

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**August 15, 2016**

**7:00 P.M. - Helen Wozniak Council Chambers**

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

**I. Roll Call**

**II. Approval of Minutes – July 18, 2016**

**NEW BUSINESS**

1. Discussion regarding the FY2016 mid-year financial review.
2. Request approval of an Ordinance amending Sections 13-5-1, 13-5-2, 13-5-8 and 13-5-11 of Article 5, Real Estate Transfer Tax, of the Hoffman Estates Municipal Code.
3. Request approval of an Ordinance amending Section 8-2-1, Fees, and Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code.
4. Request approval of an Ordinance adding a Family Entertainment Center use to the list of business licenses.
5. Request authorization to award the professional financial audit services contract for the Village and the Sears Centre Arena, to run concurrently with the EDA Special Tax Allocation Fund audit, for the 2016 fiscal year to Sikich LLP for a cost not to exceed \$75,144.
6. Request authorization for the Sears Centre Arena to upgrade the Club Room in an amount not to exceed \$127,000.
7. Request acceptance of Finance Department Monthly Report.
8. Request acceptance of Information System Department Monthly Report.
9. Request acceptance of Sears Centre Monthly Report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

FINANCE COMMITTEE MEETING MINUTES

July 18, 2016

I. Roll call

**Members in Attendance:** Trustee Anna Newell, Vice Chairperson  
Trustee Michael Gaeta  
Trustee Karen Mills  
Trustee Gary Stanton  
Mayor William McLeod

**Member Absent:** Trustee Gayle Vandenberg

**Management Team Members  
in Attendance:** Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services  
Patrick Seger, Dir. HRM  
Jeffrey Jorian, Fire Chief  
Ted Bos, Police Chief  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Fred Besenhoffer, Director of IS  
Ashley Monroe, Asst. to Village Manager  
Patti Cross, Assistant Corp. Counsel  
Joe Weesner, Senior Traffic Engineer  
Bev Romanoff, Village Clerk  
Bruce Anderson, CATV Coordinator

The Finance Committee meeting was called to order at 7:28 p.m.

II. Approval of Minutes – June 27, 2016

Motion by Trustee Mills, seconded by Trustee Gaeta, to approve the minutes of the Finance Committee meeting of June 27, 2016. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. Request approval of a resolution establishing hire back rates for Police personnel for the period July 19, 2016 through December 31, 2016.

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a resolution establishing hire back rates for Police personnel for the period of July 19, 2016 through December 31, 2016. Voice vote taken. All ayes. Motion carried.

2. **Request authorization to extend the Master Service Agreement with Sentinel Technologies, Inc. to provide hardware and software support for the Village's telephone and voicemail for one year in an amount not to exceed \$28,710.00.**

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

Motion by Trustee Gaeta, seconded by Trustee Mills, to extend the Master Service Agreement with Sentinel Technologies, Inc. to provide hardware and software support for the Village's telephone and voicemail for one year in an amount not to exceed \$28,710.00. Voice vote taken. All ayes. Motion carried.

3. **Request acceptance of the Finance Department Monthly Report.**

The Finance Department Monthly Report was presented to committee.

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

4. **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 Mills, to accept the Information System Department Monthly Report. Voice vote taken. All ayes. Motion carried.

5. **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**
- IV. **Other**
- V. **Items in Review**
- VI. **Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:32 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** 2016 Mid-Year Financial Review  
**MEETING DATE:** August 15, 2016  
**COMMITTEE:** Finance Committee  
**FROM:** James Norris, Village Manager  
 Rachel Musiala, Director of Finance

**PURPOSE:** Request approval of a FY2016 budget adjustment ordinance utilizing positive mid-year General Fund revenue and expenditure projections for additional field engineering and a temporary position in Fire Administration to coordinate fire inspection services and other Fire Prevention Bureau programs.

**BACKGROUND**

*FY2016*

The financial status of fiscal year 2016 is currently on target overall. The Village Board planned to utilize \$610,000 of General Fund reserves during 2016 to fund our EAB program. As part of this mid-year financial review, in addition to seeing how the Village's revenues were doing, we asked the departments to report on any major expenses that would be going over or under budget during the year. On the revenue side, we are concerned about the decline we are seeing in sales taxes. It appears the economy has been improving, but we continue to fall somewhat short in sales tax revenues, so we will continue to monitor those closely. Ticket fines are also falling short of projections, which we project is primarily related to a decline in the cell phone citations that are being written, as well as, the vacancies we currently have within the Police Department.

On a positive note, our telecommunications tax revenues have not been declining as quickly as we had projected, so we are projecting to be over budget for that revenue, as well as, our Local Use Tax revenue. With the new development that is occurring, we are optimistic with our development-related revenues and have already seen positive results in that area. As of right now, in total, we are projecting General Fund revenues to be \$120,000 over budget at year-end.

On the expense side, with the light winter that we experienced in January and February, as well as, a decrease in fuel costs in recent months, it is expected that we will be under budget in Public Works by over \$650,000. We also have some salary savings across many departments for various reasons, including significant savings within the Police Department due to recent retirements. In total, we are projecting General Fund expenses to come in \$1,011,870 under budget for the year.

After compiling this information, changes in revenue and expenditure projections are currently netting to \$1,131,870 of a positive overage.

Fund Balance Policy

The Village's current Fund Balance Policy for the General Fund, which was updated by the Village Board in 2015, states:

- A. The Village will strive to maintain an Unassigned Fund Balance within the General Fund equal to 25% of the preceding year's annual operating budget (not including transfers to fund capital projects), barring any unforeseen circumstances that may arise as a result of the State of Illinois' financial condition.
- B. While the General Fund is above this level of fund balance, any year where year-end revenues exceed expenditures, the amount of surplus will remain in the General Fund or be transferred to other funds to address known future financial needs.
- C. This utilization of General Fund surplus will be brought before the Village President and Board of Trustees annually, when applicable, during the Operating Budget process via a recommendation by the Village Manager.

Positive FY2015 financial results have resulted in the Village's current unassigned fund balance level being at 34.6%. During the FY2016 Operating Budget process, the Village Manager recommended the utilization of \$1.2 million of the estimated FY2015 General Fund surplus for the improvements needed for the Sears Centre Arena related to the new agreement with the Bulls. Any additional recommendations for the FY2015 surplus can be discussed as part of the FY2017 Operating Budget process.

**DISCUSSION**

Additional Field Engineering

The combination of the number and types of development currently underway has resulted in work overload on available field staff in the Transportation and Engineering Division. There is currently one field engineer who inspects all facets of commercial and residential site development work for compliance with plans and applicable codes. Residential and commercial development is expected to continue for the foreseeable future. When coupled with the wide variety of homeowner permits which need coordination and inspection, the one field engineer does not have enough time to make regular visits to manage all of the inspections. This results in delays to contractors and builders, as well as, less than full inspections if additional inspection staff is not added. Although a new field engineer position would be desirable, with the uncertainty of how the Village revenues will continue into FY2017, we are requesting this need be filled by utilizing a temporary agency for the balance of FY2016. The temporary agency option would also allow the division to fill the need much quicker than hiring an employee. The cost is estimated to be \$40,000 for the balance of FY2016.

Fire Administration-7(g) Agreements

Since 2010, the Fire Department has been working in conjunction with the Code Enforcement Department sharing the assignments of completing the annual fire inspections. When the economic downturn occurred, the amount of work load in each of the departments was at a point that staffing levels were reduced, yet we were still able to handle the work load. With the

rebound in the economy over the past few years, the work load requirements have increased in both departments and staffing levels are no longer adequate to keep up with the annual fire inspections and other Fire Prevention Bureau duties. There is currently a part-time Fire Inspector position vacant and we would like to use that funding (budgeted at \$48k annually in salary and benefits) to address fire inspection services, as well as, other needs of the Fire Prevention Bureau that are a priority.

Staff is requesting that a temporary administrative position be assigned to the Fire Department to oversee the fire inspections program, manage the Bureau duties, and work on other administrative programs that need attention. This temporary position would be filled by shift personnel through the end of 2016 and potentially the first quarter of 2017 (that will be addressed in the FY2017 budget). The main focus would be to address all outstanding fire inspections for 2016. This would be accomplished through the use of 7 (g) agreements. Pursuant to the Fair Labor Standards Act (FLSA), Section 7(g) allows existing employees to perform work outside of their regular position duties at an established rate of pay. In this case, off duty firefighters would conduct the fire inspections of businesses to augment that program. Since development activity has increased over the past several months, our existing building inspectors cannot keep up with the necessary inspection load. The use of 7(g) agreements is much more cost effective than hiring additional personnel. The Village currently uses these agreements for assistance with snow plowing as part of our Snow and Ice program and has found them beneficial for both the employee and the Village.

The other duties that the temporary position will address include work to coordinate a more integrated electronic recordkeeping method for inspectors (both in Fire and Code Enforcement) focusing on compatibility of communication with current or future software systems within the Village; work to assist with the fulfillment of the Village Ordinance on retrofitting sprinklers in commercial occupancies; manage the wireless alarm system, conduct fire inspections, and other projects within the Fire Department. The cost for the temporary fire prevention bureau position is estimated to be \$31,490 for the balance of FY2016 and the cost of the 7 (g) agreements for fire inspections is estimated to be \$20,000 for the balance of the year, for a total of \$51,490. However, this is offset by the existing budgeted part-time salary of \$48,570.

If approved, these additional requests along with the changes in our revenue and expenditure projections would result in an estimated year-end surplus of \$423,290 and a fund balance policy level of 34.6%.

**RECOMMENDATION:** Request approval of a FY2016 budget adjustment ordinance utilizing positive mid-year General Fund revenue and expenditure projections for additional field engineering and a temporary position in Fire Administration to coordinate fire inspection services and other Fire Prevention Bureau programs.

#### ATTACHMENTS

(FINANCIAL ANALYSIS, BUDGET ADJUSTMENT ORDINANCE)

## 2016 Mid-Year Financial Review and Update

Updated: 8/12/2016 9:00

### GENERAL FUND

#### Recommendations for FY2016

Revenue Surplus - detailed on following pages	120,000
Expense Savings - detailed on following pages	986,870
Projected Surplus	<u>1,106,870</u>
New Requests:	
Additional Field Engineering (Temp Agency)	(40,000)
7(g) Agreement	(20,000)
Fire Admin (for Fire and Code Inspections)	<u>(31,490)</u>
Total New Requests	<u>(91,490)</u>
Projected Impact the General Fund:	
2016 Original Budgeted Revenues	55,259,750
2016 Original Budgeted Expenses	<u>(55,851,840)</u>
Budgeted Shortfall	<u>(592,090)</u>
2016 Estimated Revenues - Preliminary	55,379,750
2016 Estimated Expenses - Preliminary	<u>(54,956,460)</u>
Estimated Surplus - Preliminary	423,290
% of Unassigned Fund Balance	
Projected Unassigned Fund Balance	19,348,969
Budgeted Expenses	55,851,840
Projected Fund Balance %	34.6%

<i>2016 Projected Revenue Surplus/(Deficit)</i>	
Sales Tax	(330,000)
Home Rule Sales Tax	(120,000)
Telecommunications Tax	260,000
Building Permits	150,000
Local Use Tax	200,000
Ticket Fines - Village	(225,000)
Real Estate Transfer Tax	(50,000)
Local Debt Recovery	70,000
Hotel Tax	-
Engineering Fees	-
Rental Inspection Licenses	30,000
Prior Year Property Taxes	135,000
	120,000

<i>2016 Projected Expense Savings/(Shortfall)</i>	
<b>General Government/Boards &amp; Commissions</b>	
Salary Savings	29,760
Sister Cities 20th Anniversary	(5,000)
Senior Commission	(4,500)
TOTAL BUDGET SAVINGS - General Government	20,260
<b>Police Department</b>	
Salary Savings	258,645
TOTAL BUDGET SAVINGS - Police	258,645
<b>Fire Department</b>	
Salary Savings	24,290
TOTAL BUDGET SAVINGS - Fire	24,290
<b>Public Works</b>	
Salary Savings	41,195
Snow & Ice	
Overtime	120,000
Salt	100,000
Fleet Services	
Fuel	250,000
Forestry	
Other Capital Expenditures	125,000
Professional Services	15,000
TOTAL BUDGET SAVINGS - Public Works	651,195



<i>2016 Projected Expense Savings/(Shortfall)</i>	
<b>Development Services Department</b>	
Salary Savings	77,740
Storm Water Project Changes (already approved)	(25,000)
TOTAL BUDGET SAVINGS - Dev. Svcs	<u>52,740</u>
<i>Total Projected Expense Surplus/(Deficit)</i>	986,870

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AUTHORIZING  
AMENDMENTS TO THE 2016 BUDGET ORDINANCE**

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

Section 1: That pursuant to authority granted by the statutes of the State of Illinois, there is hereby an amendment to the budget ordinance in an amount not in excess of the aggregate of additional revenues or fund reserves available to the Village. The sums of money hereinafter itemized for each of the respective corporate objects specified hereby increase or decrease the amounts included in the original budget ordinance, Ordinance No. 4516 dated December 7, 2015. The appropriate sums shall be received from sources other than the tax levy. The respective sums of money, together with the resulting adjustments and changes in the budget are set out in Section 2 of this Ordinance.

Section 2:

*Village of Hoffman Estates  
2016 Budget Amendment*

Expenditure Budget Revisions

	<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
General Fund			
Fire Administration			
Salary & Benefits	\$433,110	\$51,490	\$484,600
Transportation & Engineering			
Professional Services	\$26,120	\$40,000	\$66,120
<b>Total Expenditures</b>		<b>\$91,490</b>	

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 \_\_\_\_\_, 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.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Approval of an ordinance amending Sections 13-5-1, 13-5-2, 13-5-8 and 13-5-11, of Article 5, Real Estate Transfer Tax, of the Hoffman Estates Municipal Code

**MEETING DATE:** August 15, 2016

**COMMITTEE:** Finance Committee

**FROM:** Arthur L. Janura, Jr., Corporation Counsel  
Patricia Cross, Assistant Corporation Counsel

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**PURPOSE:** To consider an amendment to Sections 13-5-1, 13-5-2, 13-5-8 and 13-5-11, of Article 5, Real Estate Transfer Tax, of the Hoffman Estates Municipal Code.

**BACKGROUND:** The Village's Real Estate Transfer Tax has been in effect for many years and places a tax on the privilege of transferring title to real property. Earlier this year the Board approved an amendment to Section 13-5-2 placing a 60-day limitation on the purchase a transfer stamp or an exempt stamp after the transfer of title.

**DISCUSSION:** In years past, it was the practice in most real estate transactions for sellers to purchase the transfer or exempt stamp prior to closing and Section 13-5-11 was originally written to key the interest and penalty approved by the Village to coincide with the recording of the deed following that closing. In more recent years, however, particularly where foreclosures have occurred, frequently the required purchase of the stamp and payment of the transfer tax have been overlooked or delayed by the new owner until the property is ultimately resold. Without current ownership information, such delays also impact utility billing and the issuing of property code violations.

Together with the time limitation now in place on the purchase of the transfer stamp and payment of the tax, the proposed amendment to Section 13-5-11 is intended to clarify when interest and late payment penalties begin to accrue.

Amendments to Section 13-5-1 and 13-5-8 are also offered to clarify that this transfer tax applies equally to those properties within the Village's corporate limits, whether in Cook or Kane County.

It can be expected that the proposed amendments will provide the Village with needed current ownership information and may result in an increase in transfer tax revenue.

**RECOMMENDATION:** Recommend approval of an ordinance amending Sections 13-5-1, 13-5-2, 13-5-8 and 13-5-11 of Article 5, Real Estate Transfer Tax, of the Hoffman Estates Municipal Code.

**AN ORDINANCE AMENDING SECTIONS 13-5-1, 13-5-2,  
13-5-8 AND 13-5-11 OF ARTICLE 5, REAL ESTATE TRANSFER TAX,  
OF THE HOFFMAN ESTATES MUNICIPAL CODE**

Section 1: That Section 13-5-1, DEFINITIONS, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-1. DEFINITIONS

For the purpose of this Article, whenever any of the following words, terms or definitions are used herein, they shall have the meanings ascribed to them in this Section:

Beneficial Interest - Any interest, regardless of how small or minimal such interest may be, in a land trust, held by a trustee for the beneficiaries of such land trust.

Person - Any natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation, or a receiver, executor, trustee, conservator or other representative appointed by order of any court.

Recordation - The recording of deeds with the office of Recorder of Deeds for Cook County or for Kane County, or the registration of deeds with the Registrar of Titles of Cook County, Illinois.

Value - The amount of the full actual consideration for any transfer covered hereunder, including the amount of any lien or liens assumed by the grantee or purchaser.

Section 2: That Section 13-5-2, TAX IMPOSED, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-2. TAX IMPOSED

A. A tax is imposed on the privilege of transferring title to real estate located within the corporate limits of the Village as evidenced by the recordation of a deed by any person and a tax is imposed on the privilege of transferring the beneficial interest in real estate located within the corporate limits of the Village at the rate of Three Dollars per One Thousand Dollars of value for each transfer. The tax herein levied shall be in addition to any and all other taxes.

B. Within 60 days of the transaction, Grantor or Grantee shall report to the Village that a transfer has occurred and pay to the Village any Real Estate Transfer taxes due and owing hereunder or a \$10 processing fee ~~in the event the transaction is exempt for any tax exempt transactions.~~

Section 3: That Section 13-5-8, RECORDATION OF DEEDS, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-8. RECORDATION OF DEEDS

No deed conveying real property within the corporate limits of the Village shall be entitled to recordation by the Recorder of Deeds for Cook County or for Kane County, or the Registrar of Titles of Cook County, Illinois, unless such deed shall bear either a Village Real Estate Transfer Tax stamp or an exemption mark from the Finance Department.

Section 4: That Section 13-5-11, INTEREST AND PENALTIES, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-11. INTEREST AND PENALTIES

~~In the event of failure by any person to pay to the Finance Department the tax required hereunder when the same shall be due, interest~~ Interest shall accumulate and be due upon said tax at the rate of two percent (2%) per month commencing as of the first day following the day when the ~~deed was recorded or the assignment of beneficial interest was accepted by the trustee~~ tax became due. In addition, a late penalty of five percent (5%) of the tax ~~and interest owed~~ shall be assessed and collected against any person who fails to pay when due the tax imposed by this Article.

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 \_\_\_\_\_, 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.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of an ordinance amending Section 8-2-1, Fees, and Section 8-7-14, Solicitors, of the Village of Hoffman Estates Municipal Code

**MEETING DATE:** August 15, 2016

**COMMITTEE:** Finance

**FROM:** Bev Romanoff

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**PURPOSE:** Request approval of an Ordinance amending Section 8-2-1, Fees, and Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code.

**BACKGROUND:** In 1991, the Village passed Ordinance No. 2400-1991 amending Chapter 8 of the Municipal Code (Fees, Solicitors), setting minimal fees and restrictions on persons wishing to solicit in the Village.

**DISCUSSION:** The current ordinance sets the fee for solicitation at \$25 per year with the licensing period running from May 1<sup>st</sup> to April 30<sup>th</sup>. This fee has never changed although the number of solicitors has increased as well as the cost of materials to process each application. The Village currently has over 200 solicitors licensed.

In comparison with other municipalities, our fees are the lowest and least restrictive. Others range from \$50 annually to \$500 for a 30 day period. Attached is a comparison sheet.

Restrictions also vary by municipality with fines and revocation for committing fraud or misrepresentation. Many municipalities also have parking restrictions with varying time limits that may be difficult to enforce.

