142.51
Feb 2026	\$317,896.99	\$0.00	\$317,896.99
Feb 2027	\$317,896.99	\$0.00	\$317,896.99
Feb 2028	\$317,896.99	\$0.00	\$317,896.99
Feb 2029	\$317,896.99	\$0.00	\$317,896.99
Total	\$1,473,730.47	\$0.00	\$1,473,730.47

Quote Unbundled Price:	\$2,034,696.50
Quote List Price:	\$1,783,641.50
Quote Subtotal:	\$1,473,730.47

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			\$1.00	(\$104,933.24)	(\$104,933.24)	\$0.00	(\$104,933.24)
100552	TRANSFER CREDIT - GOODS	1			\$1.00	\$62,047.47	\$62,047.47	\$0.00	\$62,047.47
C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	60	\$35.25	\$28.17	\$28.17	\$55,776.60	\$0.00	\$55,776.60
M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	60	\$263.85	\$216.65	\$204.03	\$403,979.40	\$0.00	\$403,979.40
B00020	BUNDLE - UNLIMITED	67	60	\$164.43	\$140.82	\$127.66	\$513,193.20	\$0.00	\$513,193.20
V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	60	\$36.12	\$23.83	\$23.83	\$94,366.80	\$0.00	\$94,366.80
A la Carte Hardware									
100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8			\$83.20	\$0.00	\$0.00	\$0.00	\$0.00
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33			\$83.20	\$83.20	\$2,745.60	\$0.00	\$2,745.60
H00002	AB4 Multi Bay Dock Bundle	13			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
H00001	AB4 Camera Bundle	100			\$849.00	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
100538	AXON VR - STANDALONE USER - FULL ACCESS	34	60		\$23.87	\$1.40	\$2,854.64	\$0.00	\$2,854.64
73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	60		\$10.85	\$8.64	\$51,840.00	\$0.00	\$51,840.00
73618	AXON COMMUNITY REQUEST	100	60		\$10.85	\$10.85	\$65,100.00	\$0.00	\$65,100.00
73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	60		\$10.85	\$10.85	\$65,100.00	\$0.00	\$65,100.00
73739	AXON PERFORMANCE - LICENSE	100	60		\$10.85	\$10.85	\$65,100.00	\$0.00	\$65,100.00
100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	60		\$32.76	\$32.76	\$196,560.00	\$0.00	\$196,560.00
ProLicense	Pro License Bundle	3	60		\$43.40	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Services									
99901	AXON ACCELERATE CONFERENCE REGISTRATION	1			\$849.00	\$0.00	\$0.00	\$0.00	\$0.00
101267	AXON VR - PSO - FULL INSTALLATION	1			\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Total							\$1,473,730.47	\$0.00	\$1,473,730.47

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	3	1	02/01/2025
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	100	1	02/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	110	1	02/01/2025
AB4 Camera Bundle	11507	AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE	110	1	02/01/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	13	1	02/01/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	13	1	02/01/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	13	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	33	2	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	33	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100396	AXON TASER 10 - MAGAZINE - INERT RED	30	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100399	AXON TASER 10 - CARTRIDGE - LIVE	660	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100400	AXON TASER 10 - CARTRIDGE - HALT	200	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100401	AXON TASER 10 - CARTRIDGE - INERT	300	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	33	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	33	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	20018	AXON TASER - BATTERY PACK - TACTICAL	33	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	20018	AXON TASER - BATTERY PACK - TACTICAL	6	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	66	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	02/01/2025
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	330	1	02/01/2025
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	200	1	02/01/2025
BUNDLE - UNLIMITED	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	67	1	02/01/2025
BUNDLE - UNLIMITED	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	134	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100126	AXON VR - TACTICAL BAG	3	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100748	AXON VR - CONTROLLER - TASER 10	3	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100832	AXON VR - CONTROLLER - HANDGUN VR19H	3	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101124	AXON VR - HOLSTER - T10 BLACKHAWK GREY - RH	2	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101125	AXON VR - HOLSTER - T10 BLACKHAWK GREY - LH	1	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101294	AXON VR - TABLET	3	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101300	AXON VR - TABLET CASE	3	1	02/01/2025
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	20378	AXON VR - HEADSET - HTC FOCUS 3	3	1	02/01/2025
A la Carte	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	1	02/01/2025
A la Carte	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	1	02/01/2025
BUNDLE - OFFICER SAFETY PLAN 10	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2026
BUNDLE - OFFICER SAFETY PLAN 10	100400	AXON TASER 10 - CARTRIDGE - HALT	270	1	02/01/2026
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2026
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	270	1	02/01/2026
BUNDLE - OFFICER SAFETY PLAN 10	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2027
BUNDLE - OFFICER SAFETY PLAN 10	100400	AXON TASER 10 - CARTRIDGE - HALT	260	1	02/01/2027
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2027
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	260	1	02/01/2027
BUNDLE - OFFICER SAFETY PLAN 10	73309	AXON BODY - TAP REFRESH 1 - CAMERA	34	1	08/01/2027
BUNDLE - OFFICER SAFETY PLAN 10	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	5	1	08/01/2027
BUNDLE - UNLIMITED	73309	AXON BODY - TAP REFRESH 1 - CAMERA	67	1	08/01/2027
BUNDLE - UNLIMITED	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	9	1	08/01/2027

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100210	AXON VR - TAP REFRESH 1 - TABLET	3	1	09/01/2027
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	3	1	09/01/2027
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	3	1	09/01/2027
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	20373	AXON VR - TAP REFRESH 1 - HEADSET	3	1	09/01/2027
BUNDLE - OFFICER SAFETY PLAN 10	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2028
BUNDLE - OFFICER SAFETY PLAN 10	100400	AXON TASER 10 - CARTRIDGE - HALT	270	1	02/01/2028
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2028
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	270	1	02/01/2028
BUNDLE - OFFICER SAFETY PLAN 10	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2029
BUNDLE - OFFICER SAFETY PLAN 10	100400	AXON TASER 10 - CARTRIDGE - HALT	260	1	02/01/2029
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	02/01/2029
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100400	AXON TASER 10 - CARTRIDGE - HALT	260	1	02/01/2029
BUNDLE - OFFICER SAFETY PLAN 10	73310	AXON BODY - TAP REFRESH 2 - CAMERA	34	1	02/01/2030
BUNDLE - OFFICER SAFETY PLAN 10	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	5	1	02/01/2030
BUNDLE - UNLIMITED	73310	AXON BODY - TAP REFRESH 2 - CAMERA	67	1	02/01/2030
BUNDLE - UNLIMITED	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	9	1	02/01/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10	101180	AXON TASER - DATA SCIENCE PROGRAM	33	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	20248	AXON TASER - EVIDENCE.COM LICENSE	1	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	20248	AXON TASER - EVIDENCE.COM LICENSE	33	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	73638	AXON STANDARDS - LICENSE	33	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	73680	AXON RESPOND PLUS - LICENSE	33	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	330	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	33	03/01/2025	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	73746	AXON EVIDENCE - ECOM LICENSE - PRO	33	03/01/2025	02/28/2030
BUNDLE - TASER 10 CERTIFICATION ADD-ON	101180	AXON TASER - DATA SCIENCE PROGRAM	33	03/01/2025	02/28/2030
BUNDLE - TASER 10 CERTIFICATION ADD-ON	20248	AXON TASER - EVIDENCE.COM LICENSE	33	03/01/2025	02/28/2030
BUNDLE - UNLIMITED	73638	AXON STANDARDS - LICENSE	67	03/01/2025	02/28/2030
BUNDLE - UNLIMITED	73680	AXON RESPOND PLUS - LICENSE	67	03/01/2025	02/28/2030
BUNDLE - UNLIMITED	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	670	03/01/2025	02/28/2030
BUNDLE - UNLIMITED	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	67	03/01/2025	02/28/2030
BUNDLE - UNLIMITED	73746	AXON EVIDENCE - ECOM LICENSE - PRO	67	03/01/2025	02/28/2030
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	66	03/01/2025	02/28/2030
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	9	03/01/2025	02/28/2030
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	3	03/01/2025	02/28/2030
A la Carte	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	03/01/2025	02/28/2030
A la Carte	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	03/01/2025	02/28/2030
A la Carte	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	03/01/2025	02/28/2030
A la Carte	73618	AXON COMMUNITY REQUEST	100	03/01/2025	02/28/2030
A la Carte	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	03/01/2025	02/28/2030
A la Carte	73739	AXON PERFORMANCE - LICENSE	100	03/01/2025	02/28/2030

Services

Bundle	Item	Description	QTY
BUNDLE - OFFICER SAFETY PLAN 10	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	33
BUNDLE - OFFICER SAFETY PLAN 10	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - TASER 10 CERTIFICATION ADD-ON	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	33
BUNDLE - TASER 10 CERTIFICATION ADD-ON	101193	AXON TASER - ON DEMAND CERTIFICATION	1

Services

Bundle	Item	Description	QTY
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1
A la Carte	101267	AXON VR - PSO - FULL INSTALLATION	1
A la Carte	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	33	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	6	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	33	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80464	AXON BODY - TAP WARRANTY - CAMERA	33	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80464	AXON BODY - TAP WARRANTY - CAMERA	1	02/01/2026	02/28/2030
BUNDLE - OFFICER SAFETY PLAN 10	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	5	02/01/2026	02/28/2030
BUNDLE - UNLIMITED	80464	AXON BODY - TAP WARRANTY - CAMERA	67	02/01/2026	02/28/2030
BUNDLE - UNLIMITED	80464	AXON BODY - TAP WARRANTY - CAMERA	3	02/01/2026	02/28/2030
BUNDLE - UNLIMITED	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	9	02/01/2026	02/28/2030
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100197	AXON VR - EXT WARRANTY - HTC FOCUS 3 HEADSET	3	02/01/2026	02/28/2030
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	100213	AXON VR - EXT WARRANTY - TABLET	3	02/01/2026	02/28/2030
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101007	AXON VR - EXT WARRANTY - CONTROLLER	3	02/01/2026	02/28/2030
BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	3	02/01/2026	02/28/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	411 W Higgins Rd	Hoffman Estates	IL	60169-3506	USA
2	411 W Higgins Rd	Hoffman Estates	IL	60169-3506	USA

Payment Details

Feb 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	\$31,756.72	\$0.00	\$31,756.72
Year 1	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	\$461.20	\$0.00	\$461.20
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	\$443.59	\$0.00	\$443.59
Year 1	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	\$0.00	\$0.00	\$0.00
Year 1	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 1	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 1	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	\$8,375.40	\$0.00	\$8,375.40
Year 1	73618	AXON COMMUNITY REQUEST	100	\$10,517.72	\$0.00	\$10,517.72
Year 1	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	\$10,517.72	\$0.00	\$10,517.72
Year 1	73739	AXON PERFORMANCE - LICENSE	100	\$10,517.72	\$0.00	\$10,517.72
Year 1	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1	\$0.00	\$0.00	\$0.00
Year 1	B00020	BUNDLE - UNLIMITED	67	\$82,912.78	\$0.00	\$82,912.78
Year 1	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	\$9,011.40	\$0.00	\$9,011.40
Year 1	H00001	AB4 Camera Bundle	100	\$0.00	\$0.00	\$0.00
Year 1	H00002	AB4 Multi Bay Dock Bundle	13	\$0.00	\$0.00	\$0.00
Year 1	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$65,267.88	\$0.00	\$65,267.88
Year 1	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 1	V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	\$15,246.15	\$0.00	\$15,246.15
Invoice Upon Fulfillment	100552	TRANSFER CREDIT - GOODS	1	\$62,047.47	\$0.00	\$62,047.47
Invoice Upon Fulfillment	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$104,933.24)	\$0.00	(\$104,933.24)
Total				\$202,142.51	\$0.00	\$202,142.51

Mar 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	\$41,200.86	\$0.00	\$41,200.86
Year 2	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	\$598.36	\$0.00	\$598.36
Year 2	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	\$575.50	\$0.00	\$575.50
Year 2	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	\$0.00	\$0.00	\$0.00
Year 2	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 2	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 2	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	\$10,866.15	\$0.00	\$10,866.15
Year 2	73618	AXON COMMUNITY REQUEST	100	\$13,645.57	\$0.00	\$13,645.57

Feb 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 2	73739	AXON PERFORMANCE - LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 2	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1	\$0.00	\$0.00	\$0.00
Year 2	B00020	BUNDLE - UNLIMITED	67	\$107,570.12	\$0.00	\$107,570.12
Year 2	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	\$11,691.28	\$0.00	\$11,691.28
Year 2	H00001	AB4 Camera Bundle	100	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	13	\$0.00	\$0.00	\$0.00
Year 2	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$84,677.85	\$0.00	\$84,677.85
Year 2	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 2	V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	\$19,780.16	\$0.00	\$19,780.16
Total				\$317,896.99	\$0.00	\$317,896.99

Feb 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	\$41,200.86	\$0.00	\$41,200.86
Year 3	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	\$598.36	\$0.00	\$598.36
Year 3	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	\$575.50	\$0.00	\$575.50
Year 3	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	\$0.00	\$0.00	\$0.00
Year 3	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 3	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 3	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	\$10,866.15	\$0.00	\$10,866.15
Year 3	73618	AXON COMMUNITY REQUEST	100	\$13,645.57	\$0.00	\$13,645.57
Year 3	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 3	73739	AXON PERFORMANCE - LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 3	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1	\$0.00	\$0.00	\$0.00
Year 3	B00020	BUNDLE - UNLIMITED	67	\$107,570.12	\$0.00	\$107,570.12
Year 3	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	\$11,691.28	\$0.00	\$11,691.28
Year 3	H00001	AB4 Camera Bundle	100	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	13	\$0.00	\$0.00	\$0.00
Year 3	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$84,677.85	\$0.00	\$84,677.85
Year 3	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 3	V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	\$19,780.16	\$0.00	\$19,780.16
Total				\$317,896.99	\$0.00	\$317,896.99

Feb 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	\$41,200.86	\$0.00	\$41,200.86
Year 4	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	\$598.36	\$0.00	\$598.36
Year 4	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	\$575.50	\$0.00	\$575.50
Year 4	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	\$0.00	\$0.00	\$0.00
Year 4	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 4	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 4	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	\$10,866.15	\$0.00	\$10,866.15
Year 4	73618	AXON COMMUNITY REQUEST	100	\$13,645.57	\$0.00	\$13,645.57
Year 4	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 4	73739	AXON PERFORMANCE - LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 4	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1	\$0.00	\$0.00	\$0.00
Year 4	B00020	BUNDLE - UNLIMITED	67	\$107,570.12	\$0.00	\$107,570.12
Year 4	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	\$11,691.28	\$0.00	\$11,691.28
Year 4	H00001	AB4 Camera Bundle	100	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	13	\$0.00	\$0.00	\$0.00

Feb 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$84,677.85	\$0.00	\$84,677.85
Year 4	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 4	V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	\$19,780.16	\$0.00	\$19,780.16
Total				\$317,896.99	\$0.00	\$317,896.99

Feb 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	100	\$41,200.86	\$0.00	\$41,200.86
Year 5	100538	AXON VR - STANDALONE USER - FULL ACCESS	34	\$598.36	\$0.00	\$598.36
Year 5	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	33	\$575.50	\$0.00	\$575.50
Year 5	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	8	\$0.00	\$0.00	\$0.00
Year 5	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
Year 5	101267	AXON VR - PSO - FULL INSTALLATION	1	\$0.00	\$0.00	\$0.00
Year 5	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	100	\$10,866.15	\$0.00	\$10,866.15
Year 5	73618	AXON COMMUNITY REQUEST	100	\$13,645.57	\$0.00	\$13,645.57
Year 5	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 5	73739	AXON PERFORMANCE - LICENSE	100	\$13,645.57	\$0.00	\$13,645.57
Year 5	99901	AXON ACCELERATE CONFERENCE REGISTRATION	1	\$0.00	\$0.00	\$0.00
Year 5	B00020	BUNDLE - UNLIMITED	67	\$107,570.12	\$0.00	\$107,570.12
Year 5	C00013	BUNDLE - TASER 10 CERTIFICATION ADD-ON	33	\$11,691.28	\$0.00	\$11,691.28
Year 5	H00001	AB4 Camera Bundle	100	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	13	\$0.00	\$0.00	\$0.00
Year 5	M00010	BUNDLE - OFFICER SAFETY PLAN 10	33	\$84,677.85	\$0.00	\$84,677.85
Year 5	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 5	V00014	BUNDLE - VR - TASER 10 ADD-ON BUNDLE WITH TAP	66	\$19,780.16	\$0.00	\$19,780.16
Total				\$317,896.99	\$0.00	\$317,896.99

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-416620

Agency is terminating those contracts effective 3/1/2025 Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Credit of -\$42,885.77

Any credits contained in this quote are contingent upon payment in full of the following amounts:

Year 3 invoice 11/15/2024

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing contract #Q-416620. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Signature

Date Signed

11/19/2024





First Amendment to Master Services and Purchasing Agreement

Exhibit B - Axon Virtual Reality Content Terms of Use Appendix

If Virtual Reality is included on the Quote, this Appendix applies.

