

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
March 28, 2016

Immediately following Public Health & Safety

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

- I. Roll Call**
- II. Approval of Minutes – February 22, 2016**

NEW BUSINESS

- 1. Request approval of an ordinance reserving the Village's volume cap.
- 2. Request acceptance of Finance Department Monthly Report.
- 3. Request acceptance of Information System Department Monthly Report.
- 4. Request acceptance of Sears Centre Monthly Report.

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

I. Roll Call

Members in Attendance:

**Gary Pilafas, Chairperson
Trustee Anna Newell, Vice Chairperson
Trustee Michael Gaeta
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Mayor William McLeod**

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Kevin Kramer, Director of Econ. Dev.
Tom Mackie, Deputy Fire Chief
Ted Bos, Police Chief
Joseph Nebel, Dir. of Public Works
Rachel Musiala, Director of Finance
Bruce Anderson, CATV Coordinator
Fred Besenhoffer, Director of IS
Ashley Monroe, Asst. to Village Manager
Austin Pollack, Admin. Intern
Bev Romanoff, Clerk
Patti Cross, Asst. Corp Counsel**

The Finance Committee meeting was called to order at 7:00 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the minutes of the Finance Committee meeting of January 25, 2016. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Vandenberg, seconded by Trustee Mills, to approve the minutes of the Special Finance Committee meeting of February 1, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of an Ordinance authorizing the issuance of not to exceed \$10,000,000 General Obligation Refunding Bonds, Series 2016 of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, for the purpose of advance 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.**

An item summary sheet from Jim Norris and Rachel Musiala was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve an Ordinance authorizing the issuance of not to exceed \$10,000,000 General Obligation Refunding Bonds, Series 2016 of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, for the purpose of advance 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. Voice vote taken. All ayes. Motion carried.

2. Request approval of an Ordinance amending Section 8-2-1, Fees, of the Hoffman Estates Municipal Code (video gaming).

An item summary sheet from Bev Romanoff was presented to committee.

Trustee Stanton suggested a lower proposed fee of \$250 per video gaming terminal and \$750 for terminal operator.

Trustee Vandenberg voiced concern that if we raise the fees too high, we would not be able to attract other terminals.

Bev Romanoff indicated that the proposed terminal operator fee is for those operators who have 1 location or many locations.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg to approve an ordinance amending Section 8-2-1, Fees, of the Hoffman Estates Municipal Code (video gaming). Voice vote taken. All ayes (Nay: Stanton). Motion carried.

3. Request approval of an Ordinance amending Sections 13-5-2 and 13-5-6 of the Hoffman Estates Municipal Code (real estate transfer tax).

An item summary sheet from Art Janura was presented to committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve an Ordinance amending Sections 13-5-2 and 13-5-6 of the Hoffman Estates Municipal Code (real estate transfer tax) with the correction to Section 13-5-2-B to state "taxes due and owing . . .". Voice vote taken. All ayes. Motion carried.

4. Request authorization to waive formal bidding and award a contract to Current Technologies Corporation Inc. for the replacement of the Information Systems Department Storage Area Network (SAN) in an amount not to exceed \$94,548.72.

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to waive formal bidding and award a contract to Current Technologies Corporation Inc. for the replacement of the Information Systems Department Storage Area Network (SAN) in an amount not to exceed \$94,548.72. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of the Finance Department Monthly Report.

The Finance Department Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to accept the Finance Department Monthly Report. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of the Information System Department Monthly Report.

The Information System Department Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to accept the Information System Department Monthly Report. Voice vote taken. All ayes. Motion carried.

7. Request acceptance of the Sears Centre Monthly Report.

The Sears Centre Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Sears Centre Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

Mayor McLeod reported that on Wednesday, February 17, he attended the NWMC Legislative meeting, as well as the Business After Hours at Gigi's Playhouse. On Thursday, February 18, he attended the Capital Dames presentation. On Friday, February 19, he attended the ribbon cutting for Wholesale Health Pharmacy on Barrington Road. On Saturday and Sunday, he attended Blue & Gold receptions for the scouts. The Mayor attended the Chamber Board meeting and the Pace Transit Study status on Monday, February 22.

IV. Other

Trustee Pilafas reported that he met with Yousef and AJ and reported they have sold 14 suites and anticipate selling more.

Trustee Mills reported seeing traffic light standards between the shopping centers on Roselle Road and was excited to see them.

V. Items in Review**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:18 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Private Activity Bond (IRB)

MEETING DATE: March 28, 2016

COMMITTEE: Finance Committee

FROM: Arthur L. Janura, Jr., Corporation Counsel

PURPOSE: To consider reserving private activity bond (IRB) volume cap.

DISCUSSION: The Village is given a private activity bond cap each year by the State. This year's amount is \$5,234,700 based on a volume cap of \$100 per capita. Each year, this is granted, reserved or transferred, otherwise it cedes to the State on May 1. At this time, the Village should reserve its right to use the volume cap.

RECOMMENDATION: Recommend adoption of an ordinance reserving the Village's volume cap.

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE RESERVING VOLUME CAP IN CONNECTION WITH
PRIVATE ACTIVITY BOND ISSUES AND RELATED ISSUES**

WHEREAS, the Village of Hoffman Estates, Cook and Kane Counties, Illinois (the "Municipality"), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 ILCS 1998, 345/1 et. seq., as supplemented and amended (the "Act") provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2016 to be applied toward the issuance of private activity bonds (the "Bonds"), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

Section 1: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2016 is hereby reserved by the Municipality, which shall issue the Bonds using such volume cap, or shall use or transfer such volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds; provided, that any such transfer shall be evidenced by a written instrument executed by the mayor or any other proper officer or employee of the Municipality.

Section 2: That the Municipality shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

Section 3: That the President, Village Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

Section 4: That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not effect the remainder of the sections, phrases and provisions of this Ordinance.

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

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

PASSED THIS _____ day of _____, 2016

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

APPROVED THIS _____ DAY OF _____, 2016

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2016.

INTRODUCTION

The Federal Tax Reform Act of 1986 (the "Code") as amended, imposes a limit on the aggregate amount of "tax exempt private activity" bonds (also known as "Volume Cap") that can be issued by a state.. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois ("the State") has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the "Illinois Allocation Act").

The Governor's Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these "2016 Guidelines and Procedures" (the "Guidelines"), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor's Office, and the Governor's Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor's Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor's Office will not make a legal determination of the applicability of the Code to an issuer nor will it determine an issuer's compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor's Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT "PDF") TO THE FOLLOWING ADDRESSES:

HARD COPY SUBMISSIONS TO:

**Governor's Office of Management and Budget
Debt Management Unit – Volume Cap Submission
603 Stratton Building
Springfield, IL 62706**

ELECTRONIC (PDF) SUBMISSIONS TO:

OMB.VolumeCapRequest2016@illinois.gov

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a "REPORT" or a "REQUEST") in the "SUBJECT" line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

Name
Title
Department/Division
Phone Number
Email address

IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.



HOFFMAN ESTATES

GROWING TO GREATNESS

**ELECTRONIC (PDF) SUBMISSIONS TO:
OMB.VolumeCapRequest2016@illinois.gov**

April 5, 2016

REPORT OF ALLOCATION GRANTED BY HOME-RULE UNITS

Governor's Office of Management and Budget
Debt Management Unit – Volume Cap Submission
603 Stratton Building
Springfield, IL 62706

**Re: Village of Hoffman Estates
Total 2016 Volume Cap Allocation - \$5,234,700**

To Whom It May Concern:

Volume Cap allocations, granted, transferred or reserved by Issuer resolution by May 1, 2016:

- Principal Amount of Issue: \$5,234,700
Bond Description: Revenue Bonds

If reallocated to another issuer, state name of issuer: N/A

A copy of the allocation ordinance is attached.

Total allocation granted or reallocated: \$5,234,700

Sincerely,

James H. Norris
Village Manager

JHN/ds
Attachment

1900 Hassell Road
Hoffman Estates, Illinois 60169
www.hoffmanestates.org

Phone: 847-882-9100
Fax: 847-843-4822

William D. McLeod
MAYOR

Gary J. Pilafas
TRUSTEE

Gayle Vandenberg
TRUSTEE

Karen V. Mills
TRUSTEE

Gary Stanton
TRUSTEE

Bev Romanoff
VILLAGE CLERK

Anna Newell
TRUSTEE

Michael Gaeta
TRUSTEE

James H. Norris
VILLAGE MANAGER



HOFFMAN ESTATES

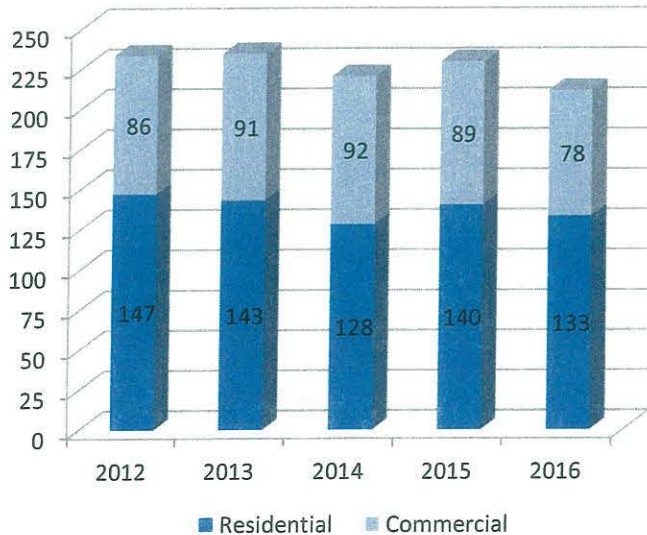
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT FEBRUARY 2016

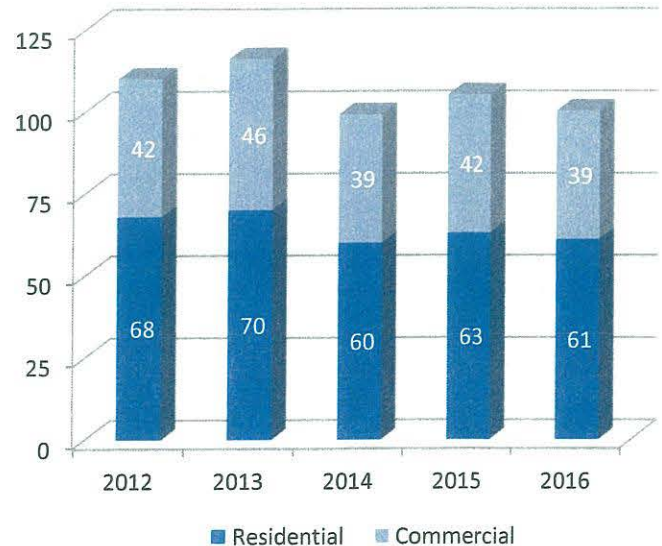
Water Billing

A total of 14,600 residential water bills were mailed on February 1st for December's water consumption. Average consumption was 4,175 gallons, resulting in an average residential water bill of \$49.62. Total consumption for all customers was 100 million gallons, with 61 million gallons attributable to residential consumption. When compared to the February 2015 billing, residential consumption decreased by 3.2%.

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

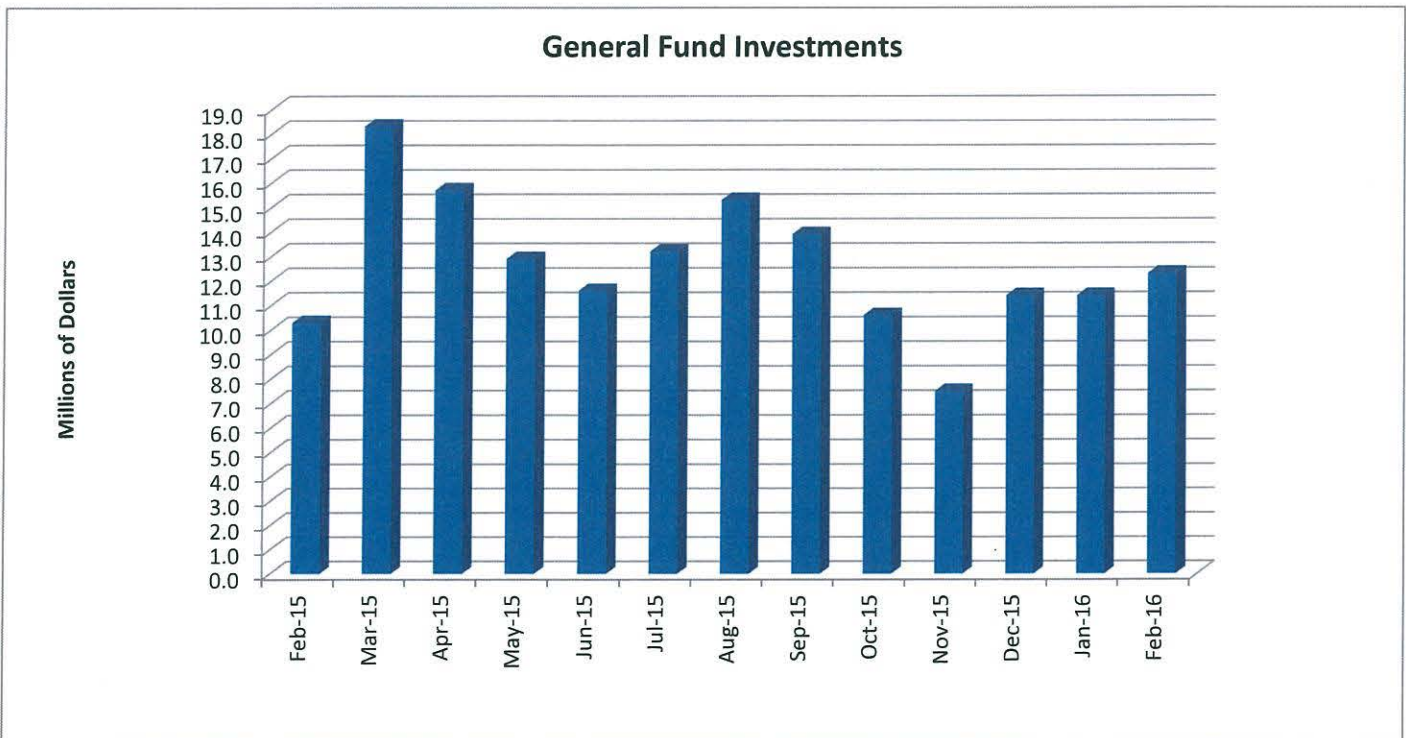
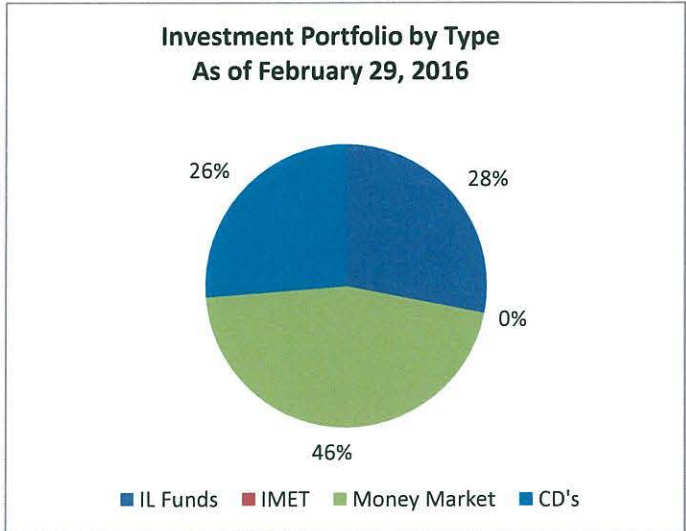
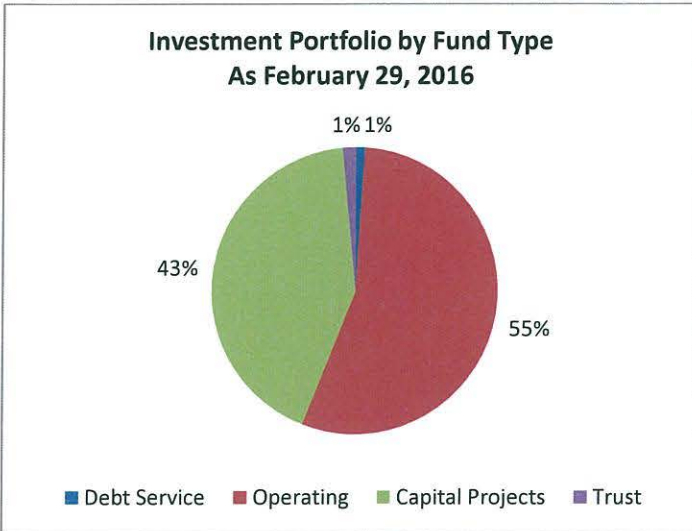