It is recommended that the fee for solicitors be increased to \$90.00 and the ending time on soliciting be revised to 8:00 p.m. instead of 9:00 p.m. Staff has also added a section that solicitors cannot misrepresent or make false statements to induce a sale or contribution and includes a penalty section.

**RECOMMENDATION:** Request approval of an Ordinance amending Section 8-2-1, Fees, and Section 8-7-14, Solicitors, of the Hoffman Estates Municipal Code.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES, AND AMEND SECTION 8-7-14, SOLICITORS, 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 and Kane Counties, Illinois, as follows:

Section 1: That Section 8-2-1, FEES, of Article 2, LICENSE FEES, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

Section 8-2-1. FEES

For Licenses to operate the following businesses, the fees listed opposite the named business shall apply: PER YEAR

A. Business Licenses

Merchants (Products)

Solicitors (for profit)	25 90.00
(not for profit)	0.00

Section 2: That Section 8-7-14, SOLICITORS, of Article 8, MERCHANTS (SERVICE), of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

Section 8-7-14. SOLICITORS

A. Definitions -

1. "Soliciting" shall mean and include any one or more of the following activities:
  - a. Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuff, services of any kind, character, or description, or whatever, for any kind of consideration whatever;
  - b. Seeking to obtain prospective customers for any application of purchase of insurance of any type, kind or character.
  - c. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, or any other type or kind of publication; or
  - d. Seeking to obtain gifts or contributions of money, clothing or other valuable thing for the support or benefit of any charitable or non-profit association, organization, corporation or project.
2. "Residence" shall mean and include every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.
3. "Business" shall mean and include every enterprise licensed under this Article 8.
4. "Registered Solicitor" shall mean and include any person who has obtained a valid certificate of registration, as hereinafter provided, and which certificate is in the possession of the solicitor on his or her person while engaged in soliciting.



B. License Required - Every person desiring to engage in soliciting as herein defined from persons in residences located in Hoffman Estates is hereby required to make written application for a license. A corporation may make application for minors if the solicitation is on behalf of a not-for-profit corporation.

C. Regulations - The applicant shall comply with all applicable regulations of the Police Department before license shall be issued.

D. Village Policy on Soliciting - It is hereby declared to be the policy of the governing body of this municipality that the occupant or occupants of any residence or business located within the Village of Hoffman Estates shall make a determination of whether solicitors shall be or shall not be invited to their respective residence or business.

E. Notice Regulating Soliciting - Every person desiring to secure the protection intended to be provided by the regulations pertaining to soliciting contained in this Code shall comply with the following directions, to wit:

Notice of the determination by the occupant of the refusal of invitation to solicitors to any residence or business, shall be given by displaying a card upon or near the main entrance door to the residence or business, containing such language as:

“NO SOLICITORS”  
“NO SOLICITORS INVITED”

or such other language as would indicate that solicitors are not to enter or engage in solicitation on the premises.

Such card so exhibited shall constitute notice to any solicitor of the determination by the occupant of the residence or business of the information contained thereon.

F. Duty of Solicitors - It shall be the duty of every solicitor upon going onto any premises in the Village upon which a residence or business, as herein defined, is located, to first examine the notice provided for in Sub-Section E if any is attached, and be governed by the statement contained thereon. If the notice states “No Solicitors”, or “No Solicitors Invited”, then the solicitor shall immediately and peacefully depart from the premises.

Any solicitor who has gained entrance to any residence or business, whether or not invited, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

G. Uninvited Solicitors Prohibited - It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any other manner, calculated to attract the attention of the occupant of such residence or business, for the purpose of securing an audience with the occupant thereof, and engage in soliciting, as herein defined, in defiance of the notice exhibited at the residence or business in accordance with the provisions of Sub-Section E of this Code.

H. Time Limit on Soliciting. It is hereby declared to be unlawful and shall constitute a nuisance for any person to go about any premises and ring the doorbell, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence for the purpose of securing an audience with the occupant thereof, and engage in soliciting as herein defined prior to 10:00 a.m. or after ~~9:00~~ 8:00 p.m. ~~due to United States District Court ruling~~ of any weekday, prior to 10 a.m. or after 6 p.m. on Saturday, or at any time on a Sunday or on a State or National holiday, except that a not-for-profit may solicit from 10:00 a.m. to 6:00 p.m. on a Sunday.

I. False Statements or Misrepresentations. No person or organization engaged in solicitation shall misrepresent the purpose of his solicitation or use any false, deceptive or misleading misrepresentation to induce a sale or contribution, or use any plan, scheme or ruse which misrepresents the true status or mission of the person making the call.

J. Penalties. Any person or organization engaged in solicitation who commits an offense under this Chapter shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00) for each offense. Prior violations shall be considered valid cause to deny subsequent license applications.

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 \_\_\_\_\_, 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.

7/29/2016

## Solicitor Data

Municipality	Fee	Duration	Hours of Solicitation (if different from HE)	Fingerprinting?	Misc Notes
Arlington Heights	NONE	Not more than 90 days within any 365 days from first date of solicitation.	9:00 a.m. to 9:00 p.m. Mon-Saturday		Violation of their code can be up to \$750; cannot park for more than 1 hour in same location. Applicants are "verified under oath." Code includes language regarding fraud/misrepresentation.
Bartlett	see notes	PER PERSON: \$7.50 per day; \$37.50 per week; \$75.00 per month; \$150.00 per year	9:00 a.m. to 9:00 p.m. Mon-Saturday		Code includes language about fraud, license may be revoked. Violation fines are \$50-\$750 for each offense.
Des Plaines	\$50.00	annual	9:00 a.m. to 9:00 p.m. Mon-Saturday	Police chief may require	Violation of their code can be up to \$750; code includes language regarding fraud/misrepresentation, cause for revocation.
Elk Grove Village	\$40.00	Initial license is for 30 days; \$15 fee for 2 consecutive 30 day periods following, however, NO CERTIFICATE shall be issued for more than ninety (90) days.	9:00 a.m. to 8:00 p.m. Mon-Saturday		Application requires SS# and marital status
Glenview	\$60.00	annual	9:00 a.m. to 9:00 p.m. Mon-Saturday		Requires written evidence of employment relationship; requires a certificate of insurance from responsible company. \$5 charge for replacement badges. Revocation for misrepresentation. violation are \$50-\$500 per offense.
Island Lake	\$500.00	Basic fee (3 day permit): \$500; additional fee for each solicitor (per 3 day permit) is \$200. No more than four (4) permits w/be issued to same organization within same calendar year.	10 a.m. to 6 p.m. "on any day"		They have good language in their code regarding false statement or misrepresentations by solicitor. If they are guilty, they can revoke. We regularly receive this complaint. They require full name, address and number of person who will have supervision and responsibility for the solicitor

7/29/2016

## Solicitor Data

Municipality	Fee	Duration	Hours of Solicitation (if different from HE)	Fingerprinting?	Misc Notes
Naperville	\$100.00	30 days	ends at 7:00 p.m. Mon-Saturday		Charge \$50 for replacement badge; fines for violating code \$100-\$500 for each offense; City Clerk may revoke at any time for any offense.
Orland Park	\$50.00	every 30 days	9:00 a.m. to 9:00 p.m. Mon-Saturday		\$50 fee for badge which must be turned in at the end of each soliciting day; at that time the \$50 is returned to the solicitor. violation are \$50-\$750 for each offense, each day.
Palatine	\$41.00	annual - incudes \$7 badge fee; there is also a "solicitor registration daily activity fee" of \$11, but not sure what that's about.	ends 8:00 p.m. weekdays.*changes w/daylight savings time		Application <b>requires</b> SS#; name of person in charge of solicitors; <b>NO LICENSES ISSUED</b> to any person who has a criminal record of crimes against persons, gang activity or has been convicted of a felony for past 10 years.
Roselle	see notes	\$25 per day for single solicitor; \$75/year Corporate/Group solicitors	may start at 9:00 a.m. weekdays		
Schaumburg	\$90.00	annual	may start at 9:00 a.m.	Live Scan FP required	Licensed solicitors are on their website-great idea; parking restrictions to 15 minutes (after sale) then must move vehicle at least one Village block away.
Skokie	\$20.00	???	9:00 a.m. to 7:30 p.m. Mon-Saturday		Background checks; revocation for misrepresentation.
Streamwood	\$100.00	every 30 days	may start at 9:00 a.m.; 9:00 a.m. - 5:00 p.m. on Saturday		Violation fines are \$50-\$750 per offense.
Wheeling	\$13.25	per day	9:00 a.m. to 9:00 p.m. Mon-Saturday		Application <b>requires</b> SS#; application contains a waiver of liability, allowing Village to investigate and verify the information in the application. Includes language about misrepresentation being cause for revocation. Violation fines are \$100-\$1,000 for each offense. <b>Application requires notarization.</b>

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an Ordinance adding a Family Entertainment Center use to the list of business licenses

**MEETING DATE:** August 15, 2016

**COMMITTEE:** Finance

**FROM:** James Norris  
Patricia Cross/Arthur Janura

**REQUEST:** Request approval of an Ordinance adding a Family Entertainment Center use to the list of business licenses.

**BACKGROUND:** In 2014, discussions began with Main Event Entertainment LP interested in a Hoffman Estates location in the Entertainment District for one of its large scale family amusement and entertainment facilities. The Village code does not currently have a category that would incorporate the many amusements offered by Main Event, including laser tag, gravity ropes, mini-golf, bowling, billiards/pool, more than 100 separate video games and on-site restaurants. Accordingly, the Village would need to establish such for this significant use.

**DISCUSSION:** Corporation Counsel and Assistant Corporation Counsel recommend revision to Sections 8-2-1 (Fees) and Section 8-11-7 (Special Licenses), and have drafted the attached ordinance to amend the Village Code accordingly. These changes add a business license category to Chapter 8 (Licenses) for a Family Entertainment Center located within the Entertainment District having more than 100 amusements within that location. Importantly, this new license incorporates more than five different licensed uses into one, and the liquor licenses required of Main Event (Class "A" and Class "LC") will continue to be separately charged.

No changes to the Village's current Amusement and Entertainment Surcharge ordinance are required at this time.

**FINANCIAL IMPACT:** This Family Entertainment Center use is projected to generate a substantial amount of revenue, depending on the amount of Amusement and Entertainment taxes generated each year.

This proposed ordinance would require an annual license fee of \$12,000.

**RECOMMENDATION:** Approval of an ordinance adding a Family Entertainment Center use to the list of business licenses in the Village of Hoffman Estates and suggested license fee.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES, AND  
CREATING SECTION 8-11-7, FAMILY ENTERTAINMENT CENTER,  
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 and Kane Counties, Illinois, as follows:

Section 1: That Section 8-2-1, FEES, of Article 2, LICENSE FEES, of the Hoffman Estates Municipal Code be and is hereby amended to read as follows:

Section 8-2-1. FEES

For Licenses to operate the following businesses, the fees listed opposite the named business shall apply: PER YEAR

A. Business Licenses

Family Entertainment Center	\$12,000.00
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Section 2: That Section 8-11-7, FAMILY ENTERTAINMENT CENTER, of Article 8, SPECIAL LICENSES, of the Hoffman Estates Municipal Code be and is hereby created to read as follows:

Section 8-11-7. FAMILY ENTERTAINMENT CENTER

A. Definitions –

1. *Family Entertainment Center* as used herein shall mean any Person engaged in an Amusement and Entertainment business located within the Entertainment District as defined in Section 13-10-1-G of the Village of Hoffman Estates Municipal Code which offers to the public and for which an admission fee is charged, more than four types of amusements within the meaning of Section 8 of the Municipal Code and more than 100 separate amusement devices.

2. *Person* means any individual, partnership, limited liability company, corporation or other legal entity.

B. License Required – It shall be unlawful for any Person to conduct business as a Family Entertainment Center within the Village of Hoffman Estates without having first obtained the proper license required by this Section 8-11-7 of this Municipal Code.

C. Exemptions – Except as shall be required by Chapter 8, Article 3 (Alcoholic Liquors) or by Section 8-4-15 (Video Gaming Terminal) of this Municipal Code, no other or further license shall be required nor fee paid where a Family Entertainment Center license is secured.

D. Application -- An application for a Family Entertainment Center license and renewal shall be made in conformity with the general requirements of this Code relating to applications for licenses, and shall specify:

1. The name and address of the applicant, and if a person, firm, limited liability company, association or corporation, or partnership, the principal officers or managers thereof and their address(es).

- 2. The address of the premises where the business of the Family Entertainment Center is to be operated, conducted or presented, together with the nature of the business as carried on at such place.
- 3. The trade name and general description of the Family Entertainment Center business being licensed.
- 4. The number and types of amusements being operated annually.
- 4. The name and address of the operator of the amusements or the amusement device or devices, if other than the applicant.
- 5. All other products or services being offered each year by the Family Entertainment Center, including food and beverage.

E. Regulations –

- 1. The Family Entertainment Center shall comply with all federal, state and local laws and ordinances.
- 2. The Family Entertainment Center must operate in such a manner that the noise generated therefrom shall not disturb the normal operation of any other business, resident, church or school neighboring said business.
- 3. Personnel shall be identifiable by apparel.
- 4. The premises shall be covered by a video security system and an alarm system.
- 5. The hours of operation of the Family Entertainment Center shall be from 9:00 am to 3:00 am, seven days per week.

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 \_\_\_\_\_, 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.

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Approval of Audit Contract for Fiscal Year 2016  
**MEETING DATE:** August 15, 2016  
**COMMITTEE:** Finance  
**FROM:** Rachel Musiala, Director of Finance

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**PURPOSE:** Request authorization to award the professional financial audit services contract for the Village and the Sears Centre Arena, to run concurrently with the EDA Special Tax Allocation Fund audit, for the 2016 fiscal year to Sikich LLP for a cost not to exceed \$75,144.

**BACKGROUND:** In 2014, the Village approved a contract with Sikich LLP for the Village's annual financial audit (including the Sears Centre Arena), to run concurrently with the EDA Special Tax Allocation Fund audit. The approval was for the FY2014 audit, with the option to extend the contract for each of the years 2015, 2016, 2017, and 2018.

Although Sikich was not the lowest priced firm that sent the Village a proposal in 2014, factors such as the number of other municipal clients and the number of audit hours being proposed caused us concern with the lowest-priced firm.

One of the first things that our audit team (made up of the Village Treasurer, Director of Finance, and Assistant Director of Finance) looked at to analyze the proposals was how many audit hours the firm was proposing versus their price to see a price per hour. We looked to make sure the auditors were projecting to spend a sufficient amount of time on our audit, and this price per hour reflected the true value we were getting out of the audit that had been proposed:

<u>Firm</u>	<u># Hours</u>	<u>Price/Hour</u>
Baker Tilly	577	\$118.00
Sikich LLP	800	\$101.31
Miller Cooper & Co	700	\$120.86
Wolf & Company	725	\$120.83
Plante & Moran	780	\$113.59
McGladrey LLP	810	\$116.05

Based on the preliminary pricing information (in total), the Village Treasurer suggested we interview the two lowest priced firms. During



these interviews, questions were asked pertaining to firm and staff qualifications as well as specific audit approaches. The Village Treasurer focused part of his review on the firms' systems for internal control review and risk assessment.

In terms of audit approach, internal control review, risk assessment, and firm expertise, the audit team felt Sikich would provide the best auditing services at the lowest cost. We came away from the interviews with a firm belief that Sikich had a much more in-depth audit approach and would do a more thorough review of our internal controls and risk exposure.

Additionally, Sikich is a proven leader in the municipal finance industry. For example, the Village had to implement two new GASB standards in FY2015. Where other firms were unsure as to what this would mean for the Village, Sikich had already early implemented these new standards with two other municipalities and were fully aware of what the new standards would mean for the Village.

Based on this information, as well as information directly from the proposals, a scoring system was applied to each of the firms. Firms were scored based on price, municipal client experience, GFOA award experience, number of audit hours proposed, partner involvement, staff qualifications, level of risk assessment performed, and references, with a maximum score possible of 87. Of the two firms we interviewed, Sikich scored 84 and Baker Tilly scored 76. Although Baker Tilly received more points for having the lowest price, Sikich excelled in municipal experience and partner involvement, as well as having an extensive review of our internal controls and their level of risk assessment.

Sikich was chosen by the Village Board to conduct the FY2014 financial audit. And in December, 2015, based upon the above information and the successful FY2014 audit, the Village Board authorized the contract renewal with Sikich for the FY2015 audit.

**DISCUSSION:**

The FY2014 and FY2015 audits performed by Sikich were thorough, extensive, and professional in every aspect. Staff reached out to Sikich to discuss the possibility of extending our contract as originally proposed for FY2016. Sikich sent the attached engagement letter to the Village for review and approval. If this contract is approved, FY2016 preliminary audit fieldwork will begin before the end of December, with final fieldwork scheduled for the first three weeks of March, 2017.

**FINANCIAL IMPACT:**

As you may recall, Sikich awarded the Village a 10% discount to their pricing due to the fact that the EDA Special Tax Allocation Fund audit could be run concurrently with the regular audit. Pricing for FY2016 is proposed as:

<u>Audit Item</u>	<u>Amount</u>
Financial Audit	\$37,057
Arena Fieldwork *	\$24,282
Single Audit (grants)	\$4,460
Comptroller's Report	\$792
TIF Compliance Reports (3) *	\$8,553
<b>Total</b>	<b>\$75,144</b>

\* The arena fieldwork will be paid for by the Sears Centre Arena and the TIF compliance reports are paid for out of funds for each TIF.

**RECOMMENDATION:** Request authorization to award the professional financial audit services contract for the Village and the Sears Centre Arena, to run concurrently with the EDA Special Tax Allocation Fund audit, for the 2016 fiscal year to Sikich LLP for a cost not to exceed \$75,144.

ATTACHMENT:

ENGAGEMENT LETTER FOR THE VILLAGE AUDIT (INCLUDING ARENA AUDIT)



630.566.8400 // [www.sikich.com](http://www.sikich.com)

1415 W. Diehl Road, Suite 400  
Naperville, Illinois 60563

**Certified Public Accountants & Advisors**  
*Members of American Institute of Certified Public Accountants*

August 8, 2016

Mr. James H. Norris  
Village Manager  
Village of Hoffman Estates  
1900 Hassell Road  
Hoffman Estates, Illinois 60169

Dear Mr. Norris:

We are pleased to confirm our understanding of the services we are to provide the Village of Hoffman Estates (the Village) for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village as of and for the year ended December 31, 2016.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis;
2. Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual, for the General Fund and any major special revenue funds;
3. Schedule of Funding Progress and Schedule of Employer Contributions for the Illinois Municipal Retirement Fund, Police Pension Fund, Firefighters' Pension Fund, and Other Postemployment Benefit Plan;

4. Schedule of Changes in the Employer's Net Pension Liability and Related Ratios for the Illinois Municipal Retirement Fund, Police Pension Fund and Firefighters' Pension Fund;
5. Schedule of Investment Returns for the Illinois Municipal Retirement Fund, Police Pension Fund and Firefighters' Pension Fund; and
6. Notes to Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards
2. Combining and Individual Fund Financial Statements and Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

1. Supplemental Data
2. Introductory Section
3. Statistical Section

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. If required, the objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, if applicable, in accordance with any state or regulatory audit requirements.

If required, the *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Village's internal control or on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control and compliance. If required, the Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; and if required, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance

about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and, if required, *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. If required, we will include such matters in the reports required for a Single Audit.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal awards programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, and if required, *Government Auditing Standards* and the Uniform Guidance.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures, if required, will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Village's major programs. The purpose of these procedures will be to express an opinion on the Village's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Examination of Management's Assertion of Compliance**

We will also examine management's assertion that the Village complied with the provisions of subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act (Illinois Public Act 85-1142) during the year ended December 31, 2016. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether management's assertion that the Village complied with the aforementioned requirements is fairly stated, in all material respects. If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement. The management of the Village is responsible for its assertion and for its compliance with the provisions of subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other illegal acts, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential.

