

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
February 27, 2017

7:00 p.m. – Board Room

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

I. Roll Call

II. Approval of Minutes – January 23, 2017

February 6, 2017 (Special Meeting)

NEW BUSINESS

1. Request approval of a Business Solicitation Plan for the Fourth of July Commission for the 2017 Northwest Fourth Fest.
2. Request authorization to waive all inspection fees and select license fees for the 2017 Northwest Fourth Fest.
3. Request acceptance of Finance Department Monthly Report.
4. Request acceptance of Information System Department Monthly Report.
5. Request acceptance of Sears Centre Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

FINANCE COMMITTEE MEETING MINUTES

January 23, 2017

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Asst. Village Mgr., Dev.
Alan Wenderski, Director of Engineering
Patti Cross, Asst. Corporation Counsel
Ted Bos, Police Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Dr. Monica Saavedra, Director of HHS
Ben Gibbs, GM Sears Centre Arena
Greg Schuldt, Deputy Fire Chief
Jordan Lester, Administration Intern**

The Finance Committee meeting was called to order at 7:05 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the minutes of the Finance Committee meeting of December 12, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a resolution establishing hire back rates for Police and Fire Personnel for the period of February 7 through December 31, 2017.**

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 and Fire Personnel for the period of February 7 through December 31, 2017. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of an amendment to the agreement with Levy Foodservice to provide food and beverage service to the Sears Centre Arena converting to a profit/split agreement.**

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

Trustee Mills inquired if the agreement could revert back to the "commission" based structure the Village currently has. Mr. Koplín confirmed yes and that the language would be included in the amendment.

Trustee Mills asked if the Board would see the amended contract before the Board approves. Mr. Koplín confirmed it would.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve amended agreement pending final copy of agreement presented at the next Board meeting. Voice vote taken. All ayes. One opposed. Motion carried.

3. Request acceptance of the Finance Department Monthly Report for November and December.

The Finance Department Monthly Report for November and December was presented to committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to accept the Finance Department Monthly Report for November and December. 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 Stanton, seconded by Trustee Gaeta, to accept the Information System Department Monthly Report. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of the Sears Centre Monthly Report for December and January.

The Sears Centre Monthly Report for December and January was presented to committee.

Ben provided a favorable report on Arena activities.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Sears Centre Monthly Report for December and January. 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 Vandenberg, to adjourn the meeting at 7:16 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

SP. FINANCE COMMITTEE MEETING MINUTES

February 6, 2017

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Asst. Village Mgr., Dev.
Dan O'Malley – Deputy Village Manager
Kevin Kramer, Economic Dev. Director
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Greg Poulos, Assistance Police Chief
Ryan Johnson, Management Analyst
Jeffrey Jorian, Fire Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Dr. Monica Saavedra, Director of HHS
Ben Gibbs, GM Sears Centre Arena
Greg Schuldt, Deputy Fire Chief
Bruce Anderson, CATV Coordinator**

Others in Attendance:

Yousuf Ahmed and Alicia Guerrero (Levy)

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

Trustee Pilafas invited Chief Jorian up to podium to provide detail on the heroic actions taken by Firefighter / Paramedic Evan VonQualen on the morning of December 11, 2016 at a house fire in Elgin. Chief Jorian presented Mr. VonQualen with a Fire Chiefs Letter of Commendation and indicated Mr. VonQualen would also be honored by the Elgin Fire Department at a ceremony on February 24, 2017.

NEW BUSINESS

- 1. Request approval of a Profit Split Agreement by and between the Village of Hoffman Estates, as Owner, and Levy Premium Foodservice Limited Partnership, as Manager.**

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

Mr. Koplin provided comments and clarified the term is a four-year extension of the current agreement.

Trustee Mills asked for clarification on issue of number of positions included on page 16. Mr. Koplin and Mr. Gibbs provided detail. Trustee Pilafas expressed his approval of the agreement stating it would be great for the Village.

Mayor McLeod asked if the agreement expires in April of 2021 or 2022. Mr. Koplin indicated it would expire in 2022.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a Profit Split Agreement by and between the Village of Hoffman Estates, as Owner, and Levy Premium Foodservice Limited Partnership, as Manager. Voice vote taken. All ayes. Two opposed. Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:10 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Northwest Fourth-Fest Solicitation Plan

MEETING DATE: February 27, 2017

COMMITTEE: Finance

FROM: Jackie Green, 4th of July Commission Chair

PURPOSE: To request approval of the Northwest Fourth-Fest Solicitation plan for 2017.