**Total Water Consumption
Month of February**



Village Investments

As of February 29, 2016, the Village's investment portfolio (not including pension trust funds) totaled \$30.7 million. Of this amount, \$16.9 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$13.8 million is related to debt service, capital projects and trust funds.



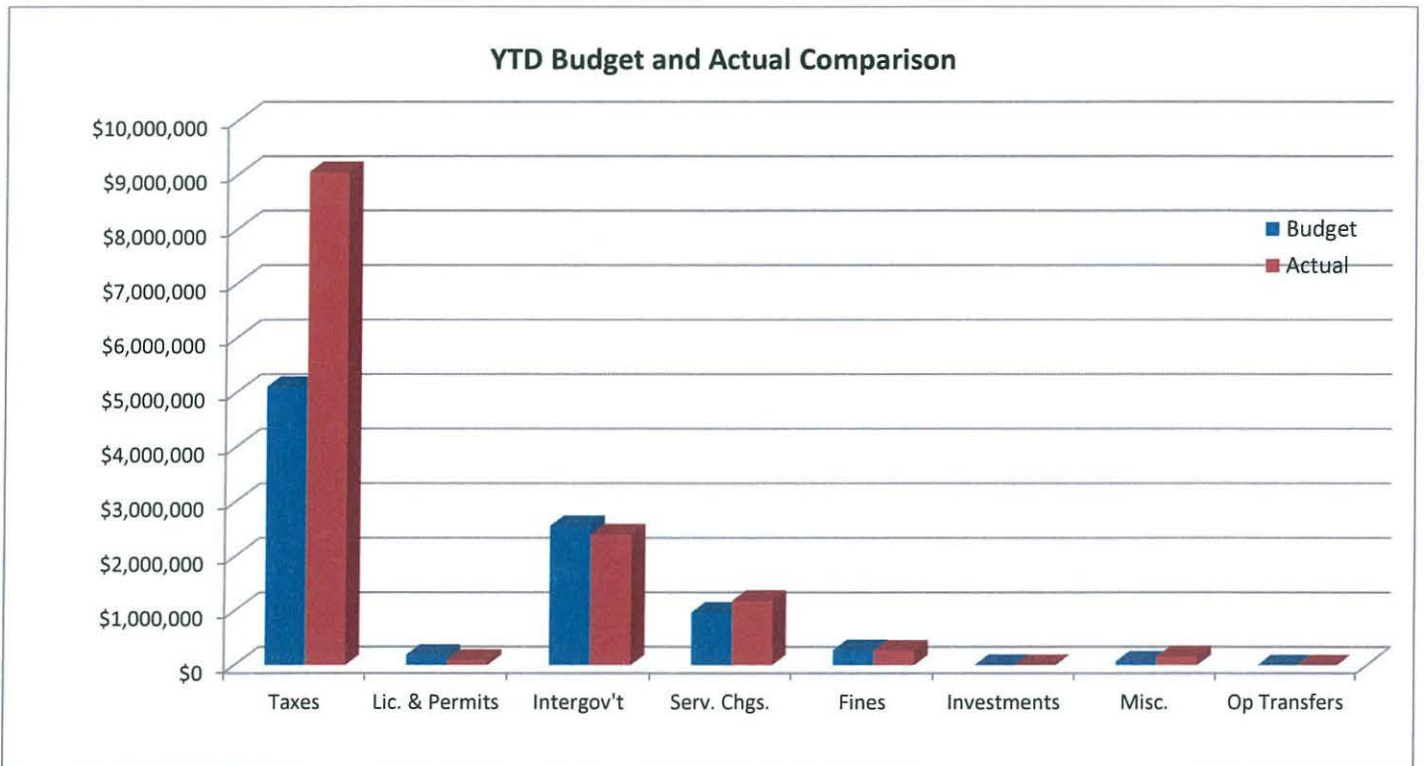
Operating Funds

General Fund

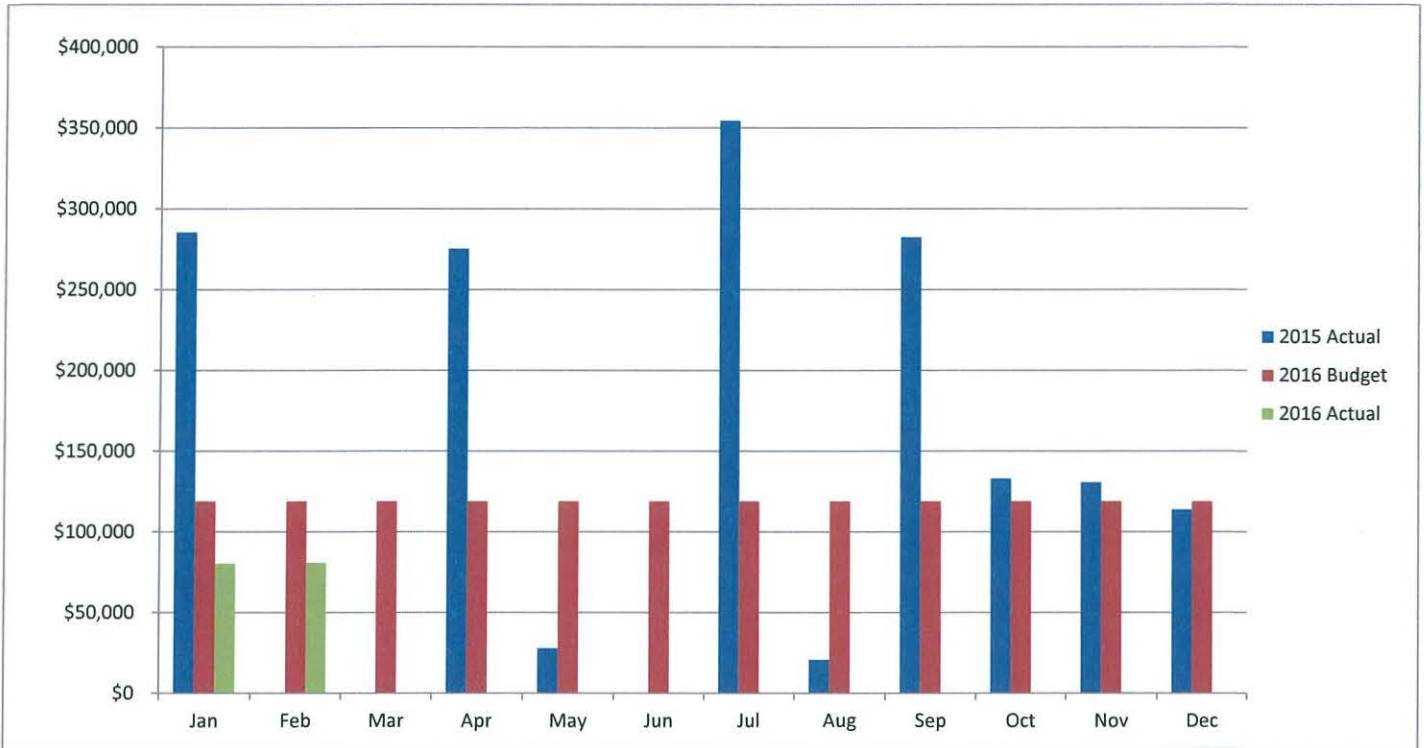
For the month of February, General Fund revenues totaled \$10,086,244 and expenditures totaled \$4,514,669 resulting in a surplus of \$5,571,575.

Revenues: February year-to-date figures are detailed in the table below. Taxes are overbudget due to property taxes not due until March coming in early. Licenses and permits are underbudget because license renewal does not happen until May. Operating transfers do not occur until the underlying expense is realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 5,106,392	\$ 9,044,979	77.1%
Licenses & Permits	190,167	98,240	-48.3%
Intergovernmental	2,551,313	2,399,151	-6.0%
Charges for Services	969,275	1,184,273	22.2%
Fines & Forfeits	278,833	273,013	-2.1%
Investments	5,000	4,660	-6.8%
Miscellaneous	66,860	161,053	140.9%
Operating Transfers	-	-	0.0%
TOTAL	\$ 9,167,840	\$ 13,165,369	43.6%