1. **Term.** The Quote will detail the products and license duration, as applicable, of the goods, services, and software, and contents thereof, provided by Axon to Customer related to virtual reality (collectively, "**Virtual Reality Media**").
2. **Headsets.** Customer may purchase additional virtual reality headsets from Axon. In the event Customer decides to purchase additional virtual reality headsets for use with Virtual Reality Media, Customer must purchase those headsets from Axon.
3. **License Restrictions.** All licenses will immediately terminate if Customer does not comply with any term of this Agreement. If Customer utilizes more users than stated in this Agreement, Customer must purchase additional Virtual Reality Media licenses from Axon. Customer may not use Virtual Reality Media for any purpose other than as expressly permitted by this Agreement. Customer may not:
 - 3.1. modify, tamper with, repair, or otherwise create derivative works of Virtual Reality Media;
 - 3.2. reverse engineer, disassemble, or decompile Virtual Reality Media or apply any process to derive the source code of Virtual Reality Media, or allow others to do the same;
 - 3.3. copy Virtual Reality Media in whole or part, except as expressly permitted in this Agreement;
 - 3.4. use trade secret information contained in Virtual Reality Media;
 - 3.5. resell, rent, loan or sublicense Virtual Reality Media;
 - 3.6. access Virtual Reality Media to build a competitive device or service or copy any features, functions, or graphics of Virtual Reality Media; or
 - 3.7. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon or Axon's licensors on or within Virtual Reality Media or any copies of Virtual Reality Media.
4. **Privacy.** Customer's use of the Virtual Reality Media is subject to the Axon Virtual Reality Privacy Policy, a current version of which is available at <https://www.axon.com/axonvrprivacypolicy>.
5. **Termination.** Axon may terminate Customer's license immediately for Customer's failure to comply with any of the terms in this Agreement.



First Amendment to Master Services and Purchasing Agreement

Exhibit C – Axon TASER Device Appendix

This TASER Device Appendix applies to Customer's TASER 7/10, OSP 7/10, OSP Plus, or OSP 7/10 Plus Premium purchase from Axon, if applicable.

1. **Duty Cartridge Replenishment Plan.** If the Quote includes "Duty Cartridge Replenishment Plan", Customer must purchase the plan for each CEW user. A CEW user includes officers that use a CEW in the line of duty and those that only use a CEW for training. Customer may not resell cartridges received. Axon will only replace cartridges used in the line of duty.
2. **Training.** If the Quote includes a TASER On Demand Certification subscription, Customer will have on-demand access to TASER Instructor and TASER Master Instructor courses only for the duration of the TASER Subscription Term. Axon will issue a maximum of ten (10) TASER Instructor vouchers and ten (10) TASER Master Instructor vouchers for every thousand TASER Subscriptions purchased. Customer shall utilize vouchers to register for TASER courses at their discretion however Customer may incur a fee for cancellations less than 10 business days prior to a course date or failure to appear to a registered course. The voucher has no cash value. Customer cannot exchange voucher for any other device or service. Any unused vouchers at the end of the Term will be forfeited. A voucher does not include any travel or other expenses that might be incurred related to attending a course.
3. **Extended Warranty.** If the Quote includes an extended warranty, the extended warranty coverage period warranty will be for a five- (5-) year term, which includes the hardware manufacturer's warranty plus the four- (4-) year extended term.
4. **Trade-in.** If the Quote contains a discount on CEW-related line items and that discount is contingent upon the trade-in of hardware, Customer must return used hardware and accessories associated with the discount ("**Trade-In Units**") to Axon within the below prescribed timeline. Customer must ship batteries via ground shipping. Axon will pay shipping costs of the return. If Axon does not receive Trade-In Units within the timeframe below, Axon will invoice Customer the value of the trade-in credit. Customer may not destroy Trade-In Units and receive a trade-in credit.

<u>Customer Size</u>	<u>Days to Return from Start Date of TASER 10 Subscription</u>
Less than 100 officers	60 days
100 to 499 officers	90 days
500+ officers	180 days

5. **TASER Device Subscription Term.** The TASER Device Subscription Term for a standalone TASER Device purchase begins on shipment of the TASER Device. The TASER Device Subscription Term for OSP 7/10 begins on the OSP 7/10 start date.
6. **Access Rights.** Upon Axon granting Customer a TASER Device Axon Evidence subscription, Customer may access and use Axon Evidence for the storage and management of data from TASER Devices devices during the TASER Device Subscription Term. Customer may not exceed the number of end users the Quote specifies.
7. **Customer Warranty.** If Customer is located in the US, Customer warrants and acknowledges that TASER 10 is classified as a firearm and is being acquired for official Customer use pursuant to a law enforcement Customer transfer under the Gun Control Act of 1968.
8. **Purchase Order.** To comply with applicable laws and regulations, Customer must provide a purchase order to Axon prior to shipment of TASER 10.
9. **Apollo Grant (US only).** If Customer has received an Apollo Grant from Axon, Customer must pay all fees in the Quote prior to upgrading to any new TASER Device offered by Axon.



First Amendment to Master Services and Purchasing Agreement

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10. **Termination.** If payment for TASER Device is more than thirty (30) days past due, Axon may terminate Customer's TASER Device plan by notifying Customer. Upon termination for any reason, then as of the date of termination:
- 10.1. TASER Device extended warranties and access to Training Content will terminate. No refunds will be given.
 - 10.2. Axon will invoice Customer the remaining MSRP for TASER Devices received before termination. If terminating for non-appropriations, Axon will not invoice Customer if Customer returns the TASER Device, rechargeable battery, holster, dock, core, training suits, and unused cartridges to Axon within thirty (30) days of the date of termination.
 - 10.3. Customer will be responsible for payment of any missed payments due to the termination before being allowed to purchase any future TASER Device plan.



First Amendment to Master Services and Purchasing Agreement

Exhibit D - Axon Event Offer Appendix

If the Agreement includes the provision of, or Axon otherwise offers, ticket(s), travel and/or accommodation for select events hosted by Axon ("Axon Event"), the following shall apply:

1. **General.** Subject to the terms and conditions specified below and those in the Agreement, Axon may provide Customer with one or more offers to fund Axon Event ticket(s), travel and/or accommodation for Customer-selected employee(s) to attend one or more Axon Events. By entering into the Agreement, Customer warrants that it is appropriate and permissible for Customer to receive the referenced Axon Event offer(s) based on Customer's understanding of the terms and conditions outlined in this Axon Event Offer Appendix.
2. **Attendee/Employee Selection.** Customer shall have sole and absolute discretion to select the Customer employee(s) eligible to receive the ticket(s), travel and/or accommodation that is the subject of any Axon Event offer(s).
3. **Compliance.** It is the intent of Axon that any and all Axon Event offers comply with all applicable laws, regulations and ethics rules regarding contributions, including gifts and donations. Axon's provision of ticket(s), travel and/or accommodation for the applicable Axon Event to Customer is intended for the use and benefit of Customer in furtherance of its goals, and not the personal use or benefit of any official or employee of Customer. Axon makes this offer without seeking promises or favoritism for Axon in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the offer. Axon makes the offer with the understanding that it will not, as a result of such offer, be prohibited from any procurement opportunities or be subject to any reporting requirements. If Customer's local jurisdiction requires Customer to report or disclose the fair market value of the benefits provided by Axon, Customer shall promptly contact Axon to obtain such information, and Axon shall provide the information necessary to facilitate Customer's compliance with such reporting requirements.
4. **Assignability.** Customer may not sell, transfer, or assign Axon Event ticket(s), travel and/or accommodation provided under the Agreement.
5. **Availability.** The provision of all offers of Axon Event ticket(s), travel and/or accommodation is subject to availability of funds and resources. Axon has no obligation to provide Axon Event ticket(s), travel and/or accommodation.
6. **Revocation of Offer.** Axon reserves the right at any time to rescind the offer of Axon Event ticket(s), travel and/or accommodation to Customer if Customer or its selected employees fail to meet the prescribed conditions or if changes in circumstances render the provision of such benefits impractical, inadvisable, or in violation of any applicable laws, regulations, and ethics rules regarding contributions, including gifts and donations.



AGENDA
General Administration & Personnel Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. General Administration & Personnel Committee 11-11-2024
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
6. **REPORTS**
 - A. Cable TV Monthly Report
 - B. Human Resources Management Monthly Report
 - C. Legislative Operations & Outreach Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **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.



AGENDA
Transportation & Road Improvement Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Transportation & Road Improvement Committee 11-11-2024
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
 - A. Approval of Phase II Engineering Services Agreement with TranSystems Corporation, of Schaumburg, IL, for the Gannon Drive Resurfacing and Bicycle Facility Project, in an amount not to exceed \$110,000
 - B. Approval of an Ordinance and Intergovernmental Agreement with IDOT for Golf Road (IL 58) and Barrington Road Intersection Improvements
 - C. Approval of an Ordinance and Intergovernmental Agreement with IDOT for improvements on Barrington Road (Central Road - Algonquin Road)
 - D. Approval of Local Public Agency Amendment #1 with IDOT for the Beverly Road Path & Resurfacing Project
5. **REPORTS**
 - A. Transportation Division Monthly Report
6. **PRESIDENT'S REPORT**
7. **ITEMS IN REVIEW**
8. **OTHER**
9. **ADJOURNMENT**

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AGENDA
Planning, Building & Zoning Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Planning, Building & Zoning Committee 11-11-2024
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
 - A. Approval of an Employee Leasing Agreement with MGT Impact Solutions, LLC, for Civil Engineer staff services at a rate of \$95.16 per hour.
 - B. **Request approval of Lakewood Center TIF Reimbursement Request #4 in the amount of \$26,221,583.98**
 - C. Approval of an Ordinance amending Section 8-8-7, Hotels, of Chapter 8, Licenses, of the Hoffman Estates Municipal Code
5. **REPORTS**
 - A. Planning Division Monthly Report
 - B. Code Enforcement Division Monthly Report
 - C. Economic Development and Tourism Monthly Report
6. **PRESIDENT'S REPORT**
7. **ITEMS IN REVIEW**
8. **OTHER**
9. **ADJOURNMENT**

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AGENDA
Finance Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - A. Request approval of an ordinance establishing hire back rates for Police and Fire personnel for the period January 1, 2025 through December 31, 2025.
6. **REPORTS**
 - A. Finance Department Monthly Report
 - B. Information Technology Department Monthly Report
 - C. NOW Arena Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **ADJOURNMENT**

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AGENDA
Public Works & Utilities Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

**Immediately Following
Planning, Building & Zoning
Committee**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
6. **REPORTS**
 - A. Public Works Department Monthly Report
 - B. Engineering Division Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **ADJOURNMENT**

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AGENDA
Public Health & Safety Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

7:00 PM

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
3. **PUBLIC COMMENT**
4. **OLD BUSINESS**
5. **NEW BUSINESS**
6. **REPORTS**
 - A. Police Department Monthly Report
 - B. Health & Human Services Department Monthly Report
 - C. Emergency Management Division Monthly Report
 - D. Fire Department Monthly Report
7. **PRESIDENT'S REPORT**
8. **ITEMS IN REVIEW**
9. **OTHER**
10. **ADJOURNMENT**

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AGENDA ITEM REPORT

Village Board of Trustees

December 2, 2024

ITEM 7A

REQUEST: Approval of an Ordinance granting a Site Plan Amendment and a Special Use to Clearbrook for a social service agency located at 1260 W. Higgins Road

FROM: Kevin Anderson, Associate Planner

ITEM TYPE: Ordinance - PZC Item

REQUEST SUMMARY

Clearbrook, a social service agency for developmentally disabled adults, has the property located at 1260 W. Higgins under contract. They are seeking approval to upgrade the site and operate a social service agency out of the remodeled existing building. The facility would provide vocational training, therapy, recreational activities, and social support, and also include administrative offices, spaces for staff training, and meeting rooms for community partnerships and outreach. Site upgrades proposed include parking lot geometric modifications, new parking lot lighting and landscaping, and improved sidewalk access.

FINANCIAL IMPACT

N/A

RECOMMENDATION

The Planning & Zoning Commission held a public hearing on November 20, 2024, and adopted findings and **recommended approval** as summarized below and included in Exhibit B - Findings & Recommendations Summary.

1. Adopted the Findings of Fact for Site Plan Amendment and Special Use as outlined in the Findings and Recommendations Summary.
2. Recommended to the Village Board approval of Site Plan Amendment and a Special Use to Clearbrook for a social service agency for the property located at 1260 W. Higgins Road, subject to the following conditions:
 - a. A building permit shall be obtained within six (6) months of the date of approval.
 - b. The Special Use is granted solely to Clearbrook and may not be transferred or assigned.
 - c. Landscaping shall be installed within the accessible stall planter boxes.
 - d. The garbage enclosure shall be reconstructed as part of the site improvements. Plans shall be submitted as part of the building/site development permit.

- e. Screening of all rooftop units shall be provided within 2 years of the date of Village Board approval.

Voting: 8 Ayes, 0 Nays, 2 Absent

All Motions Passed.

ATTACHMENTS

1. Ordinance - Clearbrook - 1260 W Higgins Rd
2. Exhibit A - Location Map
3. Exhibit B - PZC Findings and Recommendations Summary
4. PZC Staff Report
5. Supporting Documents - Clearbrook
6. Planning & Zoning Commission Draft Minutes 11-20-2024

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE GRANTING A SITE PLAN AMENDMENT AND SPECIAL USE TO CLEARBROOK FOR A SOCIAL SERVICE AGENCY LOCATED AT 1260 W. HIGGINS ROAD, HOFFMAN ESTATES, ILLINOIS

WHEREAS, the Planning and Zoning Commission, at a public hearing duly called and held according to law on November 20, 2024, considered a request by Clearbrook (applicant) for a Site Plan Amendment and a Special Use for a social service agency at 1260 W. Higgins Road, as shown on Exhibit "A" attached hereto and made a part hereof:

WHEREAS, the Planning and Zoning Commission adopted certain Finding of Fact and recommended approval of the Site Plan Amendment and Special Use as outlined in the Findings and Recommendations Summary attached hereto and made a part hereof as Exhibit "B"; and

WHEREAS, the Village Board has received and considered said Findings of Fact and recommendations; and

WHEREAS, the proposed Site Plan Amendment and Special Use have met the standards set forth in the Municipal Code;

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

Section 1: The Village Board hereby finds that the facts and statements contained in the preamble of this Ordinance are true.

Section 2: A Site Plan Amendment and Special Use for a social service agency located at 1260 W. Higgins Road is hereby granted to Clearbrook, subject to the following conditions.

- a. A building permit shall be obtained within six (6) months of the date of approval.
- b. The Special Use is granted solely to Clearbrook and may not be transferred or assigned.
- c. Landscaping shall be installed within the accessible stalls' planter boxes.
- d. The garbage enclosure shall be reconstructed as part of the site improvements. Plans shall be submitted as part of the building/site development permit.
- e. Screening of all rooftop units shall be provided within 2 years of the date of Village Board approval.