BACKGROUND: The Northwest Fourth-Fest receives funding from several different sources: The Village's General Fund, partner communities, food vendor fees, beverage sales, carnival revenue sharing, craft fair fees and donations.

DISCUSSION: Historically, the Fourth of July Commission has solicited donations via a general appeals letter, direct request for sponsorship of a specific activity (i.e. pony rides sponsored by the Schaumburg Township District Library) or in-kind donations (i.e. hotels rooms and meals for entertainers). However, for the past four years, the Village has utilized the service of Front Row Marketing to solicit sponsorships on behalf of the Northwest Fourth-Fest. This has proved beneficial and the Commission would like to continue that program.

Additionally, the Commission will continue to solicit sponsorships as they have in the past through general appeals, direct requests and in-kind donations.

RECOMMENDATION: The Fourth of July Commission requests approval of this business solicitation plan for the 2017 festival year.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: 2017 Northwest Fourth-Fest Inspections and License Fees

MEETING DATE: February 27, 2017

COMMITTEE: Finance

FROM: Jackie Green, Chair, 4th of July Commission

PURPOSE: To recommend waiver of inspection and license fees associated with the Village's Northwest Fourth-Fest for 2017.

BACKGROUND: The following costs are outlined in the Village Code:

1)	Inspection Fees (Code/Fire)	\$ 50/hour min.
2)	Concert per performance	\$ 100.00
3)	Parade	\$ 10.00
4)	Local Liquor License Fee	\$ 25.00

DISCUSSION: The Village sponsored events at the Northwest Fourth-Fest include the parade, entertainment, carnival, activities and beverage tent. Carnival licensing and inspection fees are waived as part of the contract approval. The other fees have historically been waived for past festivals since the Village would be responsible for these costs and, therefore, paying itself.

FINANCIAL IMPACT: None. These fees would be the responsibility of the Village to pay.

RECOMMENDATION: The Commission requests the waiving of all inspection fees and the following selected license fees: concert, parade, and local liquor license for the 2017 Northwest Fourth-Fest.



HOFFMAN ESTATES

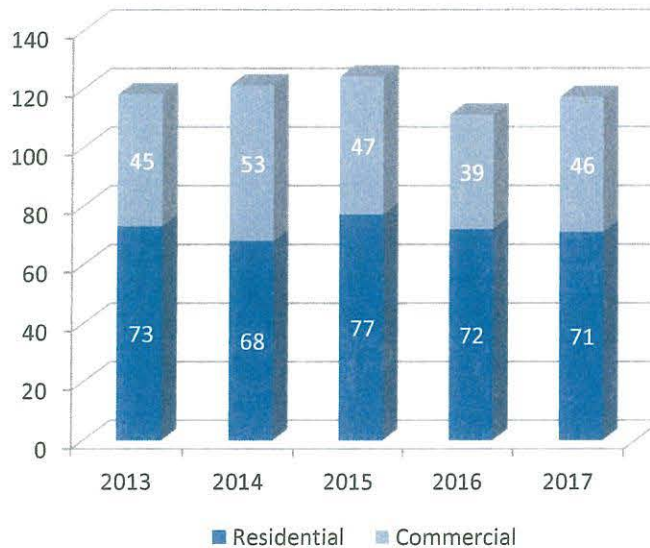
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT JANUARY 2017