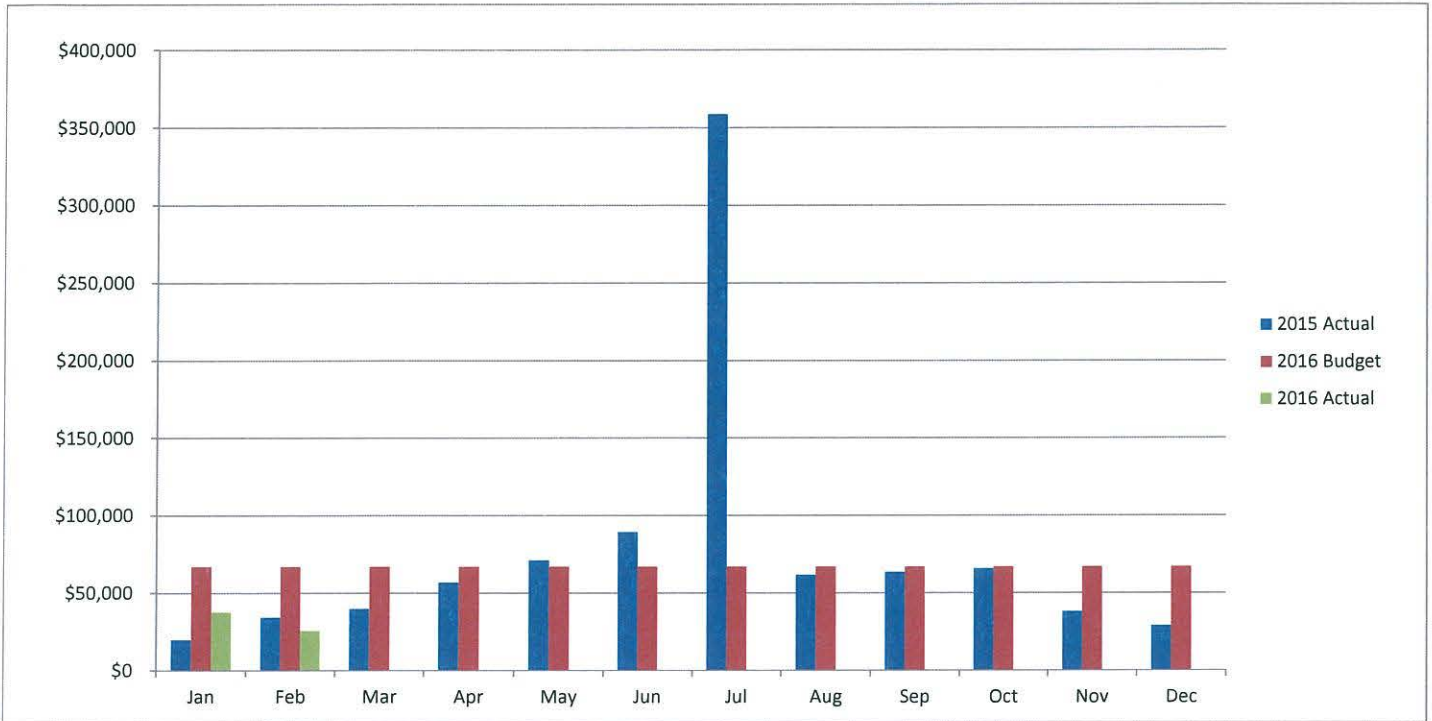


Hotel Tax



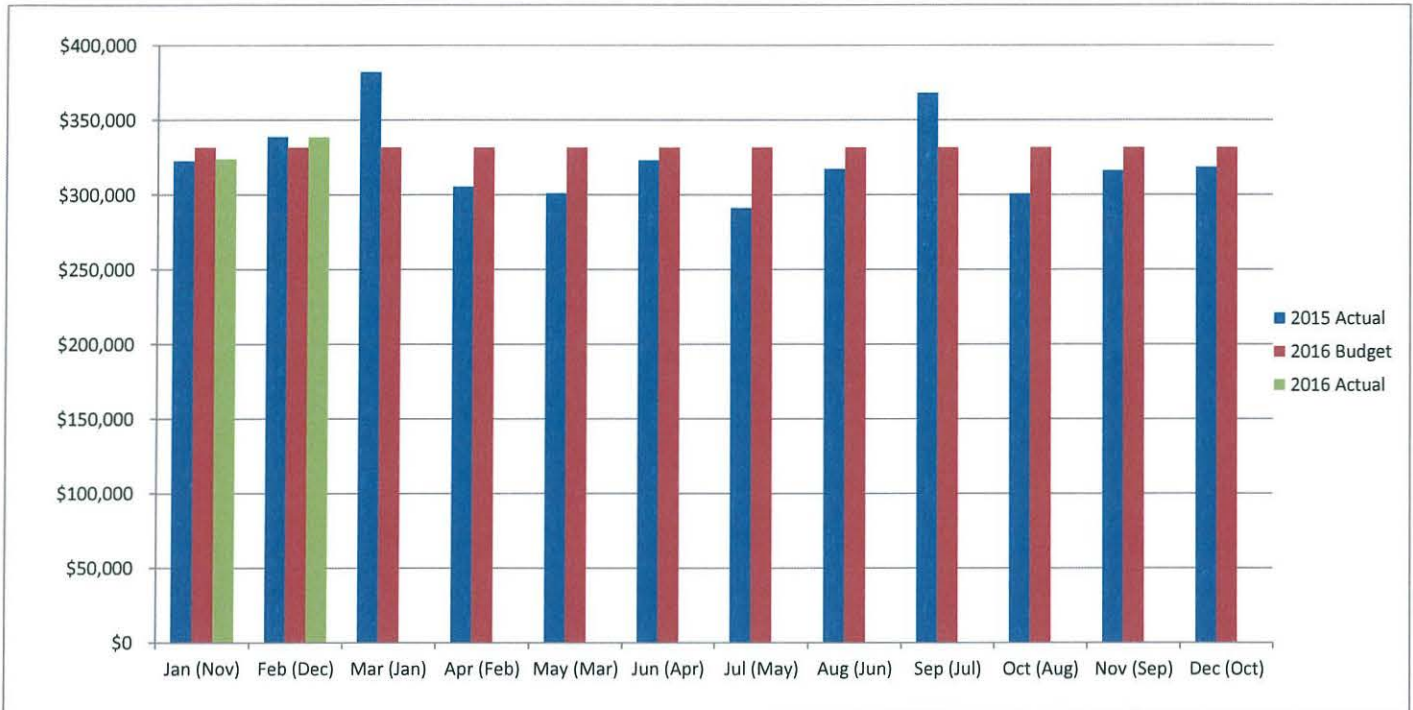
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 285,231	\$ 118,750	\$ 80,232	\$ (38,518)
Feb	-	\$ 118,750	80,763	\$ (76,505)
Mar	-	\$ 118,750		
Apr	275,235	\$ 118,750		
May	27,837	\$ 118,750		
Jun	-	\$ 118,750		
Jul	354,252	\$ 118,750		
Aug	20,579	\$ 118,750		
Sep	282,325	\$ 118,750		
Oct	132,948	\$ 118,750		
Nov	130,508	\$ 118,750		
Dec	113,697	\$ 118,750		
YTD Totals	<u>\$ 1,622,611</u>	<u>\$ 1,425,000</u>	<u>\$ 160,995</u>	

Real Estate Transfer Tax



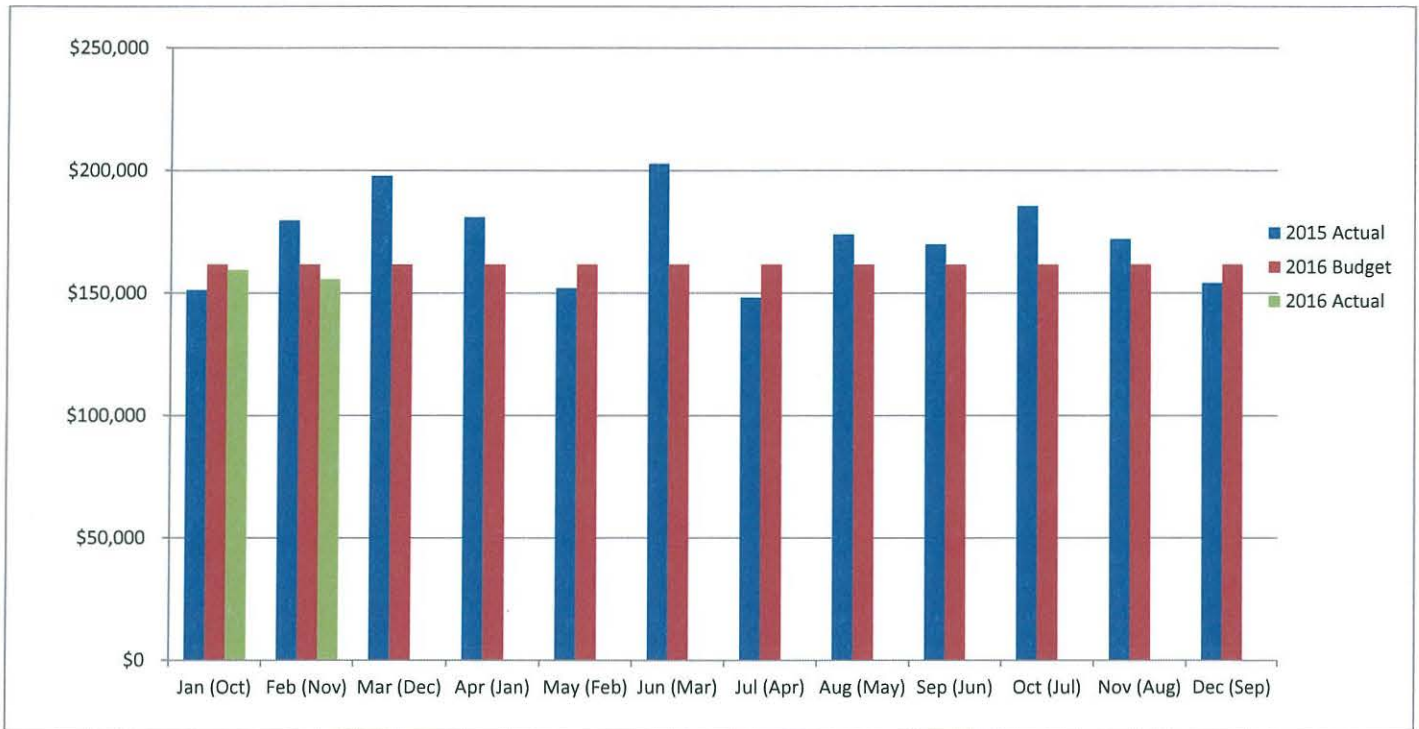
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 19,551	\$ 66,667	\$ 37,674	\$ (28,993)
Feb	34,172	66,667	25,556	\$ (70,103)
Mar	39,643	66,667		
Apr	56,623	66,667		
May	70,889	66,667		
Jun	89,044	66,667		
Jul	358,525	66,667		
Aug	61,377	66,667		
Sep	63,270	66,667		
Oct	65,550	66,667		
Nov	37,796	66,667		
Dec	28,666	66,667		
YTD Totals	<u>\$ 925,106</u>	<u>\$ 800,000</u>	<u>\$ 63,230</u>	

Home Rule Sales Tax



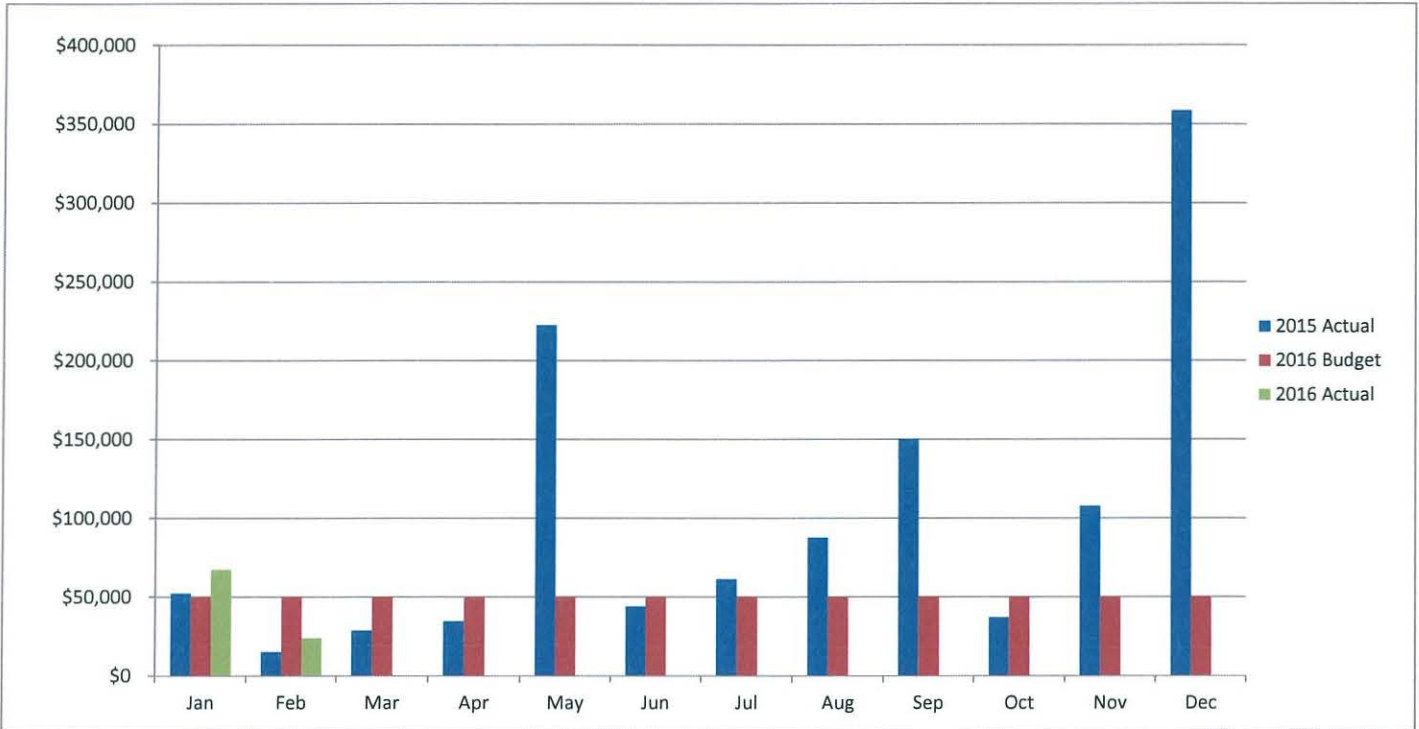
<u>Month Received (Liability Period)</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan (Nov)	\$ 322,359	\$ 331,500	\$ 323,979	\$ (7,521)
Feb (Dec)	338,435	331,500	338,398	\$ (623)
Mar (Jan)	381,857	331,500		
Apr (Feb)	305,139	331,500		
May (Mar)	300,617	331,500		
Jun (Apr)	322,770	331,500		
Jul (May)	290,790	331,500		
Aug (Jun)	317,104	331,500		
Sep (Jul)	367,835	331,500		
Oct (Aug)	300,462	331,500		
Nov (Sep)	315,938	331,500		
Dec (Oct)	318,073	331,500		
YTD Totals	<u><u>\$ 3,881,378</u></u>	<u><u>\$ 3,978,000</u></u>	<u><u>\$ 662,377</u></u>	

Telecommunications Tax



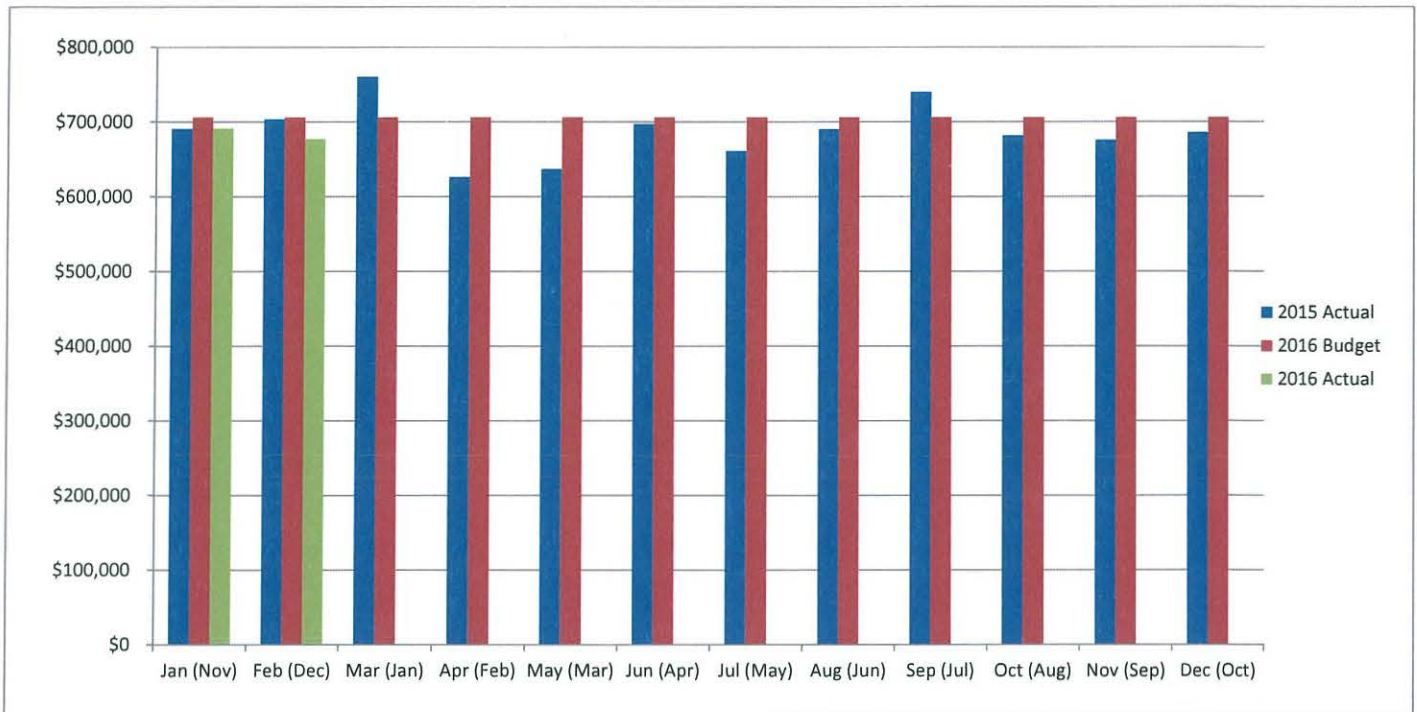
Month Received (Liability Period)	2015 Actual	2016 Budget	2016 Actual	Cumulative Variance 2016 Actual vs. Budget
Jan (Oct)	\$ 151,174	\$ 161,667	\$ 159,475	\$ (2,192)
Feb (Nov)	179,510	161,667	155,787	\$ (8,071)
Mar (Dec)	197,794	161,667		
Apr (Jan)	180,871	161,667		
May (Feb)	151,902	161,667		
Jun (Mar)	202,762	161,667		
Jul (Apr)	148,153	161,667		
Aug (May)	173,922	161,667		
Sep (Jun)	169,902	161,667		
Oct (Jul)	185,463	161,667		
Nov (Aug)	171,987	161,667		
Dec (Sep)	154,067	161,667		
YTD Totals	\$ 2,067,506	\$ 1,940,000	\$ 315,262	