At the end of the examination engagement, we will require additional representations from management which can be included with the representations made in relation to the audit of the financial statements.

### Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Village in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These and other nonaudit services provided do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Other nonaudit services expected to be performed during our audit of the financial statements as of and for the year ended December 31, 2016 and other deliverables are as follows:

1. Prepare thirty (30) copies and one electronic copy (PDF) of the comprehensive annual financial report (CAFR) of the Village (report covers, dividers, introductory section, Management's Discussion and Analysis, and certain statistical section information to be provided by Village).
2. Prepare fifteen (15) copies of the management letter.
3. Prepare one (1) copy of and electronic filing of the Illinois Comptroller's Annual Financial Report (AFR).
4. Prepare twelve (12) copies of a separate Single Audit Report (if required).
5. Prepare one copy (1) and electronic filing of the Police Pension Annual Statement required by the State Department of Insurance (investment activity, interrogatories and census data completed by the Village).
6. Prepare one copy (1) and electronic filing of the Firefighters Pension Annual Statement required by the State Department of Insurance (investment activity, interrogatories and census data completed by the Village).
7. Prepare twelve copies (12) of the Barrington/Higgins TIF District Fund Financial and Compliance Report.
8. Prepare twelve copies (12) of the Roselle Road TIF District Fund Financial and Compliance Report.
9. Prepare twelve copies (12) of the Higgins/Hassell TIF District Fund Financial and Compliance Report.
10. Assist the Village in submitting its comprehensive annual financial report (CAFR) to the Certificate of Achievement for Excellence in Financial Reporting Program, including preparation of the GFOA Certificate Responses and review of the application materials.



### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met, following laws and regulations, and ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for ensuring that management and financial information is reliable and properly reported. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance, if required. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon

or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for

them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees and Other**

In accordance with professional standards, any discussions during the period of the engagement between any individual representing your Village and a member of the Sikich engagement team regarding potential employment or association with the Village creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the engagement, the firm's independence would be deemed to have been impaired. Please inform appropriate personnel in your Village to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Brian LeFevre immediately if you or anyone else in your Village becomes aware that any such discussions may have occurred.

The assistance to be supplied by Village personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this engagement. The workpaper request list will be discussed with and coordinated with Rachel Musiala, Director of Finance. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This engagement letter assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the engagement. It also assumes that key personnel are available to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in our engagement letter. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Notwithstanding the foregoing, this engagement letter will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

At the conclusion of the engagement, if required, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Village; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit and examination documentation for this engagement is the property of Sikich LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry (other than that mentioned in the previous paragraph) or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

The audit and examination documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Sikich LLP does not keep any original client records so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Brian LeFevre is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is consistent with our proposal dated August 24, 2014, and will not exceed \$75,144 with the following breakdown: \$37,057 for the financial audit including preparation of the CAFR and management letter of the Village; \$24,282 for Arena Fieldwork, \$4,460 for the Single Audit (if required); \$792 for the Comptroller Report; \$2,851 for the Barrington Higgins TIF financial and compliance report; \$2,851 for the Roselle Road TIF financial and compliance report; and \$2,851 for the Higgins/Hassell TIF financial and compliance report, which includes out-of-pocket costs such as report reproduction, postage, etc.

Services will be invoiced to you from time-to-time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You hereby agree to indemnify and hold harmless Sikich LLP and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim, threat or proceeding relating to the performance of any services by Sikich LLP under this engagement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of fees we receive from you for this engagement, except to the extent determined to result from our gross negligence or willful misconduct. You agree that this limitation applies to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors or prior periods before we were engaged as auditors. In no event will Sikich be liable to you or any third party, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this agreement to which the claim relates, or for any consequential, indirect, lost profit, punitive or similar damages relating to Sikich's services provided under this agreement.

If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the

Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

**Acceptance**

You acknowledge having read this agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same and fully understand and agree to be bound by the terms of this agreement.

Please indicate your understanding and acceptance of this agreement and your intention to be legally bound by executing this agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,



By: Brian D. LeFevre, CPA, MBA  
Partner  
On behalf of Sikich LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Hoffman Estates.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization for the Sears Centre Arena to upgrade the Club Room in an amount not to exceed \$127,000

**MEETING DATE:** August 15, 2016

**COMMITTEE:** Finance

**FROM:** *mk* Mark Koplin/Ben Gibbs

**REQUEST:** Request authorization for the Sears Centre Arena (SCA) to upgrade the Club Room in an amount not to exceed \$127,000.

**BACKGROUND:** The Village Board approved a two year contract extension with Levy Foodservice in January 2016. As part of that agreement, and as with the previous agreements with Levy, 2% of gross receipts are set aside for new food and beverage equipment and equipment replacement. In addition, the Village allocated \$1.2 million in the 2016 budget for various SCA improvements.

**DISCUSSION:** With the approval of the lease for the Windy City Bulls late in 2015, the 2016 CIP included a project to upgrade the Club Room. Discussions over the past months have concluded that the carpet needs to be replaced, the concession stand counter extended, and the existing bar in the middle of the room moved to the back wall (or removed and rebuilt along the back wall). If all three components proceed, logically the concession stand and bar project would precede the re-carpeting. Lighting could also be upgraded, but that could occur in a future phase. Further, the Levy point of sale equipment (tills) are aging and need replacement.

Discussions with Levy and SCA staff indicate that these projects are important to revitalizing the Club Room and to improving food and beverage sales for all SCA events and with the new tenant team beginning play in November. Further, moving the bar will leave a larger and more functional space for corporate event rentals and social business, including weddings, parties, etc. As with previous projects funded from the 2% Fund, the first step is to seek Levy's concurrence, then Village Board approval to proceed with the project.

Preliminary cost estimates for the carpentry and other work related to the concession counter and the bar are at around \$68,000. The carpet is currently estimated at around \$34,000. This includes a contingency and factors in prevailing wage rates. With the Village Board's approval, SCA staff would proceed with obtaining bids for the various components of the work with a goal of completing all work by mid-October before the event calendar gets busy and certainly before the Windy City Bulls first game in mid-November.

Levy will also purchase 25 new tills from the 2% Fund, of which 14 would replace and be added to the Club Room, with the others to be located in the BBQ stand to replace aging equipment.

**FINANCIAL IMPACT:**

The Village allocated \$1.2 million in the 2016 budget for various SCA improvements. Approximately \$147,000 remains after the purchase of the new scoreboard and ribbon board and audio/visual equipment for the tech booth. The CIP anticipated a new carpet in the Club Room, along with upgrades to the back of house areas which have yet to occur. The SCA Levy Foodservice Agreement calls for splitting of gross receipts, with 30% to the SCA (included in the 2016 budget as ancillary revenue), 2% going into a Capital Fund for food service projects (such as equipment replacement, new equipment, or food service related furnishings), and the balance to Levy to cover all operating costs and provide a profit. The 2% Capital Fund currently has about \$50,000 (as of the end of June) and, based on anticipated food and beverage sales, will have about \$90,000 by the end of the next year. The Levy agreement requires approval by the both the Village and Levy to expend those funds. Levy concurs with the purchase. The balance could be advanced from the SCA budget and repaid as the Capital Fund is replenished.

The concession stand, moving the bar, and the new tills are projects eligible for funding through the 2% Capital Fund. The carpet could be paid for from the savings from the projects funded to date from the General Fund.

**RECOMMENDATION:**

Request Board authorization for the Sears Centre Arena to upgrade the Club Room from the Levy 2% Fund (\$68,000) and the General Fund (\$34,000), and purchase new tills (\$25,000) from the 2% Fund, in a total amount not to exceed \$127,000.

cc: Ben Gibbs (Spectra Venue Management)  
Yousuf Ahmed (Levy)



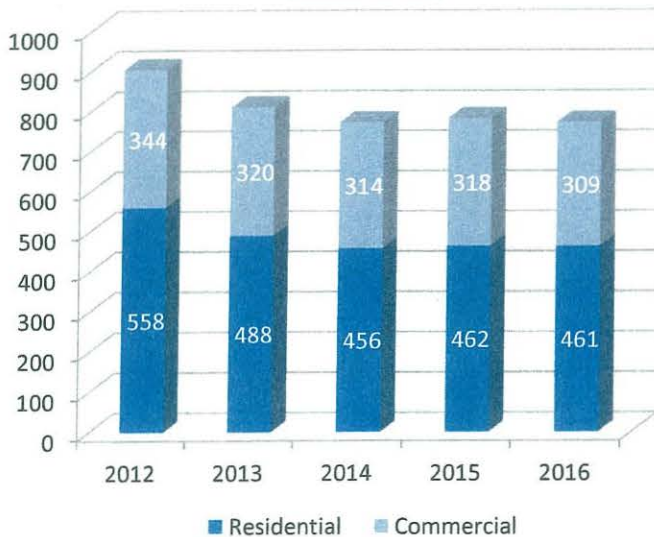


## DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2016

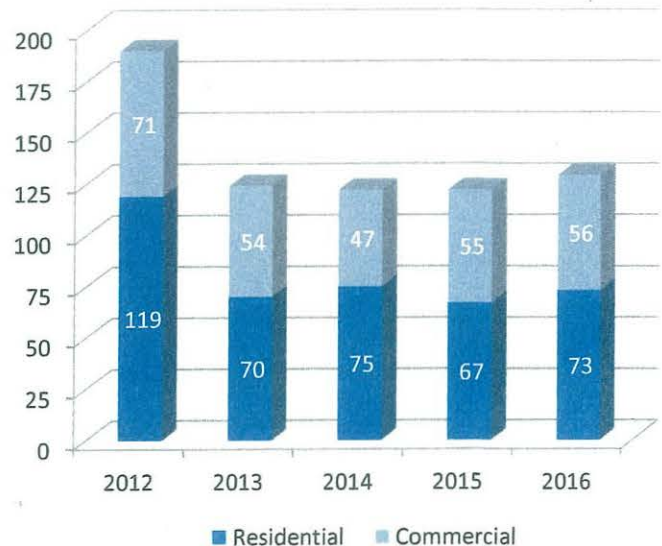
### Water Billing

A total of 14,611 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 5,010 gallons, resulting in an average residential water bill of \$58.38. Total consumption for all customers was 129 million gallons, with 73 million gallons attributable to residential consumption. When compared to the July 2015 billing, residential consumption increased by 9.0%.

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

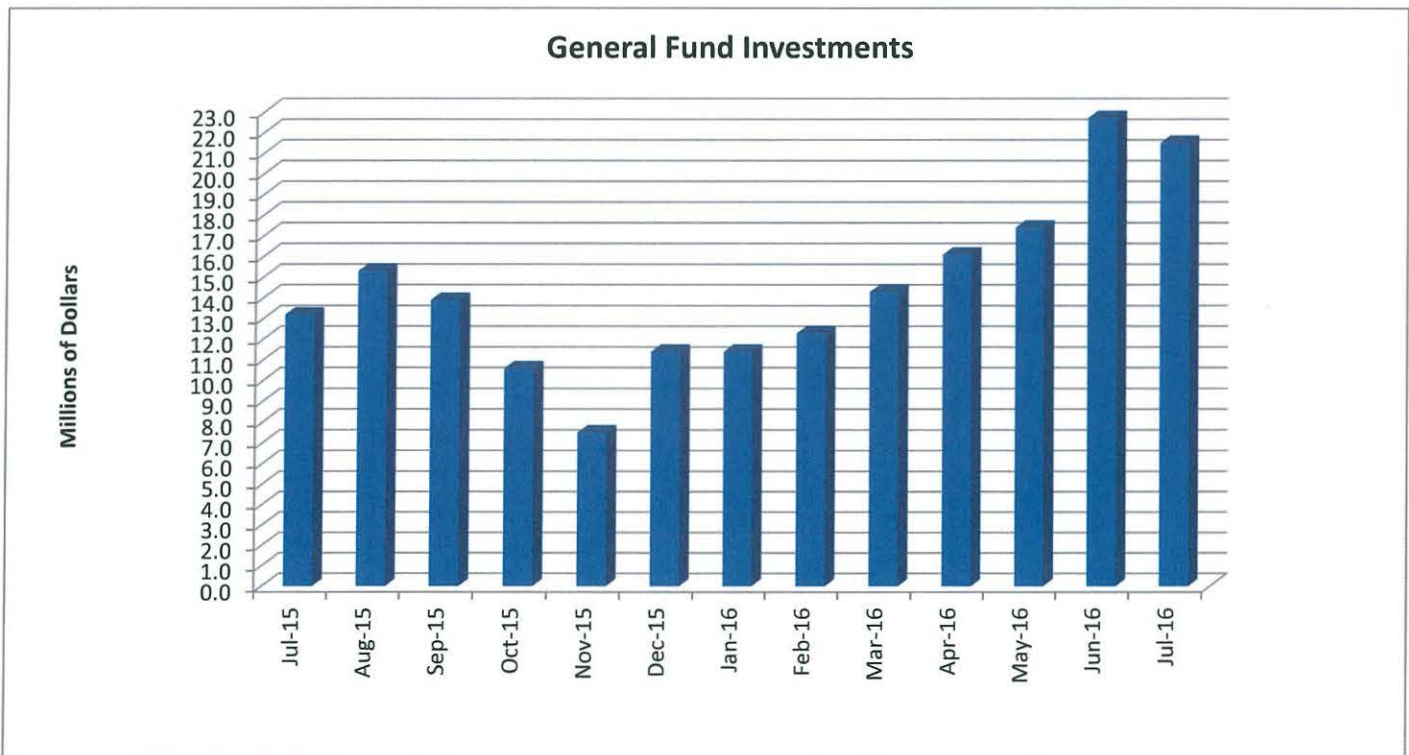
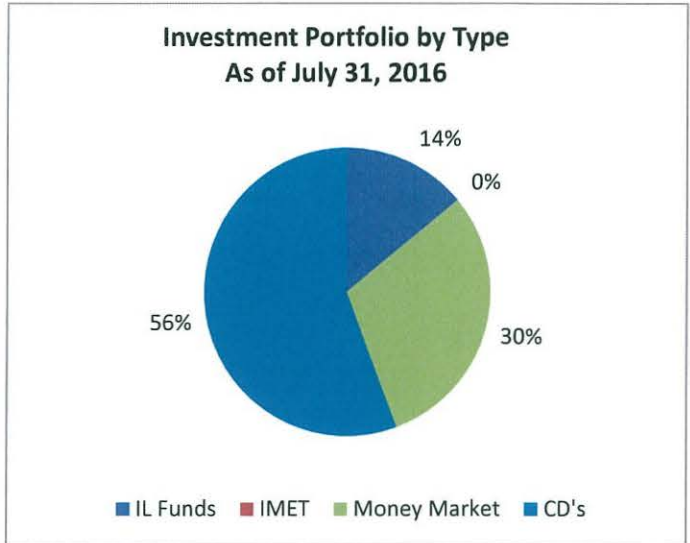
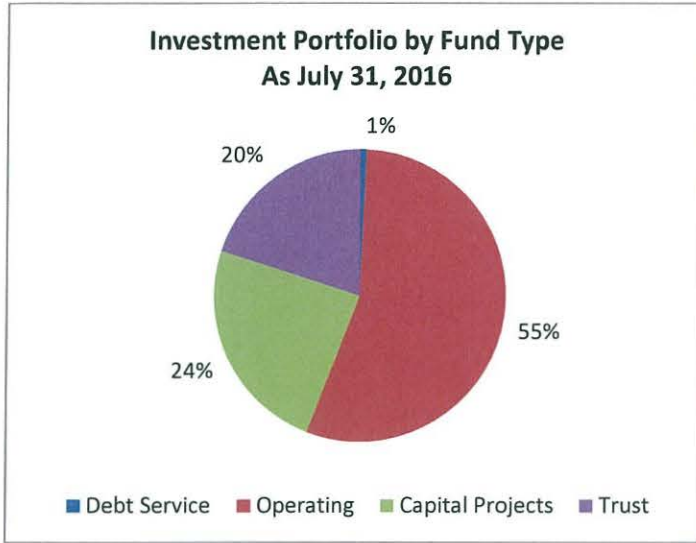


**Total Water Consumption  
Month of July**



## Village Investments

As of July 31, 2016, the Village's investment portfolio (not including pension trust funds) totaled \$44.5 million. Of this amount, \$24.6 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$19.9 million is related to debt service, capital projects and trust funds.