Water Billing

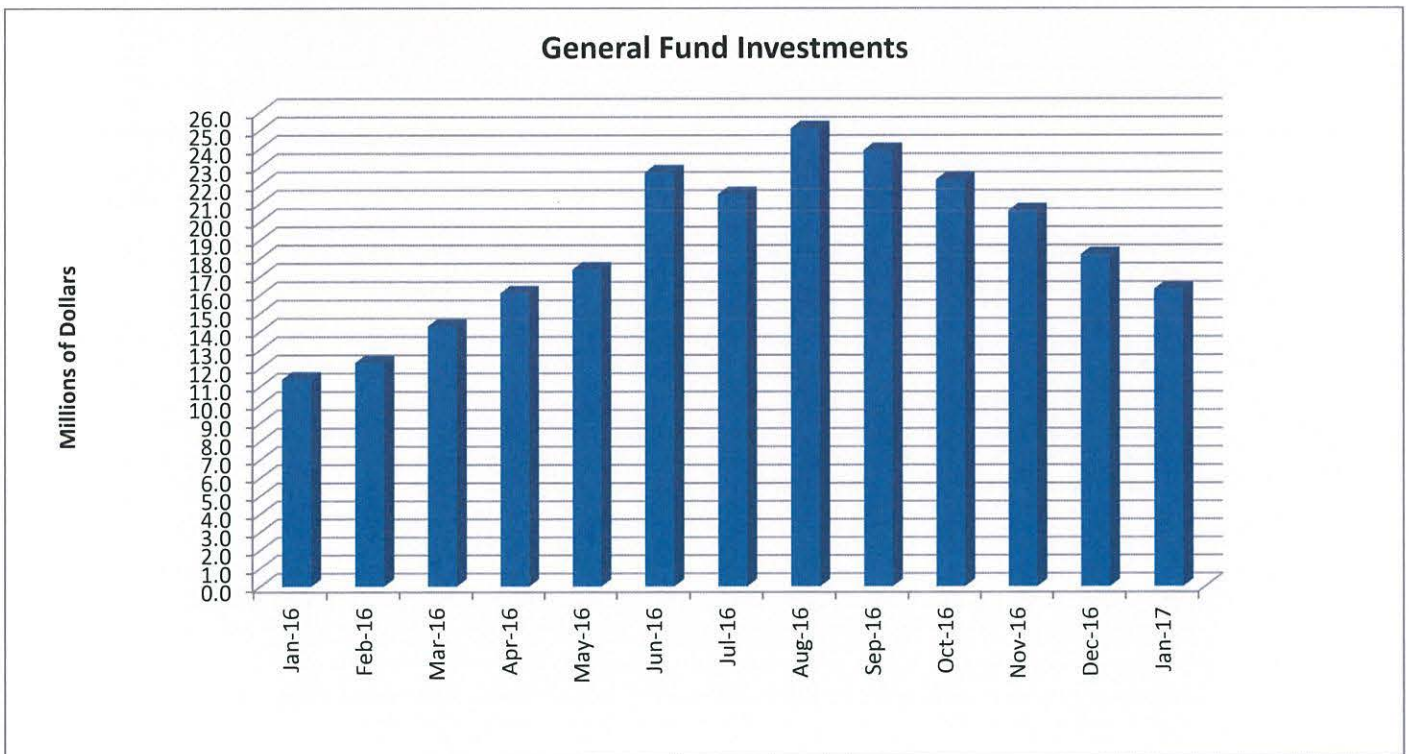
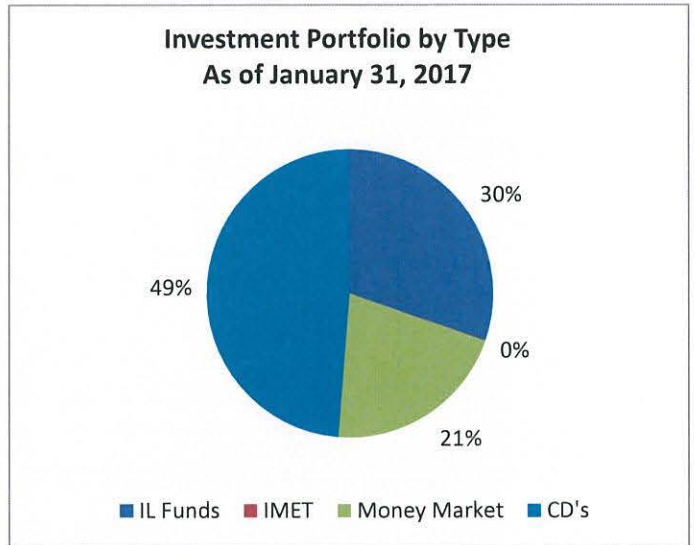
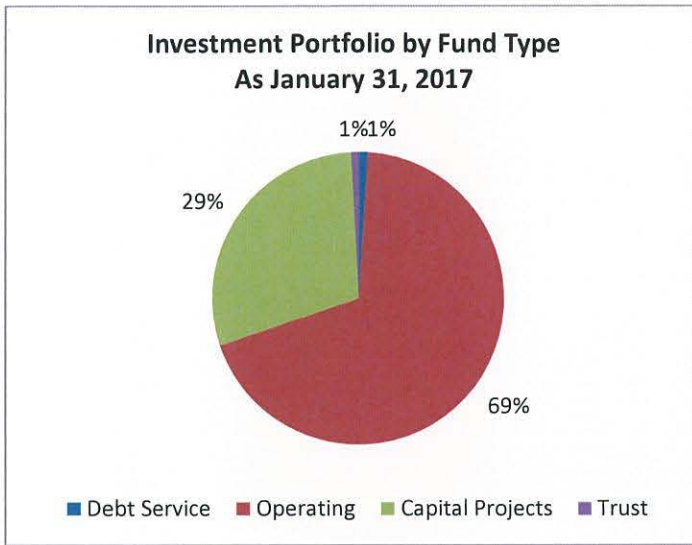
A total of 14,629 residential water bills were mailed on January 1st for November's water consumption. Average consumption was 4,897 gallons, resulting in an average residential water bill of \$60.58. Total consumption for all customers was 117 million gallons, with 71 million gallons attributable to residential consumption. When compared to the January 2016 billing, residential consumption decreased by 1.4%.