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 _____, 2024

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 _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



Legend
— Subject Property



Planning and Transportation Division
The Village of Hoffman Estates
November 2021



**PLANNING & ZONING COMMISSION
FINDINGS & RECOMMENDATION SUMMARY**

Meeting Date: 11/20/2024

Prepared By: Kevin Anderson, Associate Planner

PLN24-0043

**Site Plan Amendment and a Special Use to Clearbrook for a
social service agency located at 1260 W. Higgins Road**

Findings of Fact – Special Use

Sec. 9-1-18-l: Standards. No special use shall be recommended by the Planning and Zoning Commission unless said Planning and Zoning Commission shall find:

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
FINDING: The Petition is for a social service agency which actively promotes public health, safety, and welfare.
2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
FINDING: The proposal would repurpose an unoccupied commercially zoned property. The proposed use would not be as intense as a commercial use of the same property could be. The Petitioner would comply with the performance standards of the Zoning Code. Landscaping and lighting associated with this project are designed to minimize any impacts on adjoining residential properties.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
FINDING: The proposed improvements would only impact the subject property. The Petitioner is aware of and would maintain the existing cross access easement which benefits the neighboring properties. The proposal would not impede any redevelopment or reuse of adjoining properties.
4. That adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
FINDING: All utilities would be provided by existing services. Storm water would be managed on site and the Petitioner has already received approval from the MWRD for the storm sewer design.
5. That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in public streets.
FINDING: Higgins Road is an IDOT right-of-way and curb cuts are restricted by them. This proposal would continue to use two existing shared curb cuts adjacent to the front parking area. The traffic generated by the proposal would be less intense than a commercial use of the

property could potentially allow. A cross-access easement also provides direct access from the subject property to Glen Lake Road.

6. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except in each instance as such regulations may be modified by the Village Board pursuant to the recommendation of the Planning and Zoning Commission.

FINDING: The updated site plan is generally compliant with the Code. The proposed operations would comply with the Village's performance standards.

7. That the special use shall support the economic development goals of the Village as conveyed through the Village's Comprehensive Plan, or other relevant adopted sub-area or strategic plans.

FINDING: The proposed facility would provide needed social services to the community.

Findings of Fact – Site Plan

Sec. 10-2-2-H: Planning and Zoning Commission Review and Recommendation

1. The Planning and Zoning Commission recommends approval for the stated reasons.

FINDING: The proposed site plan modifications address several code deficiencies and will improve site circulation, safety and aesthetics.

Recommendations

The Planning & Zoning Commission made the following motions:

1. Adopt the Findings of Fact for Site Plan and Special Use, as noted in the Findings & Recommendations Summary.

Motion by Bauske, seconded by Harner to adopt the findings.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson, Denise Wilson

Motion passed.

2. Recommend to the Village Board approval of Site Plan Amendment and Special Use to Clearbrook for a social service agency located at 1260 W. Higgins Road, subject to the following conditions:
 - a. A building permit shall be obtained within six (6) months of the date of approval.
 - b. The Special Use is granted solely to Clearbrook and may not be transferred or assigned.
 - c. Landscaping shall be installed within the accessible stalls' planter boxes.
 - d. The garbage enclosure shall be reconstructed as part of the site improvements. Plans shall be submitted as part of the building/site development permit.
 - e. Screening of all rooftop units shall be provided within 2 years of the date of Village Board approval.

Motion by Bauske seconded by Harner to recommend approval.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson, Denise Wilson

Motion passed.



PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date: 11/20/2024

From: Kevin Anderson, Associate Planner

PLN24-0043

Public Hearing

Site Plan Amendment and a Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road

REQUEST SUMMARY

Clearbrook, a social service agency for developmentally disabled adults, has the property located at 1260 W. Higgins under contract. They are seeking approval to upgrade the site and operate a social service agency out of the remodeled existing building. The facility would provide vocational training, therapy, recreational activities, and social support, and also include administrative offices, spaces for staff training, and meeting rooms for community partnerships and outreach. Site upgrades proposed include parking lot geometric modifications, new parking lot lighting and landscaping, and improved sidewalk access.

Location:	1260 W. Higgins Road
Property Owner / Applicant:	MAPT Properties LLC / Clearbrook
Property Size:	0.93 acres
Zoning / Land Use:	B-2 Community Business / unoccupied office building
Adjacent Properties:	N - Single Family Residential E - Medical Offices W - Vacant/parking lot S - Single Family Residential

BACKGROUND / ANALYSIS

The subject property is zoned B-2 Community Business and is improved with a one-story, 5,100 square foot unoccupied office building. There are two parking areas on the north and south sides of the building. The applicant is proposing to remodel the interior of the building to suit their use as a social service agency for adults with developmental disabilities and upgrade the property to address several code deficiencies.

Operations

Clearbrook is an established social service agency with 60 years experience providing services to people in the Chicago region, including Hoffman Estates. They currently operate in over 160 communities in northern Illinois. At this facility, Clearbrook will provide life skills for up to 50 adults with disabilities. Their service area for this facility generally includes the Village of Hoffman Estates and surrounding communities. Clearbrook currently operates 5 community residences within the Village with 29 total residents.

The facility would provide day services only and there would be no residents living in the building. The facility would operate from 8:00 a.m. to 5:00 p.m. daily and clients would be brought to the facility by drop off or by passenger vans operated by Clearbrook. The

renovated facility will serve as a multipurpose center offering vocational training, therapy, recreational activities, and social support. It would also include administrative offices, spaces for staff training, and meeting rooms for community partnerships and outreach. Clearbrook operates two passenger vans, one transit van and one shuttle bus for client pick-up and drop-off. These are standard sized vehicles that would be parked overnight in the northern parking lot.

Site Plan Modifications

The front parking area, which is currently paved to the Higgins Road sidewalk, would be modified to create a 10' landscaped buffer between the parking and the public sidewalk, allowing for the removal of the non-compliant parking blocks. The new two-way drive aisle width would meet the Village's requirements of 24' and new landscape islands would be installed at the end of each row of parking. The handicap parking stalls on the east side of the building would be removed and replaced to meet the current code.

The rear parking area is being modified to improve circulation and make the current parking more functional. A landscape island is being installed at the end of the current center row of parking and non-usable spaces at the northwest and northeast corners of the parking lot would be striped out. The existing dumpster on the west side of the building is in need of repair and a condition of approval has been added requiring the enclosure to be reconstructed as part of the site improvements.

Parking lot lighting would be upgraded to provide new fixture heads in compliance with the Code. Two new light poles would also be added to improve light levels throughout the parking areas. The upgraded lighting will bring the lighting levels on the site up to code.

Sidewalks abutting the parking areas adjacent to the building would be widened to 7' to comply with code and a new pedestrian connection is being installed from Higgins Road into the site. Existing cross access easements which benefit the properties to the east and west as well as the subject property would remain in place and would remain unencumbered by the improvements.

Parking

Currently, there are 72 parking spaces on the site, although some of these are not functional due to the existing geometric layout. After the proposed improvements to bring the site more closely up to code, there would be a total of 56 parking spaces, including 3 accessible stalls. The Petitioner has identified that a maximum of 30 employees would be on site at any one time. Including Clearbrook's van parking, the total parking demand at the site should not exceed 34 spaces. The petitioner noted that clients do not drive themselves.

Landscaping

The site has existing landscaping mainly along the east side. The landscape plan identifies additional landscaping being provided throughout the site via a mix of trees, shrubs and perennials to bring the site into compliance with code. The Village's planter box detail used as part of the handicap stall design requires landscaping to be included, and the landscape plan does not note any plantings. A condition of approval has been added requiring landscaping to be added as per code.

Utilities & Stormwater Management

The building is already connected to Village sewer and water services and upgrades to those services are not required with this proposal. The building currently has fire suppression sprinklers installed. Surface storage of stormwater is provided within the rear parking lot and, per MWRD, no further improvements are necessary.

Building Facade & Patio

The applicant is not proposing exterior changes to the building facades. The existing rooftop HVAC units are not screened as per current code requirements and the petitioner has requested to defer the screening of the rooftop units until those units are replaced. Clearbrook expects to replace the units within two years of occupying the building. A condition of approval has been added that screening of the HVAC units be provided within 2 years of Village Board approval.

A new patio area is proposed along the north side of the building for passive outdoor use. A retaining wall and decorative fence would be installed to create and define the patio area.

MOTIONS

The Planning & Zoning Commission shall make the following motions (a total of 2 motions are required):

1. Adopt the Findings of Fact for Site Plan Amendment and Special Use as outlined in the Findings and Recommendations Summary.
2. Recommend to the Village Board approval of Site Plan Amendment and a Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road, subject to the following conditions:
 - a. A building permit shall be obtained within six (6) months of the date of approval.
 - b. The Special Use is granted solely to Clearbrook and may not be transferred or assigned.
 - c. Landscaping shall be installed within the accessible stall planter boxes.
 - d. The garbage enclosure shall be reconstructed as part of the site improvements. Plans shall be submitted as part of the building/site development permit.
 - e. Screening of all rooftop units shall be provided within 2 years of the date of Village Board approval.

ATTACHMENTS

1. PZC Findings and Recommendations Summary - 1260 W HIGGINS RD - Clearbrook
2. Location Map - 1260 W. Higgins Rd.
3. Supporting Documents - PLN24-0043 - 1260 W HIGGINS RD - Clearbrook letter



VILLAGE OF HOFFMAN ESTATES PLANNING & ZONING APPLICATION SUMMARY

APPLICATION INFORMATION

Project Number:	PLN24-0043
Project Name:	Clearbrook Special Use and Site Plan Amendment
Project Application Date:	10/4/2024
Project Manager:	Kevin Anderson

PROJECT TYPE

Site Plan Amendment; Special Use

SITE INFORMATION

Property Address:	1260 W HIGGINS RD
All Included PINs:	07-08-409-023-0000

PROJECT CONTACTS

Relationship to Project	Name / Firm	Address	Phone	E-Mail
APPLICANT	Clearbrook	1835 W. Central Rd ARLINGTON HEIGHTS, IL 600052410	8478707711	OPS@clearbrook.org
OWNER	MAPT PROPERTIES LLC	1475 S BARRINGTON RD BARRINGTON, IL 60010	7083634264	



VILLAGE OF HOFFMAN ESTATES
PLANNING AND ZONING
 PLANNING@VOHE.ORG | 847-781-2660

OWNER CONSENT FOR APPLICATION

ACKNOWLEDGEMENTS AND VERIFICATION

I hereby certify that I am the current owner of record of the subject property. I certify that the statements or information made in any paper or plans are true and correct to the best of my knowledge. I understand that any false, inaccurate, or incomplete information provided by me, or the applicant may result in the denial, revocation, or withdrawal of the request and/or approval.

Furthermore, I acknowledge the following:

- Owner, applicant and primary contact may include other team members (consultants, brokers, tenants, etc.) that may be called upon to present at public meetings before the Planning and Zoning Commission and Village Board. Owner acknowledges that it is bound by and must act in accordance with any statements, promises, or assurances given by such team members (consultants, brokers, tenants, etc.).
- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable or otherwise.
- Planning and Zoning Commission members and Village Staff often conduct inspections of subject site(s) as part of the pre-hearing review of requests. These individuals will be carrying official Village identification cards that can be shown upon request.

Required Disclosures:

1. Proof of Ownership
 - a. Proof of current ownership must be submitted with the application. Examples of proof of ownership may include a deed, current tax bill, or title commitment.
2. Disclosure of Beneficiaries
 - a. If the owner or applicant is a Partnership, Corporation, Joint Venture, LLC, Trust, or publicly traded company, the Village of Hoffman Estates Owner or Applicant Disclosure of Beneficiaries found on the application portal must be submitted with the application.
3. Other Interested Parties
 - a. If someone other than the owner has a property interest in the subject property such a mortgage or lease, such property interest and individual or entity holding such interest must be disclosed.

The Owner and Applicant, by signing this Application, certifies the correctness of the application and all submittals and represents that it has the legal authority to do so.

1260 W. Higgins Rd, Hoffman Estates, IL, 60169 **07-08-409-023-0000**

Property Address

Property PIN

Mick austin /MAPT Properties LLC

Mick Austin

dotloop verified
 11/13/24 11:29 AM CST
 FMAV-CGJR-5CCW-DEND

11/13/24

Owner's Name (Please Print)

Owner's Signature

Date

Don Frick /Clearbrook

Don Frick Vice President Operations

11/13/24

Applicant's Name (Please Print)

Applicant's Signature

Date

1. That the establishment, maintenance or operation of the special use will not be detrimental to or endanger their public health, safety, morals, comfort, or general welfare, Please explain how and why you will meet this standard.

To ensure that the establishment, maintenance, and operation of our facility will positively contribute to public health, safety, morals, comfort, and general welfare, Clearbrook will implement the following strategies:

1. We will actively engage with local residents to understand their concerns and needs, allowing us to address any potential negative impacts proactively.
2. A spacious common area will be created to host recreational activities, social events, and community gatherings, fostering a sense of community and promoting social interaction.
3. We recognize the increasing demand for facilities catering to individuals with developmental disabilities, and we are committed to ensuring our services are tailored to meet this need effectively.
4. We will use durable materials in our facility's construction and establish a regular maintenance schedule to ensure a welcoming and functional environment for all.
5. Clearbrook is dedicated to adhering to all state regulations to guarantee the highest standards of safety and quality.

2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within that neighborhood. Please explain how and why you meet this standard.

To demonstrate that Clearbrook will not be injurious to the use and enjoyment of surrounding properties or diminish property values, we will implement several key strategies:

1. Our facility will focus on fostering inclusion by engaging individuals in community activities. By promoting positive interactions between participants and local residents, we aim to enhance the neighborhood's vibrancy.
2. We will ensure that our facility is aesthetically pleasing and harmonizes with the surrounding architecture. Thoughtful landscaping and design will contribute to the overall appeal of the area.
3. We will maintain open lines of communication with neighboring property owners to address any concerns promptly. This proactive approach will help us mitigate any potential issues before they escalate.
4. By providing employment opportunities and attracting visitors to the area, our service will contribute positively to the local economy, potentially enhancing property values.

3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. Please explain how and why you meet this standard.

Clearbrook will not impede the normal and orderly development and improvement of surrounding properties, we will focus on several key areas:

1. Our day program is designed to be compatible with existing neighborhood uses, contributing positively to the community without interfering with residential or commercial development. By fostering community engagement, we will enhance the area's overall character.
2. Clearbrook will operate during hours that minimize disruption to the surrounding community. We will ensure that activities are conducted in a manner that is respectful of the neighborhood's tranquility.
3. We plan to engage with local community leaders and property owners to discuss our program and gather feedback. This collaboration will ensure that our operations align with the community's vision for future development.
4. We will strictly adhere to all local zoning laws and regulations, ensuring that our program meets all necessary requirements for operation within the district.
5. By providing valuable services and creating a supportive environment for individuals with disabilities, our program will enhance community cohesion, encouraging further investment and improvement in the surrounding area.

4. That adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided. Please explain how and why you meet this standard.

To ensure that adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided, consider the following:

1. User-friendly design:
 - Clearly marked entrances and exits.
 - Signage in multiple languages and with symbols for those with communication challenges.
 - Easy-to-navigate pathways and corridors.
2. Safety measures:
 - Adequate lighting in parking areas, pathways, and entrances.
 - Security cameras and emergency call boxes.
 - Non-slip surfaces and handrails for all ramps and stairs.
 - Fire exits and evacuation plans clearly marked.
3. Maintainability:
 - Use durable materials that are easy to clean and maintain.
 - Implement landscaping that requires minimal upkeep.
 - Regular inspection and maintenance schedules for all facilities.
4. Parking considerations:
 - Sufficient parking spaces designated for individuals with disabilities.
 - Adequate drop-off and pick-up zones near entrances.
 - Compliance with local parking regulations and ADA requirements.
5. Integration with the community:
 - Design that fits aesthetically with the surrounding area.
 - Consideration of the facility's impact on neighboring properties.
6. The renovation will incorporate green building practices to promote energy efficiency and reduce environmental impact. Energy-efficient lighting, heating, and cooling systems will be installed, and sustainable building materials will be used where possible.