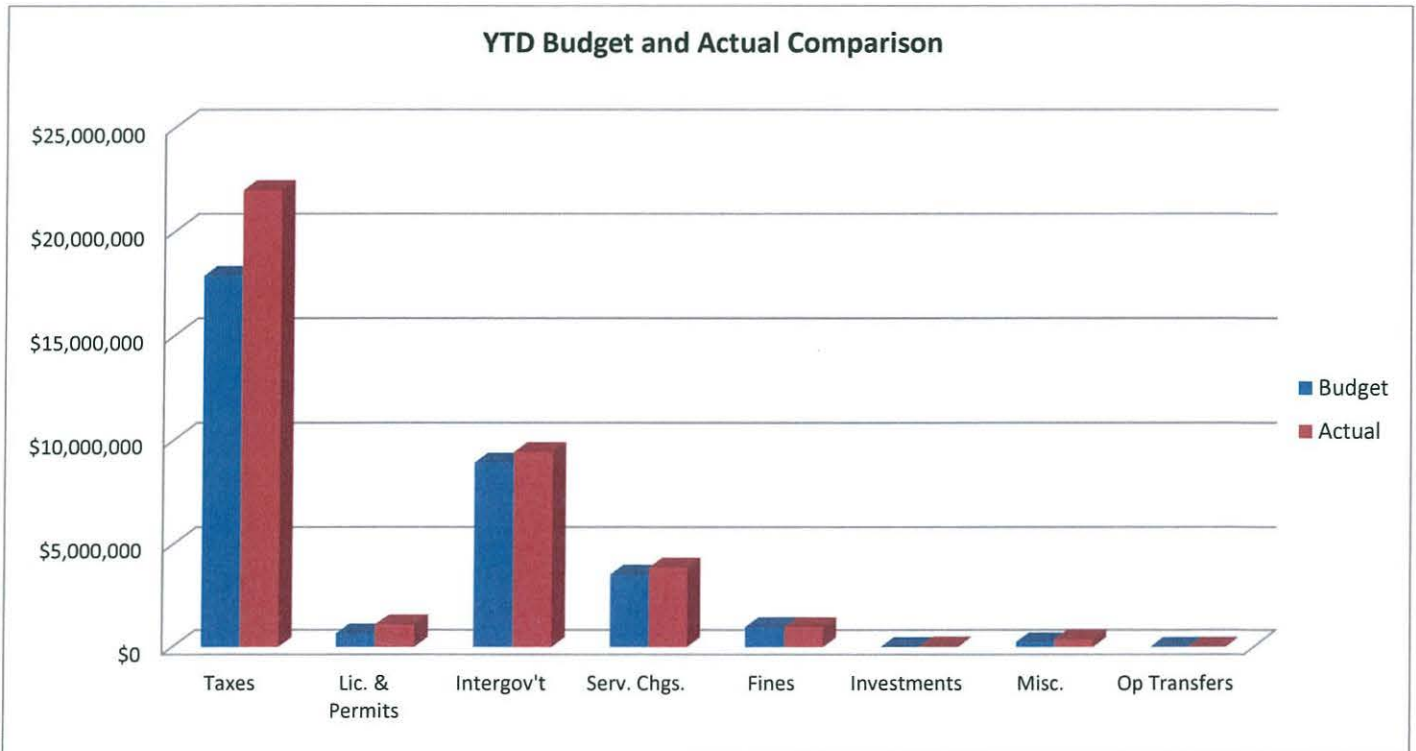
## Operating Funds

### General Fund

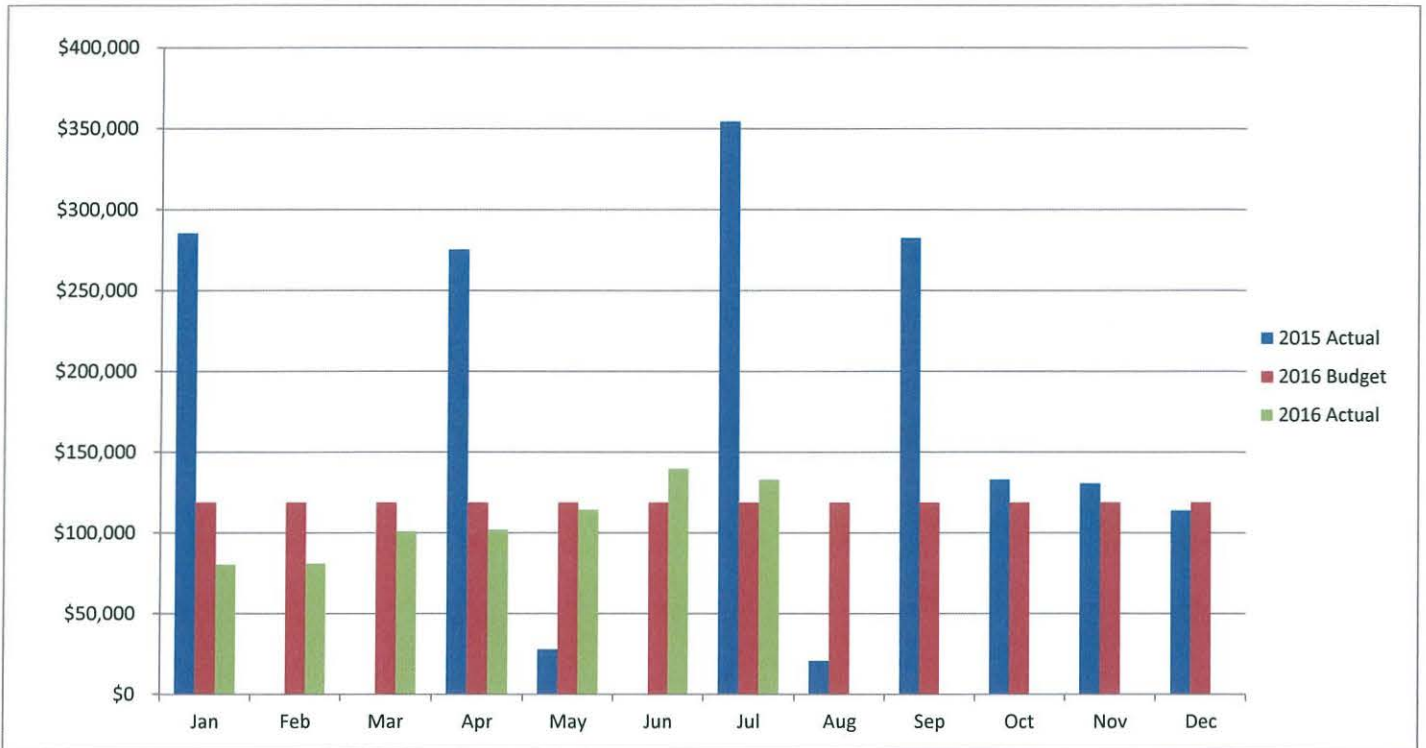
For the month of July, General Fund revenues totaled \$6,195,375 and expenditures totaled \$5,160,571 resulting in a surplus of \$1,034,804.

**Revenues:** July year-to-date figures are detailed in the table below. Taxes are over budget due to the first installment of property taxes being received in March. Licenses and permits are over budget because a majority of the Village's licensing activity took place in April and May. Building permits are doing well due to the development occurring within the Village. Investment income is over budget due to increased investment activity and higher interest rates being realized. Most miscellaneous revenues are not received on a monthly basis. However, there has been an increase in the payments received for tollway ambulance services and proceeds from the Village auction. Operating transfers do not occur until the underlying expense is realized.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 17,872,371	\$ 21,981,351	23.0%
Licenses & Permits	665,583	1,098,947	65.1%
Intergovernmental	8,929,597	9,435,885	5.7%
Charges for Services	3,535,664	3,872,287	9.5%
Fines & Forfeits	975,917	975,331	-0.1%
Investments	17,500	38,734	121.3%
Miscellaneous	234,010	369,514	57.9%
Operating Transfers	-	-	0.0%
<b>TOTAL</b>	<b>\$ 32,230,641</b>	<b>\$ 37,772,049</b>	<b>17.2%</b>

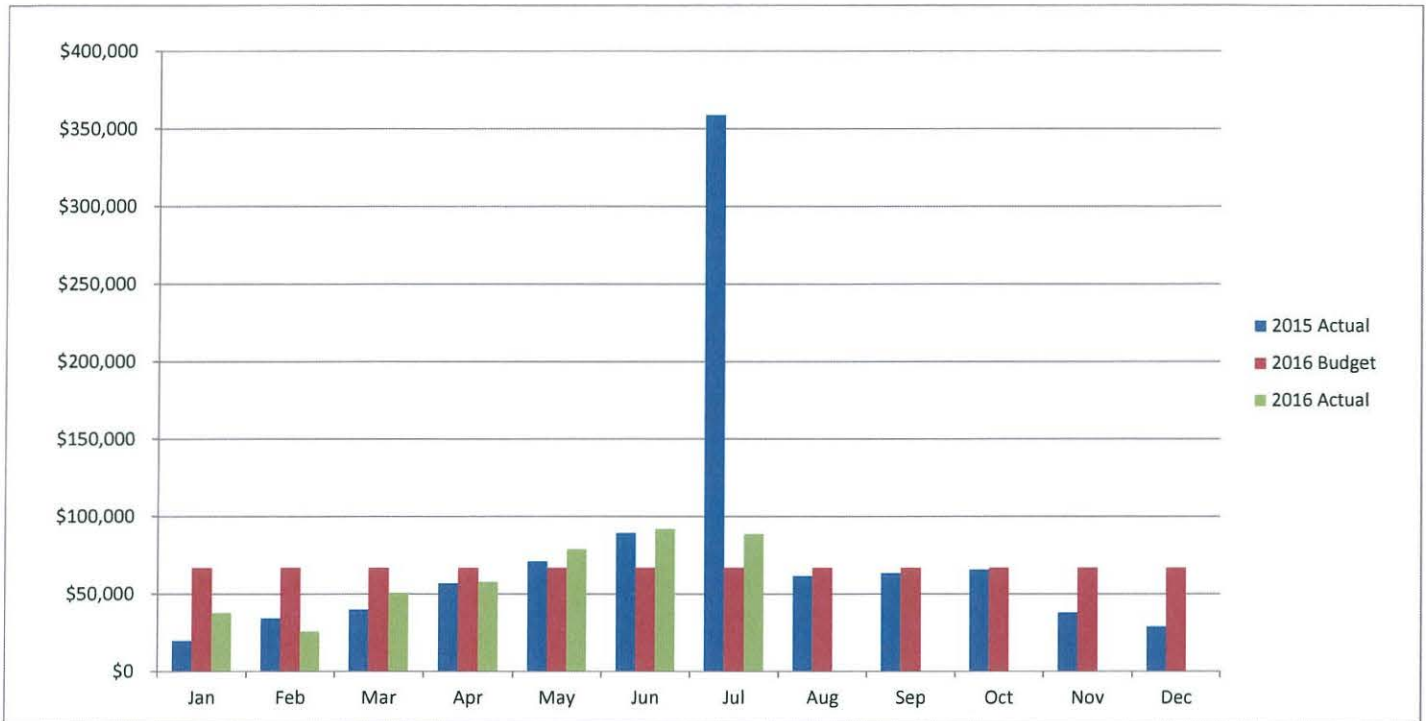


## Hotel Tax



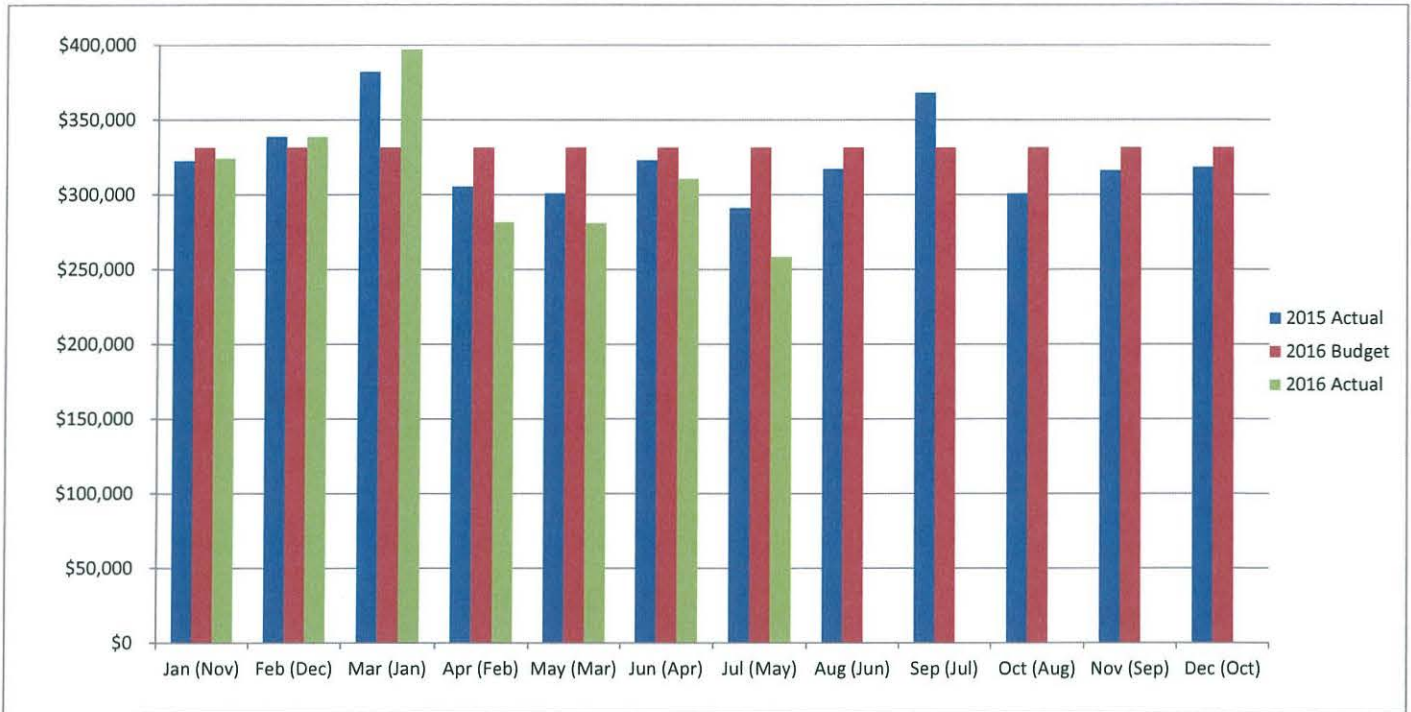
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 285,231	\$ 118,750	\$ 80,232	\$ (38,518)
Feb	-	118,750	80,763	\$ (76,505)
Mar	-	118,750	100,812	\$ (94,443)
Apr	275,235	118,750	101,748	\$ (111,445)
May	27,837	118,750	114,092	\$ (116,103)
Jun	-	118,750	139,424	\$ (95,429)
Jul	354,252	118,750	132,709	\$ (81,470)
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	-	
<b>YTD Totals</b>	<u>\$ 1,622,611</u>	<u>\$ 1,425,000</u>	<u>\$ 749,780</u>	

## Real Estate Transfer Tax



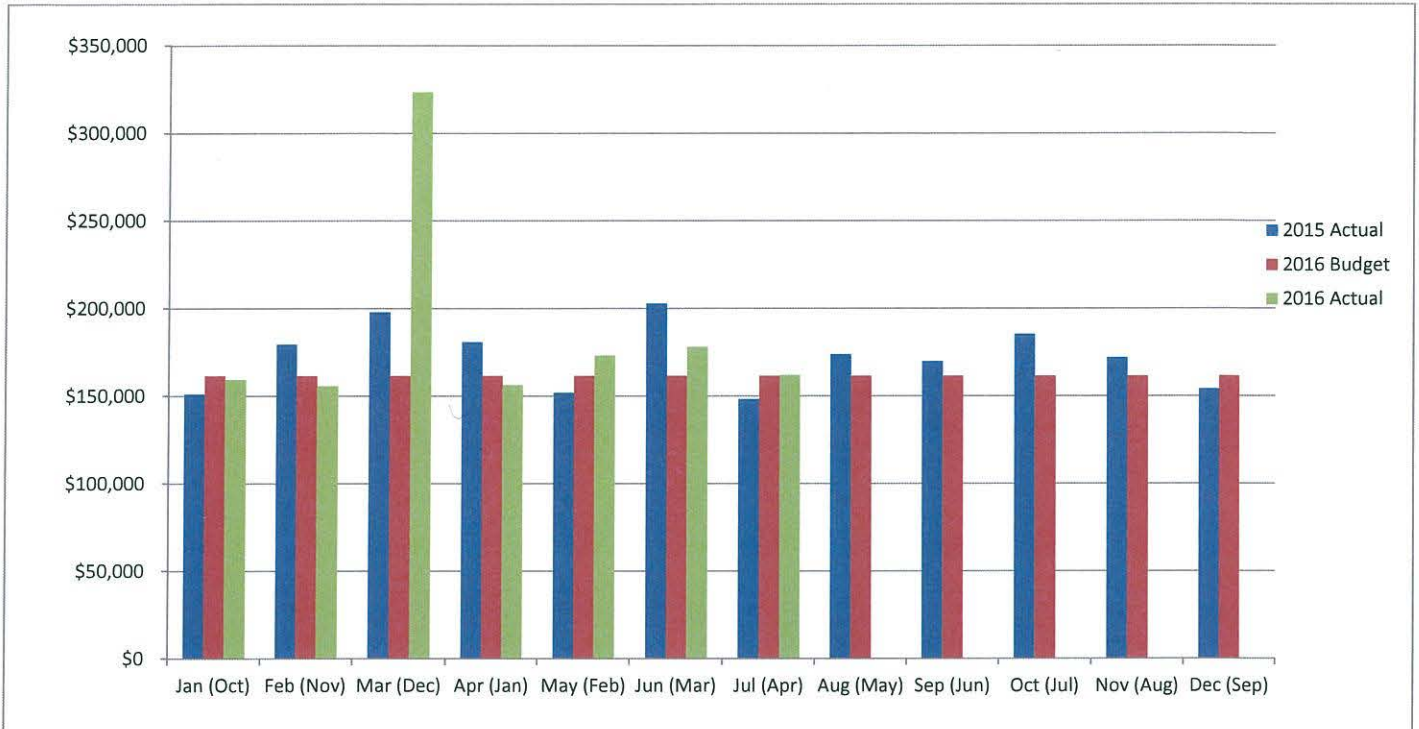
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 19,551	\$ 66,667	\$ 37,674	\$ (28,993)
Feb	34,172	66,667	25,556	(70,103)
Mar	39,643	66,667	50,695	(86,075)
Apr	56,623	66,667	57,748	(94,994)
May	70,889	66,667	78,831	(82,829)
Jun	89,044	66,667	91,689	(57,807)
Jul	358,525	66,667	88,395	(36,079)
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		
<b>YTD Totals</b>	<u>\$ 925,106</u>	<u>\$ 800,000</u>	<u>\$ 430,588</u>	

## Home Rule Sales Tax



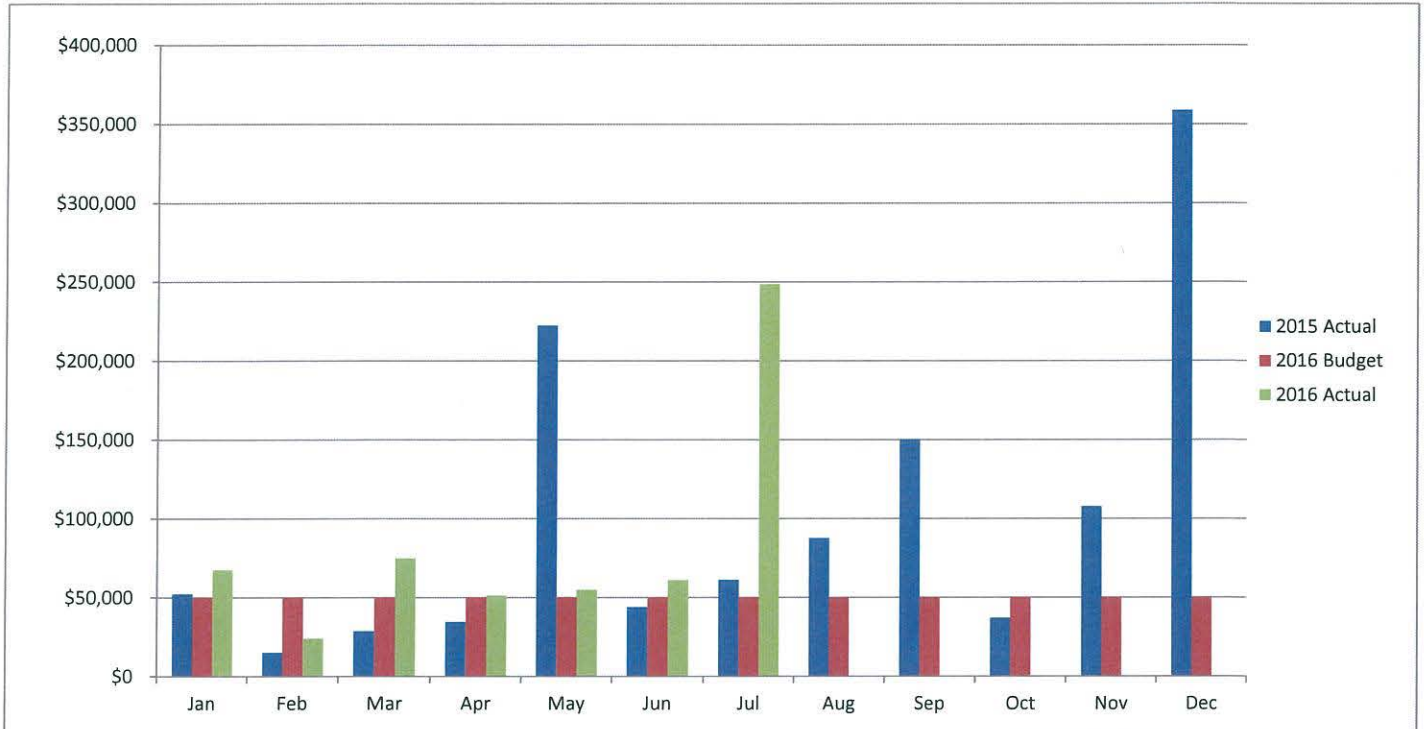
<u>Month Received (Liability Period)</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan (Nov)	\$ 322,359	\$ 331,500	\$ 323,979	\$ (7,521)
Feb (Dec)	338,435	331,500	338,398	\$ (623)
Mar (Jan)	381,857	331,500	396,849	\$ 64,726
Apr (Feb)	305,139	331,500	281,321	\$ 14,547
May (Mar)	300,617	331,500	280,742	\$ (36,211)
Jun (Apr)	322,770	331,500	310,457	\$ (57,254)
Jul (May)	290,790	331,500	258,142	\$ (130,612)
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		
<b>YTD Totals</b>	<b><u>\$ 3,881,378</u></b>	<b><u>\$ 3,978,000</u></b>	<b><u>\$ 2,189,888</u></b>	