Building Permits



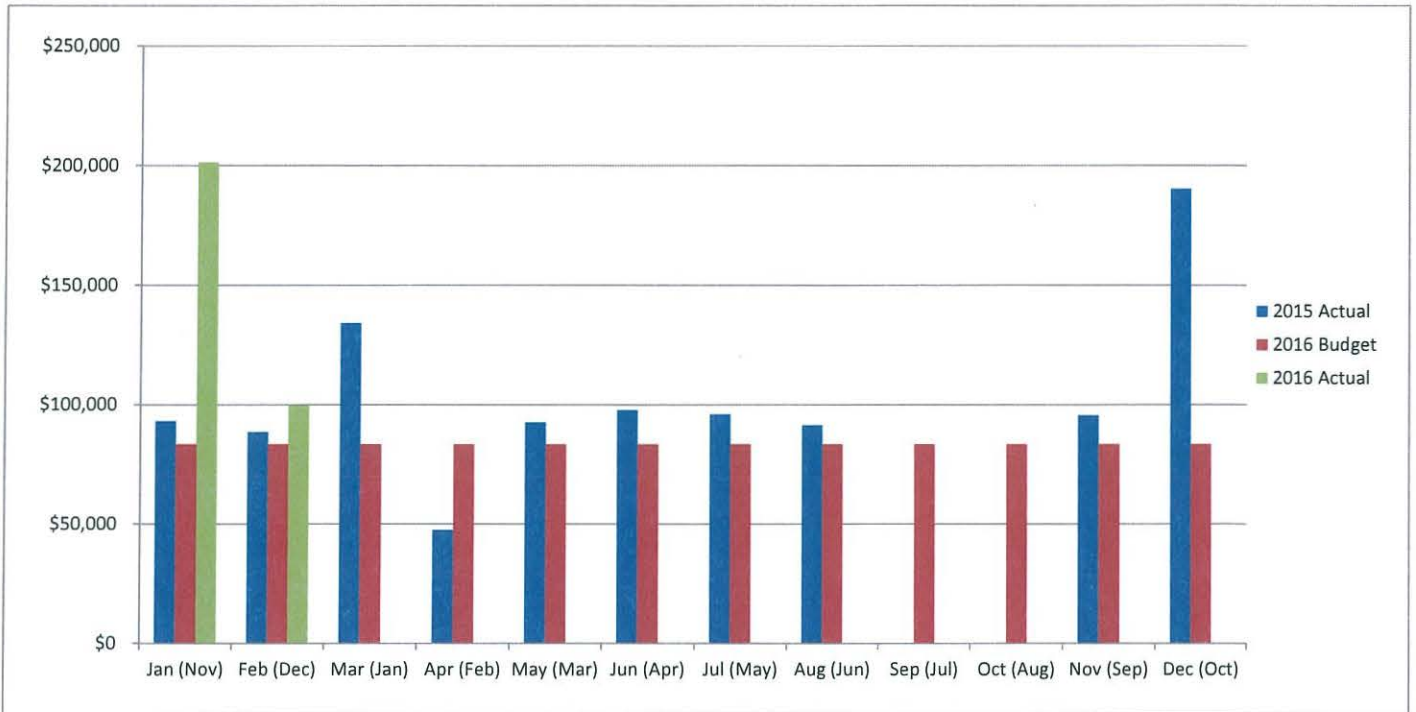
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 52,379	\$ 50,000	\$ 67,462	\$ 17,462
Feb	15,057	50,000	24,022	\$ (8,516)
Mar	28,634	50,000		
Apr	34,707	50,000		
May	222,499	50,000		
Jun	43,889	50,000		
Jul	61,332	50,000		
Aug	87,653	50,000		
Sep	150,295	50,000		
Oct	37,126	50,000		
Nov	107,773	50,000		
Dec	358,351	50,000		
YTD Totals	<u>\$ 1,199,696</u>	<u>\$ 600,000</u>	<u>\$ 91,484</u>	

State Sales Tax



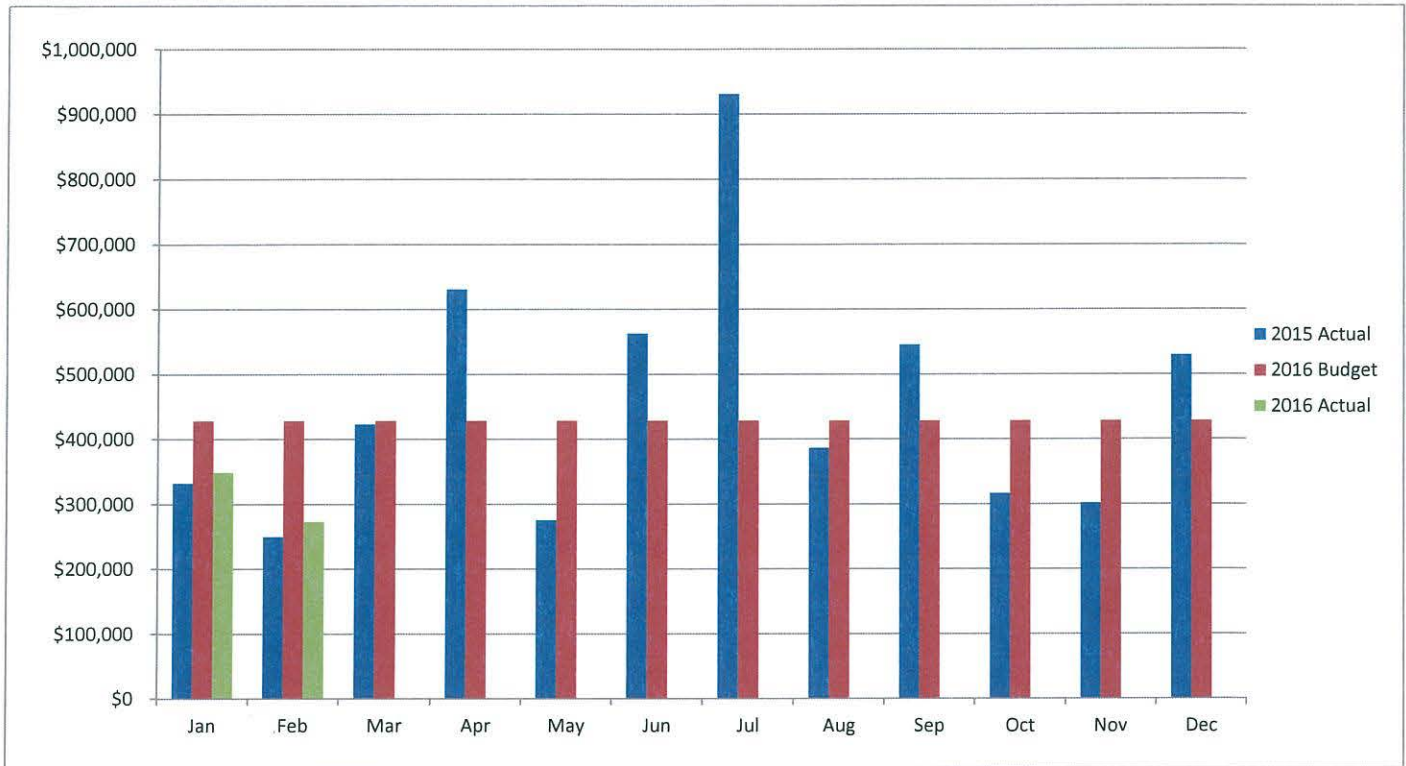
Month Received (Liability Period)	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	Cumulative Variance 2016 Actual vs. Budget
Jan (Nov)	\$ 690,471	\$ 705,833	\$ 691,093	\$ (14,740)
Feb (Dec)	703,305	705,833	677,101	\$ (43,473)
Mar (Jan)	759,870	705,833		
Apr (Feb)	625,945	705,833		
May (Mar)	636,692	705,833		
Jun (Apr)	696,765	705,833		
Jul (May)	660,897	705,833		
Aug (Jun)	689,914	705,833		
Sep (Jul)	739,532	705,833		
Oct (Aug)	681,218	705,833		
Nov (Sep)	675,132	705,833		
Dec (Oct)	685,641	705,833		
YTD Totals	<u>\$ 8,245,379</u>	<u>\$ 8,470,000</u>	<u>\$ 1,368,194</u>	

Local Use Tax



Month Received (Liability Period)	2015 Actual	2016 Budget	2016 Actual	Cumulative Variance 2016 Actual vs. Budget
Jan (Nov)	\$ 93,103	\$ 83,333	\$ 201,408	\$ 118,075
Feb (Dec)	88,514	83,333	99,592	\$ 134,333
Mar (Jan)	134,166	83,333		
Apr (Feb)	47,468	83,333		
May (Mar)	92,649	83,333		
Jun (Apr)	97,684	83,333		
Jul (May)	95,885	83,333		
Aug (Jun)	91,333	83,333		
Sep (Jul)	-	83,333		
Oct (Aug)	-	83,333		
Nov (Sep)	95,513	83,333		
Dec (Oct)	190,295	83,333		
YTD Totals	\$ 1,026,607	\$ 1,000,000	\$ 301,000	

Income Tax



2014-2015		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2015 Actual</u>
Jan	Oct-14	\$ 331,813
Feb	Nov-14	249,502
Mar	Dec-14	422,739
Apr	Jan-15	630,730
May	Feb-15	275,154
Jun	Mar-15	562,284
Jul	Apr-15	930,248
Aug	May-15	386,317
Sep	Jun-15	545,070
Oct	Jul-15	316,314
Nov	Aug-15	301,271
Dec	Sep-15	529,497
YTD Totals		<u><u>\$ 5,480,938</u></u>

2015-2016			
Month			
<u>Received</u>	<u>2016 Budget</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	\$ 428,133	Oct-15	\$ 349,128
Feb	428,133	Nov-15	273,041
Mar	428,133	Dec-15	
Apr	428,133	Jan-16	
May	428,133	Feb-16	
Jun	428,133	Mar-16	
Jul	428,133	Apr-16	
Aug	428,133	May-16	
Sep	428,133	Jun-16	
Oct	428,133	Jul-16	
Nov	428,133	Aug-16	
Dec	428,133	Sep-16	
	<u><u>\$ 5,137,600</u></u>		<u><u>\$ 622,170</u></u>

**Cumulative
Variance
2016 Actual
vs. Budget**

\$ (79,005)
\$ (234,097)

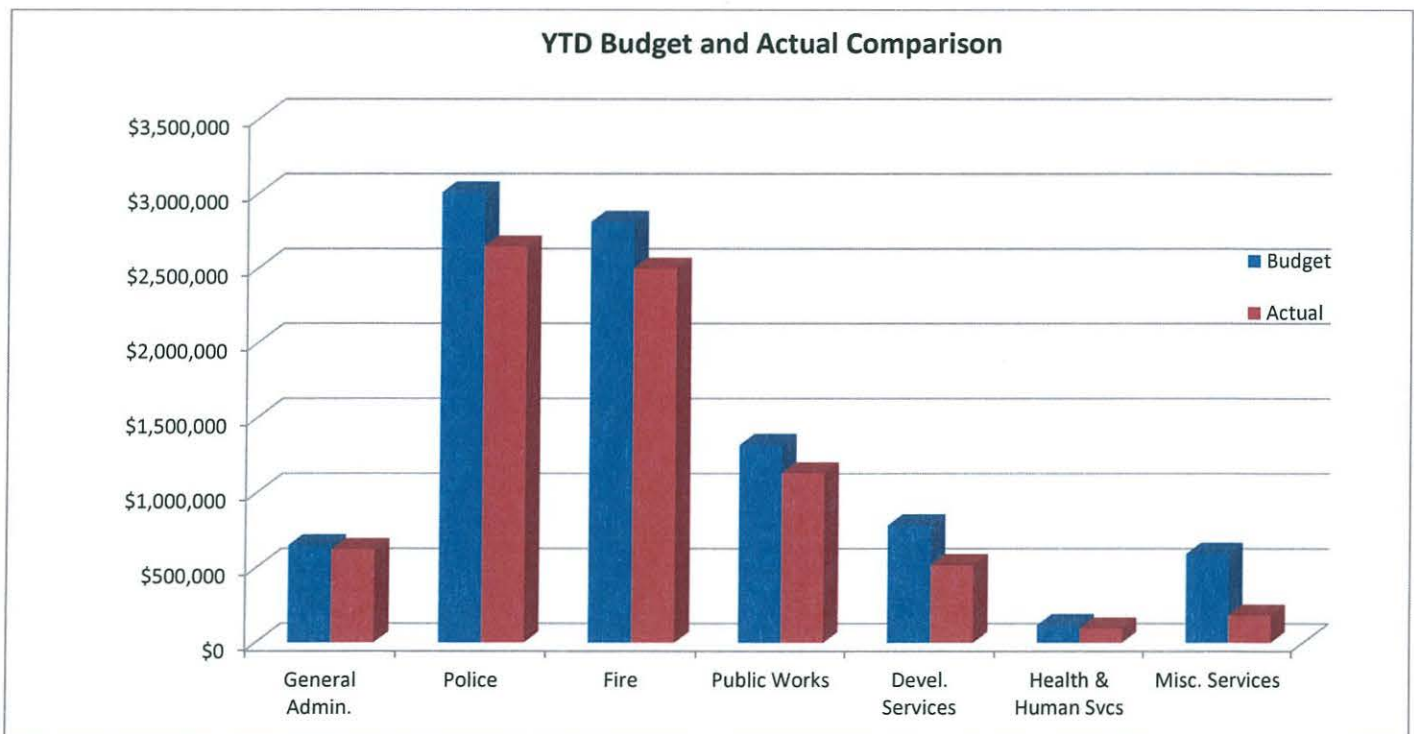
Fines



<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 147,164	\$ 151,917	\$ 113,441	\$ (38,476)
Feb	119,030	151,917	159,572	\$ (30,820)
Mar	157,442	151,917		
Apr	134,391	151,917		
May	216,003	151,917		
Jun	155,813	151,917		
Jul	193,717	151,917		
Aug	180,388	151,917		
Sep	178,846	151,917		
Oct	183,246	151,917		
Nov	158,462	151,917		
Dec	173,279	151,917		
YTD Totals	<u>\$ 1,997,781</u>	<u>\$ 1,823,000</u>	<u>\$ 273,013</u>	

Expenditures: General Fund expenditures in February were \$125,655 below the budgeted figure of \$4,640,324. The summary of year-to-date actuals versus budgeted expenditures shown reflect mostly positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 61,332	\$ 51,833	15.5%
Administration	117,508	117,810	-0.3%
Legal	90,033	66,283	26.4%
Finance	191,650	195,019	-1.8%
Village Clerk	33,170	32,308	2.6%
HRM	90,823	92,731	-2.1%
Communications	37,617	43,880	-16.7%
Cable TV	27,843	22,016	20.9%
Police	3,004,853	2,641,989	12.1%
Fire	2,807,933	2,495,970	11.1%
Public Works	1,320,823	1,131,929	14.3%
Development Services	785,183	518,398	34.0%
H&HS	118,237	95,767	19.0%
Miscellaneous	593,642	182,122	69.3%
TOTAL	\$ 9,280,648	\$ 7,688,054	17.2%



Department News

During the month of February, the following training session was attended by Finance Staff:

- Attended the Illinois Public Pension Fund Association (IPPPFA) Regional Pension Seminar where several pension fund issues were discussed (Finance Director).
- The Finance Director participated in the offering of the IGFOA Basic Governmental Accounting Seminar, which was also attended by one of our staff members. The day-long seminar does a terrific job of teaching all about basic governmental accounting for new municipal finance staff. The Finance Director taught three sessions on Basic Accounting, Double-Entry Accounting, and Fund Accounting (Finance Director, Accounting Assistant).
- Twenty-seven Village Hall Staff, from many departments, attended a Counter Safety seminar that was arranged between Finance and the Police Department. The Village's very own Officer Joe Kruschel did a great job teaching our staff about how to de-escalate stressful situations with customers and what to do if those situations do not improve.