**Total Water Consumption
Month of January**



Village Investments

As of January 31, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$29.0 million. Of this amount, \$20.0 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$9.0 million is related to debt service, capital projects and trust funds.



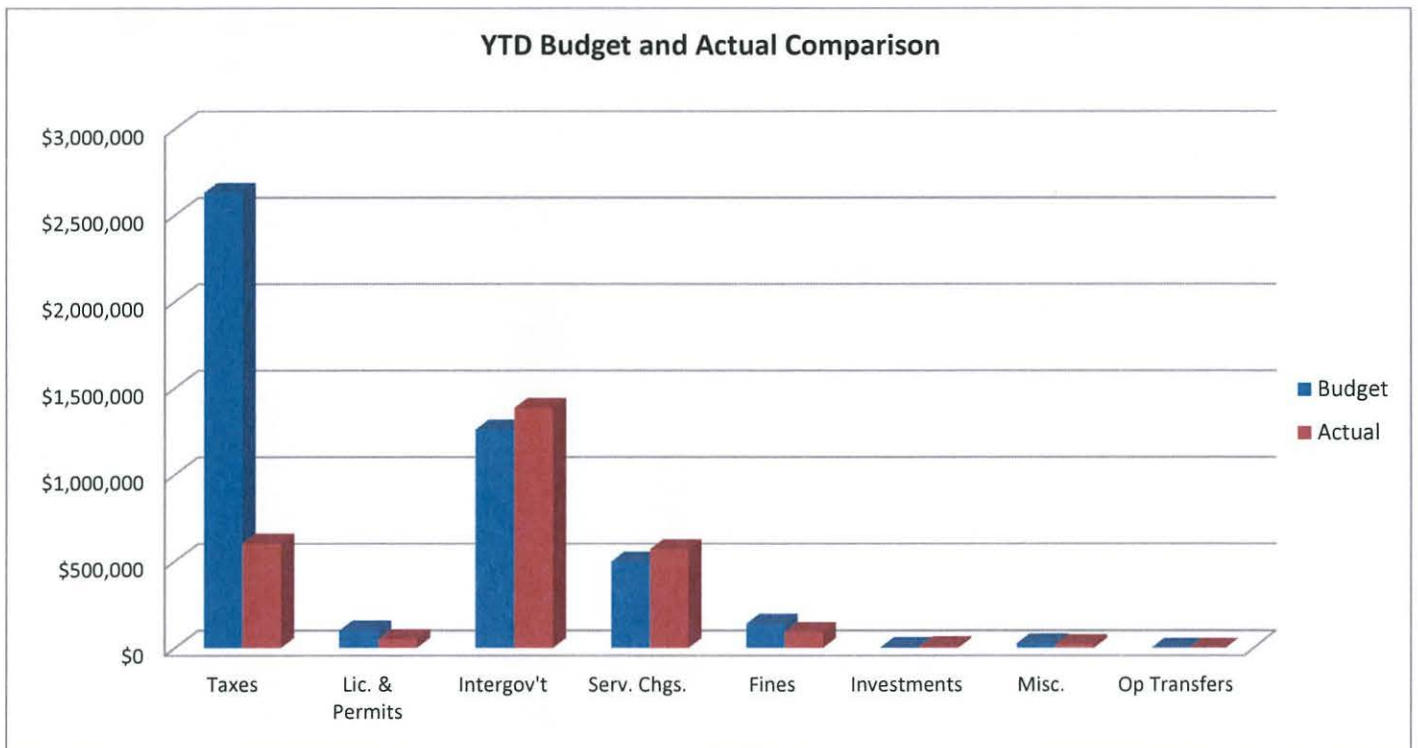
Operating Funds

General Fund

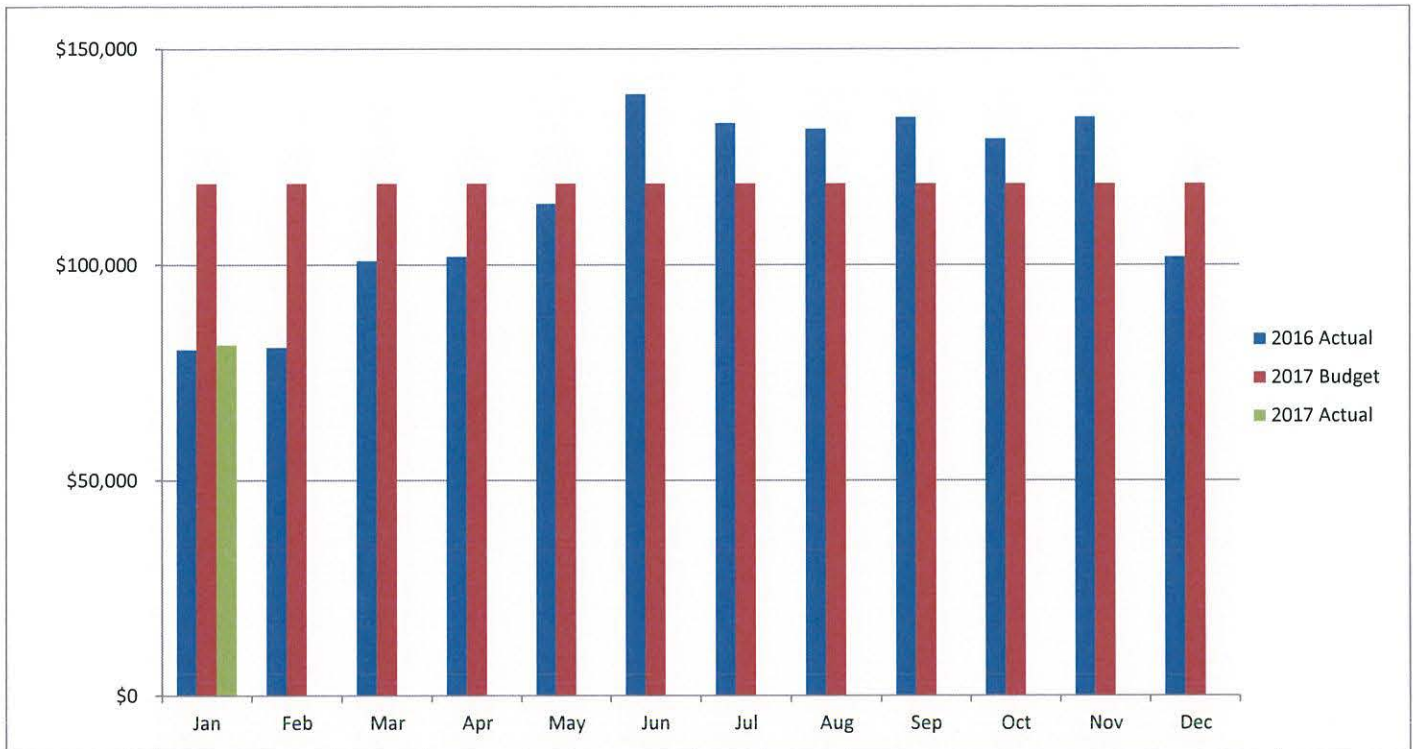
For the month of December, General Fund revenues totaled \$2,730,501 and expenditures totaled \$3,207,688 resulting in a deficit of \$477,186.