## Telecommunications 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 (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	323,176	\$ 153,438
Apr (Jan)	180,871	161,667	156,336	\$ 148,107
May (Feb)	151,902	161,667	173,101	\$ 159,542
Jun (Mar)	202,762	161,667	178,092	\$ 175,967
Jul (Apr)	148,153	161,667	161,911	\$ 176,211
Aug (May)	173,922	161,667	161,667	
Sep (Jun)	169,902	161,667	161,667	
Oct (Jul)	185,463	161,667	161,667	
Nov (Aug)	171,987	161,667	161,667	
Dec (Sep)	154,067	161,667	161,667	
<b>YTD Totals</b>	<b>\$ 2,067,506</b>	<b>\$ 1,940,000</b>	<b>\$ 1,307,878</b>	

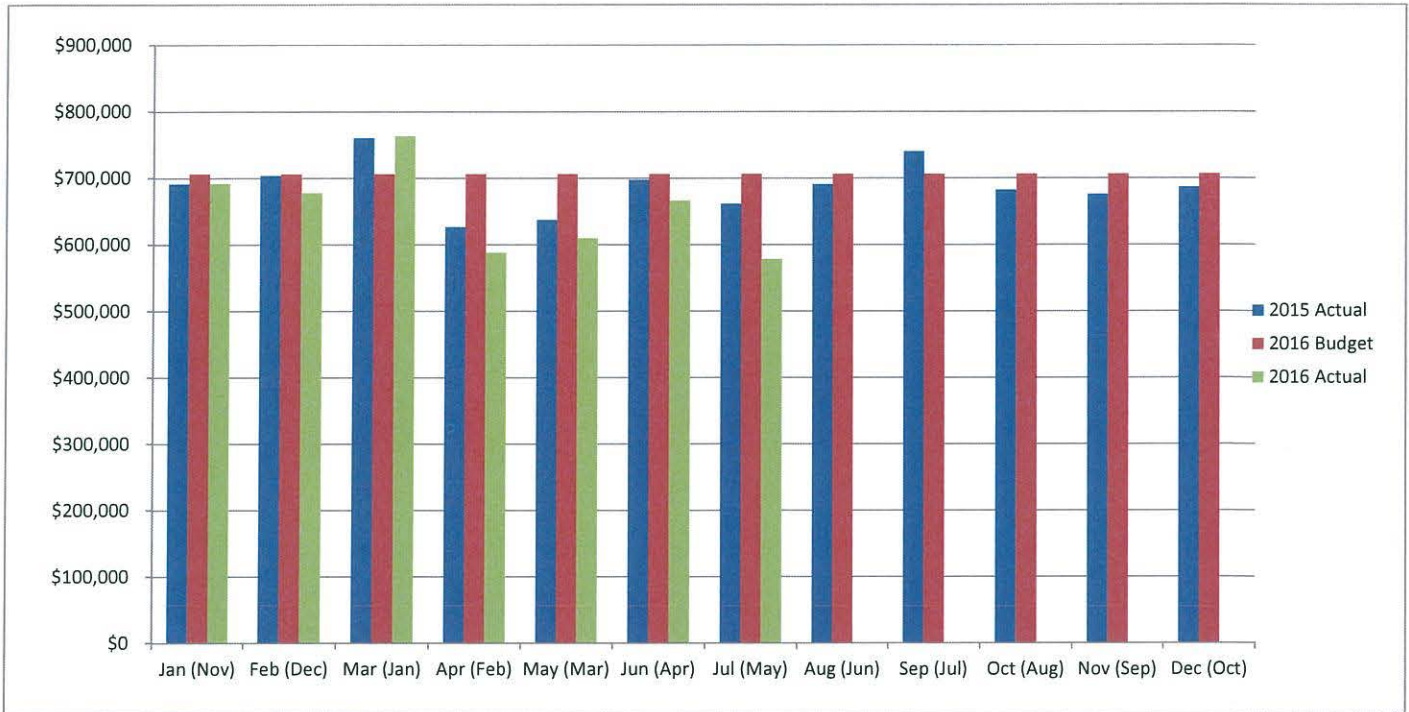
## Building Permits



<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	74,953	\$ 16,437
Apr	34,707	50,000	51,338	\$ 17,775
May	222,499	50,000	54,967	\$ 22,742
Jun	43,889	50,000	60,943	\$ 33,685
Jul	61,332	50,000	248,608	\$ 232,293
Aug	87,653	50,000	50,000	
Sep	150,295	50,000	50,000	
Oct	37,126	50,000	50,000	
Nov	107,773	50,000	50,000	
Dec	358,351	50,000	50,000	
<b>YTD Totals</b>	<u>\$ 1,199,696</u>	<u>\$ 600,000</u>	<u>\$ 582,293</u>	

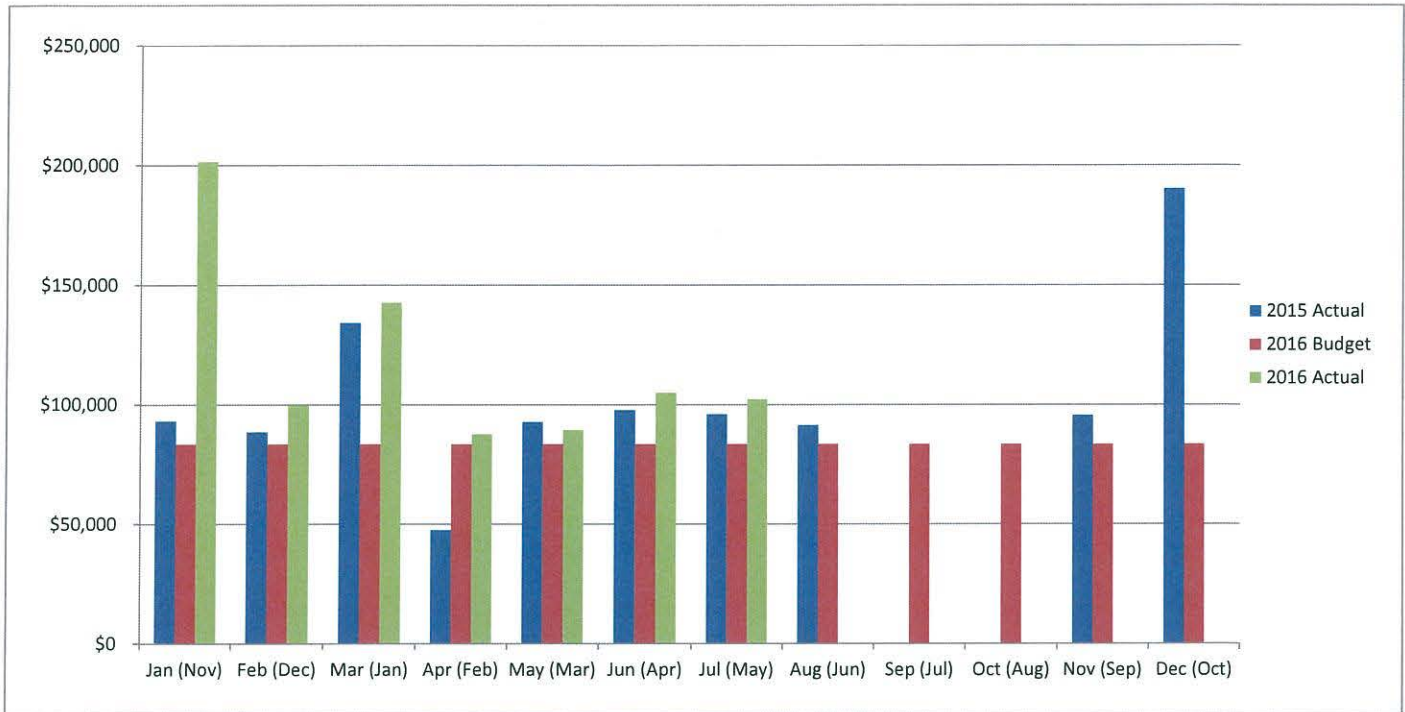


## State Sales Tax



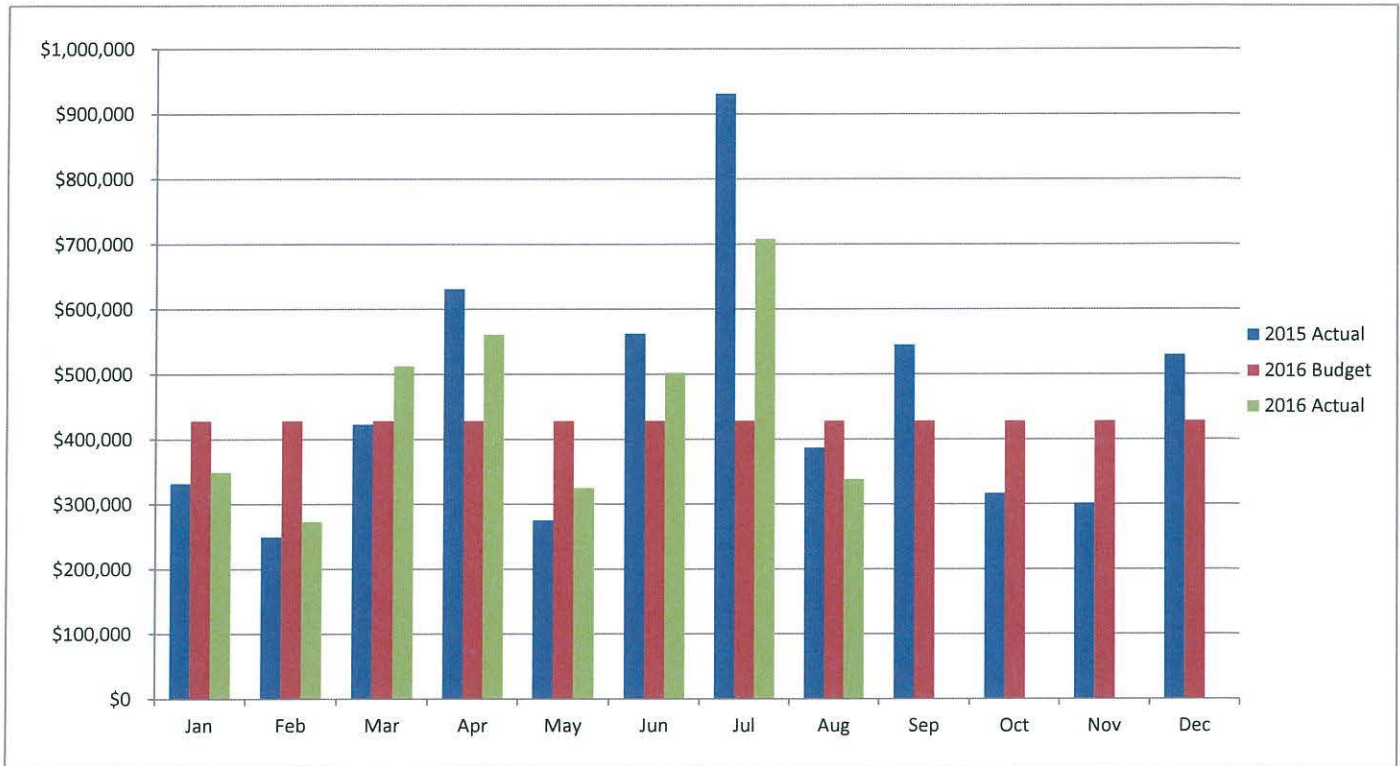
<b>Month Received (Liability Period)</b>	<b><u>2015 Actual</u></b>	<b><u>2016 Budget</u></b>	<b><u>2016 Actual</u></b>	<b>Cumulative Variance 2016 Actual vs. Budget</b>
Jan (Nov)	\$ 690,471	\$ 705,833	\$ 691,093	\$ (14,740)
Feb (Dec)	703,305	705,833	677,101	\$ (43,473)
Mar (Jan)	759,870	705,833	762,823	\$ 13,517
Apr (Feb)	625,945	705,833	587,241	\$ (105,075)
May (Mar)	636,692	705,833	609,066	\$ (201,843)
Jun (Apr)	696,765	705,833	665,338	\$ (242,338)
Jul (May)	660,897	705,833	577,603	\$ (370,568)
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		
<b>YTD Totals</b>	<b><u>\$ 8,245,379</u></b>	<b><u>\$ 8,470,000</u></b>	<b><u>\$ 4,570,265</u></b>	

## Local Use 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)	\$ 93,103	\$ 83,333	\$ 201,408	\$ 118,075
Feb (Dec)	88,514	83,333	99,592	134,333
Mar (Jan)	134,166	83,333	142,417	193,417
Apr (Feb)	47,468	83,333	87,500	197,584
May (Mar)	92,649	83,333	89,193	203,443
Jun (Apr)	97,684	83,333	104,808	224,918
Jul (May)	95,885	83,333	102,085	243,670
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		
<b>YTD Totals</b>	<b>\$ 1,026,607</b>	<b>\$ 1,000,000</b>	<b>\$ 827,003</b>	

## 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

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	512,305
Apr	428,133	Jan-16	560,622
May	428,133	Feb-16	324,562
Jun	428,133	Mar-16	502,201
Jul	428,133	Apr-16	707,845
Aug	428,133	May-16	338,352
Sep	428,133	Jun-16	
Oct	428,133	Jul-16	
Nov	428,133	Aug-16	
Dec	428,133	Sep-16	

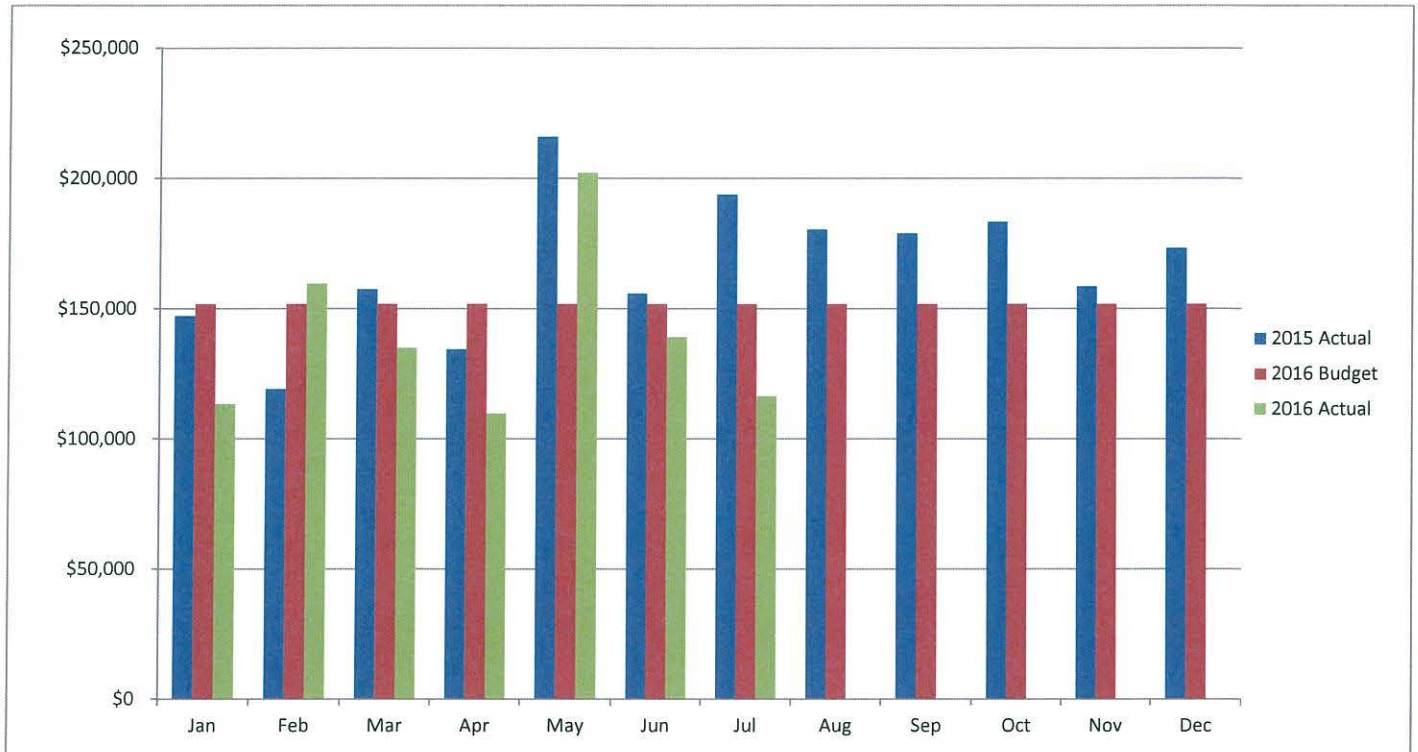
**Cumulative  
Variance  
2016 Actual  
vs. Budget**

\$ (79,005)
\$ (234,097)
\$ (149,925)
\$ (17,436)
\$ (121,008)
\$ (46,940)
\$ 232,771
\$ 142,990

YTD Totals \$ 5,480,938

\$ 5,137,600      \$ 3,568,057

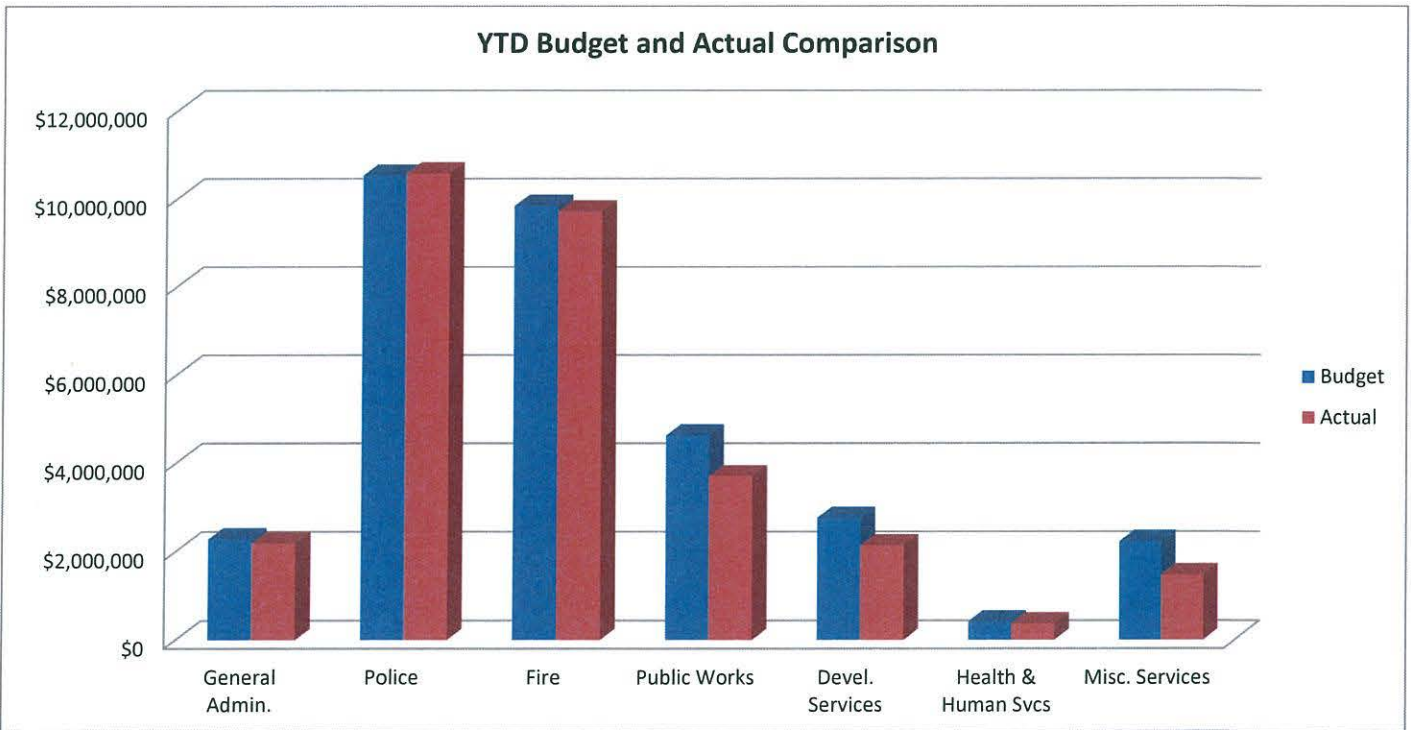
## Fines



<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	135,006	\$ (47,731)
Apr	134,391	151,917	109,782	\$ (89,866)
May	216,003	151,917	202,175	\$ (39,607)
Jun	155,813	151,917	139,017	\$ (52,507)
Jul	193,717	151,917	116,339	\$ (88,085)
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		
<b>YTD Totals</b>	<b>\$ 1,997,781</b>	<b>\$ 1,823,000</b>	<b>\$ 975,332</b>	