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

- Attended the 4th of July Commission monthly planning meeting (Finance Director).
- Attended two IGFOA Professional Education Committee planning meetings, as well as, the IGFOA Executive Board Meeting to update the Board on training happening throughout the State (Finance Director).
- Staff worked hard on the final 2016 Budget document for the GFOA Budget Award submittal, as well as, 2015 audit preparations. Audit fieldwork began February 29th.

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

February-16

	Feb-16	YTD Feb-16	Feb-15	YTD Feb-15	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	547	1,172	519	828	5.4%	41.5%
Amount	\$ 68,099	153,105	\$ 61,251	60,273	11.2%	154.0%
Internet Sales						
Number	2,051	4,090	1,922	3,725	6.7%	9.8%
Amount	\$ 232,003	435,343	\$ 163,722	292,265	41.7%	49.0%
Total						
Number	2,598	5,262	2,441	4,553	6.4%	15.6%
Amount	\$ 300,103	588,448	\$ 224,973	352,538	33.4%	66.9%
Credit Card Company Fees						
General Fund	\$ 1,191	2,542	\$ 979	891	21.7%	185.3%
Municipal Waste Fund	-	-	-	-	N/A	N/A
Water Fund	8,217	15,389	3,309	725	148.3%	2022.7%
Total Fees	\$ 9,408	\$ 17,931	\$ 4,288	\$ 1,616	119.4%	1009.6%
Accounts Receivable						
Invoices Mailed						
Number	35	214	102	258	-65.7%	-17.1%
Amount	\$ 77,345	559,544	\$ 505,638	160,391	-84.7%	248.9%
Invoices Paid						
Number	123	174	47	255	161.7%	-31.8%
Amount	\$ 440,228	523,813	\$ 110,903	216,865	296.9%	141.5%
Reminders Sent						
Number	-	-	7	79	-100.0%	-100.0%
Amount	\$ -	-	\$ 5,649	32,113	-100.0%	-100.0%
Accounts Payable						
Checks Issued						
Number	333	671	318	702	4.7%	-4.4%
Amount	\$ 1,209,440	12,584,696	\$ 3,491,538	4,228,475	-65.4%	197.6%
Manual Checks Issued						
Number	27	91	26	101	3.8%	-9.9%
As % of Total Checks	8.11%	13.56%	8.18%	14.39%	-0.8%	-5.7%
Amount	\$ 105,712	10,081,596	\$ 112,541	564,194	-6.1%	1686.9%
As % of Total Checks	8.74%	80.11%	3.22%	13.34%	171.2%	500.4%
Utility Billing						
New Utility Accounts	99	210	81	227	22.2%	-7.5%
Bills Mailed / Active Accounts	15,511	31,017	15,475	29,158	0.2%	6.4%
Final Bills Mailed	99	210	81	226	22.2%	-7.1%
Shut-Off Notices	1,463	2,865	1,380	2,843	6.0%	0.8%
Actual Shut-Offs	18	120	86	183	-79.1%	-34.4%
Total Billings	\$ 1,537,560	3,201,955	\$ 1,321,066	2,458,537	16.4%	30.2%
Direct Debit (ACH) Program						
New Accounts	46	83	16	56	187.5%	48.2%
Closed Accounts	40	78	9	38	344.4%	105.3%
Total Accounts	2,676	5,346	2,329	4,554	14.9%	17.4%
As % of Active Accounts	17.25%	17.24%	15.05%	15.62%	2.2%	10.4%
Water Payments Received in Current Month						
Total Bills Mailed	15,511	31,017	15,475	30,952	0.2%	0.2%
ACH Payments	2,676	5,344	2,329	4,553	14.9%	17.4%
ACH Payments-% of Total Bills	17.25%	17.23%	15.05%	14.71%	14.6%	17.1%
On-line Payments (Internet Sales)	2,051	4,090	1,922	3,266	6.7%	25.2%
On-line Payments-% of Total Bills	13.22%	13.19%	12.42%	10.55%	6.5%	25.0%
Mail-in Payments	12,628	24,917	12,050	24,206	4.8%	2.9%
Mail-in Payments-% of Total Bills	81.41%	80.33%	77.87%	78.20%	4.6%	2.7%

WATER BILLING ANALYSIS
February 29, 2016

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
February	4,772	4,137	4,347
March	4,057	4,293	4,126
April	4,736	4,485	4,327
May	4,502	4,283	4,601
June	5,567	4,283	4,434
July	4,832	5,138	4,597
August	5,801	4,873	5,376
September	6,270	5,497	5,073
October	4,655	4,595	4,643
November	4,706	4,818	4,590
December	4,636	3,978	4,036
January	5,047	5,288	4,916
February	4,772	4,347	4,175
13 Month Average -	4,950	4,617	4,557
% Change -	-10.8%	-6.7%	-1.3%

Total Water Customers

<u>Customer Type</u>	<u>Feb-15</u>	<u>Feb-16</u>	<u>% Change</u>
Residential	14,569	14,600	0.2%
Commercial	905	911	0.7%
Total	15,476	15,511	0.2%

Average Bill

<u>Customer Type</u>	<u>Feb-15</u>	<u>Feb-16</u>	<u>% Change</u>
Residential	\$ 48.50	\$ 49.62	2.3%

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>		
	<u>Feb-15</u>	<u>Feb-16</u>	<u>% Change</u>	<u>Feb-15</u>	<u>Feb-16</u>	<u>% Change</u>
Residential	63	61	-3.2%	140	133	-5.0%
Commercial	42	39	-7.1%	89	78	-12.4%
Total	116	100	-13.8%	229	211	-7.9%

STATEMENT OF INVESTMENTS-VILLAGE
As of February 29, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest	N
<u>General Fund</u>							
Illinois Funds - General	09/30/86		5,022,026.07			0.012	
Illinois Funds - Veterans Memorial	05/01/92		294.43			0.012	
IMET Convenience Fund	10/20/05		2,699.04			0.430	
HE Community Bank-MaxSafe	07/13/04		763,833.19			0.100	
Virginia Heritage Bank	11/07/08		5,035,024.55			0.100	
CD with PMA	08/22/13		1,434,905.57	1,879,611.30	1,904,232.44	0.375	
			<u>12,258,782.85</u>				
<u>Motor Fuel Tax</u>							
Illinois Funds	09/30/86		425,749.43			0.012	
Virginia Heritage Bank	11/07/08		6,248.43			0.100	
CD with PMA	08/22/13		90,842.80	118,826.00	120,382.51	0.375	
			<u>522,840.66</u>				
<u>EDA Administration</u>							
Illinois Funds	01/02/91		35,677.71			0.012	
Virginia Heritage Bank	11/07/08		441,170.41			0.100	
			<u>476,848.12</u>				
<u>E-911</u>							
Illinois Funds	07/01/00		11,703.31			0.012	
Virginia Heritage Bank	11/07/08		52,463.06			0.100	
			<u>64,166.37</u>				
<u>Asset Seizure - Federal</u>							
Illinois Funds	06/09/99		4,491.58			0.012	
<u>Asset Seizure - State</u>							
Illinois Funds	11/30/98		52,771.43			0.012	
<u>Asset Seizure - BATTLE</u>							
Illinois Funds	07/10/08		57,808.32			0.012	
<u>Municipal Waste System</u>							
Illinois Funds	08/31/98		4,666.98			0.012	
<u>2005A G.O. Debt Serv.</u>							
Illinois Funds	11/30/04		292,116.62			0.012	
<u>2009 G.O. Debt Serv.</u>							
Illinois Funds	04/01/09		18,846.94			0.012	
<u>Central Road Corridor Improv.</u>							
Illinois Funds	12/15/88		14,047.95			0.012	
Virginia Heritage Bank	11/07/08		233,422.43			0.100	
			<u>247,470.38</u>				

STATEMENT OF INVESTMENTS-VILLAGE
As of February 29, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest	N
<u>Hoffman Blvd Bridge Maintenance</u>							
Illinois Funds	07/01/98		10,550.81			0.012	
CD with PMA	08/22/13		87,301.80	114,129.32	115,624.31	0.375	
Virginia Heritage Bank	02/10/11		236,205.71		-	0.100	
			334,058.32				
<u>Western Corridor</u>							
Illinois Funds	06/30/01		36,164.26			0.012	
CD with PMA	08/22/13		773,772.24	1,013,543.53	1,026,819.99		
Virginia Heritage Bank	01/07/09		1,763,265.33			0.100	
			2,573,201.83				
<u>Traffic Improvement</u>							
Illinois Funds	03/24/89		13,601.59			0.012	
Virginia Heritage Bank	01/07/09		284,930.44			0.012	
			298,532.03				
<u>EDA Series 1991 Project</u>							
Illinois Funds	08/22/91		1,159,006.66			0.012	
Virginia Heritage Bank	02/10/11		1,339,087.15		-	-	
			2,498,093.81				
<u>Road Improvement</u>							
Illinois Funds	01/01/15		392,801.48				
Virginia Heritage Bank			179,437.11			0.430	
			572,238.59				
<u>Western Area Traffic Improvement</u>							
Illinois Funds	11/01/92		12,293.35			0.012	
Virginia Heritage Bank	01/07/09		128,902.33			0.100	
			141,195.68				
<u>Western Area Rd Impr Impact Fees</u>							
Illinois Funds	08/01/98		13,956.19			0.012	
Virginia Heritage Bank	01/07/09		133,249.90			0.100	
			147,206.09				
<u>Capital Improvements</u>							
Illinois Funds	12/31/96		127.43			0.012	
Virginia Heritage Bank	01/07/09		29,671.53		-	0.100	
			29,798.96				
<u>Capital Vehicle & Equipment</u>							
Illinois Funds	12/31/96		9,185.23			0.012	
Virginia Heritage Bank	01/07/09		148,960.12			0.100	
			158,145.35				

STATEMENT OF INVESTMENTS-VILLAGE
As of February 29, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest	N
<u>Capital Replacement</u>							
Illinois Funds	02/01/98		3,107.63			0.012	
HE Community Bank-MaxSafe	07/13/04		382,959.12			0.100	
Virginia Heritage Bank	11/07/08		250,283.91			0.100	
CD with PMA	08/22/13		464,324.56	608,220.05	616,187.16	0.375	
			1,100,675.22				
<u>2015 Capital Project</u>							
Citibank Savings Deposit Account	08/12/15		757.78			-	
CD with PMA	08/12/15		54,774.71	2,987,370.16	2,989,881.77		
			55,532.49				
<u>Water and Sewer</u>							
Illinois Funds	09/30/86		7,803.34			0.012	
Virginia Heritage Bank	11/07/08		72,503.80			0.100	
			80,307.14				
<u>Water and Sewer-Capital Projects</u>							
Virginia Heritage Bank	03/20/08		-			0.012	
<u>Water and Sewer-2015 Bond Projects</u>							
Citibank Savings Deposit Account	08/12/15		11,477.85			0.100	
CD with PMA	08/12/15		4,388,346.96	0.00	0.00		
			4,399,824.81				
<u>Stormwater</u>							
CD with PMA	08/12/15		36,599.02				
Citibank Savings Deposit Account	08/12/15		467,144.92			0.100	
			503,743.94				
<u>Sears Centre</u>							
Illinois Funds			0.00			0.012	
<u>Insurance</u>							
Illinois Funds	11/10/87		352,962.63			0.012	
Virginia Heritage Bank	11/07/08		1,183,028.52			0.100	
CD with PMA	08/22/13		642,943.35	842,114.71	853,145.62	0.375	
			2,178,934.50				
<u>Information Systems</u>							
Illinois Funds	02/01/98		173,453.11			0.012	
Virginia Heritage Bank	11/07/08		712,223.98				
			885,677.09				
<u>EDA Special Tax Alloc.</u>							
Illinois Funds	05/15/92		0.00			0.012	
Virginia Heritage Bank	11/07/08		374.27				
			374.27				