5. That adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in public streets. Please explain how and why you meet this standard.

Clearbrook will provide ingress or egress so designed as to minimize traffic congestion in public streets by implementing the following:

1. Sufficient parking spaces designated for individuals with disabilities.
2. Adequate drop-off and pick-up zones near entrances.
3. Compliance with local parking regulations and ADA requirements.
4. Design that fits aesthetically with the surrounding area.
5. Clearly marked entrances and exits.
6. The program will operate during hours that minimize disruption to the surrounding community. We will ensure that activities are conducted in a manner that is respectful of the neighborhood's tranquility.
7. Clearbrook will implement a traffic management plan to ensure that any increase in vehicle traffic does not disrupt local traffic patterns. Designated drop-off zones and encouragement of carpooling will help maintain accessibility and convenience for residents.

6. That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except in each instance such as regulations may be modified by the Village Board pursuant to the recommendation of the Planning and Zoning Commission. Please explain how and why you meet this standard.

To demonstrate that our day service will conform to all applicable regulations of the district, we will take the following steps:

1. Design and Operations Compliance: Our facility will be designed and operated in accordance with all relevant standards, including safety, accessibility, and environmental considerations. This includes ensuring that our building layout, parking, and landscaping align with zoning requirements.
2. Permitting Process: We will diligently follow the permitting process, submitting all required documentation and plans for review. This will ensure that our use of the property is authorized and compliant with local regulations.
3. Regular Compliance Audits: We will establish procedures for regular audits of our operations to ensure ongoing compliance with district regulations. This proactive approach will allow us to address any potential issues before they arise.

7. That the special use shall support the economic development goals of the Village as conveyed through the Village's Comprehensive Plan, or other relevant adopted sub-area or strategic plans.

Clearbrook will support the economic development goals of the Village as outlined in the Comprehensive Plan and other relevant strategic documents, we will focus on the following key aspects:

1. Our program is designed to address the growing need for services for adults with disabilities, directly supporting the Village's goal of inclusivity and accessibility for all residents.
2. By establishing our facility, we will create job opportunities within the community, both directly through our staff and indirectly through related services and businesses, such as transportation and support services.
3. We will seek to collaborate with local businesses and organizations to provide employment training and opportunities for our participants, fostering a sense of community engagement and economic integration.
4. Our day service will attract families, caregivers, and community members, increasing foot traffic to nearby businesses. This can contribute positively to the local economy and encourage further development.
5. We are committed to investing in the local community by utilizing local contractors and suppliers during the facility's construction and operation, thereby supporting local businesses.
6. We will actively participate in community events and initiatives, aligning our mission with the Village's economic development goals and enhancing community ties.
7. Our program is designed for long-term sustainability, ensuring that we continue to contribute positively to the community's economic landscape and support the Village's strategic objectives over time.

Building Renovation for CDS (Community Day Service)
1260 W. Higgins Rd., Hoffman Estates, IL, 60169

Clearbrook Overview

Clearbrook is a home and family to children and adults impacted by intellectual and developmental disabilities. We support them, and their families, by providing assistance across the lifespan, helping them to live the fullest lives possible. Clearbrook provides personalized children, day, employment, residential and clinical services at more than 80 locations in 160 communities throughout the Chicagoland area. Clearbrook currently has 5 CILA (Community Integrated Living Arrangement) homes in Hoffman Estates, with 29 clients living within the community. We are the largest provider of home-based services in the state. We're proud of our deep expertise that spans six decades - allowing us to care for an array of unique needs. Clearbrook is more than just a nonprofit; we are family, friends, a job, a way to give back, and a home. Clearbrook supports individuals to live self-directed lives to the greatest extent possible, including participation and involvement in their communities. All residents and program participants have Implementation Strategies (i.e., a plan) that details how their lives can be best enhanced per the individual's strengths and personal sense of meaning. Staff orient their work around each resident's plan. Strategies concentrate on specific activities and knowledge including, Independence in daily living, community integration, economic self-sufficiency, and self-administration of medicine. Each program provided by Clearbrook supports the acquisition of skills and education necessary to assist the individuals in achieving their goals.

Project Overview

This project involves the renovation of a 5,100-square-foot building to create a welcoming, accessible, and supportive environment for individuals with intellectual and developmental disabilities (IDD). The goal is to provide an inclusive space that fosters personal growth, independence, and community engagement. The renovated facility will serve as a multipurpose center offering vocational training, therapy, recreational activities, and social support for individuals with IDD. It will also include administrative offices, spaces for staff training, and meeting rooms for community partnerships and outreach. Below are a few details:

Hours of Operation: 08:00AM - 05:00PM

Number of Employees: 30- at any given time

Number of employee vehicles during work hours: 20

Number of Clients: 50- at any given time

Number of Clearbrook Vehicles parking on site: 10

Transporting clients to and from CDS: Shuttling

Deliveries: No

Outdoor activities: No

Special events: No

Background and Need

Individuals with IDD face significant challenges in accessing services that meet their specific needs. Many existing facilities are outdated or not adequately designed to support the full inclusion of these individuals in society. This project addresses the critical need for a dedicated, modern space that prioritizes accessibility, safety, and comfort. By creating an inclusive environment, this renovation will contribute to improved quality of life and greater opportunities for individuals with IDD to lead fulfilling and independent lives.

Design Philosophy

The renovation will focus on creating a barrier-free environment tailored to the needs of persons with IDD. The design will incorporate universal design principles to ensure accessibility for individuals with varying levels of mobility and cognitive ability. Key design elements include:

Sensory-Friendly Spaces: Design features such as soundproofing, soft lighting, and soothing colors will be integrated to reduce sensory overload and create calm environments.

Accessible Layouts: The building will have wide corridors, and ramps to ensure ease of movement for individuals with mobility challenges. Bathrooms, kitchens, and common areas will be designed for full accessibility, including wheelchair access.

Safety Features: Specialized safety measures such as non-slip flooring, clear signage with visual aids, and emergency communication systems will be installed to ensure the safety of residents and visitors.

Flexible Spaces: Multi-functional rooms will be created for group activities, therapy sessions, and vocational training, allowing for adaptability to various programs and services.

Key Components of the Renovation:

Therapy and Treatment Rooms: Dedicated spaces for physical therapy, occupational therapy, and behavioral support will be included. These spaces will provide individualized treatment and care in a setting designed for ease of access and privacy.

Vocational Training Center: To promote employment and life skills, the facility will include a vocational training center where individuals with IDD can learn skills such as woodworking, culinary arts, gardening, and office tasks.

Recreation and Socialization Areas: A large common area will be created to host recreational activities, social events, and community gatherings. Outdoor spaces, such as sensory gardens and a playground, will be designed to encourage physical activity and relaxation in a safe, accessible environment.

Staff Offices and Training Areas: The renovation will also include modernized administrative offices and spaces for staff training. These areas will support the delivery of high-quality services by ensuring that staff have the necessary resources and professional development opportunities.

Sustainability and Energy Efficiency:

The renovation will incorporate green building practices to promote energy efficiency and reduce environmental impact. Energy-efficient lighting, heating, and cooling systems will be installed, and sustainable building materials will be used where possible.

Community Impact:

This project is expected to have a lasting positive impact on the community. It will provide individuals with IDD the opportunity to participate in activities that enhance their skills, foster friendships, and encourage independence. The facility will also serve as a community hub, offering resources and support for families, caregivers, and professionals working in the field of intellectual and developmental disabilities.

By creating a state-of-the-art facility that addresses the unique needs of individuals with IDD, this project will help break down barriers and ensure that every person has the opportunity to thrive in an inclusive environment.



CLEARBROOK

Enrich Lives. Embrace Potential.

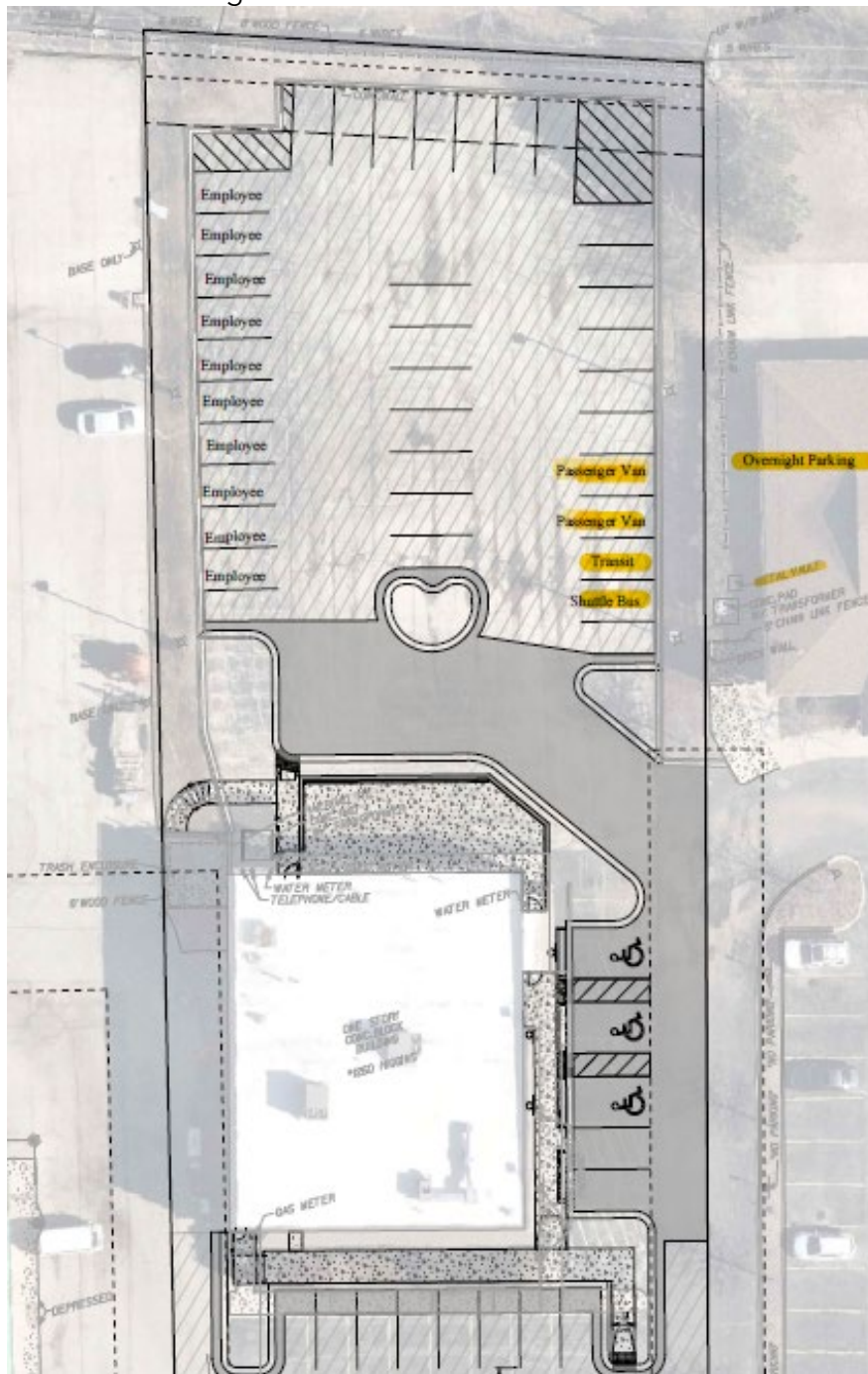
For Individuals with Intellectual and Developmental Disabilities.

Planning #2

10 employees will be parked during business hours.

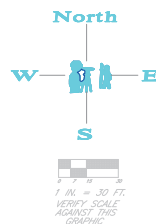
4 Clearbrook vehicles will be parked overnight.

1. 1 Shuttle bus
2. 1 Transit Van
3. 2 Passenger Vans



Planning #5

The RTUs are scheduled for replacement in Spring 2025. Upon replacement, they will be screened and will comply with the regulations set forth by the Village of Hoffman Estates



PLAT OF SURVEY
ALTA INSPS LAND TITLE SURVEY
by
Michael J. Emmert Surveys, Inc.

AS PER MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/INSPS LAND TITLE SURVEYS EFFECTIVE FEBRUARY 23, 2016 ITEM 7 CERTIFICATION
THE PLAT OR MAP OF AN ALTA/INSPS LAND TITLE SURVEY SHALL BEAR ONLY THE FOLLOWING CERTIFICATION, UNALTERED, EXCEPT AS MAY BE REQUIRED PURSUANT TO SECTION 3.8

TO: MICKEY D. AUSTIN AND PAUL D. TAMARZ
CHICAGO TITLE INSURANCE COMPANY
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/INSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND INSPS, AND INCLUDES ITEMS 2, 3, 4, 7(A), 8, 9, 16 AND 17 OF TABLE A THEREOF.
THE FIELD WORK WAS COMPLETED ON MARCH 12, 2019
DATED THIS 12TH DAY OF MARCH, 2019

BY: MICHAEL J. EMMERT SURVEYS, INC.
MICHAEL J. EMMERT PRESIDENT
PROFESSIONAL ILLINOIS LAND SURVEYOR NO. 2499



mike@jeasuresveys.com

Michael J. Emmert Surveys, Inc.
105 East Vallonia Street
Elmhurst, Illinois 60126
Office 630-516-0383
Fax 630-516-0387

FLOOD ZONE

MICHAEL J. EMMERT SURVEY'S INC., DOES HEREBY CERTIFY THAT WE HAVE EXAMINED THE FLOOD INSURANCE RATE MAP OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY OF THE FEDERAL INSURANCE ADMINISTRATION AND DETERMINED THE FOLLOWING:
PROPERTY IS LOCATED WITHIN COMMUNITY NUMBER 170107
CURRENT EFFECTIVE MAP DATE - AUGUST 19, 2008
ON MAP NUMBER 1701070186J
AND FIND THAT THE PROPERTY IS LOCATED WITHIN ZONE X
(AREA OF MINIMAL FLOOD HAZARD)

BEARING BASIS

THE NORTHERLY LINE OF SUBJECT PROPERTY IS ASSUMED TO BE SOUTH 71 DEGREES 58 MINUTES 52 SECONDS EAST

PARKING

AS BUILT PARKING SUMMARY
REGULAR SPACES - 68
HANDICAP SPACES - 4
TOTAL SPACES - 72

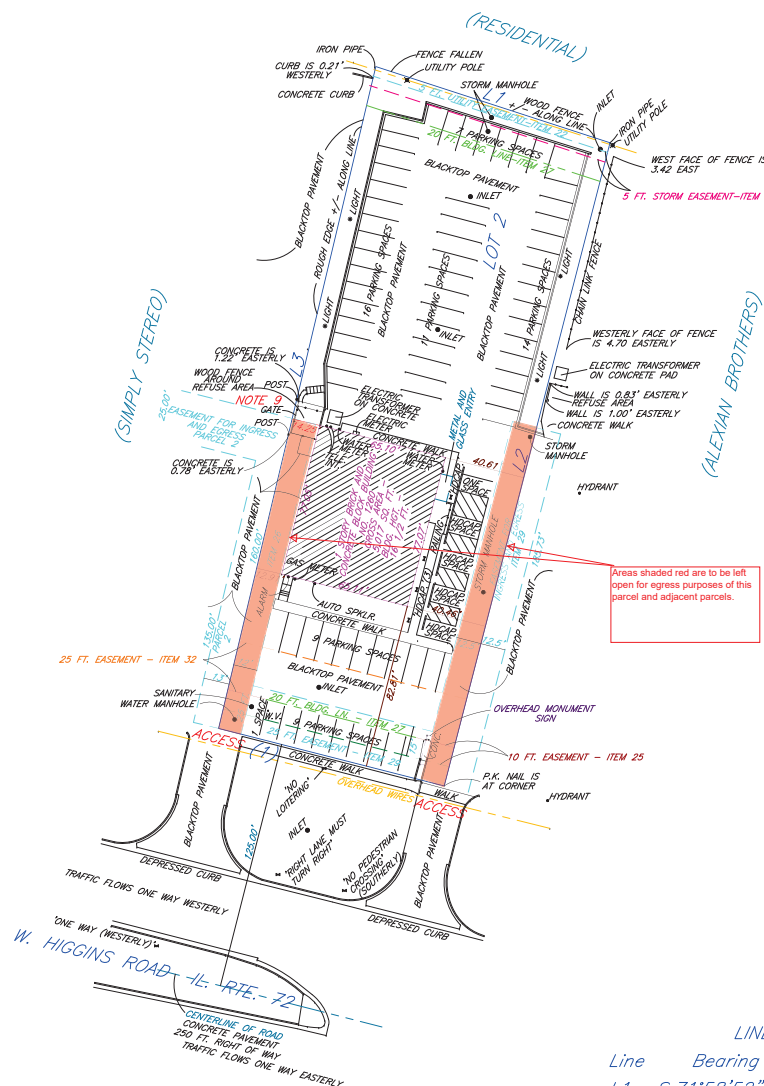
LEGALLY DESCRIBED AS FOLLOWS:

PARCEL 1: LOT 2 IN SOCIAL DYNAMICS HOFFMAN ESTATES SUBDIVISION OF PART OF LOT 13 IN BLOCK 182 IN THE HIGHLANDS WEST AT HOFFMAN ESTATES XVI, BEING A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 AND PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL 2: EASEMENT FOR WIDENESS AND EGRESS RECORDED OCTOBER 7, 1975 AS DOCUMENT 23247962 OVER THE NORTHERLY 25 FEET OF THE SOUTHERLY 160 FEET OF THE EASTERLY 85 FEET AND OVER THE EASTERLY 13 FEET OF THE SOUTHERLY 135 FEET OF THAT PART OF LOT 13, IN BLOCK 182 IN THE HIGHLANDS WEST AT HOFFMAN ESTATES XVI, BEING A PART OF A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 AND PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, LYING WESTERLY OF A LINE DRAWN FROM A POINT ON THE SOUTHERLY LINE OF SAID LOT 13, WHICH IS 245 FEET EASTERLY OF THE SOUTHWEST CORNER OF SAID LOT 13 TO A POINT ON THE NORTHERLY LINE OF SAID LOT 13 WHICH IS 257.83 FEET EASTERLY OF THE NORTHWEST CORNER OF LOT 13.