**Expenditures:** General Fund expenditures in July were \$465,965 above the budgeted figure of \$4,694,606. 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	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 214,661	\$ 212,022	1.2%
Administration	411,279	401,866	2.3%
Legal	315,117	266,959	15.3%
Finance	670,775	646,162	3.7%
Village Clerk	116,095	109,610	5.6%
HRM	317,882	308,799	2.9%
Communications	131,658	140,991	-7.1%
Cable TV	97,452	96,606	0.9%
Police	10,516,987	10,564,066	-0.4%
Fire	9,827,767	9,700,635	1.3%
Public Works	4,622,882	3,696,555	20.0%
Development Services	2,748,142	2,131,443	22.4%
H&HS	413,828	373,530	9.7%
Miscellaneous	2,219,995	1,474,253	33.6%
<b>TOTAL</b>	<b>\$ 32,624,518</b>	<b>\$ 30,123,498</b>	<b>7.7%</b>



## Department News

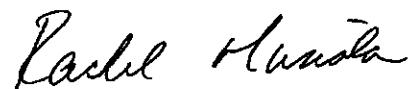
During the month of July, the following training sessions were attended by Finance staff:

- Attended several training sessions related to the upcoming upgrade to our accounting system (Finance Director, Assistant Director, Fiscal Operations Manager, Accounting Assistants, Accounts Payable Clerk).
- Was the moderator for an IGFOA webinar presented by the Department of Insurance of the Illinois Public Pension Division. The subject matter had to do with the required pension fund annual filing (Finance Director).

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

- The Capital Improvements Board met to review the mid-year status of all of the FY2016 capital projects.
- Attended the quarterly Fire Pension Board meeting and a disability hearing (Finance Director).
- Attended the quarterly Police Pension Board meeting (Finance Director).
- Multiple Finance staff worked the financial operations of the 4<sup>th</sup> of July festival.
- Attended multiple IGFOA Professional Education Committee planning meetings (Finance Director).

Respectfully Submitted,



Rachel Musiala

## MONTHLY REPORT STATISTICS

July-16

	Jul-16	YTD Jul-16	Jul-15	YTD Jul-15	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	562	4,474	727	4,743	-22.7%	-5.7%
Amount	\$ 89,363	635,360	\$ 115,626	645,241	-22.7%	-1.5%
Internet Sales						
Number	2,325	15,305	2,110	14,847	10.2%	3.1%
Amount	\$ 260,351	1,585,368	\$ 223,260	1,290,808	16.6%	22.8%
Total						
Number	2,887	19,779	2,837	19,590	1.8%	1.0%
Amount	\$ 349,714	2,220,727	\$ 338,885	1,936,049	3.2%	14.7%
Credit Card Company Fees						
General Fund	\$ 1,709	11,056	\$ 1,796	11,299	-4.9%	-2.1%
Municipal Waste Fund	1	11	4	20	-64.5%	-43.8%
Water Fund	8,375	52,530	4,181	25,843	100.3%	103.3%
Total Fees	\$ 10,085	\$ 63,598	\$ 5,982	\$ 37,162	68.6%	71.1%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	142	528	29	501	389.7%	5.4%
Amount	\$ 159,622	1,233,411	\$ 26,043	1,069,077	512.9%	15.4%
Invoices Paid						
Number	39	448	51	497	-23.5%	-9.9%
Amount	\$ 102,954	1,182,759	\$ 86,135	1,057,927	19.5%	11.8%
Reminders Sent						
Number	5	55	12	124	-58.3%	-55.6%
Amount	\$ 6,273	82,417	\$ 11,069	44,600	-43.3%	84.8%
<b>Accounts Payable</b>						
Checks Issued						
Number	326	2,516	430	2,548	-24.2%	-1.3%
Amount	\$ 3,374,668	21,734,522	\$ 2,068,557	22,295,439	63.1%	-2.5%
Manual Checks Issued						
Number	41	272	76	320	-46.1%	-15.0%
As % of Total Checks	12.58%	10.81%	17.67%	12.56%	-28.8%	-13.9%
Amount	\$ 488,084	10,924,880	\$ 518,805	10,982,814	-5.9%	-0.5%
As % of Total Checks	14.46%	50.27%	25.08%	49.26%	-42.3%	2.0%
<b>Utility Billing</b>						
New Utility Accounts	215	1,104	240	1,037	-10.4%	6.5%
Bills Mailed / Active Accounts	15,521	108,578	15,491	108,319	0.2%	0.2%
Final Bills Mailed	215	1,104	240	1,037	-10.4%	6.5%
Shut-Off Notices	1,221	9,327	1,289	9,630	-5.3%	-3.1%
Actual Shut-Offs	97	626	108	687	-10.2%	-8.9%
Total Billings	\$ 1,862,095	11,551,275	\$ 1,708,028	10,374,554	9.0%	11.3%
Direct Debit (ACH) Program						
New Accounts	69	371	24	441	187.5%	-15.9%
Closed Accounts	76	367	15	121	406.7%	203.3%
Total Accounts	2,675	18,712	2,628	16,993	1.8%	10.1%
As % of Active Accounts	17.23%	17.23%	16.96%	15.69%	0.3%	9.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,521	108,578	15,491	108,319	0.2%	0.2%
ACH Payments	2,675	18,710	2,628	16,993	1.8%	10.1%
ACH Payments-% of Total Bills	17.23%	17.23%	16.96%	15.69%	1.6%	9.8%
On-line Payments (Internet Sales)	2,157	14,278	1,820	12,638	18.5%	13.0%
On-line Payments-% of Total Bills	13.90%	13.15%	11.75%	11.67%	18.3%	12.7%
Mail-in Payments	12,603	87,900	12,803	86,710	-1.6%	1.4%
Mail-in Payments-% of Total Bills	81.20%	80.96%	82.65%	80.05%	-1.8%	1.1%

**WATER BILLING ANALYSIS**  
**July 31, 2016**

**Residential Billings**  
**Average Monthly Consumption/Customer**

<u>Month Billed</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
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	4,137	4,347	4,175
March	4,293	4,126	4,169
April	4,485	4,327	4,276
May	4,283	4,601	4,437
June	4,283	4,434	4,595
July	5,138	4,597	5,010
13 Month Average -	4,813	4,663	4,607
% Change -	-12.2%	-3.1%	-1.2%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Jul-15</u>	<u>Jul-16</u>	<u>% Change</u>		<u>Jul-15</u>	<u>Jul-16</u>	<u>% Change</u>
Residential	14,584	14,611	0.2%	Residential	\$ 50.94	\$ 58.38	14.6%
Commercial	907	910	0.3%				
Total	15,491	15,521	0.2%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jul-15</u>	<u>Jul-16</u>	<u>% Change</u>		<u>Jul-15</u>	<u>Jul-16</u>	<u>% Change</u>
Residential	67	73	9.0%	Residential	462	461	-0.2%
Commercial	55	56	1.8%	Commercial	318	309	-2.8%
	122	129	5.7%		780	770	-1.3%



**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2016

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		2,704,250.55			0.012
Illinois Funds - Veterans Memorial	05/01/92		294.66			0.012
IMET Convenience Fund	10/20/05		2,704.78			0.430
HE Community Bank-MaxSafe	07/13/04		764,153.42			0.100
Eagle Bank	11/07/08		399,867.08			0.100
CD with PMA	08/22/13		17,638,633.49	20,148,539.38	20,235,604.37	0.375
			<u>21,509,903.98</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		359,554.82			0.012
Eagle Bank	11/07/08		651.21			0.100
CD with PMA	08/22/13		70,842.80	12,327.52	12,460.80	0.375
			<u>431,048.83</u>			
<b><u>EDA Administration</u></b>						
Illinois Funds	01/02/91		35,724.12			0.012
Eagle Bank	11/07/08		136,002.12			0.100
			<u>171,726.24</u>			
<b><u>E-911</u></b>						
Illinois Funds	07/01/00		11,717.91			0.012
Eagle Bank	11/07/08		33,026.52			0.100
			<u>44,744.43</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,126.38			0.012
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		52,840.15			0.012
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		57,883.57			0.012
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		5,323.48			0.012
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		292,496.57			0.012
<b><u>2009 G.O. Debt Serv.</u></b>						
Illinois Funds	04/01/09		18,870.43			0.012
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		14,065.49			0.012
Eagle Bank	11/07/08		115,388.70			0.100
			<u>129,454.19</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2016

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,563.98			0.012
CD with PMA	08/22/13		87,301.80	15,316.00	15,481.60	0.375
Eagle Bank	02/10/11		115,539.51		-	0.100
			213,405.29			
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		36,209.35			0.012
CD with PMA	08/22/13		1,773,772.24	311,176.39	314,540.76	
Eagle Bank	01/07/09		731,969.49			0.100
			2,541,951.08			
<b><u>Traffic Improvement</u></b>						
Illinois Funds	03/24/89		13,618.51			0.012
Eagle Bank	01/07/09		179,174.98			0.012
			192,793.49			
<b><u>EDA Series 1991 Project</u></b>						
Illinois Funds	08/22/91		1,160,514.25			0.012
Eagle Bank	02/10/11		488,699.41		-	-
			1,649,213.66			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		943,349.24			
Eagle Bank			128,634.64			0.430
			1,071,983.88			
<b><u>Western Area Traffic Improvement</u></b>						
Illinois Funds	11/01/92		12,308.64			0.012
Eagle Bank	01/07/09		81,058.21			0.100
			93,366.85			
<b><u>Western Area Rd Impr Impact Fees</u></b>						
Illinois Funds	08/01/98		13,973.58			0.012
Eagle Bank	01/07/09		83,811.05			0.100
			97,784.63			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		15,441.51			0.012
Eagle Bank	01/07/09		52,716.83		-	0.100
			68,158.34			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		9,196.65			0.012
Eagle Bank	01/07/09		216,423.29			0.100
			225,619.94			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2016

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,111.52			0.012
HE Community Bank-MaxSafe	07/13/04		383,119.68			0.100
Eagle Bank	11/07/08		63,370.18			0.100
CD with PMA	08/22/13		<u>464,324.56</u>	81,436.32	82,316.79	0.375
			913,925.94			
<b><u>2015 Capital Project</u></b>						
Citibank Savings Deposit Account	08/12/15		763.62			-
CD with PMA	08/12/15		<u>54,774.71</u>			
			55,538.33			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		7,812.99			0.012
Eagle Bank	11/07/08		<u>38,583.03</u>			0.100
			46,396.02			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank Savings Deposit Account	08/12/15		(210,551.17)			0.100
CD with PMA	08/12/15		<u>3,390,860.65</u>	3,482,602.70	3,490,761.82	
			3,180,309.48			
<b><u>Sears Operating</u></b>						
Illinois Funds			992.25			
<b><u>Stormwater</u></b>						
CD with PMA	08/12/15		36,599.02			
Citibank Savings Deposit Account	08/12/15		<u>235,864.86</u>			0.100
			272,463.88			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		13,597.41			0.012
Eagle Bank	11/07/08		458,744.54			0.100
CD with PMA	08/22/13		<u>1,162,343.35</u>	703,364.35	706,001.87	0.375
			1,634,685.30			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		173,669.32			0.012
Eagle Bank	11/07/08		<u>322,221.21</u>			
			495,890.53			
<b><u>EDA Special Tax Alloc.</u></b>						
Illinois Funds	05/15/92		0.00			0.012
Eagle Bank	11/07/08		<u>8,682,319.04</u>			
			8,682,319.04			

**STATEMENT OF INVESTMENTS-VILLAGE**

As of July 31, 2016

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,150.28			0.012
CD with PMA	08/22/13		92,218.90	16,063.13	16,236.80	0.375
Eagle Bank	11/07/08		17,391.68			0.100
			<u>116,760.86</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		240,281.52			0.012
<b>Total Investments</b>			<u>\$ 44,512,258.56</u>			
<b>Total Invested Per Institution</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			6,218,939.13	13.97		
IMET Convenience Fund			2,704.78	0.01		
CD with PMA			24,771,671.52	55.65		
HE Community Bank-MaxSafe			1,147,273.10	2.58		
Bank of New York Money Market			0.00	-		
Eagle Bank/Citibank at PMA			12,371,670.03	27.79		
			<u>\$44,512,258.56</u>	<u>100.00</u>		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			4,782,419.24	14.16		
IMET			2,704.78	0.01		
HE Community Bank-MaxSafe			1,147,273.10	3.40		
CD with PMA			24,771,671.52	73.36		
Eagle Bank/Citibank at PMA			3,064,649.46	9.08		
			<u>\$33,768,718.10</u>	<u>100.00</u>		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$24,572,322.02		
Total Investments - Debt Service Funds				\$311,367.00		
Total Investments - Trust Funds				\$8,922,600.56		
Total Investments - Capital Projects Funds				\$10,705,968.98		
Total Investments - All Funds				<u>\$44,512,258.56</u>		