STATEMENT OF INVESTMENTS-VILLAGE
As of February 29, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest	N
<u>Roselle Road TIF</u>							
Illinois Funds	09/30/03		57,117.72			0.012	
CD with PMA	08/22/13		92,218.90	120,704.67	122,285.79	0.375	
Virginia Heritage Bank	11/07/08		182,129.48			0.100	
			331,466.10				
<u>Barr./Higgins TIF</u>							
Illinois Funds	08/26/91		450,489.37			0.012	
<u>2005 EDA TIF Bond & Int.</u>							
Illinois Funds	11/07/02		0.00			0.012	
Total Investments			\$ 30,740,305.84				
Total Invested Per Institution				<u>Percent Invested</u>			
Illinois Funds			8,632,821.57	28.08			
IMET Convenience Fund			2,699.04	0.01			
CD with PMA			8,066,029.91	26.24			
HE Community Bank-MaxSafe			1,146,792.31	3.73			
Bank of New York Money Market			0.00	-			
Virginia Heritage Bank/Citibank with PMA			12,891,963.01	41.94			
			\$30,740,305.84	100.00			
Total Invested Per Institution Excluding all Trust and EDA Funds				<u>Percent Invested</u>			
Illinois Funds			6,987,647.83	25.58			
IMET			2,699.04	0.01			
HE Community Bank-MaxSafe			1,146,792.31	4.20			
CD with PMA			8,066,029.91	29.53			
Virginia Heritage Bank/Citibank with PMA			11,111,331.18	40.68			
			\$27,314,500.27	100.00			
Total Invested Per Fund							
Total Investments - Operating Funds				\$16,918,761.14			
Total Investments - Debt Service Funds				\$310,963.56			
Total Investments - Trust Funds				\$450,863.64			
Total Investments - Capital Projects Funds				\$13,059,717.50			
Total Investments - All Funds				\$30,740,305.84			

OPERATING REPORT SUMMARY

REVENUES

February 29, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	1,362,876	6,894,878	2,725,752	6,980,653	16,354,510	42.7%	
Hotel Tax	118,750	80,763	237,500	160,995	1,425,000	11.3%	
Real Estate Transfer Tax	66,667	25,556	133,333	63,230	800,000	7.9%	
Home Rule Sales Tax	331,500	338,398	663,000	662,378	3,978,000	16.7%	
Telecommunications Tax	161,667	155,787	323,333	315,263	1,940,000	16.3%	
Property Tax - Fire	234,667	402,273	469,333	424,942	2,816,000	15.1%	
Property Tax - Police	264,570	414,354	529,140	437,518	3,174,840	13.8%	
Other Taxes	12,500	-	25,000	-	150,000	0.0%	
Total Taxes	2,553,196	8,312,009	5,106,392	9,044,979	30,638,350	29.5%	
Business Licenses	23,333	2,541	46,667	4,716	280,000	1.7%	
Liquor Licenses	20,000	(94)	40,000	(64)	240,000	0.0%	
Building Permits	50,000	24,022	100,000	91,484	600,000	15.2%	
Other Licenses & Permits	1,750	595	3,500	2,105	21,000	10.0%	
Total Licenses & Permits	95,083	27,063	190,167	98,240	1,141,000	8.6%	
Sales Tax	705,833	677,101	1,411,667	1,368,194	8,470,000	16.2%	
Local Use Tax	83,333	99,592	166,667	301,000	1,000,000	30.1%	
State Income Tax	428,133	-	856,267	622,170	5,137,600	12.1%	
Replacement Tax	23,067	288	46,133	39,954	276,800	14.4%	
Other Intergovernmental	35,290	65,692	70,580	67,834	423,480	16.0%	
Total Intergovernmental	1,275,657	842,673	2,551,313	2,399,151	15,307,880	15.7%	
Engineering Fees	5,208	-	10,417	-	62,500	0.0%	
Ambulance Fees	100,000	52,790	200,000	135,979	1,200,000	11.3%	
Police Hireback	33,333	53,677	66,667	98,795	400,000	24.7%	
Lease Payments	71,667	65,238	143,333	136,283	860,000	15.8%	
Cable TV Fees	67,167	215,995	134,333	215,995	806,000	26.8%	
4th of July Proceeds	1,200	1,200	5,525	5,525	135,860	4.1%	
Employee Payments	90,667	67,248	181,333	178,123	1,088,000	16.4%	
Hireback - Arena	13,333	7,825	26,667	7,825	160,000	4.9%	
Rental Inspection Fees	23,333	86,100	46,667	246,300	280,000	88.0%	
Other Charges for Services	77,167	82,395	154,333	159,449	926,000	17.2%	
Total Charges for Services	483,075	632,468	969,275	1,184,273	5,918,360	20.0%	
Court Fines-County	18,333	22,312	36,667	22,312	220,000	10.1%	
Ticket Fines-Village	54,167	39,930	108,333	71,596	650,000	11.0%	
Overweight Truck Fines	250	570	500	1,670	3,000	55.7%	
Red Light Camera Revenue	66,667	93,350	133,333	171,743	800,000	21.5%	
Local Debt Recovery	12,500	3,411	25,000	5,693	150,000	3.8%	
Total Fines & Forfeits	139,417	159,572	278,833	273,013	1,823,000	15.0%	
Total Investment Earnings	2,500	2,350	5,000	4,660	30,000	15.5%	
Reimburse/Recoveries	8,333	5,837	16,667	7,495	100,000	7.5%	
S.Barrington Fuel Reimbursement	2,500	2,862	5,000	5,070	30,000	16.9%	
Tollway Payments	1,854	1,350	3,708	5,100	22,250	22.9%	
Benefit Fund	8,333	41,666	16,667	83,332	100,000	83.3%	
Other Miscellaneous	12,409	58,394	24,818	60,056	148,910	40.3%	
Total Miscellaneous	33,430	110,109	66,860	161,053	401,160	40.1%	
Total General Fund	4,582,359	10,086,244	9,167,841	13,165,369	55,259,750	23.8%	16.7%

OPERATING REPORT SUMMARY

REVENUES

February 29, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,418,475	1,231,431	2,836,950	2,656,006	17,021,700	15.6%	
Connection Fees	167	-	333	5,520	2,000	276.0%	
Cross Connection Fees	3,104	3,203	6,208	6,384	37,250	17.1%	
Penalties	5,000	9,504	10,000	17,247	60,000	28.7%	
Investment Earnings	5	1,905	10	3,775	60	6291.0%	
Other Revenue Sources	31,518	91,580	63,035	123,435	378,210	32.6%	
Bond Proceeds	-	-	-	-	849,130	0.0%	
Total Water Fund	1,458,268	1,337,623	2,916,537	2,812,367	18,348,350	15.3%	16.7%
Motor Fuel Tax Fund	102,208	113,313	204,417	230,550	1,226,500	18.8%	
Community Dev. Block Grant Fund	30,333	-	60,667	-	364,000	0.0%	
EDA Administration Fund	125	61	250	127	1,500	0.0%	
E-911 Surcharge	-	1,752	-	3,447	-	0.0%	
Asset Seizure Fund	29,779	41,442	59,558	41,451	357,350	11.6%	
Municipal Waste System Fund	243,899	230,910	487,798	465,740	2,926,790	15.9%	
Sears Centre Operating Fund	269,861	164,676	539,722	353,814	3,238,330	10.9%	
Sears Centre Activity Fund	206,656	170,965	413,312	170,965	2,479,870	6.9%	
Stormwater Management	43,008	43,157	86,017	86,314	516,100	16.7%	
Insurance Fund	120,338	122,747	240,677	245,631	1,444,060	17.0%	
Roselle Road TIF	-	144	-	3,464	-	0.0%	
Information Systems	114,067	112,848	228,133	225,598	1,368,800	16.5%	
Total Spec Rev. & Int. Svc. Fund	1,160,275	1,002,017	2,320,550	1,827,101	13,923,300	13.1%	
TOTAL OPERATING FUNDS	7,200,902	12,425,884	14,404,928	17,804,837	87,531,400	20.3%	16.7%
2015A & C G.O. Debt Service	55	55	106	106	2,783,170	0.0%	
2015B G.O. Debt Service	10,066	-	20,132	-	120,790	0.0%	
2008 G.O.D.S. Fund	83,266	-	166,532	-	999,190	0.0%	
2009 G.O.D.S. Fund	215,882	326,107	431,763	409,558	2,590,580	15.8%	
TOTAL DEBT SERV. FUNDS	309,269	326,163	618,533	409,664	6,493,730	6.3%	16.7%
Central Rd. Corridor Fund	58	31	117	63	700	9.1%	
Hoffman Blvd Bridge Maintenance	67	136	133	215	800	26.9%	
Western Corridor Fund	667	1,155	1,333	1,803	8,000	22.5%	
Traffic Improvement Fund	-	1,435	-	1,474	-	0.0%	
EDA Series 1991 Project	125	384	250	768	1,500	51.2%	
Central Area Rd. Impr. Imp. Fee	-	-	-	-	-	0.0%	
Western Area Traffic Impr.	17	18	33	37	200	18.4%	
Western Area Traffic Impr. Impact Fee	8	19	17	38	100	0.0%	
Capital Improvements Fund	190,800	206,376	381,600	389,035	2,289,600	17.0%	
Capital Vehicle & Equipment Fund	75,073	75,093	150,145	150,180	900,870	16.7%	
Capital Replacement Fund	250	621	500	936	3,000	31.2%	
2015 Project Fund	50	-	100	128	600	21.3%	
Road Improvement Fund	522,073	535,201	1,044,145	1,328,441	6,264,870	21.2%	
TOTAL CAP. PROJECT FUNDS	789,187	820,469	1,578,373	1,873,118	9,470,240	19.8%	16.7%
Police Pension Fund	446,012	478,510	892,023	578,659	5,352,140	10.8%	
Fire Pension Fund	414,021	470,842	828,042	563,781	4,968,250	11.3%	
TOTAL TRUST FUNDS	860,033	949,352	1,720,065	1,142,439	10,320,390	11.1%	16.7%
TOTAL ALL FUNDS	9,159,390	14,521,868	18,321,899	21,230,058	113,815,760	18.7%	16.7%

OPERATING REPORT SUMMARY

EXPENDITURES

February 29, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,666	26,972	61,332	51,833	367,990	14.1%	
Administration	58,754	59,271	117,508	117,810	705,050	16.7%	
Legal	45,017	49,191	90,033	66,283	540,200	12.3%	
Finance	95,825	99,316	191,650	195,019	1,149,900	17.0%	
Village Clerk	16,585	16,272	33,170	32,308	199,020	16.2%	
Human Resource Mgmt.	45,412	50,673	90,823	92,731	544,940	17.0%	
Communications	18,808	30,940	37,617	43,880	225,700	19.4%	
Cable TV	13,922	11,419	27,843	22,016	167,060	13.2%	
Total General Admin.	324,988	344,055	649,977	621,879	3,899,860	15.9%	16.7%
Police Department							
Administration	110,319	112,433	220,638	202,021	1,323,830	15.3%	
Juvenile Investigations	44,628	47,407	89,255	79,795	535,530	14.9%	
Tactical	64,278	62,585	128,555	103,636	771,330	13.4%	
Patrol and Response	845,162	886,698	1,690,323	1,486,250	10,141,940	14.7%	
Traffic	140,996	160,120	281,992	233,790	1,691,950	13.8%	
Investigations	108,920	109,722	217,840	187,453	1,307,040	14.3%	
Community Relations	1,204	869	2,408	869	14,450	6.0%	
Communications	63,569	139,548	127,138	139,548	762,830	18.3%	
Canine	14,252	14,724	28,503	24,557	171,020	14.4%	
Special Services	15,243	16,108	30,485	23,566	182,910	12.9%	
Records	25,418	21,984	50,835	43,944	305,010	14.4%	
Administrative Services	61,084	55,969	122,168	110,048	733,010	15.0%	
Emergency Operations	7,356	3,790	14,712	6,513	88,270	7.4%	
Total Police	1,502,427	1,631,957	3,004,853	2,641,989	18,029,120	14.7%	16.7%
Fire Department							
Administration	64,254	65,798	128,508	118,944	771,050	15.4%	
Public Education	3,112	2,507	6,223	4,551	37,340	12.2%	
Suppression	684,778	713,784	1,369,557	1,229,593	8,217,340	15.0%	
Emer. Med. Serv.	603,348	645,545	1,206,695	1,106,375	7,240,170	15.3%	
Prevention	46,117	18,913	92,233	34,077	553,400	6.2%	
Fire Stations	2,358	2,278	4,717	2,430	28,300	8.6%	
Total Fire	1,403,967	1,448,825	2,807,933	2,495,970	16,847,600	14.8%	16.7%
Public Works Department							
Administration	23,795	36,162	47,590	69,772	285,540	24.4%	
Snow/Ice Control	152,333	291,654	304,665	450,149	1,827,990	24.6%	
Pavement Maintenance	33,558	25,356	67,115	52,012	402,690	12.9%	
Forestry	147,293	59,851	294,587	120,563	1,767,520	6.8%	
Facilities	90,512	93,790	181,023	141,835	1,086,140	13.1%	
Fleet Services	111,348	115,716	222,697	176,497	1,336,180	13.2%	
F.A.S.T.	26,173	10,302	52,347	20,845	314,080	6.6%	
Storm Sewers	17,882	13,594	35,763	22,019	214,580	10.3%	
Traffic Control	57,518	46,935	115,037	78,238	690,220	11.3%	
Total Public Works	660,412	693,360	1,320,823	1,131,929	7,924,940	14.3%	16.7%