NOTES:

1. SURVEY SHOWN HEREON IS AN "AS-BUILT" SURVEY.
2. SURVEY SHOWN HEREON IS LIMITED TO ABOVE GROUND VISIBLE IMPROVEMENTS AND NO UNDERGROUND INFORMATION IS INTENDED TO BE PROVIDED.
3. ALL UTILITIES APPEAR TO ENTER THE PROPERTY VIA A PUBLIC RIGHT OF WAY.
4. THE SUBJECT PROPERTY APPEARS TO DRAIN INTO A PUBLIC RIGHT OF WAY.
5. THERE IS NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS.
6. THERE ARE NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED, AND AVAILABLE FROM THE CONTROLLING JURISDICTION.
7. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.
8. THERE IS NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.
9. NO EVIDENCE OF POTENTIAL WETLANDS WERE OBSERVED ON THE SUBJECT PROPERTY AT THE TIME THE SURVEY WAS CONDUCTED, NOR HAVE WE RECEIVED ANY DOCUMENTATION OF ANY WETLANDS BEING LOCATED ON THE SUBJECT PROPERTY.



CONTAINING 40,540 SQ. FT. OR 0.9306 ACRES

THE FOREGOING LEGAL DESCRIPTION DESCRIBES THE SAME PROPERTY AS SHOWN IN SCHEDULE A OF TITLE INSURANCE COMMITMENT NUMBER 19GNW638085RM BEARING AN EFFECTIVE DATE OF FEBRUARY 6, 2019 AS PREPARED BY CHICAGO TITLE INSURANCE COMPANY.

THE SUBJECT PROPERTY ADJACES HIGGINS ROAD (A PUBLIC STREET) ON THE SOUTHWEST. DIRECT ACCESS IS PROVIDED VIA THE AFOREMENTIONED STREET.

SCHEDULE B SPECIAL EXCEPTIONS

- ITEMS 1 THROUGH 7 - NOT SURVEY RELATED
8. PERMANENT INDEX NUMBER 07-08-409-023-0000
ITEMS 9 THROUGH 21 - NOT SURVEY RELATED
22. 5 FT. UTILITY EASEMENT DOCUMENT 19463901 RECORDED MAY 14, 1965 - PLOTTED
ITEMS 23 AND 24 - NOT SURVEY RELATED
25. EASEMENT DOCUMENT 22815356 RECORDED AUGUST 14, 1974 - PLOTTED
26. EASEMENT DOCUMENT 23247962 RECORDED OCTOBER 7, 1968 - PLOTTED
27. 20 FT. BUILDING LINE DOCUMENT 27301430 - PLOTTED
28. 5 FT. STORM EASEMENT DOCUMENT 27301430 RECORDED OCTOBER 18, 1984 - PLOTTED
29. EASEMENT FOR VEHICULAR AND PEDESTRIAN WIDENESS AND EGRESS - PLOTTED - AFFECTS EASTERLY 12.5 FEET OF THE SOUTHERLY 185.73 FEET OF LOT 2 AND THE SOUTHERLY 25 FEET OF LOT 2.
30. EASEMENT PROVISIONS DOCUMENT 27301430 - BLANKET IN NATURE
31. PUBLIC UTILITY EASEMENTS WITHIN AREAS SHOWN BY DOTTED LINES AND DEFINED "EASEMENTS FOR PUBLIC UTILITIES" - NONE SHOWN OR DEFINED ON SAID PLAT.
32. 25 FT. EASEMENT DOCUMENT 85022663 RECORDED MAY 16, 1985 - PLOTTED
33. NOT SURVEY RELATED
ITEMS 34 AND 35 - REFERENCES THIS PRIOR DATED SURVEY
ITEMS 36 AND 37 - NOT SURVEY RELATED
END OF SCHEDULE B

SYMBOLS

- CONCRETE FILLED POST
HYDRANT
MANHOLE
SIGN
LIGHT
GROUND LIGHT
UTILITY POLE
CONCRETE CURB
CONCRETE CURB AND GUTTER
CONCRETE

A.C. - AIR CONDITIONER
W.M. - WATER METER
G.M. - GAS METER
T.I. - TELEPHONE INTERFACE
C.S. - CABLE SERVICE
E.M. - ELECTRIC METER

LINE TABLE

Line	Bearing	Distance	Measure
L1	S. 71° 58' 52" E.	123.67'	123.67'
L2	S. 14° 27' 32" W.	333.54'	333.54'
L3	N. 132° 13' 59" E.	341.58'	341.58'

CURVE TABLE

NO.	RADIUS	ARC	CHORD	CHORD BEARING
(1)	21579.94'	116.89'	116.89'	N. 75° 41' 06" W.

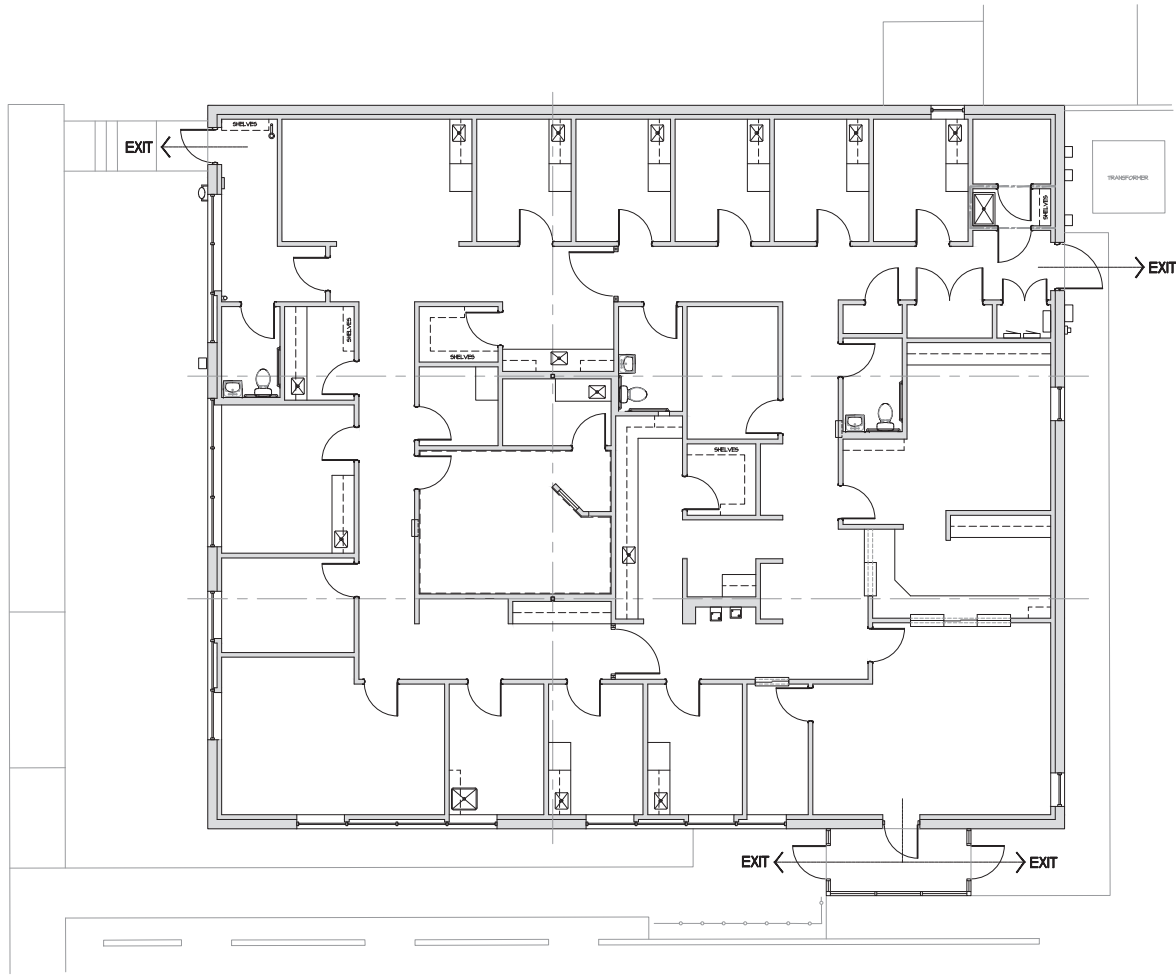
1250 W. HIGGINS ROAD
HOFFMAN ESTATES, IL

SCALE: 1" = 30'	CHKD. / AP'VD:
DATE: MARCH 12, 2019	APPROVED:
DWN. BY: MJE	
CHKD. BY: ADE	



EXISTING FLOOR PLAN

SCALE: 3/32" = 1'-0"



CLEARBROOK

PROPOSED DAY PROGRAM
1260 W. HIGGINS ROAD
HOFFMAN ESTATES, IL 60169

DATE: 09-20-2024

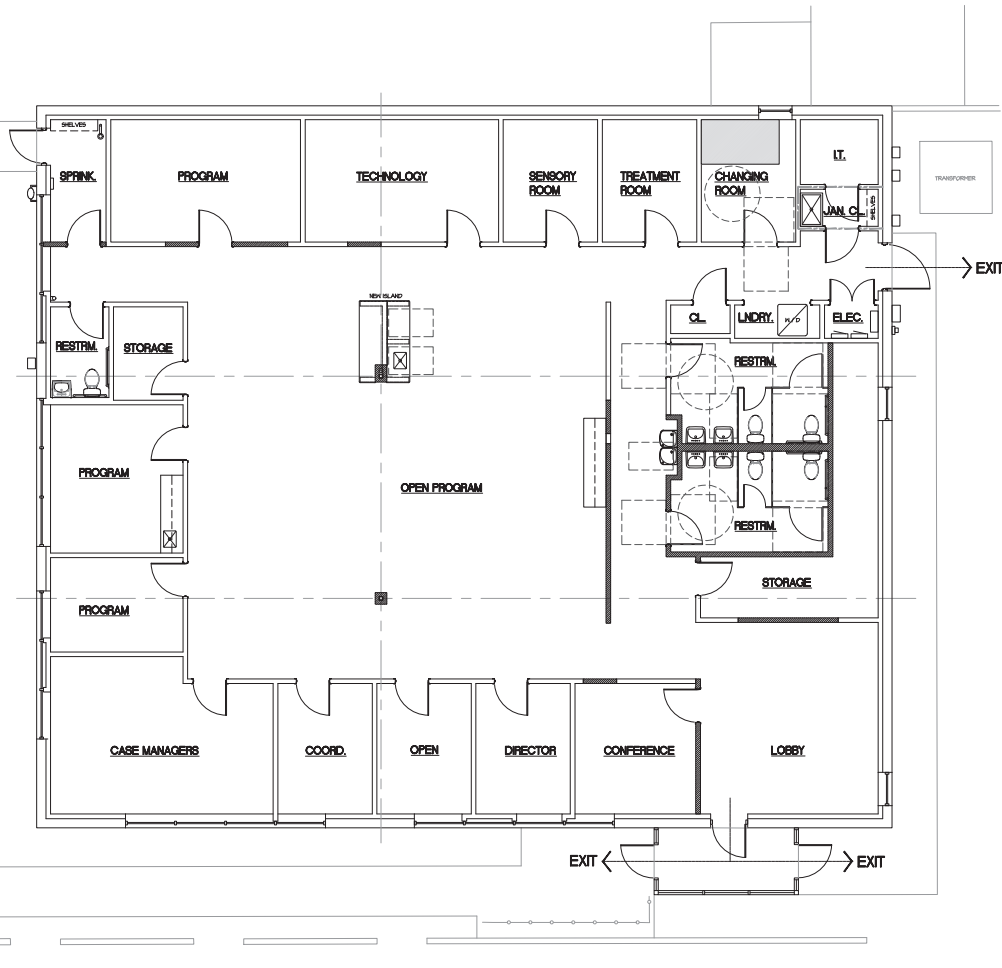
WARREN JOHNSON
ARCHITECTS, INC.