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 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	1,847,015	9,540,131	13,057,399	16,354,510	79.8%	
Hotel Tax	118,750	132,709	831,250	749,780	1,425,000	52.6%	
Real Estate Transfer Tax	66,667	88,395	466,667	430,586	800,000	53.8%	
Home Rule Sales Tax	331,500	258,142	2,320,500	2,189,890	3,978,000	55.1%	
Telecommunications Tax	161,667	161,911	1,131,667	1,307,879	1,940,000	67.4%	
Property Tax - Fire	234,667	620,331	1,642,667	1,994,490	2,816,000	70.8%	
Property Tax - Police	264,570	833,440	1,851,990	2,247,024	3,174,840	70.8%	
Other Taxes	12,500	72	87,500	4,303	150,000	2.9%	
Total Taxes	2,553,196	3,942,014	17,872,371	21,981,351	30,638,350	71.7%	
Business Licenses	23,333	24,482	163,333	270,928	280,000	96.8%	
Liquor Licenses	20,000	5,000	140,000	241,370	240,000	100.6%	
Building Permits	50,000	248,608	350,000	582,293	600,000	97.0%	
Other Licenses & Permits	1,750	50	12,250	4,357	21,000	20.7%	
Total Licenses & Permits	95,083	278,140	665,583	1,098,947	1,141,000	96.3%	
Sales Tax	705,833	577,603	4,940,833	4,570,265	8,470,000	54.0%	
Local Use Tax	83,333	102,085	583,333	827,002	1,000,000	82.7%	
State Income Tax	428,133	338,352	2,996,933	3,568,056	5,137,600	69.4%	
Replacement Tax	23,067	48,291	161,467	207,702	276,800	75.0%	
Other Intergovernmental	35,290	60,025	247,030	262,860	423,480	62.1%	
Total Intergovernmental	1,275,657	1,126,355	8,929,597	9,435,885	15,307,880	61.6%	
Engineering Fees	5,208	50	36,458	109,489	62,500	175.2%	
Ambulance Fees	100,000	110,501	700,000	717,859	1,200,000	59.8%	
Police Hireback	33,333	53,868	233,333	310,285	400,000	77.6%	
Lease Payments	71,667	96,231	501,667	495,019	860,000	57.6%	
Cable TV Fees	67,167	60,830	470,167	491,306	806,000	61.0%	
4th of July Proceeds	116,464	116,464	162,539	162,539	135,860	119.6%	
Employee Payments	90,667	108,228	634,667	655,930	1,088,000	60.3%	
Hireback - Arena	13,333	10,231	93,333	76,797	160,000	48.0%	
Rental Inspection Fees	23,333	5,788	163,333	312,075	280,000	111.5%	
Other Charges for Services	77,167	82,119	540,167	540,988	926,000	58.4%	
Total Charges for Services	598,339	644,310	3,535,664	3,872,287	5,918,360	65.4%	
Court Fines-County	18,333	20,149	128,333	134,736	220,000	61.2%	
Ticket Fines-Village	54,167	27,989	379,167	239,686	650,000	36.9%	
Overweight Truck Fines	250	920	1,750	4,990	3,000	166.3%	
Red Light Camera Revenue	66,667	32,580	466,667	419,739	800,000	52.5%	
Local Debt Recovery	12,500	34,701	87,500	176,181	150,000	117.5%	
Total Fines & Forfeits	139,417	116,339	975,917	975,331	1,823,000	53.5%	
Total Investment Earnings	2,500	9,958	17,500	38,734	30,000	129.1%	
Reimburse/Recoveries	8,333	9,051	58,333	84,061	100,000	84.1%	
S.Barrington Fuel Reimbursement	2,500	2,419	17,500	15,810	30,000	52.7%	
Tollway Payments	1,854	5,050	12,979	30,250	22,250	136.0%	
Benefit Fund	8,333	-	58,333	100,000	100,000	100.0%	
Other Miscellaneous	12,409	61,739	86,864	139,392	148,910	93.6%	
Total Miscellaneous	33,430	78,259	234,010	369,514	401,160	92.1%	
<b>Total General Fund</b>	<b>4,697,622</b>	<b>6,195,375</b>	<b>32,230,647</b>	<b>37,772,049</b>	<b>55,259,750</b>	<b>68.4%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 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	1,564,966	9,929,325	9,488,667	17,021,700	55.7%	
Connection Fees	167	6,007	1,167	42,483	2,000	2124.1%	
Cross Connection Fees	3,104	3,196	21,729	22,372	37,250	60.1%	
Penalties	5,000	9,930	35,000	59,433	60,000	99.1%	
Investment Earnings	5	2,206	35	14,947	60	24911.9%	
Other Revenue Sources	31,518	9,174	220,623	254,691	378,210	67.3%	
Bond Proceeds	-	-	-	-	849,130	0.0%	
<b>Total Water Fund</b>	<b>1,458,268</b>	<b>1,595,479</b>	<b>10,207,878</b>	<b>9,882,592</b>	<b>18,348,350</b>	<b>53.9%</b>	<b>58.3%</b>
Motor Fuel Tax Fund	102,208	74,106	715,458	752,856	1,226,500	61.4%	
Community Dev. Block Grant Fund	30,333	-	212,333	3,395	364,000	0.9%	
EDA Administration Fund	125	80	875	566	1,500	0.0%	
E-911 Surcharge	-	20	-	3,526	-	0.0%	
Asset Seizure Fund	29,779	23,715	208,454	148,978	357,350	41.7%	
Municipal Waste System Fund	243,899	235,552	1,707,294	1,725,851	2,926,790	59.0%	
Sears Centre Operating Fund	269,861	247,491	1,889,026	1,440,780	3,238,330	44.5%	
Sears Centre Activity Fund	206,656	257,164	1,446,591	2,267,136	2,479,870	91.4%	
Stormwater Management	43,008	53,476	301,058	310,920	516,100	60.2%	
Insurance Fund	120,338	267,884	842,368	1,004,180	1,444,060	69.5%	
Roselle Road TIF	-	103,474	-	107,349	-	0.0%	
Higgins/Hassell TIF	-	11,009	-	12,096	-	0.0%	
Information Systems	114,067	113,771	798,467	796,578	1,368,800	58.2%	
<b>Total Spec Rev. &amp; Int. Svc. Fund</b>	<b>1,160,275</b>	<b>1,387,742</b>	<b>8,121,925</b>	<b>8,574,212</b>	<b>13,923,300</b>	<b>61.6%</b>	
<b>TOTAL OPERATING FUNDS</b>	<b>7,316,165</b>	<b>9,178,597</b>	<b>50,560,450</b>	<b>56,228,854</b>	<b>87,531,400</b>	<b>64.2%</b>	<b>58.3%</b>
2015A & C G.O. Debt Service	88	88	854,619	854,619	2,783,170	30.7%	
2015B G.O. Debt Service	10,066	-	70,461	30,987	120,790	0.0%	
2016 G.O. Debt Service	-	-	-	9,841,916	-	0.0%	
2008 G.O.D.S. Fund	83,266	-	582,861	499,594	999,190	50.0%	
2009 G.O.D.S. Fund	215,882	330,200	1,511,172	1,604,818	2,590,580	61.9%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>309,302</b>	<b>330,288</b>	<b>3,019,112</b>	<b>12,831,934</b>	<b>6,493,730</b>	<b>197.6%</b>	<b>58.3%</b>
Central Rd. Corridor Fund	58	62	408	347	700	49.6%	
Hoffman Blvd Bridge Maintenance	67	71	467	804	800	100.5%	
Western Corridor Fund	667	583	4,667	6,610	8,000	82.6%	
Traffic Improvement Fund	-	95	-	438	-	0.0%	
EDA Series 1991 Project	125	600	875	3,486	1,500	232.4%	
Central Area Rd. Impr. Imp. Fee	-	-	-	284	-	0.0%	
Western Area Traffic Impr.	17	44	117	208	200	103.9%	
Western Area Traffic Impr. Impact Fee	8	46	58	217	100	0.0%	
Capital Improvements Fund	190,800	82,850	1,335,600	1,230,677	2,289,600	53.8%	
Capital Vehicle & Equipment Fund	75,073	75,186	525,508	525,927	900,870	58.4%	
Capital Replacement Fund	250	118	1,750	2,990	3,000	99.7%	
2015 Project Fund	50	5	350	133	600	22.2%	
Road Improvement Fund	522,073	496,799	3,654,508	3,657,762	6,264,870	58.4%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>789,187</b>	<b>656,460</b>	<b>5,524,307</b>	<b>5,429,884</b>	<b>9,470,240</b>	<b>57.3%</b>	<b>58.3%</b>
Police Pension Fund	446,012	2,957,429	3,122,082	4,790,389	5,352,140	89.5%	
Fire Pension Fund	414,021	2,357,195	2,898,146	4,237,179	4,968,250	85.3%	
<b>TOTAL TRUST FUNDS</b>	<b>860,033</b>	<b>5,314,624</b>	<b>6,020,228</b>	<b>9,027,568</b>	<b>10,320,390</b>	<b>87.5%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>9,274,686</b>	<b>15,479,968</b>	<b>65,124,097</b>	<b>83,518,241</b>	<b>113,815,760</b>	<b>73.4%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 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	28,893	214,661	212,022	367,990	57.6%	
Administration	58,754	52,411	411,279	401,866	705,050	57.0%	
Legal	45,017	18,374	315,117	266,959	540,200	49.4%	
Finance	95,825	90,293	670,775	646,162	1,149,900	56.2%	
Village Clerk	16,585	16,242	116,095	109,610	199,020	55.1%	
Human Resource Mgmt.	45,412	42,203	317,882	308,799	544,940	56.7%	
Communications	18,808	13,297	131,658	140,991	225,700	62.5%	
Cable TV	13,922	13,017	97,452	96,606	167,060	57.8%	
Total General Admin.	324,988	274,729	2,274,918	2,183,016	3,899,860	56.0%	58.3%
Police Department							
Administration	110,319	130,815	772,234	776,613	1,323,830	58.7%	
Juvenile Investigations	44,628	64,176	312,393	318,206	535,530	59.4%	
Tactical	64,278	79,665	449,943	475,998	771,330	61.7%	
Patrol and Response	845,162	1,185,513	5,916,132	5,989,532	10,141,940	59.1%	
Traffic	140,996	137,001	986,971	879,914	1,691,950	52.0%	
Investigations	108,920	208,229	762,440	816,391	1,307,040	62.5%	
Community Relations	1,204	3,534	8,429	5,370	14,450	37.2%	
Communications	63,569	61,444	444,984	446,766	762,830	58.6%	
Canine	14,252	20,016	99,762	101,068	171,020	59.1%	
Special Services	15,243	31,823	106,698	149,116	182,910	81.5%	
Records	25,418	22,659	177,923	166,044	305,010	54.4%	
Administrative Services	61,084	51,905	427,589	413,515	733,010	56.4%	
Emergency Operations	7,356	2,818	51,491	25,532	88,270	28.9%	
Total Police	1,502,427	1,999,597	10,516,987	10,564,066	18,029,120	58.6%	58.3%
Fire Department							
Administration	64,254	64,368	449,779	431,765	771,050	56.0%	
Public Education	3,112	2,559	21,782	19,572	37,340	52.4%	
Suppression	684,778	815,032	4,793,448	4,737,745	8,217,340	57.7%	
Emer. Med. Serv.	603,348	748,102	4,223,433	4,294,519	7,240,170	59.3%	
Prevention	46,117	19,494	322,817	202,675	553,400	36.6%	
Fire Stations	2,358	231	16,508	14,359	28,300	50.7%	
Total Fire	1,403,967	1,649,786	9,827,767	9,700,635	16,847,600	57.6%	58.3%
Public Works Department							
Administration	23,795	21,666	166,565	152,235	285,540	53.3%	
Snow/Ice Control	152,333	73,332	1,066,328	1,028,465	1,827,990	56.3%	
Pavement Maintenance	33,558	32,233	234,903	226,359	402,690	56.2%	
Forestry	147,293	159,095	1,031,053	639,228	1,767,520	36.2%	
Facilities	90,512	57,168	633,582	483,124	1,086,140	44.5%	
Fleet Services	111,348	112,990	779,438	554,201	1,336,180	41.5%	
F.A.S.T.	26,173	64,811	183,213	148,206	314,080	47.2%	
Storm Sewers	17,882	13,398	125,172	93,603	214,580	43.6%	
Traffic Control	57,518	49,766	402,628	371,134	690,220	53.8%	
Total Public Works	660,412	584,460	4,622,882	3,696,555	7,924,940	46.6%	58.3%

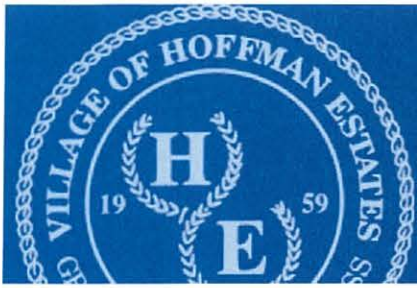
**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 2016**

	<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	30,112	226,584	205,201	388,430	52.8%	
Planning	42,929	43,319	300,504	313,294	515,150	60.8%	
Code Enforcement	101,626	92,871	711,381	655,558	1,219,510	53.8%	
Transportation & Engineering	103,770	96,766	726,390	647,573	1,245,240	52.0%	
Economic Development	111,898	160,558	783,283	309,818	1,342,770	23.1%	
<b>Total Development Services</b>	<b>392,592</b>	<b>423,627</b>	<b>2,748,142</b>	<b>2,131,443</b>	<b>4,711,100</b>	<b>45.2%</b>	<b>58.3%</b>
Health & Human Services	59,118	53,266	413,828	373,530	709,420	52.7%	58.3%
Miscellaneous							
4th of July	54,282	54,282	142,249	142,249	167,950	84.7%	
Police & Fire Comm.	9,191	723	64,336	3,471	110,290	3.1%	
Misc. Boards & Comm.	16,568	7,426	115,978	94,083	198,820	47.3%	
Misc. Public Improvements	271,062	112,675	1,897,432	1,234,450	3,252,740	38.0%	
<b>Total Miscellaneous</b>	<b>351,103</b>	<b>175,105</b>	<b>2,219,995</b>	<b>1,474,253</b>	<b>3,729,800</b>	<b>39.5%</b>	<b>58.3%</b>
<b>Total General Fund</b>	<b>4,694,606</b>	<b>5,160,571</b>	<b>32,624,518</b>	<b>30,123,498</b>	<b>55,851,840</b>	<b>53.9%</b>	<b>58.3%</b>
Water & Sewer Fund							
Water Department	1,128,758	1,101,647	7,901,303	7,151,006	13,545,090	52.8%	
Sewer Department	180,341	157,409	1,262,386	1,174,347	2,164,090	54.3%	
Billing Division	55,613	63,845	389,293	401,333	667,360	60.1%	
Debt Service Division	-	-	-	291,042	537,690	54.1%	
Capital Projects Division	-	-	-	19,702	1,596,480	1.2%	
2015 Bond Capital Projects	-	791,700	-	1,107,170	2,403,750	46.1%	
<b>Total Water &amp; Sewer</b>	<b>1,364,712</b>	<b>2,114,601</b>	<b>9,552,982</b>	<b>10,144,600</b>	<b>20,914,460</b>	<b>48.5%</b>	<b>58.3%</b>
Motor Fuel Tax	106,268	106,268	725,426	725,426	1,261,000	57.5%	
Community Dev. Block Grant Fund	-	-	3,395	3,395	364,000	0.9%	
EDA Administration Fund	29,299	46,432	205,094	218,701	351,590	62.2%	
Asset Seizure Fund	31,496	19,149	220,471	144,340	377,950	38.2%	
Municipal Waste System	241,734	238,390	1,692,139	1,680,552	2,900,810	57.9%	
Sears Centre Operating Fund	280,233	29,775	1,961,633	978,289	3,362,800	29.1%	
Sears Centre Activity Fund	206,656	254,725	1,446,591	2,486,680	2,479,870	100.3%	
Stormwater Management	14,319	18,080	100,234	245,169	171,830	142.7%	
Insurance	124,380	66,954	870,660	1,047,045	1,492,560	70.2%	
Information Systems	139,067	177,381	973,467	762,702	1,668,800	45.7%	
Roselle Road TIF	1,064	86,465	7,449	295,082	12,770	2310.7%	
Higgins/Hassell TIF	293	2,768	2,053	2,768	3,520	78.6%	
<b>TOTAL OPERATING FUNDS</b>	<b>7,234,128</b>	<b>8,321,559</b>	<b>50,386,112</b>	<b>48,858,247</b>	<b>91,213,800</b>	<b>53.6%</b>	<b>58.3%</b>
2015A G.O. Debt Service	-	-	854,133	854,133	3,753,280	22.8%	
2015 G.O. Debt Service	-	-	30,987	30,987	120,790	25.7%	
2016 G.O. Debt Service	-	-	-	9,839,875	-	0.0%	
2008 G.O.D.S. Fund	83,308	-	583,153	499,844	999,690	50.0%	
2009 G.O.D.S. Fund	226,516	-	1,585,611	459,106	2,718,190	16.9%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>309,823</b>	<b>-</b>	<b>3,053,884</b>	<b>11,683,945</b>	<b>7,591,950</b>	<b>153.9%</b>	<b>58.3%</b>



**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 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	232	58,333	3,000	100,000	3.0%	
EDA Series 1991 Project	157,154	76,667	1,100,079	668,274	1,885,850	35.4%	
Western Area Rd Improve Imp. Fee	-	-	-	223	-	0.0%	
Capital Improvements Fund	188,806	120,430	1,321,641	900,557	2,265,670	39.7%	
Capital Vehicle & Equipment Fund	75,073	16,596	525,508	111,028	900,870	12.3%	
Capital Replacement Fund	9,602	-	67,212	-	115,220	0.0%	
2015 Project Fund	100,000	-	700,000	-	1,200,000	0.0%	
Road Improvement Fund	549,556	1,300,495	3,846,891	2,332,069	6,594,670	35.4%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,088,523</b>	<b>1,514,421</b>	<b>7,619,663</b>	<b>4,015,150</b>	<b>13,062,280</b>	<b>30.7%</b>	<b>58.3%</b>
Police Pension Fund	384,148	452,512	2,689,038	2,844,835	4,609,780	61.7%	
Fire Pension Fund	351,619	440,639	2,461,334	2,432,444	4,219,430	57.6%	
<b>TOTAL TRUST FUNDS</b>	<b>735,768</b>	<b>893,151</b>	<b>5,150,373</b>	<b>5,277,279</b>	<b>8,829,210</b>	<b>59.8%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>9,368,242</b>	<b>10,729,130</b>	<b>66,210,032</b>	<b>69,834,622</b>	<b>120,697,240</b>	<b>57.9%</b>	<b>58.3%</b>



# Village of Hoffman Estates **Information Systems** Department

## 2016 JULY MONTHLY REPORT

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## ***SPS/GovQA Monthly Review***

### **FP 5.1/CP 9.1 Upgrade**

- There are a significant number of issues that were identified during readiness testing and training for CommunityPLUS 9.1. A large portion of time was spent in July identifying the issues, providing details and samples to SunGard Support, and working with them to get the issues resolved. In all, of the 32 issues that were identified, 16 were resolved during July.
- Part of the project to upgrade the databases and do the Beta testing is to work with the Support Manager to prioritize the reported issues. He provided me with a list of all the open issues and I analyzed each issue for status and priority of the ones that were open. We will continue to work with this document throughout the project adding cases as more issues occur and re-prioritizing them.
- Training for the FP 5.1 database was held in July and attended by ten staff members from the Finance and HR Departments. They will do testing of their daily tasks in the 5.1 database to confirm there are no issues.
- Testing of FinancePLUS and CommunityPLUS continued as did my working with the SunGard Project Manager to complete goals in the project plan.

### **Cognos Reporting**

- Created a Revenue report for the RRL Program for Development Services. This will be used in projecting income for next year and analyze the revenue history for other purposes.
- Resigned the Court Docket Report for Code and RRL Citations.
- Several existing reports needed adjustments to run correctly in the Cognos 10 environment.

### **Park District**

- The Park District contacted Ray Norton to work with us to determine the addresses and PINs for a number of their Park District properties. A meeting was held with the Park District at the Village Hall, attended by two Park District representatives and by Ray and Fred Besenoffer, Cathy Errichiello, and Jacob Lozano to review how we go about identifying property addresses and PINs, to compare the data we have, and to provide them with tips on the tools available to them from Cook County's various websites and how to use them. We will be working with them in the coming months to assist them and to make sure our data is consistent.

### **Fire Inspections**

- Evaluated the Fire and Safety Inspections application in CommunityPLUS to determine if it would be suitable for recording the various Fire Inspections currently entered into Firehouse. One of the challenges in using Firehouse for recording these inspections is that there is no connection to our updated Location, Owner, and Business data in CommunityPLUS. Attended a meeting with the Village Manager and Development Services Staff to provide details of the Fire and Safety application and information them of the business intelligence available if Fire and Safety is used. We will continue investigation into the viability of this project in the coming months.

### **Other Projects and End User Support**

- GP renewal documents were reviewed and modified as needed and the GP Renewal Process was completed.
- Several new Violation Codes requested by Code Enforcement were added to the database.
- Created SQL script for SunGard to run to update data fields for RRL Inspection Letters.

- The Clerk's Office requested a new license category for automobile auctions.
- A rate change was need for the Business Tax categories unique to Dasbier Garden. They were entered and tested.
- Ran Penalty Process for both RRL and HB licenses that were unpaid.
- Met with the Finance and Legal Departments to review their progress in creating a mock-up of the Cognos Citation and provide input for what data can be incorporated into the citation. They will continue to work on the mock up and provide it to us for creation in Cognos. There was also a discussion on how and when to begin the process.
- Due to retirements, a new Police Officer was assigned to the oversight of the Police Tips requests. Created his GovQA user account and trained him in the navigation of GovQA and how to process requests. He asked that another staff member be added to the list of people who can process these Police Tips requests, and I added him and provided him with details of how to access the system and offered training to him as well.
- We were seeing a number of requests for Police Reports submitted in the Ask a Question Request Type, instead of by using a FOIA request for Police, as it should be. I worked with WebQA to modify their landing page to provide more guidance to the link to submit a request for a Police Report. I also modified the request wording that appears on both the landing page on the web and in the mobile app to make it clearer to submitters.
- Assisted Village staff with a variety of issues in June, including helping with Cash Receipt corrections, applying credits to new Business Tax Returns, and UB printing problems caused by a network outage, and various requests on how to use the applications.

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## *Geographic Information System Monthly Review*

- Followed up on ESRI support ticket to address missing “request support” and “tech chat” options in My ESRI—problem fixed by ESRI. Cause of issue unknown.
- Followed up with BHA on hosting services quote; data is still being tested
- Worked with IS to get ArcGIS tutorial data downloaded
- Worked with IS to get Track It downloaded, plotter added and pdf printing added to new computer
- Drafted construction data for Development Services and sent to group for feedback
- Moved computer and physical files to new cubical
- Acquired additional Fire/Police logos from A. Monroe; edited HEFD logo to create transparent background for use in maps
- Edited Domains and subtypes to assist S. Diatte with troubleshooting sign maintenance data (PW)
- Drafted fiber map for area around Beverly Tower (IS)
- Fulfilled GIS data request for utility layers (storm/san/water) from MeritCorp Group (Palatine) focusing on parcel pin 02203020010000
- Received Fire Map work orders from S. Diatte. Began developing data driven pages for Fire Maps

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## ***Technical Support, Hardware & Software Review***

### **Project Activities**

#### **Infrastructure Improvements**

A new fiber patch was run between the MDF on the second floor and the one of the IDFs on the first floor. The new patch was the result of testing done on the original fiber that showed significant loss on each connection in the run. The new patch included an additional twelve pair of fiber bringing the total to twenty four.

#### **JAV/JAC update**

Job Applicant Center/Job Applicant Viewer – SunGard provided a demonstration of JAC/JAV to HR staff. Once the demo was complete several HR employees were given administrative access to JAV so they could begin familiarizing themselves with the tools that will be used to process employment applications.

Testing showed that the online employment application was not functioning properly. Also, after SunGard refreshed the 5.1 test version of eFinancePlus. In early July, some of the JAV feature updates reverted back to an older version. SunGard has been made aware of the issues but they have not yet been resolved. This resulted in delays in scheduling training and the implementation of the software.

#### **Intranet Update**

We met with a select group of Village employees to demonstrate Intranet options using WordPress as the platform. The response to a new look was very positive and we received good feedback regarding what employees would like to see. We continued to research and implement addition functionality to prepare for a demonstration to management.