OPERATING REPORT SUMMARY

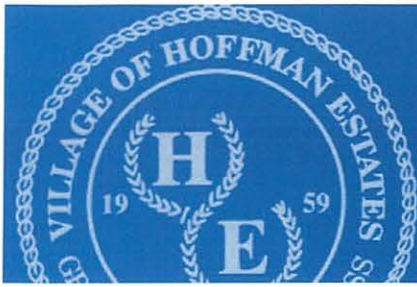
EXPENDITURES

February 29, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Development Services							
Administration	32,369	24,585	64,738	52,984	388,430	13.6%	
Planning	42,929	42,479	85,858	84,370	515,150	16.4%	
Code Enforcement	101,626	88,152	203,252	171,754	1,219,510	14.1%	
Transportation & Engineering	103,770	78,961	207,540	163,332	1,245,240	13.1%	
Economic Development	111,898	25,627	223,795	45,958	1,342,770	3.4%	
Total Development Services	392,592	259,803	785,183	518,398	4,711,100	11.0%	16.7%
Health & Human Services	59,118	43,956	118,237	95,767	709,420	13.5%	16.7%
Miscellaneous							
4th of July	-	-	-	-	167,950	0.0%	
Police & Fire Comm.	9,191	-	18,382	-	110,290	0.0%	
Misc. Boards & Comm.	16,568	10,649	33,137	18,093	198,820	9.1%	
Misc. Public Improvements	271,062	82,064	542,123	164,029	3,252,740	5.0%	
Total Miscellaneous	296,821	92,713	593,642	182,122	3,729,800	4.9%	16.7%
Total General Fund	4,640,324	4,514,669	9,280,648	7,688,054	55,851,840	13.8%	16.7%
Water & Sewer Fund							
Water Department	1,128,758	978,617	2,257,515	1,864,237	13,545,090	13.8%	
Sewer Department	180,341	124,540	360,682	234,368	2,164,090	10.8%	
Billing Division	55,613	32,860	111,227	55,622	667,360	8.3%	
Debt Service Division	-	-	-	-	537,690	0.0%	
Capital Projects Division	-	-	-	-	1,596,480	0.0%	
2015 Bond Capital Projects	-	-	-	-	2,403,750	0.0%	
Total Water & Sewer	1,364,712	1,136,018	2,729,423	2,154,226	20,914,460	10.3%	16.7%
Motor Fuel Tax	117,015	117,015	213,682	213,682	1,261,000	16.9%	
Community Dev. Block Grant Fund	-	-	-	-	364,000	0.0%	
EDA Administration Fund	29,299	26,727	58,598	53,903	351,590	15.3%	
Asset Seizure Fund	31,496	21,980	62,992	41,432	377,950	11.0%	
Municipal Waste System	241,734	241,840	483,468	483,691	2,900,810	16.7%	
Sears Centre Operating Fund	280,233	39	560,467	67	3,362,800	0.0%	
Sears Centre Activity Fund	206,656	263,805	413,312	263,805	2,479,870	10.6%	
Stormwater Management	14,319	-	28,638	-	171,830	0.0%	
Insurance	124,380	59,630	248,760	585,753	1,492,560	39.2%	
Information Systems	139,067	107,540	278,133	172,034	1,668,800	10.3%	
Roselle Road TIF	1,064	4,037	2,128	4,037	12,770	31.6%	
Higgins/Hassell TIF	293	-	587	-	3,520	0.0%	
TOTAL OPERATING FUNDS	7,190,592	6,493,301	14,360,837	11,660,684	91,213,800	12.8%	16.7%
2015A G.O. Debt Service	-	-	-	-	3,753,280	0.0%	
2015 G.O. Debt Service	-	-	-	-	120,790	0.0%	
2008 G.O.D.S. Fund	83,308	-	166,615	-	999,690	0.0%	
2009 G.O.D.S. Fund	226,516	-	453,032	-	2,718,190	0.0%	
TOTAL DEBT SERV. FUNDS	309,823	-	619,647	-	7,591,950	0.0%	16.7%

OPERATING REPORT SUMMARY
EXPENDITURES
February 29, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Hoffman Blvd Bridge Maintenance	8,333	-	16,667	-	100,000	0.0%	
EDA Series 1991 Project	157,154	102,988	314,308	205,976	1,885,850	10.9%	
Western Area Rd Improve Imp. Fee	-	223	-	223	-	0.0%	
Capital Improvements Fund	188,806	123,445	377,612	243,834	2,265,670	10.8%	
Capital Vehicle & Equipment Fund	75,073	15,657	150,145	31,314	900,870	3.5%	
Capital Replacement Fund	9,602	-	19,203	-	115,220	0.0%	
2015 Project Fund	100,000	-	200,000	-	1,200,000	0.0%	
Road Improvement Fund	549,556	3,277	1,099,112	3,277	6,594,670	0.0%	
TOTAL CAP. PROJECT FUNDS	1,088,523	245,590	2,177,047	484,623	13,062,280	3.7%	16.7%
Police Pension Fund	384,148	382,305	768,297	803,138	4,609,780	17.4%	
Fire Pension Fund	351,619	327,494	703,238	657,137	4,219,430	15.6%	
TOTAL TRUST FUNDS	735,768	709,799	1,471,535	1,460,275	8,829,210	16.5%	16.7%
TOTAL ALL FUNDS	9,324,706	7,448,689	18,629,065	13,605,582	120,697,240	11.3%	16.7%



Village of Hoffman Estates **Information Systems** Department

2016 FEBRUARY MONTHLY REPORT

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SPS/GovQA Monthly Review

FP Optimization

- Discussed the benefits of contracting for the FP Optimization process before we go live with our upgrade, and we determined that it would be advantageous to do so. After meeting with the Finance Director to review the tracks available and determining which ones to pursue, I worked with SunGard to obtain quotes for individual tracks and one for the three tracks we are interested in: Hire to Retire, Record to Report, and Procure to Pay. After reviewing the quotes and the proposed schedule, we decided to proceed with all three tracks, and we were able to save about \$3,000 by contracting for both the Record to Report and Procure to Pay at the same time. The workshops are on-site and will take place the last two weeks of March.

FP 5.1/CP 9.1 Upgrade

- Planning for this upgrade continued in March. Training dates were determined after conferring with those involved and coordinating with SunGard for available dates. Appointments were sent to all trainees and discussed our roles and SunGard's role in the process. The databases should be available during the 2nd week of March.

Business Licensing

- Met with the Deputy Village Clerk to review the renewal documents and made changes requested. Also, taught the Deputy Clerk how to make simple corrections to the Renewal Letters. Reviewed the data for readiness for renewal and discussed the schedule for making changes to some categories' fees that will be increasing for the new license year.
- Researched the possibility of carrying over a credit to the next license year for an overpayment to a Residential Rental License. Met with Rachel to review my findings, and it was determined that we could do it. Will be training RRL staff in how to adjust the license correctly to create the credit and record the financial details in the correct categories.
- Ran the RRL Penalty process for February. It ran without issue now that the problem that was preventing it from running has been resolved.

Cognos

- Cognos 10 Upgrade - Continued testing the existing reports. The interface is very similar to Cognos 8 and should not present a significant difficulty for our users who create and run reports.
- New reports were created for all location data to fulfill a FOIA request, a new business report was compiled, and modified several reports to meet the needs of the report audience.

eGov Expansion

- Researched and tested the options for making Business Licensing available in eGov for the Residential Rental Licensing Program. Provided details of the features available, and it was determined that we would proceed with this project in time to process the renewals in December 2016.

GovQA Requests

- After conferring with our GovQA Account Manager, the email response template was modified to include our logo and background. This is part of an on-going process to take advantage of new features and improve our communication with the public in responding to non-FOIA requests.

- Researched the use of the PW internal requests to determine how best to proceed with converting their most common request types for public use. Began developing additional requests types in this category.

Other Projects and End User Support

- Participated in the interviews for the new GIS Administrator.
- SQL scripts were created and given to SPS to run to correct data in Business Taxes due to errors in payment process.
- Removed cash receipt lockbox data uploaded in error.
- In January, I was responsible for 42 new Track-It tickets, and all but 1 was resolved by months' end.

Technical Support, Hardware & Software Review

Project Activities

Project – Public Safety (Police)

Testing of the WiFi capabilities on the Sierra devices installed in the Fire rigs has been completed. The new EMS tablets have now been configured to utilize the connection for communication back to the Village's network.

Project – Public Safety (Fire)

The replacement of the core components of the Police Department building security system was configured and installed. The new system includes the replacement of the ONSSI client software with the MileStone software, a new server and storage device. We bridged the network to give Police staff the ability to view and burn the video footage from the desktops as opposed to a limited number of viewing stations.

Technical Support, Hardware & Software Activities

- User group meeting
- Automated Server reboots and updates – feedback
 - No negative feedback. New time working well.
- Storage system
 - Mentioned that new storage would probably be arriving at end of March.
- Firewall Upgrade
 - Mentioned that it was completed.
- PD security system
 - Discussed new security camera system and that touch screen and client portion still being worked on.
- Scanning to folders
 - Those who used it like it. Confirmed notice will be sent since not everyone is aware of new setup.
- Track It – self service
 - Mentioned that Track-IT self-service would be made available to everyone soon.
- Intranet
 - Discussed timeframe for new intranet product. Plan to do demo at next meeting.
- Sungard upgrade
 - Mentioned it was schedule for June/July implementation.
- Began detailed analysis and testing of Track-IT Inventory Module for Hardware and Software tracking and reporting.
- Completed New Employee orientation and setup for new PD ASO.
- Add and remove user accounts from Active Directory, Exchange and the telephone systems as needed.
- Setup, configuration and removal of equipment as needed.
- Applied necessary software updates as needed.
- Assisted Police and Fire personnel with device connectivity issues.
- Micromain was upgraded to newest version and moved to new SQL server
- Opened 153 help desk tickets.

- Closed 153 help desk tickets.
- Self Service Password Resets or Account Unlocks: 5
- Email passwords reset: 0
- SunGard passwords reset: 9
- Voicemail passwords reset: 2
- User accounts unlocked: 1
- Active Directory Password Resets: 1

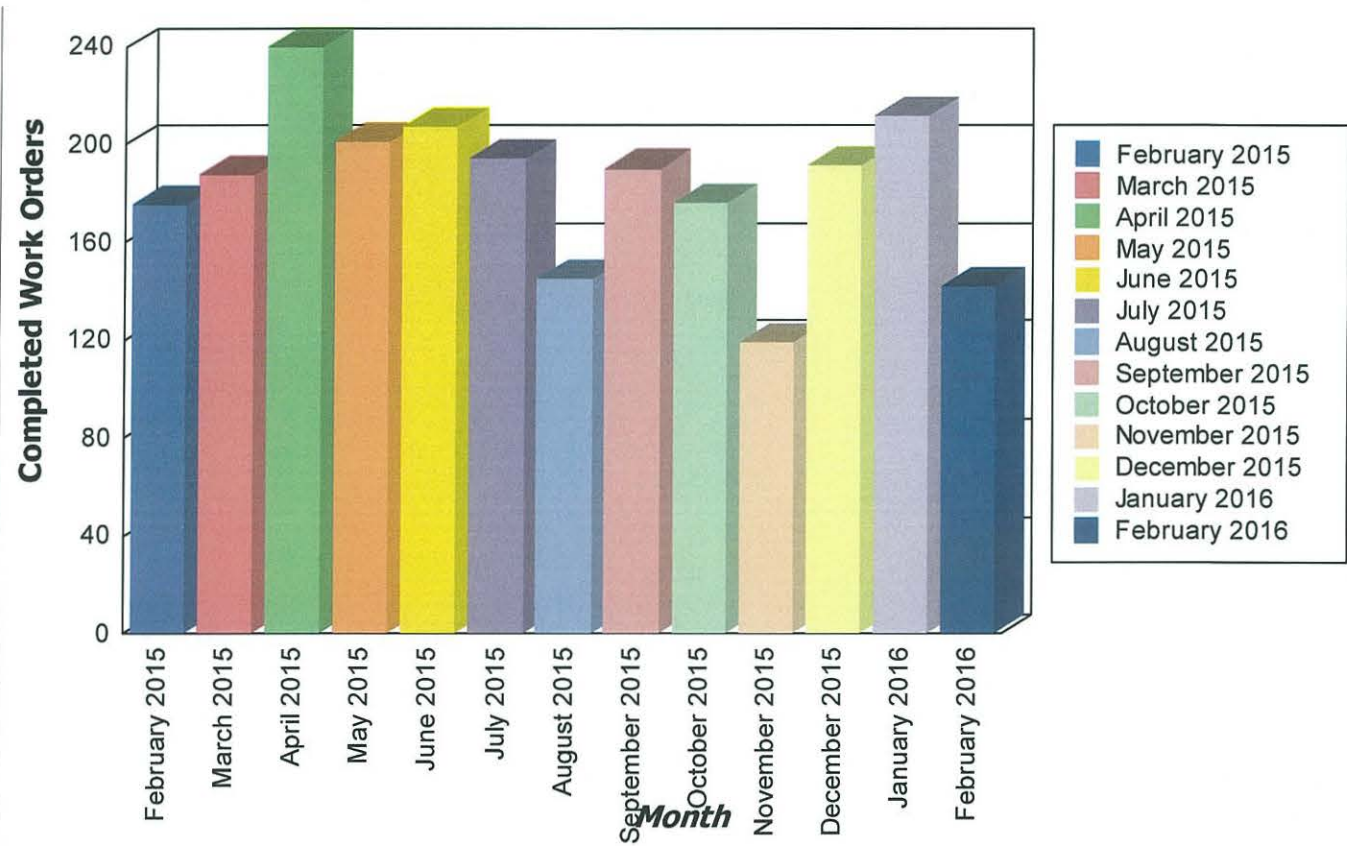
Miscellany

- Met with the directors of Planning as well as Transportation and Engineering to discuss product requirements, specs and potential cost for cameras at the Barrington Road full interchange project along with the Pace Park & Ride facility, pedestrian ways under the ramps, and the pedestrian overpass of I-90.
- Met with the Director of Planning to discuss the possibility of putting Rental License Renewals online.
- Met with Code and Front Counter staff to discuss the current Permit voiding procedure. It was agreed that fees would be reversed to zero when permits are voided.