19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616



PROPOSED FLOOR PLAN

SCALE: 3/32" = 1'-0"



WALL TYPES

- EXISTING INTERIOR GYP. BD. WALL TO REMAIN (NO CHANGE)
- /// NEW INTERIOR PARTITION WALL

NOTES:

- 5,083 SQ. FT. (GROSS AREA)
- MAXIMUM OCCUPANCY = 33 PEOPLE
- EXISTING SPRINKLER SYSTEM
- EXISTING FIRE ALARM SYSTEM
- 1 EXISTING SINGLE-USER RR TO REMAIN
- 2 NEW MULTI-USER RR ADDED

**WARREN JOHNSON
ARCHITECTS, INC.**

19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616

DATE: 10-4-2024

CLEARBROOK

PROPOSED DAY PROGRAM
1260 W. HIGGINS ROAD
HOFFMAN ESTATES, IL 60169

SITE IMPROVEMENT PLANS for

HOFFMAN ESTATES, ILLINOIS
PROJECT NO: 10672.03

COUNTY COOK
CITY, TOWNSHIP HOFFMAN ESTATES, SCHAUMBURG TOWNSHIP
SEC. & 1/4 SEC. NO. T41N, R10E, SE 1/4 SEC. 8

48 HOURS BEFORE YOU DIG.
EXCLUDING SAT., SUN. & HOLIDAYS

INDEX

[illegible]

DESCRIPTION: SEE SHEET ET FOR
BENCHMARK INFORMATION

DESCRIPTION: SEE SHEET ET FOR BENCHMARK INFORMATION

NOTE:

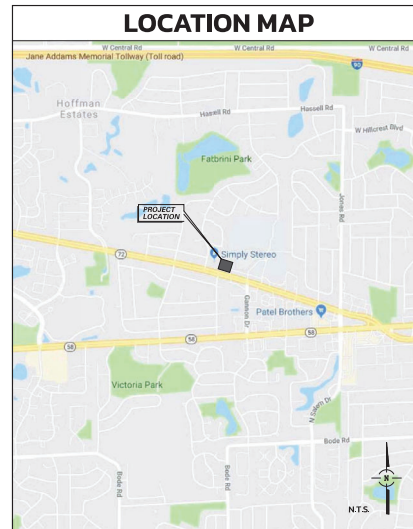
SPACECO, INC. IS TO BE NOTIFIED AT LEAST THREE (3) DAYS PRIOR TO STARTING CONSTRUCTION AND SHALL BE INCLUDED IN THE PRECONSTRUCTION MEETINGS

REVISIONS

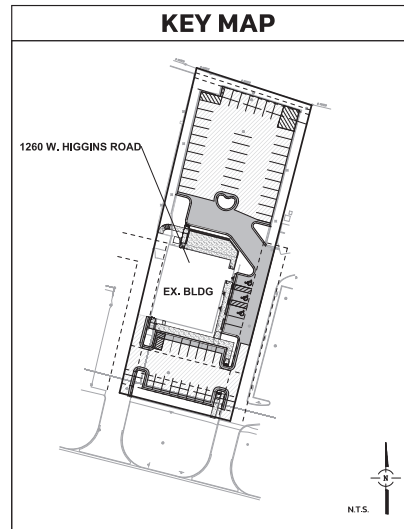
ORIGINAL PLAN DATE: OCTOBER 2, 2024

[illegible]

LOCATION MAP



KEY MAP



ENGINEER
MICHAEL MONDUS, P.E.
ILLINOIS REGISTRATION NO.: 062-052057
EXPIRATION DATE: 11/30/2025

PROFESSIONAL DESIGN FIRM NO.: 184-001157
EXPIRATION DATE: 04/30/2025

THESE PLANS OR ANY PART THEREOF SHALL BE CONSIDERED VOID WITHOUT THE SIGNATURE, SEAL, AND EXPIRATION DATE OF SEAL OF THE ENGINEER



**1260 W. HIGGINS ROAD
HOFFMAN ESTATES, ILLINOIS**

Rosemont Office
9575 W. Higgins Road, Suite 700
Rosemont, Illinois 60018
Phone: (847) 696-4060

paceco
Civil Engineering & Surveying
Rosemont, IL - Morris, IL - Indianapolis, IN



spacecoinc.com

FILENAME:
672.03TITLE

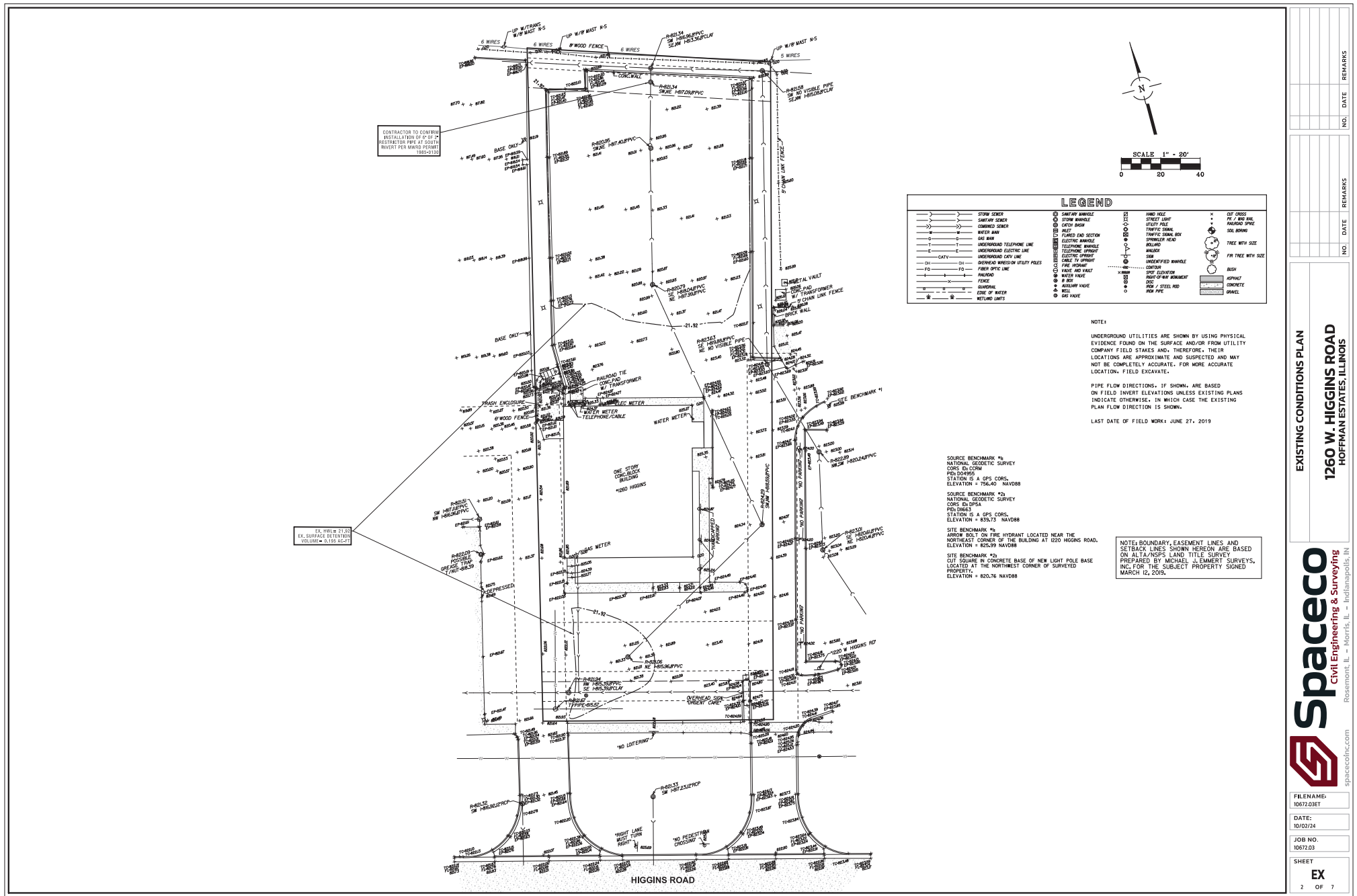
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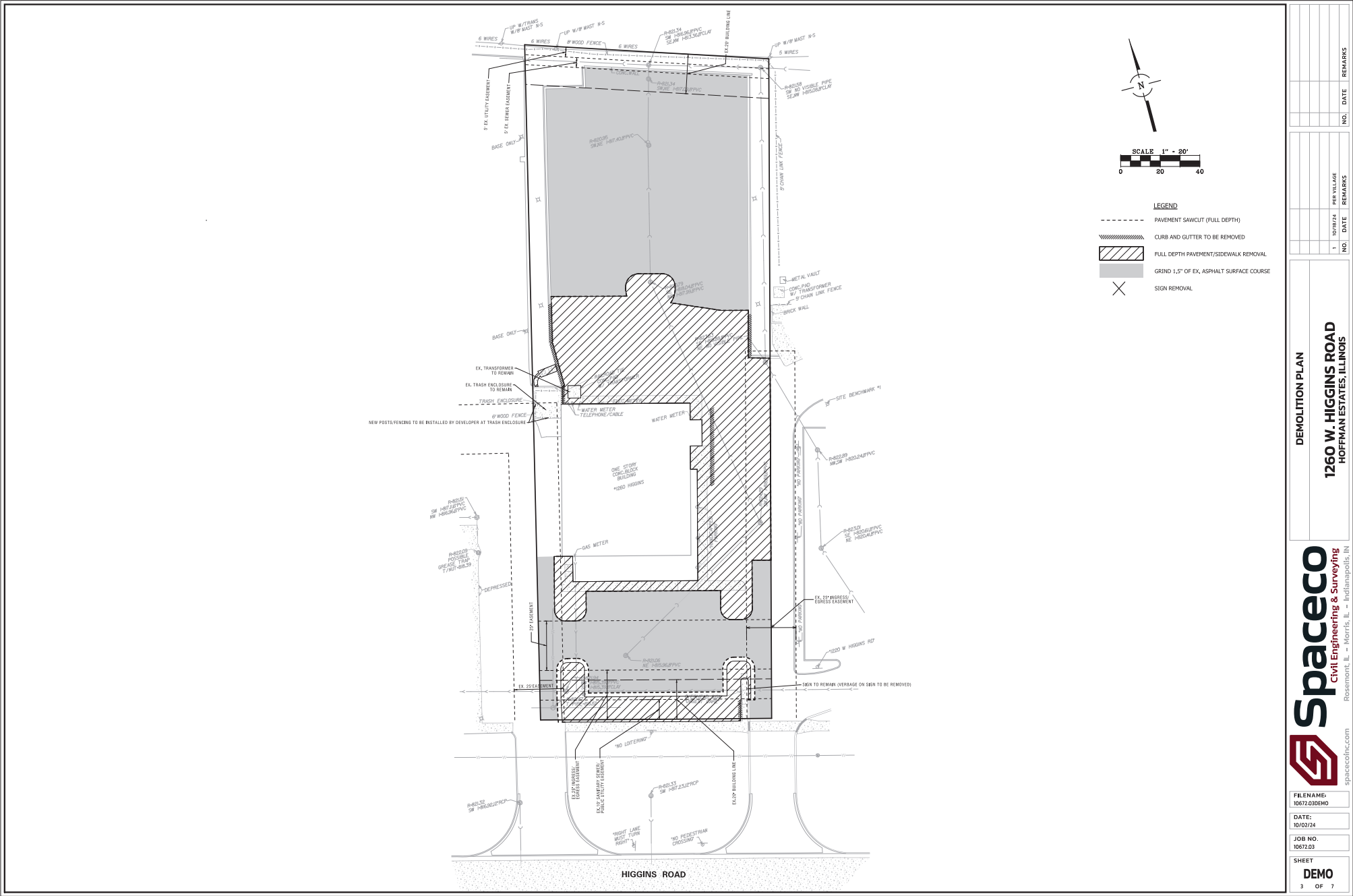
DB NO.
672.03

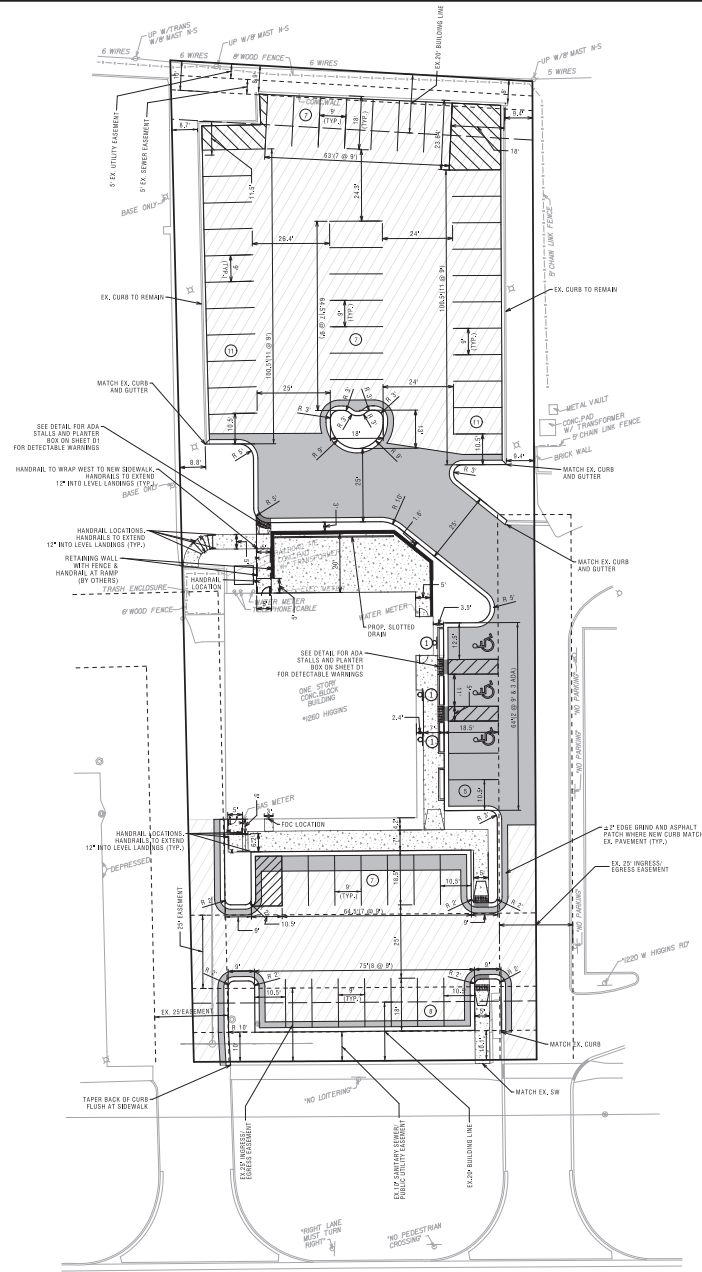
HEET

C1

1 OF 7







LEGEND

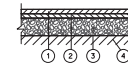
- 1.5" HMA SURFACE COURSE OVERLAY (USE ELEVATION BINDER AS NEEDED TO ACHIEVE GRADES SHOWN ON GRADING PLAN)
- NEW/REPLACEMENT ASPHALT PAVEMENT
- CONCRETE SIDEWALK
- B6.12 CURB AND GUTTER REVERSE PITCH (PITCH OUT)
- DEPRESSED CURB & GUTTER
- PROP. RETAINING WALL (BY OTHERS)
- PROP. HANDRAIL (BY OTHERS)
- DETECTABLE WARNING TILE

NOTES:

- ALL DIMENSIONS ARE TO THE BACK OF CURB, PAVEMENT STRIPING, BUILDING OR PROPERTY LINE UNLESS OTHERWISE NOTED.
- ALL PAVEMENT MARKINGS SHALL BE YELLOW PAINT.
- RESTRIPE ALL PARKING LOTS AS SHOWN ON PLANS.
- SEE ARCHITECTURAL PLANS FOR ANY DETAILS OF RAMP, HANDRAILS, FENCING, AND RETAINING WALLS.
- ALL DETECTABLE WARNING TILES SHOWN ON PLANS TO BE RED AND SHALL MEET SPECIFICATIONS IN PLANTER BOX DETAIL ON SHEET D1.

SITE PLAN DATA

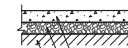
SITE AREA =	0.9306 AC
	40,546 SF
BUILDING AREA =	±5,096 SF
PARKING PROVIDED:	
REGULAR STALLS =	53
ADA STALLS =	3
TOTAL =	56



TYPICAL ASPHALT PAVEMENT SECTION

N.T.S.

- 1.5" HMA SURFACE COURSE, IL 9.5, NSO
- 2.5" HMA BINDER COURSE, IL 19.0, NSO
- 10" AGGREGATE BASE COURSE, TYPE B
- COMPACTED AND STABLE SUBGRADE



TYPICAL SIDEWALK SECTION

N.T.S.