### **Technical Support, Hardware & Software Activities**

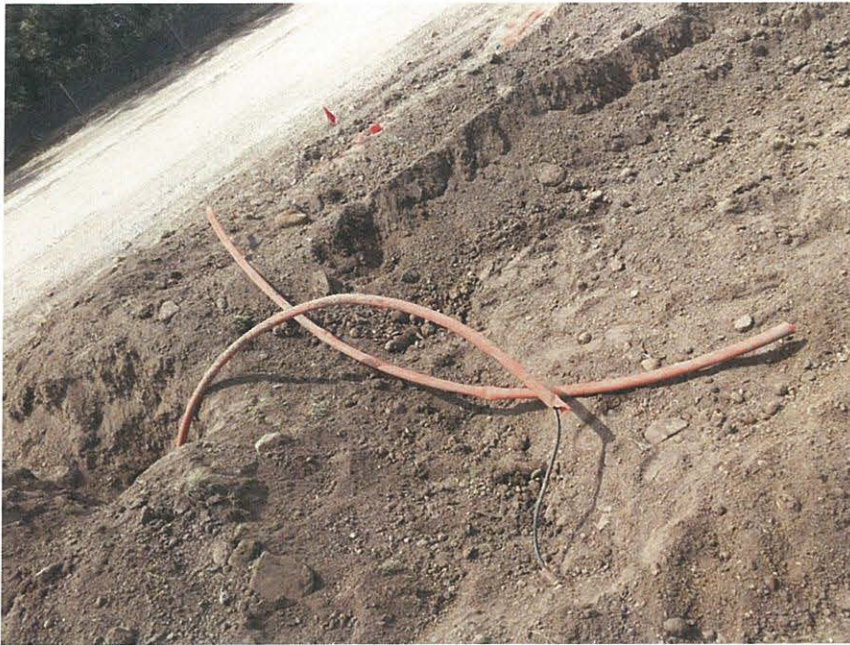
- In addition to the normal A/C/R, recent retirements/promotions in the Police Department resulted in network and physical relocations of ten officers.
- Applied necessary software updates as needed.
- 139 help desk requests were opened during the month of July.
- 147 help desk requests were closed during the month of July.
- Self Service Password Resets or Account Unlocks: 3
- Email passwords reset: 3
- SunGard passwords reset: 0
- Voicemail passwords reset: 1
- User accounts unlocked: 3
- Active Directory Password Resets: 3

## Training

- Training for the FP 5.1 database was held in July and attended by ten staff member from the Finance and HR Departments. They will do testing of their daily tasks in the 5.1 database to confirm there are no issues.
- One staff member passed the Microsoft Certification test for 70-411 Installing and
- One staff member passed the Microsoft Certification test for 70-411 Installing and Configuring Windows Server 2012 R2
- ESRI Building a Geodatabase tutorial (ArcGIS tutorial)
- ESRI Model Builder tutorial
- ESRI Using Spatial Analyst Section 1 tutorial
- 

## Other

- At the request of Ray Norton, Fred Besenhoffer, Cathy Errichiello (Business Systems Analyst) and Jacob Lozano (GIS Administrator) met with Gary Buczkowski from the Hoffman Estates Park District. The meeting was to determine the addresses and PINs for a number of their Park District properties as well as to review how the Village goes about identifying property addresses and PINs, to compare the data the Village has and to provide them with tips on the tools available to them from Cook County's various websites and how to use them.
- Met with Craig Steinbrueker from D211 and Sgt. Joe Crimmins, HEPD to discuss the details with obtaining access to individual school surveillance cameras in the event of an emergency. Additional software would need to be installed on the Command vehicle laptop as well as training on the system provided to police staff.
- Met with Michael Piazzisi and Aron Von Cleave from lighttower to discuss potential use of lighttower's services.
- Met with Ben Gibbs (SCA), Mark Koplin (VoHE), Roger Swenson (NIU) and Rusty Winchell (NIU) to discuss details of the SCA current surveillance schema and improvements that needed to be addressed in the forthcoming RFP that is being developed.
- Met with Martin Gallo and Pramod Kumar from Vinakom, Mark Koplin (VoHE) to discuss potential use of Vinakom's services.
- **Our fiber optic cable providing data and voice connectivity with fire station 24 was dug up and exposed by Plote Construction contractors working on the access road adjacent to the Beverly water tower. The damage was such that it snapped the conduit, crimping one end and broke the binding on the service loop in the handhold. OTDR testing of all 48 pairs of fiber showed no damage to the fiber was incurred.**





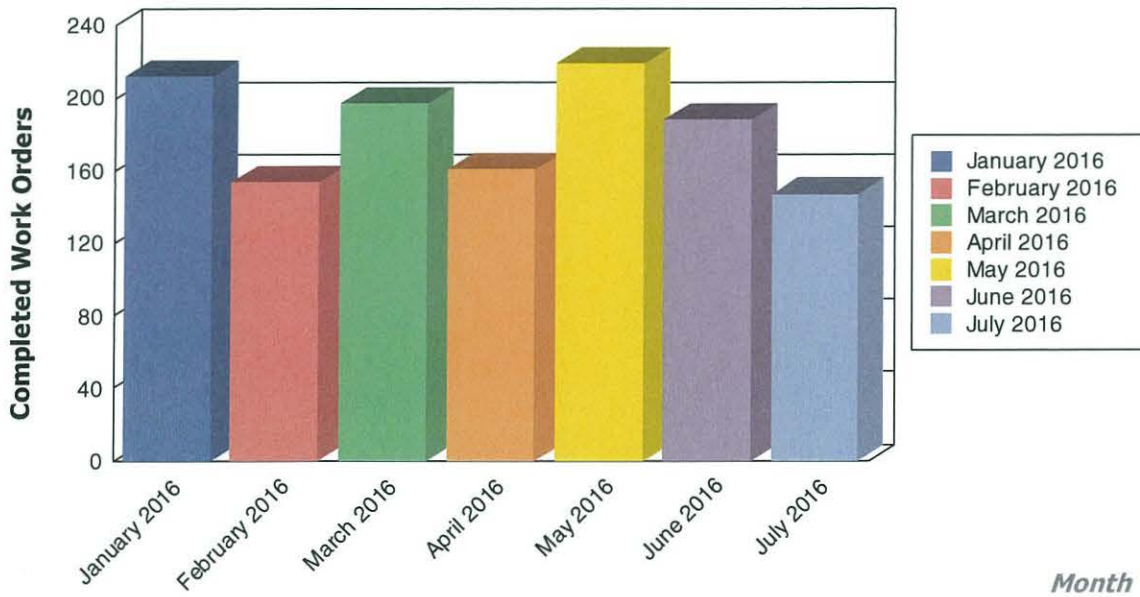


# Work Order History

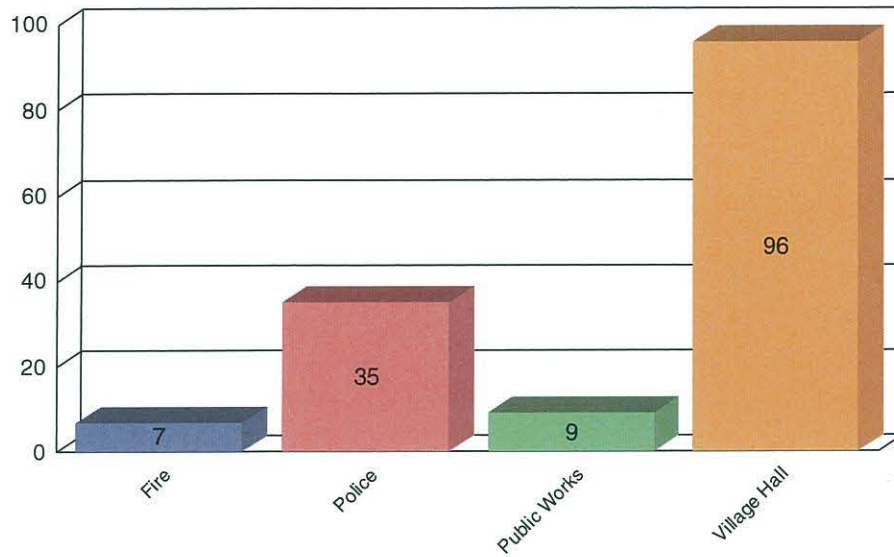
## Total Work Orders by Priority by Month

Month	7/2016
2 - High	9
3 - Medium	3
4 - Normal	110
Project	6
Scheduled Event	10
Vendor intervention required	1
<b>Total for Month</b>	<b>139</b>

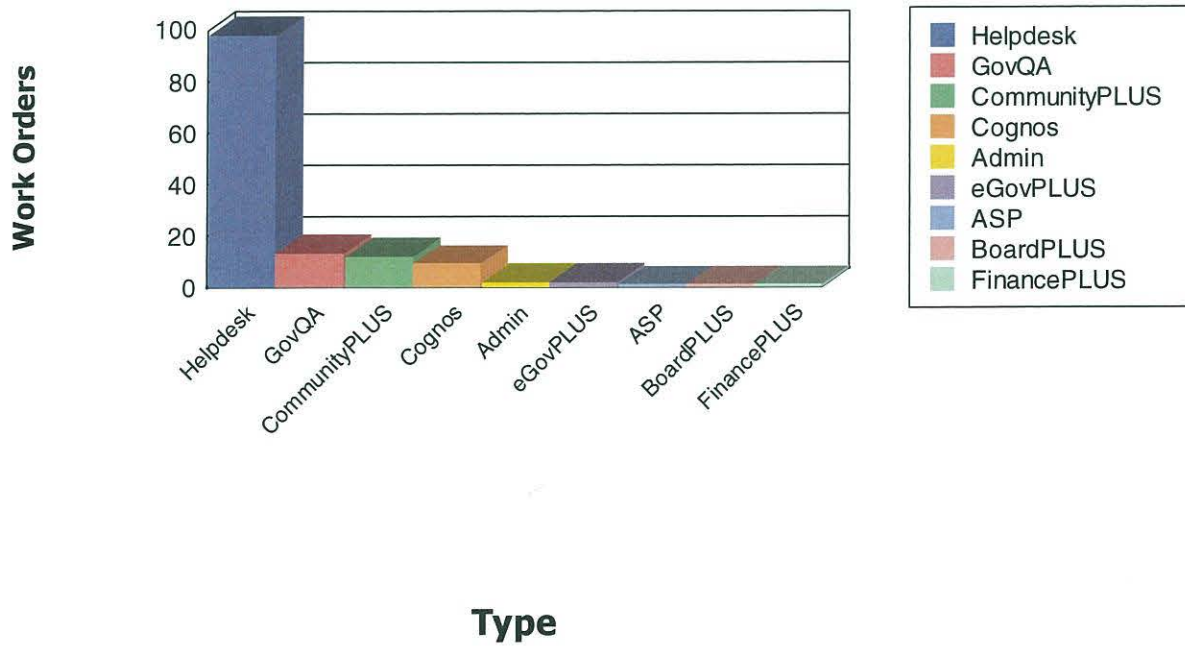
## Work Order History to Date



## Completed Work Orders by Location



## Work Order Trends by Type



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## Savings on Printer Repairs

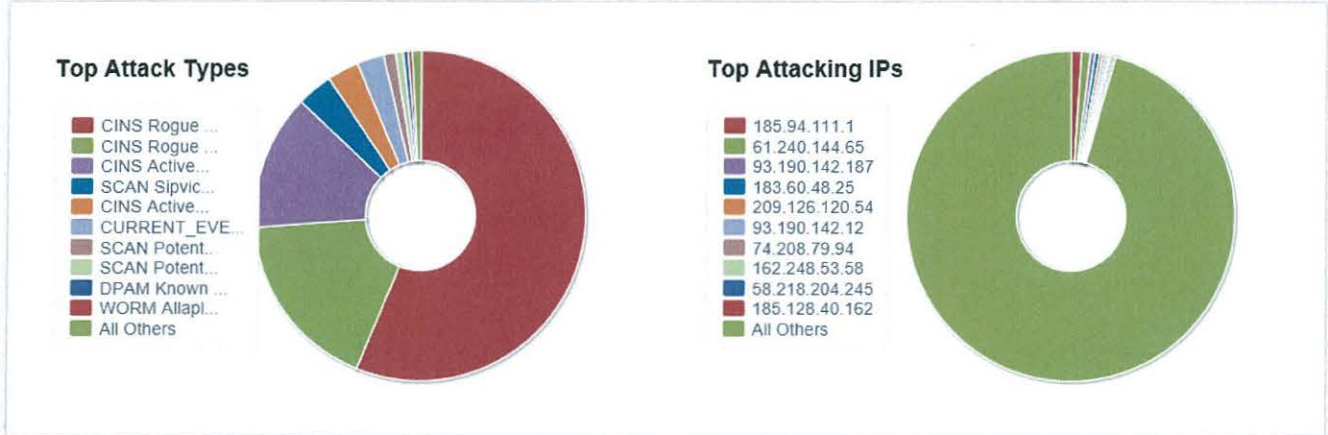
Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. There were no requests for service or repairs needed during the month of July.

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## Sentinel IPS Attack Report

External parties attacked the Village network 63,258 times during the month of July.

07/01/2016 07/31/2016 [apply date filter](#) **63258** total attacks from **33** unique attack types



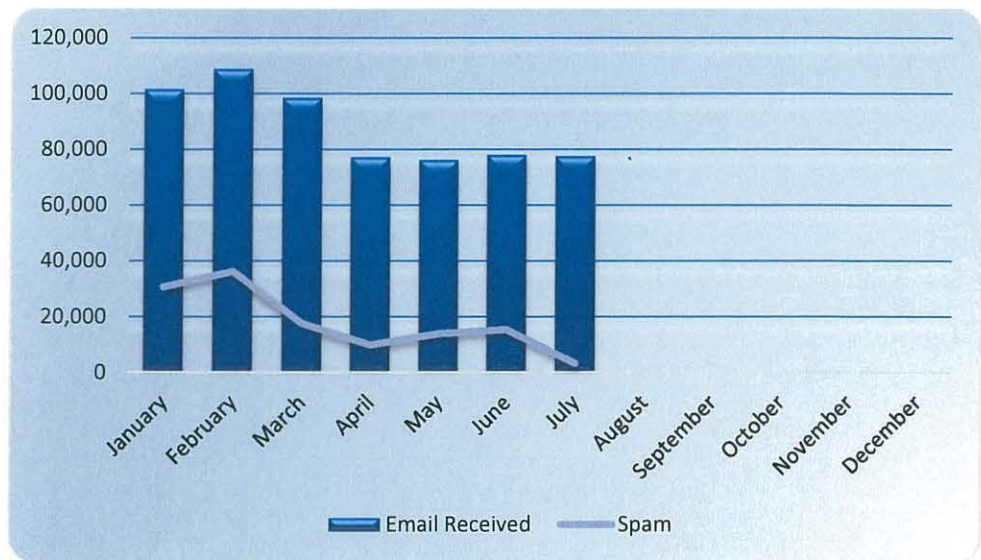
### Activity Summary

<b>Mode</b> <b>Cloaking</b>	<b>Total Alerts</b> <b>63258</b>	<b>Flagged Events</b> <b>0</b>	<b>EPS Alerts</b> <b>2</b>	<b>Blocked IPs</b> <b>23001</b>	<b>Released IPs</b> <b>0</b>
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Version: 4.3.9      Signatures Updated: 08/08/2016 08:03      Uptime: 291 days, 17 hours, 33 mins

## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	101,437	30,719	30%
February	108,697	36,245	33%
March	98,362	17,593	18%
April	77,122	9,893	13%
May	76,061	13,962	18%
June	77,905	15,482	20%
July	77,471	3,347	4%
August			
September			
October			
November			
December			
<b>Total</b>	<b>617,055</b>	<b>127,241</b>	<b>21%</b>



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 - AUGUST 2016**  
**DATE:** August 12, 2016

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1. Preparation of CIP project requests and review of potential projects.
2. Meeting with Ben Gibbs and Yousuf Ahmed regarding renovation of the Club Room.
3. Coordination with Windy City Bulls and discussions related to preparation for their first season.
4. Review of monthly financial reports and staffing/operational costs.
5. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.



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Mark Koplin  
Assistant Village Manager  
Department of Development Services

Attachments

MAK/kr

cc: J. Norris  
Ben Gibbs (Spectra)

**Sears Centre Arena**  
**General Manager Update**  
**August 2016**

<b>Event Highlights</b>	<b>Notes</b>
Aug 4-7: Jehovah's Witness Aug 11-14: Jehovah's Witness Aug 19: Indian Concert Aug 15 - 31: Scoreboard Demolition	
<b>Finance Department</b>	
General	Arena finished June financials. Arena is ahead of budget by \$6,289
Monthly Financial Statement	Building Event Revenue YTD: \$527,838
	Building Sponsor/Other Revenue YTD: \$120,707
	Building Expenses YTD: \$870,528
	Building Income YTD: (\$221,983) vs. YTD Budget (\$228,273)
<b>Operations Department</b>	
General	Foundation survey has been rescheduled for the week of Aug 22nd
Positions to Fill	Overnight Ops Coordinator, Ops Coordinator
Third Party Providers	Compiling bids for carpet replacement, Club Bar removal, Concession counter extension, hockey dasher renovation
Village Support	HVAC and foundation issues
<b>Events Department</b>	
General	n/a
Positions to Fill	2nd Event Manager
<b>Marketing Department</b>	
General	Handling marketing for Megadeth, Ice Age, Indian Concert, Yanni, Mozart-n-Meatballs and Annual Suites - Working on new website
Positions to Fill	N/A
<b>Group Sales Department</b>	
General	Group sales will be handled by a third party company.
<b>Box Office Department</b>	
General	N/A
<b>Food &amp; Beverage Department</b>	
General	Looking at purchase new POS tills to replace old and broken equipment, and renovate the Club Room concession stand
<b>Premium Seating Department</b>	
General	Initiated premium seating campaign and deploying sponsorship sales campaign to coincide with Chicago Bulls D League court unveiling
Positions to Fill	N/A
<b>Sponsorship Department</b>	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$68,958
	Suites Sales: \$34,583
	Loge Sales: \$12,812
	Club Seat Sales: \$3,333
<b>General</b>	
Capital Improvements/Repairs	Project management of scoreboard installation and control room upgrade.



2016 Event Announcement

**What:** Windy City BMW Car Club - Autocross

**When:**

EVENT SPACE				
Date	Start	End	Event Space Description	Set-up
07/31/16 (Sunday)	7:00AM	7:00PM	WEST Parking Lot – Set-Up and Autocross Event	Event Day 1
09/11/16 (Sunday)	7:00AM	7:00PM	WEST Parking Lot – Set-Up and Autocross Event	Event Day 2
10/1/16 (Saturday)	7:00AM	7:00PM	WEST Parking Lot – Set-Up and Autocross Event	Event Day 3

**Where:** Sears Centre Arena – WEST PARKING LOT ONLY

**Tickets:** Non-Ticketed

**On Sale:** NA

**Marketing:** Website & Marquee

**Parking:** NA

**Levy:** NA

**SCA Event Mgr:** Clint Rhodes

**Event Contact:** Graig Neville  
 Windy City BMW  
 P: 630.207.4071  
 Email: [gneville@ameritech.net](mailto:gneville@ameritech.net)

**Notes:**





2016 Event Announcement

**What:** *Special Olympics Truck Convoy*

**When:**

EVENT SPACE				
Date	Start	End	Event Space Description	Set-up
08/27/16 (Saturday)	7:00AM	2:00PM	Main Concourse	Event Day 1

**Where:** Sears Centre Arena – WEST PARKING LOT & MAIN CONCOURSE

**Tickets:** Non-Ticketed

**On Sale:** NA

**Marketing:** Website & Marquee

**Parking:** NA

**Levy:** NA

**SCA Event Mgr:** Clint Rhodes

**Event Contact:** Graig Neville  
Windy City BMW  
P: 630.207.4071  
Email: [gneville@ameritech.net](mailto:gneville@ameritech.net)

**Notes:**