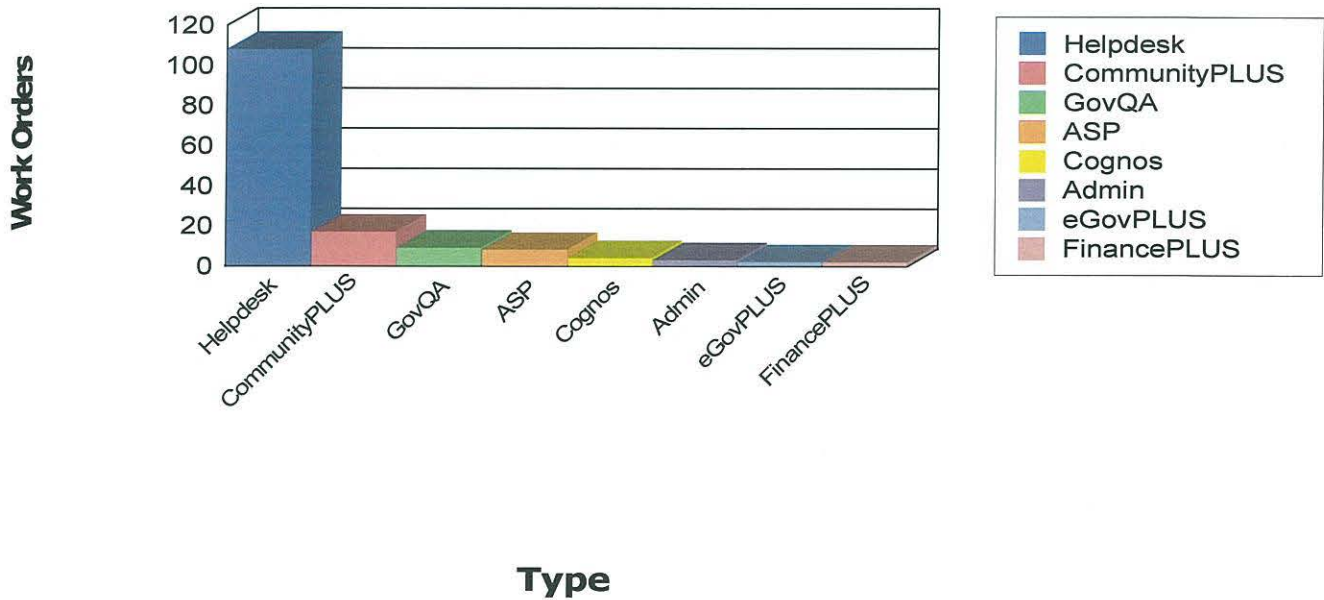
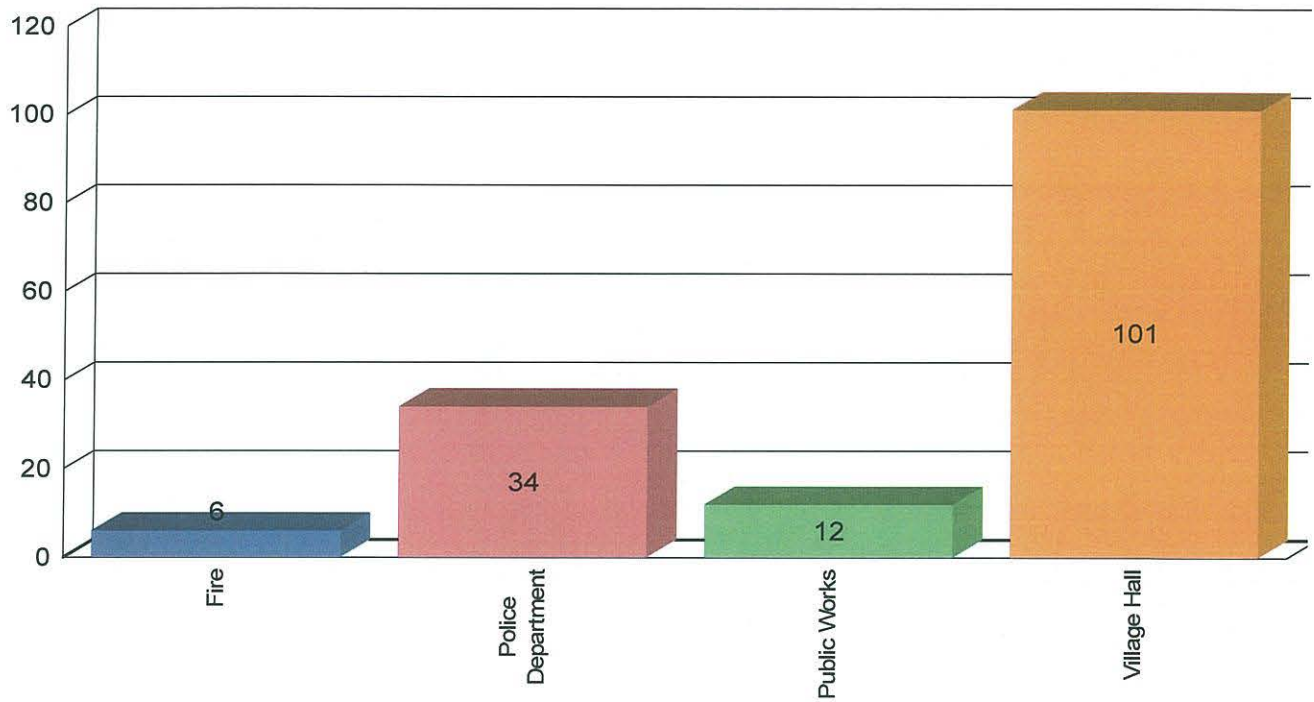
Total Work Orders by Priority by Month

Total Work Orders by Priority by Month

Month	2/2016
1 - Urgent	1
2 - High	7
4 - Normal	133
Project	1
Scheduled Event	9
Vendor intervention required	2
Total for Month	153



Completed Work Orders by Location

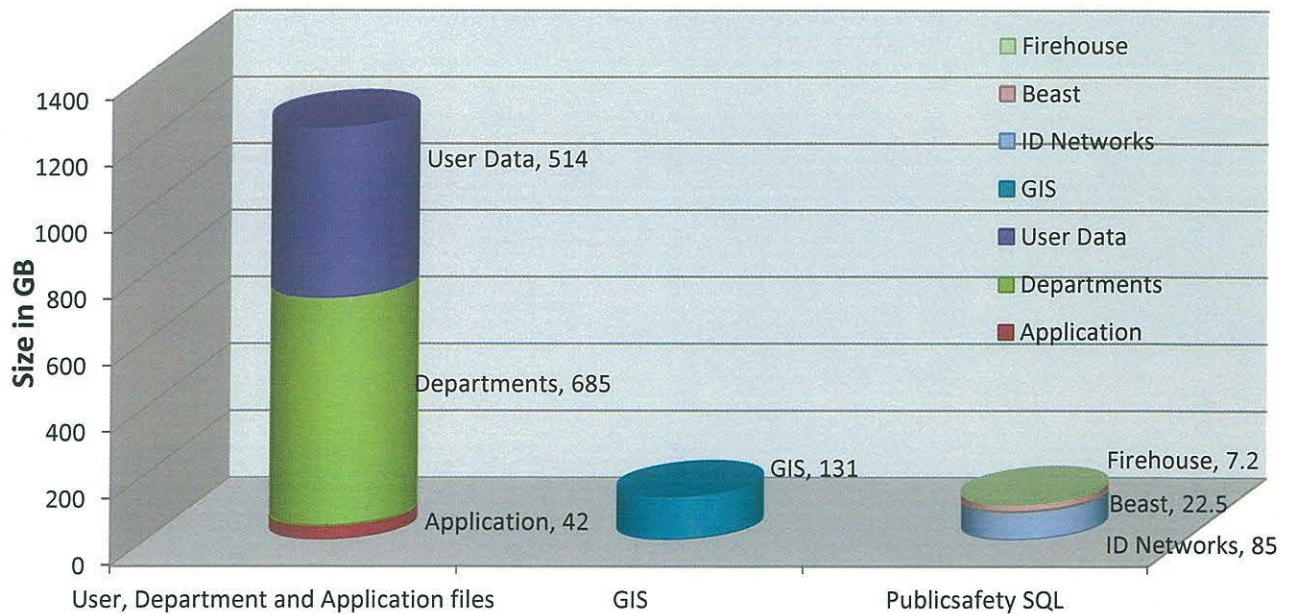


Savings on Printer Repairs

Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of February we did not ask for any repairs.

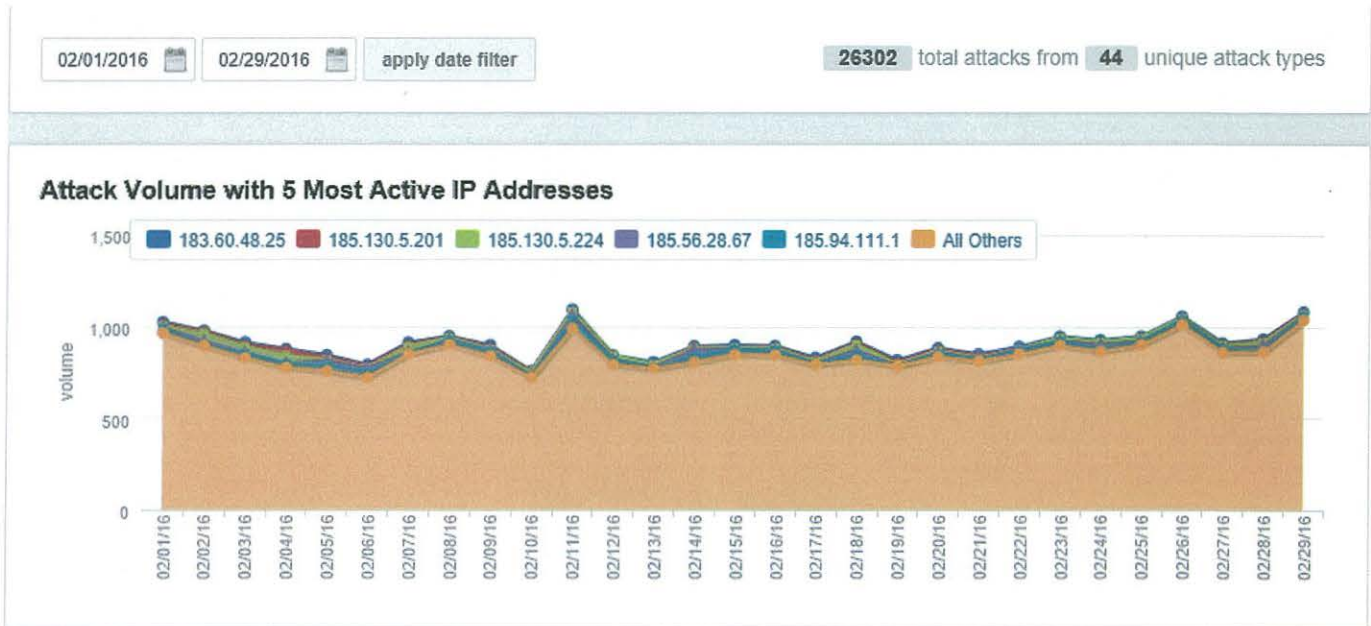
System and Data Functions

Disk Usage



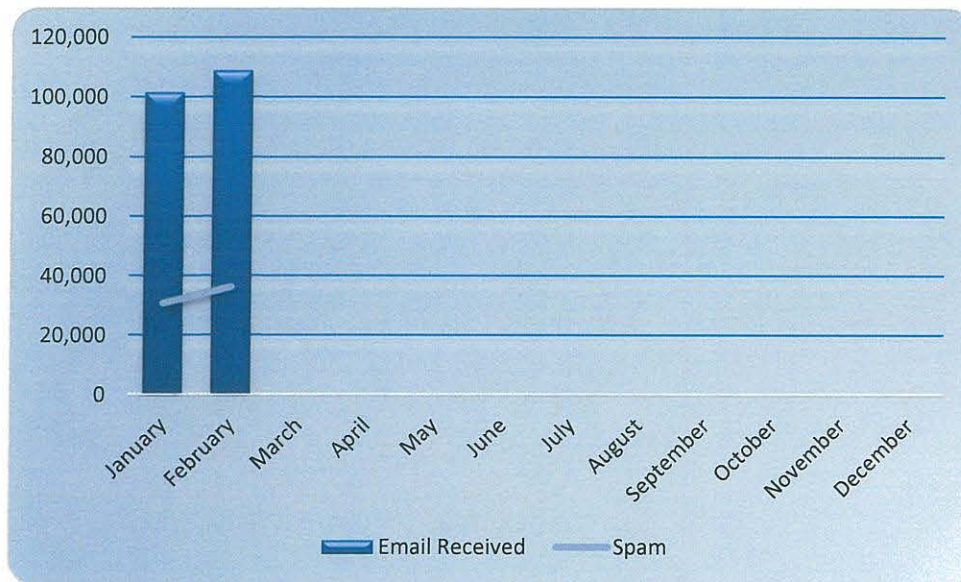
Sentinel IPS Attack Report

External parties attacked the Village network 26,305 times during the month of February



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	101,437	30,719	30%
February	108,697	36,245	33%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	210,134	66,964	32%



Fred Besenhoffer

Fred Besenhoffer, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Assistant Village Manager-Development Services
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT - MARCH 2016**
DATE: March 25, 2016

1. Continued discussions related to the Naming Rights contract that expires in 2016.
2. Met with Public Works-Facilities and SCA staff to review any building related items and ongoing preventative maintenance efforts.
3. Review of monthly financial reports and staffing/operational costs.
4. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.
5. Coordinated with Ben Gibbs regarding approval to purchase a quality, previously used basketball court (approved March 21, 2016).
6. Coordinated with Ben Gibbs regarding approval to purchase a new ribbon board, scoreboard, video board for the concourse, mini hockey scoreboard, plus related equipment (approved March 21, 2016).
7. Extensive discussion regarding Professional Championship Bull Riders event and settlement.
8. Attended Celtic Fest.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachments

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra Venue Management)

Sears Centre Arena
General Manager Update
March 2016

Event Highlights	Notes
March 4-5: Monster Truck March 6: Mustangs Playoff March 13: Bulls Open House March 15: IHSA Super Sectional March 19: Celtic Fest March 30-31: LG Eletronics Training	
Finance Department	
General	Arena finished January financials. Arena is ahead of budget by \$48,685
Monthly Financial Statement	Building Event Revenue YTD: \$263,550
	Building Sponsor/Other Revenue YTD: \$35,363
	Building Expenses YTD: \$311,819
	Building Income YTD: (\$12,906) vs. YTD Budget (\$61,591)
Operations Department	
General	Pursuing repair of lobby roof, installed emergency alarms on all exit doors, completed measurements of Arena foundation and begun planning for Club renovation
Positions to Fill	N/A
Third Party Providers	Compiling bids for foundation settlement repairs and reviewing with Village
Village Support	Roof and foundation issues
Events Department	
General	n/a
Positions to Fill	Hired Event Manager scheduled to start April 4
Marketing Department	
General	Handling marketing for Sesame Street Live, Chris Tomlin and annual suites
Positions to Fill	Craig Kuehne has been promoted to Director of Marketing
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	N/A
Food & Beverage Department	
General	Looking at purchase new POS tills to replace old and broken equipment.
Premium Seating Department	
General	Initiated premium seating campaign and deploying sponsorship sales campaign to coincide with Chicago Bulls D League open house.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$25,000
	Suites Sales: \$13,833
	Loge Sales: \$5,833
	Club Seat Sales: \$1,333
General	
Capital Improvements/Repairs	Consulting with engineer regarding foundation settling. Generating RFP for upgrade of scoreboard control room.



Event Announcement

What: *IHSA BOYS BASKETBALL SUPER-SECTIONAL*

When:

Date	Start	Event Start Time(s)
Tuesday March 15		DOORS: 5:00PM EVENT START: 6:00PM EVENT END: 10:00PM

Where: Sears Centre Arena

Tickets: Ticketed:
All Seating - \$9

On Sale: *Saturday, March 12 @ 3:00pm*

Marketing: Website & Marquee

Parking: \$5

Levy: Concessions

SCA Event Mgr: Erin Sweeney

Event Contact: Steve Lacni
Athletic Director
Division Head PE/Health/Driver Ed
Hoffman Estates High School
1100 W. Higgins Rd.
Hoffman Estates, IL 60169
Office Phone – 847-755-5770

Comps: Yes

Notes: Tickets primarily sold at participating schools. 3A game at 6:00pm.
4A game at 8:00pm.

ACCOUNTING USE ONLY: Royalties Calculation E-time Coding Event Coding Sheet