SIGN LEGEND:



NOTE: ⑧ INDICATES SIGN ① MOUNTED ABOVE SIGN ①

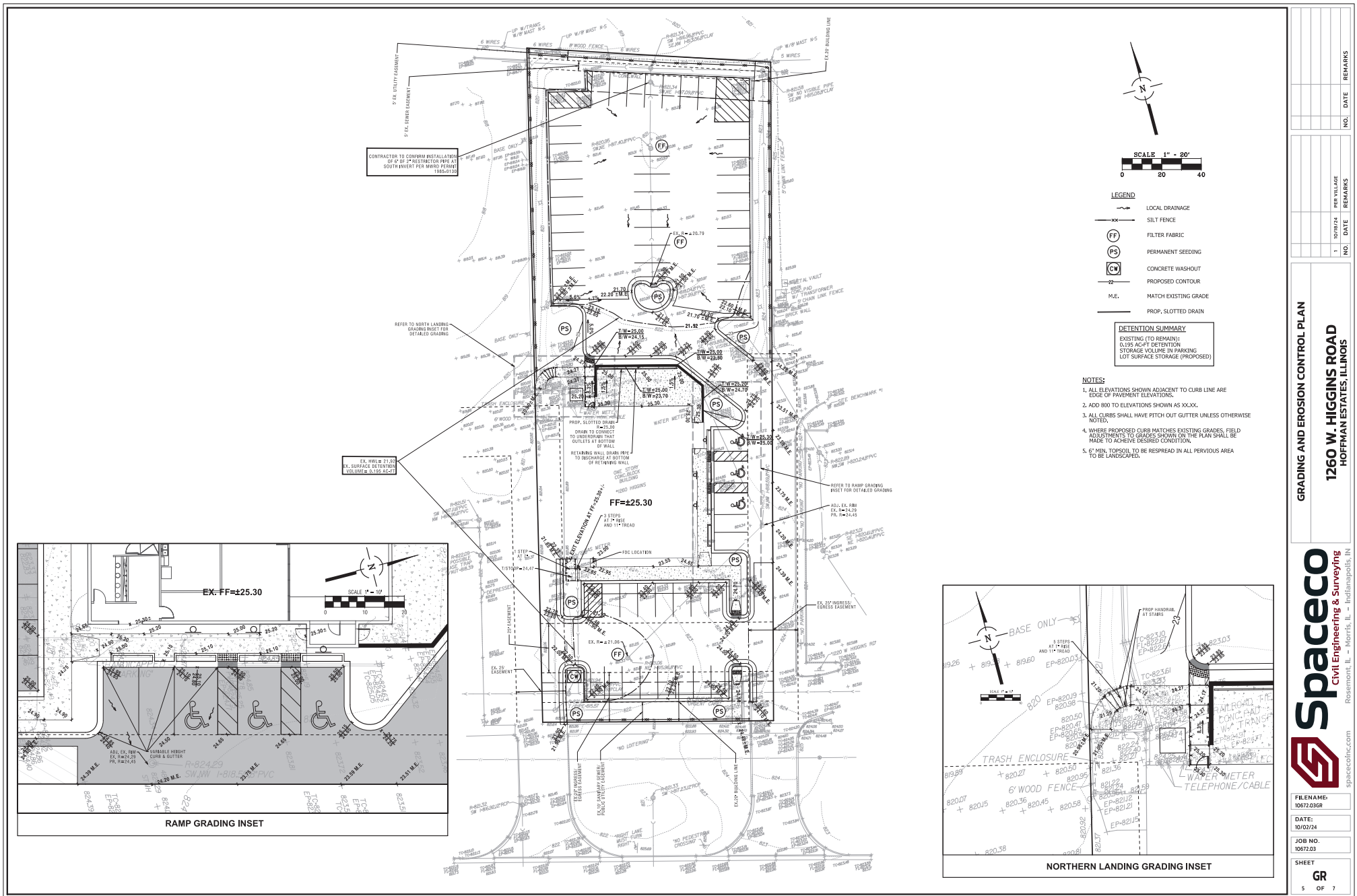
GEOMETRIC PLAN

1260 W. HIGGINS ROAD
HOFFMAN ESTATES, ILLINOIS



FILENAME:
10672.DWG
DATE:
10/01/24
JOB NO.
10672.03
SHEET

GM
4 OF 7



[illegible]

TYPE	INPUT WATTS	VOLTS	LUMENS	COLOR TEMP	CRI	DESCRIPTION	MANUFACTURER	CATALOG NUMBER	BUC RATING	SHIELDING	FINISH	MOUNTING	CONTROLS		SEE NOTES
													INTEGRAL	REMOTE	
E	30	120	5000	4000K	●	POLE & LUMINAIRE	LITHONIA	DSX0 LED-P54KH-7C9RBL-C4M-VOLT-6PA-MLTAR2 PRHN-DXB00	003	ACRYLIC	DARK BRONZE	SEE DETAIL 1/E3	05	PHOTO ON TC OFF	#1
E1	30	120	8794	4000K	●	POLE & LUMINAIRE	LITHONIA	DSX0 LED-P5-40K-7C9RBL-C3M-VOLT-6PA-MLTAR2 PRHN-DXB00	002	ACRYLIC	DARK BRONZE	SEE DETAIL 1/E3	05	PHOTO ON TC OFF	#1
E2	90	120	8794	4000K	●	EXISTING POLE & NEW LUMINAIRE	LITHONIA	DSX0 LED-P5-40K-7C9RBL-C4M-VOLT-4M-LTAR2 PRHN-DXB00	002	ACRYLIC	DARK BRONZE	SEE DETAIL #2	05	PHOTO ON TC OFF	#1
E3	90	120	8794	4000K	●	EXISTING STANCHION & NEW LUMINAIRE	LITHONIA	DSX0 LED-P5-40K-7C9RBL-C3M-VOLT-4M-LTAR2 PRHN-DXB00	002	ACRYLIC	DARK BRONZE	SEE DETAIL #3	05	PHOTO ON TC OFF	#1

1. EACH LIGHT FIXTURE TO HAVE MOTION SENSOR CONTROL. LIGHT FIXTURES TO DIM TO 33% AFTER 15 MINUTES OF NO MOTION DETECTED. ALL LIGHTS ON THAT CIRCUIT TO COME TO FULL BRIGHTNESS WHEN ONE MOTION SENSOR IS ACTIVATED ON THAT CIRCUIT.
2. NEW LIGHT FIXTURE MOUNTED ON EXISTING POLE.
3. NEW LIGHT FIXTURE MOUNTED ON EXISTING ROOF STANCHION.

	WALL BRACKET/WALL SCONCE FIXTURE • SEE FIXTURE SCHEDULE
	SURFACE/PENDANT FIXTURE • SEE FIXTURE SCHEDULE
	RECESSED DOWNLIGHT FIXTURE • SEE FIXTURE SCHEDULE
	POLE & LUMINAIRE(S) FIXTURE • SEE FIXTURE SCHEDULE
	SWITCHED CIRCUIT

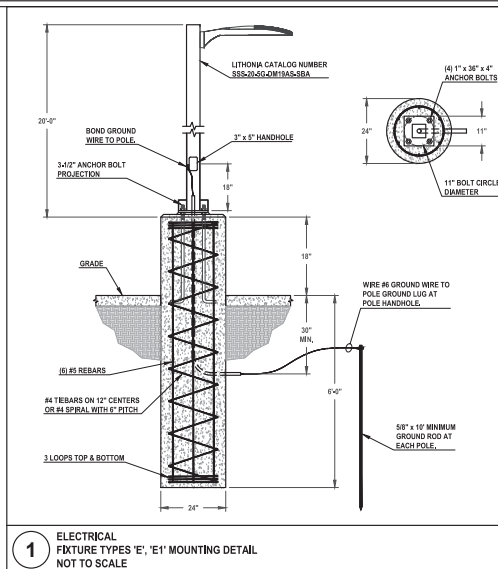
ABBRAC CIRCUIT
 ABOVE FINISHED FLOOR
 ABOVE FINISHED GRADE
 AFI AIR FLOW
 AMP AMPERES/AMPERAGE
 APC ABOVE FINISHED CEILING
 BOL BOLT
 BOL BOLT OVERLOAD
 BRK BREAKER
 BWE BAKED WHITE ENAMEL
 CBA COLOR BY ARCHITECT
 CRCT CIRCUIT
 CTL CONTROL
 DCP DRAIN EQUIPMENT CONTROL PANEL
 DISC DISCONNECT
 ELEC ELECTRICAL CONTRACTOR
 EM EMERGENCY
 EX EXISTING
 EXR EXISTING TO BE REMOVED
 EXR EXISTING TO BE RELOCATED
 EWC ELECTRIC WATER COOLER
 FEA FIRE ALARM ANNOUNCER PANEL
 FCA FIRE ALARM CONTROL PANEL
 FLA FULL LOAD
 FLW FLOAT SWITCH
 FPC FIRE PROTECTION CIRCUIT
 FURN FURNISHED
 GEN GENERAL CONTRACTOR
 GFCI GROUND FAULT CIRCUIT INTERRUPTER
 GND GROUND
 HOVAC HEAT-OF-AUTOMATIC SWITCH
 HSP HEATING AND VENTILATING CONTRACTOR
 INT IN-TO
 IN IN ROOM
 IN IN UNIT
 JOB JUNCTION BOX
 LK ALUMINUM
 LOC LOCATION
 LT LOW TEMPERATURE
 LT/WT LIGHT SWITCH
 LT/WT LOW VOLTAGE THERMOSTAT
 MAG MAGNETIC STARTER
 MAN MANUAL STARTER
 MAN MINIMUM CIRCUIT AMPS
 MSL MAXIMUM STARTER WITH PILOT LIGHT
 NL NEAR
 NU NEAR UNIT
 OVP OVERVOLT PROTECTION
 ONS OCCUPANCY SENSOR
 ON ON UNIT
 PBL PUSH BUTTON
 PL PLUMBING CONTRACTOR
 PLS PRESSURIZED ELECTRIC SWITCH
 PRE PREWIRED
 REC REFRIGERATION CONTRACTOR
 REC REFRIGERATION CONTRACTOR
 RECP RECEPTACLE
 RBA REBAR
 SCS SEPARATE CIRCUIT
 SS SPEED SWITCH
 SPS STOP START
 ST STOP/START
 SW SWITCH
 T LINE VOLTAGE THERMOSTAT
 TBO TO BE DETERMINED
 TC TIME CLOCK
 TCC TEMPERATURE CONTROL CONTRACTOR
 TCO TEMPERATURE CONTROL UNIT
 UNB UNBURNED
 UNO UNLESS NOTED OTHERWISE
 VFD VARIABLE FREQUENCY DRIVE
 WTS WATTS
 WPT WEATHER PROOF ("WIND-UN-USE")
 YARD YARD

[illegible]

SSS Square Steel Poles TYPE: E, E1

GENERAL INFORMATION Load must be applied by depending on application options. Consult with your sales representative. Example SSS 25 20 SC Double DORMER

GENERAL INFORMATION		Load must be applied by depending on application options. Consult with your sales representative.		Example SSS 25 20 SC Double DORMER	
Size	Nominal Section mounting height	Nominal shaft size (wall thickness)	Mounting*	Options	Example
SSS	10' (2.74 m) 12' (3.05 m) 14' (3.35 m) 16' (3.66 m) 18' (3.96 m) 20' (4.27 m) 22' (4.57 m) 24' (4.88 m) 26' (5.18 m) 28' (5.49 m) 30' (5.79 m)	4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm) 4" (101.6 mm)	Non-moment 1" Opening (includes 1" hole) 2" (50.8 mm) 3" (76.2 mm) 4" (101.6 mm) 5" (127 mm) 6" (152.4 mm) 8" (203.2 mm) 10" (254 mm) 12" (304.8 mm) 14" (354.3 mm) 16" (406.4 mm) 18" (457.2 mm) 20" (508 mm) 22" (558.8 mm) 24" (609.6 mm) 26" (660.4 mm) 28" (711.2 mm) 30" (762 mm)	Aluminum V6 Vibration dampen** V7 V8 V9 V10 V11 V12 V13 V14 V15 V16 V17 V18 V19 V20 V21 V22 V23 V24 V25 V26 V27 V28 V29 V30 V31 V32 V33 V34 V35 V36 V37 V38 V39 V40 V41 V42 V43 V44 V45 V46 V47 V48 V49 V50 V51 V52 V53 V54 V55 V56 V57 V58 V59 V60 V61 V62 V63 V64 V65 V66 V67 V68 V69 V70 V71 V72 V73 V74 V75 V76 V77 V78 V79 V80 V81 V82 V83 V84 V85 V86 V87 V88 V89 V90 V91 V92 V93 V94 V95 V96 V97 V98 V99 V100 V101 V102 V103 V104 V105 V106 V107 V108 V109 V110 V111 V112 V113 V114 V115 V116 V117 V118 V119 V120 V121 V122 V123 V124 V125 V126 V127 V128 V129 V130 V131 V132 V133 V134 V135 V136 V137 V138 V139 V140 V141 V142 V143 V144 V145 V146 V147 V148 V149 V150 V151 V152 V153 V154 V155 V156 V157 V158 V159 V160 V161 V162 V163 V164 V165 V166 V167 V168 V169 V170 V171 V172 V173 V174 V175 V176 V177 V178 V179 V180 V181 V182 V183 V184 V185 V186 V187 V188 V189 V190 V191 V192 V193 V194 V195 V196 V197 V198 V199 V200 V201 V202 V203 V204 V205 V206 V207 V208 V209 V210 V211 V212 V213 V214 V215 V216 V217 V218 V219 V220 V221 V222 V223 V224 V225 V226 V227 V228 V229 V230 V231 V232 V233 V234 V235 V236 V237 V238 V239 V240 V241 V242 V243 V244 V245 V246 V247 V248 V249 V250 V251 V252 V253 V254 V255 V256 V257 V258 V259 V260 V261 V262 V263 V264 V265 V266 V267 V268 V269 V270 V271 V272 V273 V274 V275 V276 V277 V278 V279 V280 V281 V282 V283 V284 V285 V286 V287 V288 V289 V290 V291 V292 V293 V294 V295 V296 V297 V298 V299 V300 V301 V302 V303 V304 V305 V306 V307 V308 V309 V310 V311 V312 V313 V314 V315 V316 V317 V318 V319 V320 V321 V322 V323 V324 V325 V326 V327 V328 V329 V330 V331 V332 V333 V334 V335 V336 V337 V338 V339 V340 V341 V342 V343 V344 V345 V346 V347 V348 V349 V350 V351 V352 V353 V354 V355 V356 V357 V358 V359 V360 V361 V362 V363 V364 V365 V366 V367 V368 V369 V370 V371 V372 V373 V374 V375 V376 V377 V378 V379 V380 V381 V382 V383 V384 V385 V386 V387 V388 V389 V390 V391 V392 V393 V394 V395 V396 V397 V398 V399 V400 V401 V402 V403 V404 V405 V406 V407 V408 V409 V410 V411 V412 V413 V414 V415 V416 V417 V418 V419 V420 V421 V422 V423 V424 V425 V426 V427 V428 V429 V430 V431 V432 V433 V434 V435 V436 V437 V438 V439 V440 V441 V442 V443 V444 V445 V446 V447 V448 V449 V450 V451 V452 V453 V454 V455 V456 V457 V458 V459 V460 V461 V462 V463 V464 V465 V466 V467 V468 V469 V470 V471 V472 V473 V474 V475 V476 V477 V478 V479 V480 V481 V482 V483 V484 V485 V486 V487 V488 V489 V490 V491 V492 V493 V494 V495 V496 V497 V498 V499 V500 V501 V502 V503 V504 V505 V506 V507 V508 V509 V510 V511 V512 V513 V514 V515 V516 V517 V518 V519 V520 V521 V522 V523 V524 V525 V526 V527 V528 V529 V530 V531 V532 V533 V534 V535 V536 V537 V538 V539 V540 V541 V542 V543 V544 V545 V546 V547 V548 V549 V550 V551 V552 V553 V554 V555 V556 V557 V558 V559 V560 V561 V562 V563 V564 V	

[illegible]

SCHEDULES & DETAILS

1260 W. HIGGINS ROAD
HOEFMAN ESTATES, ILLINOIS

K&A JOB NO.
24108

DATE:
10/09/2024

JOB NO.
10672.03

SHEET

E3



KORNACKI & ASSOCIATES, INC.
Electrical Design Consultants
262-784-3323
7845 S. Main Street, Suite 200
Milwaukee, WI 53214

C:\projects\10672\10672.dwg Plot: 10/9/2024 4:14 PM PLOT: 10/9/2024 4:14 PM

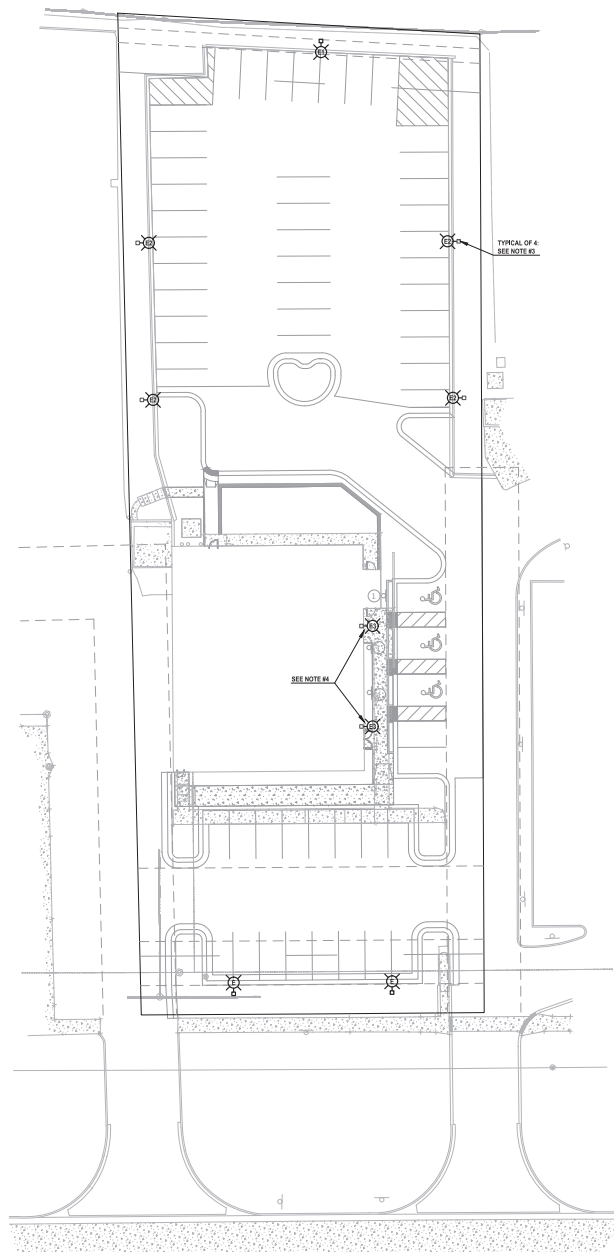
DAVID B. KORNACKI
062.052986
STATE OF ILLINOIS
Date: 10/09/24
Lic. Exp.: 11/30/25



Village of Hoffman Estates Landscape Ordinance			
Landscape requirement Summary			
		Required	Proposed/Existing
Parkway Planting (LF)	117LF		
Required Trees	1:50LF	2	2
Site Perimeter Planting (LF)	439LF		
Shade, Ornamental, Evergreen Trees	1:40LF	11	11
Parking Lot Interior			
Parking spaces proposed	57		
Shade Trees	1:15 spaces	4	4

- ## GENERAL CONSTRUCTION NOTES
1. REQUIRED LANDSCAPE MATERIAL SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND BE STAKED, WRAPPED, WATERED AND MULCHED PER ORDINANCE.
 2. BEFORE ANY EXCAVATION ON THE SITE, CALL TO LOCATE ANY EXISTING UTILITY ON THE SITE. THE CONTRACTOR SHALL FURNISH UTILITIES HIMSELF WITH THE LOCATIONS OF ALL BURIED UTILITIES IN THE AREAS OF WORK BEFORE STARTING OPERATIONS. THE CONTRACTOR SHALL BE LIABLE FOR THE COST OF REPAIRING OR REPLACING ANY BURIED CONDUITS, CABLES OR PIPING DAMAGED DURING THE INSTALLATION OF THIS WORK.
 3. FOUR FOOT HIGH FENCING OR OTHER RIDGE WATER MATERIAL IS TO BE ERECTED AROUND THE DRIP-LINE OF ALL TREES TO BE SAVED.
 4. PLANT QUANTITIES ON PLANT LIST INTENDED TO BE A GUIDE. ALL QUANTITIES SHALL BE CHECKED AND VERIFIED ON PLANTING PLAN. ANY DISCREPANCIES SHALL BE DISCUSSED WITH THE LANDSCAPE ARCHITECT.
 5. ANY DEVIATIONS FROM OR MODIFICATIONS TO THIS PLAN SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
 6. CONTRACTOR TO NOTIFY LANDSCAPE ARCHITECT UPON DELIVERY OF PLANT MATERIAL TO THE SITE. LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL THAT DOESN'T MEET STANDARDS OR SPECIFICATION OF THE PROJECT.
 7. ALL PLANT MATERIAL TO BE INSTALLED PER THE PLANTING DETAILS PROVIDED ON THIS PLAN SET.
 8. ALL BED EDGES TO BE WELL SHAPED, SPACED CUT, WITH LINES AND CURVES AS SHOWN ON THIS PLAN SET.
 9. ALL PLANTING BEDS TO BE PREPARED WITH PLANTING MIX: 50% TOPSOIL, 50% SOIL. AMENDMENTS 3 PARTS PEATMOS, 1 PART COMPOST, 1 PART SAND.
 10. ALL PAVING LOT ISLANDS SHALL BE BACKFILLED WITH THE FOLLOWING: 2" OF 5/8" GRADE, 30% SAND, 60% TOPSOIL, 30% COMPOST, 10% SAND, OR 6" OF ONE STEP BY MIDWEST TRAPPOID, TOP DRESSED AND TILLED INTO 18" OF TOPSOIL.
 11. ALL SPECIFIED LANDSCAPE MATERIAL, INDICATED ON THE CONSTRUCTION DOCUMENTS WILL BE REQUIRED TO BE MAINTAINED THROUGHOUT THE LIFE OF THE PROJECT AND MUST BE REPLACED SHOULD IT DIE OR BECOME DAMAGED.
 12. ALL PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE FROM SUBSTANTIAL COMPLETION AS DETERMINED BY THE LANDSCAPE ARCHITECT, AND SHALL BE REPLACED SHOULD IT DIE WITHIN THAT PERIOD.
 13. PROTECT STRUCTURES, SIDEWALKS, PAVEMENTS AND UTILITIES TO REMAIN FROM DAMAGE CAUSED BY SETTLEMENT, LATERAL MOVEMENT, UNDERMINING, WASHOUTS AND OTHER HAZARDS CAUSED BY SOIL IMPROVEMENT OPERATIONS.
 14. ALL LAWN AREAS TO BE SEEDDED WITH STANDARD TURF GRASS SEED AND COVERED WITH EROSION CONTROL BLANKET. UNLESS OTHERWISE SPECIFIED ON THE PLAN.
 15. AREAS DISTURBED BY CONSTRUCTION ACTIVITIES, EXCLUDING SHURB BEDS, TO BE RESTORED WITH TURF GRASS SEED AND COVERED WITH AN EROSION CONTROL BLANKET.
 16. CAREFULLY MAINTAIN PRESENT GRADE AT BASE OF ALL EXISTING TREES TO REMAIN. PREVENT ANY COLLAPSE OF EXISTING TREES INCLUDING ROOT ZONES. USE TREE PROTECTION BARRICADES WHERE INDICATED. PROTECT EXISTING TREES TO REMAIN AGAINST UNNECESSARY CUTTING, BREAKING OR SKINNING OF ROOTS, BRUISING OF BARK OR SMOKING OF TRUNKS, DRIVING, PAVING, DUMPING, STOCKPILING AND/OR STORAGE OF VEHICLES, EQUIPMENT, SUPPLIES, MATERIALS OR DEBRIS ON OR TO THE ROOT ZONES AND/OR WITHIN THE DRILLHOLE OF RUBBERY TREES OR OTHER PLANT MATERIAL. TO REMAIN IS STRICTLY PROHIBITED.
 17. THE CONTRACTOR AT ALL TIMES SHALL KEEP THE PREMISES ON WHICH WORK IS BEING DONE, CLEAR OF RUBBERY TREES OR OTHER PLANT MATERIALS REMOVED FROM THE SITE. SHALL BE DISPOSED OF LEGALLY.
 18. ALL WORK AND OPERATIONS SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND ORDINANCES.

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- NOTES:**
1. EACH LIGHT FIXTURE TO HAVE MOTION SENSOR CONTROL. LIGHT FIXTURES TO DIM TO 30% AFTER 15 MINUTES OR NO MOTION DETECTED. ALL LIGHTS ON THAT CIRCUIT TO COME TO FULL BRIGHTNESS WHEN THE MOTION SENSOR IS ACTIVATED.
 2. 2# THIN & 1# BG DIM. IN 3/4" C. TO LIGHTING PANEL VIA PHOTOCELL-ON, TIMELOCK-OFF.
 3. E.C. TO PROVIDE NEW LIGHT FIXTURE ON EXISTING POLE. SEE FIXTURE SCHEDULE FOR MORE INFORMATION.
 4. E.C. TO PROVIDE NEW LIGHT FIXTURE ON EXISTING ROOF STANCHION. SEE FIXTURE SCHEDULE FOR MORE INFORMATION.

[illegible][illegible]

ELECTRICAL SITE PLAN

1260 W. HIGGINS ROAD
HOFFMAN ESTATES, ILLINOIS

Corporation Registration #184,00527-4



KORNACKI & ASSOCIATES, INC.
Electrical Design Consultants
262-784-3323
2845 S. Moorland Rd., New Berlin, WI 53151

K&A JOB NO. 24108
DATE: 10/09/2024
JOB NO. 10672.03
SHEET E1

 **ELECTRICAL SITE PLAN**
SCALE: 1"=20'-0"


 Date: 10/09/24
 Lic. Exp.: 11/30/25



MINUTES
Planning & Zoning Commission
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

November 20, 2024

Council Chambers

6:30 PM

1. CALL TO ORDER/ROLL CALL

Chairperson Combs called the meeting to order at 06:30 PM.

Commissioners Present: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Commissioners Absent: Excused: Denise Wilson Unexcused: Lenard Henderson

A quorum was present.

Administrative Personnel Present: Kevin Anderson, Associate Planner; Daisy Dose-Adamzadeh, Assistant Planner

2. APPROVAL OF MINUTES

A. Planning & Zoning Commission 10-16-2024

Motion by Commissioner Harner, seconded by Commissioner Trieb, to approve October 16, 2024, regular meeting minutes. Voice vote taken. Ayes - 6, Nays - 0, (Abstain: Eva Combs, Rajkumari Chhatwani). Motion Passed.

3. CHAIRPERSON'S REPORT

Vice Chairperson Bauske stated the master sign plan for Hoffman Estates Community Bank was approved by the Village Board on October 21, 2024.

4. NEW BUSINESS

A. Public Hearings

1. Site Plan Amendment and a Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road

Motion by Commissioner Harner, seconded by Commissioner Trieb, to Open Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None). Motion Passed.

Chairperson Combs swore in the petitioners.

Hollis Gorrie (2414 E Kensington Road, Arlington Heights)

Don Frick (334 S Jefferson, Woodstock)

Ms. Gorrie and Mr. Frick presented an overview of the project.

Kevin Anderson presented an overview of the staff report.

Commissioner Lee asked staff if there would be any additional fencing for security and/or safety in addition to the landscaped buffer/border. Mr. Anderson responded that from Village code perspective, the solid board on board fence that is there currently suffices. Landscape plan shows three additional trees on the north lot line to provide adequate screening. Mr. Frick commented about fencing concerns with regard to security purposes that the individuals being served at this facility are highly functioning individuals who live in and actively participate in their communities. This location is not one where individuals with behavioral concerns would be participating, therefore it is not planned to add additional fencing at this time. Commissioner Lee clarified that he was referring to safety of their clients and did not want to infer that he was asking about keeping people in.

Commissioner Wise asked the petitioners about the area they cover and how they are funded. Mr. Frick stated all services are provided within Illinois, predominantly the northern region, and Ms. Gorrie stated that 83% is funded through Federal and State dollars.

Commissioner Milford asked whether there would be adequate lighting around the site for evening events. Mr. Frick stated that evening events are smaller. However, they are proposing substantial upgrades to the lighting of the facility, including the parking lot and security lighting.

Commissioner Harner voiced concern about high school kids hiding around the property. Mr. Frick stated that lighting is adequate and security cameras are installed inside and outside the facility. Commissioner Harner praised the program in general. Ms. Gorrie expanded on the programs' relationship with Hoffman Estates High School and are looking to partner with them on their transition program and, therefore, proximity to the high school is an added bonus.

Commissioner Trieb asked for clarification about the new patio area and how it was listed as being planned to be used for "passive outdoor use"; would it be mainly for afternoon events, such as cookouts, or other events that could produce a lot of noise in the evening? Ms. Gorrie stated most evening events would be held indoors, and she did not foresee it being a loud music or party area. She stated the use might be more likely as an area to gather prior to going out into/coming back from activities the community.

Commissioner Chhatwani first expressed gratitude to Clearbrook for hosting 30 full-time staff members and offering the opportunity for volunteerism in the community, especially to high school students. She then expressed concerns about available parking on site, stating there are currently 72 parking spaces, with several spots planned to be converted into accessible parking spaces, and 30 spots needed for staff, thus leaving only 26 spots for the residents/volunteers stopping by the facility, and no local on-street parking available in the area. She asked whether there is any plan to expand parking for operations or did they feel this was sufficient for the program? Mr. Frick responded stating this location is ideal for their program with regard to the number of parking spaces. Many of the program attendees will be dropped off at the site by Clearbrook vans from the residential group home. None of the individual program attendees will be driving themselves to the site and there are some OT, PT and volunteer staff calculated within the 30 staff spaces.

Vice Chairperson Bauske asked the petitioner if they agreed with the conditions of approval in the staff report. Mr. Frick stated yes.

Chairperson Combs asked staff about Finding #4, stating the answer doesn't refer to anything regarding the access roads; should we include something to respond to this? Mr. Anderson responded that he is happy to amend anything the Commission would like, but that item #5 states that Higgins Road is the primary point of access and that there are two existing curb cuts that will continue to be utilized. Mr. Anderson also stated there is a cross access easement available between all the properties allowing travel from the property east of this site all the way over to Glen Lake Road. Chairperson Combs asked if the easement is recorded and follows the property. Mr. Anderson stated the easement is recorded against this property, the property to the east, the property to the west, the dental office and Abby Automotive.

Chairperson Combs asked staff about off-property overnight parking. Mr. Anderson clarified that parking of approximately 4 to 8 Clearbrook vehicles will be on-site in the southeastern rear lot parking spaces overnight. Mr. Frick stated they prefer to keep the buses as close to the building as they are able from a security camera standpoint.

Chairperson Combs asked if there were any members of the audience that would like to comment on the request. There were no public comments.

Motion by Commissioner Harner, seconded by Commissioner Trieb, to Close Public Hearing. Voice vote taken. Ayes - 8, Nays - 0, (Abstain: None). Motion Passed.

Motion by Vice Chairperson Bauske, seconded by Commissioner Harner, to adopt the Findings of Fact for Site Plan and Special Use, as noted in the Findings & Recommendations Summary.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson Denise Wilson

Motion Passed.

Motion by Vice Chairperson Bauske, seconded by Commissioner Harner, to recommend to the Village Board approval of Site Plan Amendment and Special Use to Clearbrook for a social service agency at 1260 W. Higgins Road, subject to the following conditions as of the November 20, 2024 Staff Report.

Roll call vote:

Aye: Eva Combs, Adam Bauske, Lon Harner, Daniel Lee, Minerva Milford, Nancy Trieb, John Wise, Rajkumari Chhatwani

Nay: None

Absent: Lenard Henderson Denise Wilson

Motion Passed.

Chairperson Combs stated this recommendation would be presented to the Village Board at the next regular meeting on December 2, 2024, at 7:00 p.m.

5. STAFF DISCUSSION

Ms. Dose-Adamzadeh stated there will be one item on the December 4, 2024, meeting, and four items for the December 18, 2024, meeting and asked that any Commissioners having conflicts for these meetings reach out as soon as possible.

6. PUBLIC COMMENT

None.

7. ADJOURNMENT

Motion by Commissioner Chhatwani, seconded by Commissioner Harner, to adjourn at 07:06 PM. Voice vote taken. Ayes - 8 | Nays - 0 (None) | Abstain - 0 (None). Motion Passed.

Minutes prepared by Marquelle Cnota, Administrative Assistant.

Chairperson's Approval

Date Approved