Revenues: January year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Licenses and permits are under budget because business license renewal does not happen until May. Intergovernmental revenues are over budget because rental license renewal payments were received this month. Fines and Forfeits are under budget because four of the nine red light cameras are not operating due to IDOT construction. 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. Operating transfers do not occur until the underlying expense is realized.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 2,630,264	\$ 602,213	-77.1%
Licenses & Permits	101,583	50,989	-49.8%
Intergovernmental	1,260,733	1,384,704	9.8%
Charges for Services	497,639	569,232	14.4%
Fines & Forfeits	139,583	91,503	-34.4%
Investments	5,000	9,805	96.1%
Miscellaneous	25,784	22,055	-14.5%
Operating Transfers	-	-	0.0%
TOTAL	\$ 4,660,588	\$ 2,730,501	-41.4%

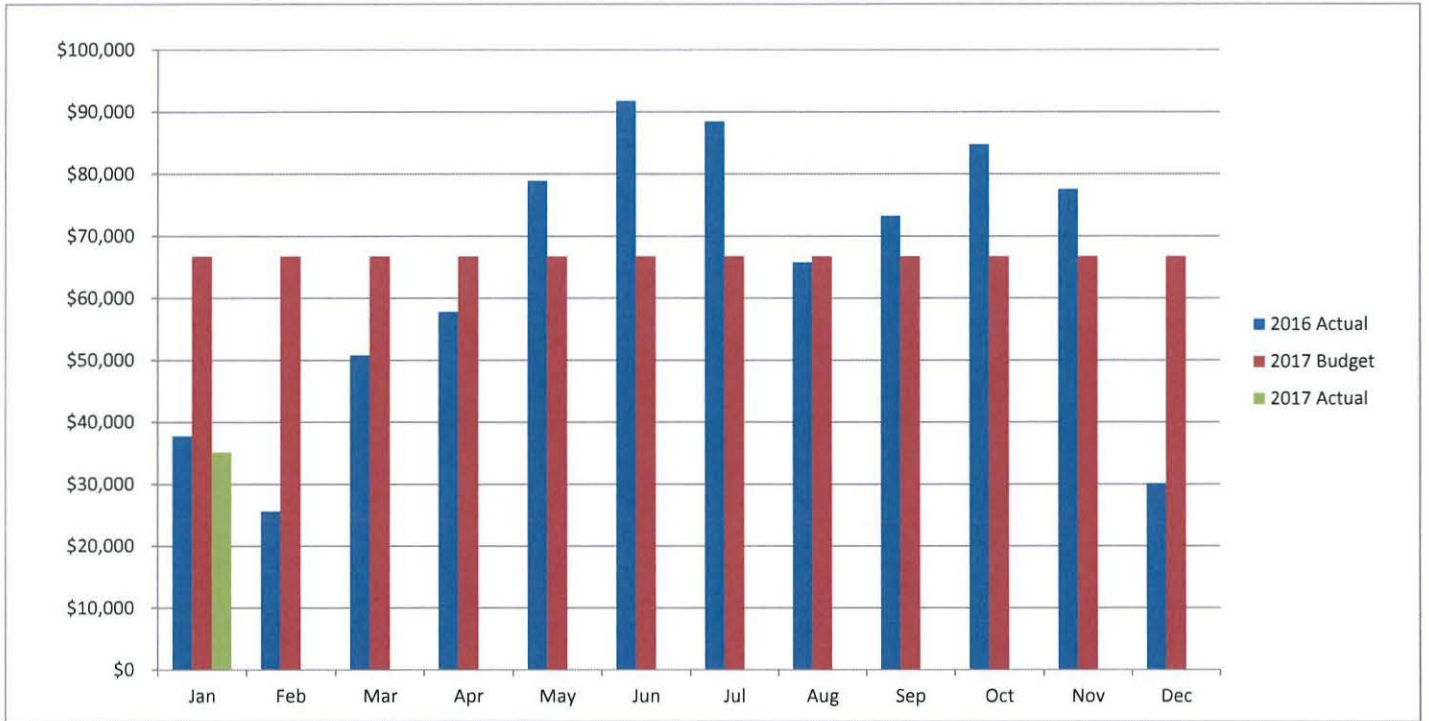


Hotel Tax



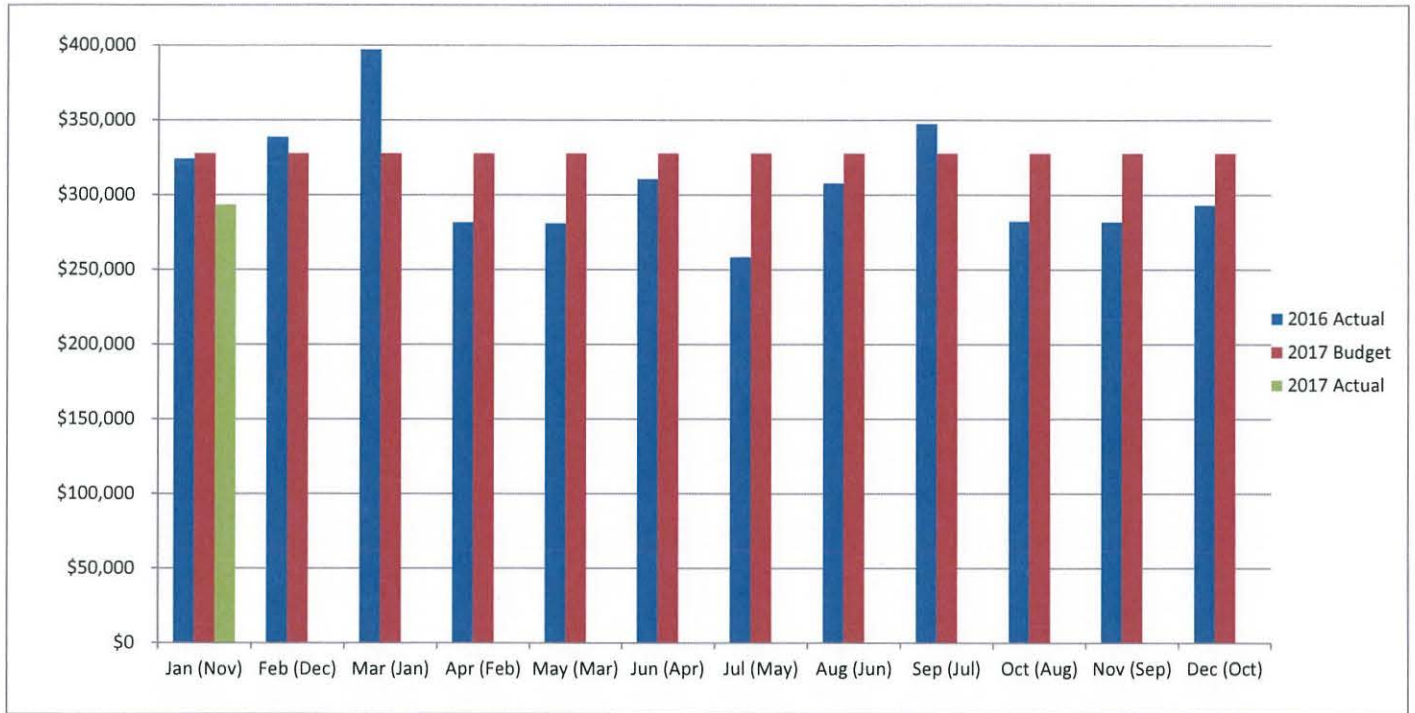
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750		
Mar	100,812	118,750		
Apr	101,748	118,750		
May	114,092	118,750		
Jun	139,424	118,750		
Jul	132,709	118,750		
Aug	131,370	118,750		
Sep	134,103	118,750		
Oct	129,073	118,750		
Nov	134,179	118,750		
Dec	101,700	118,750		
YTD Totals	<u>\$ 1,380,205</u>	<u>\$ 1,425,000</u>	<u>\$ 81,414</u>	

Real Estate Transfer Tax



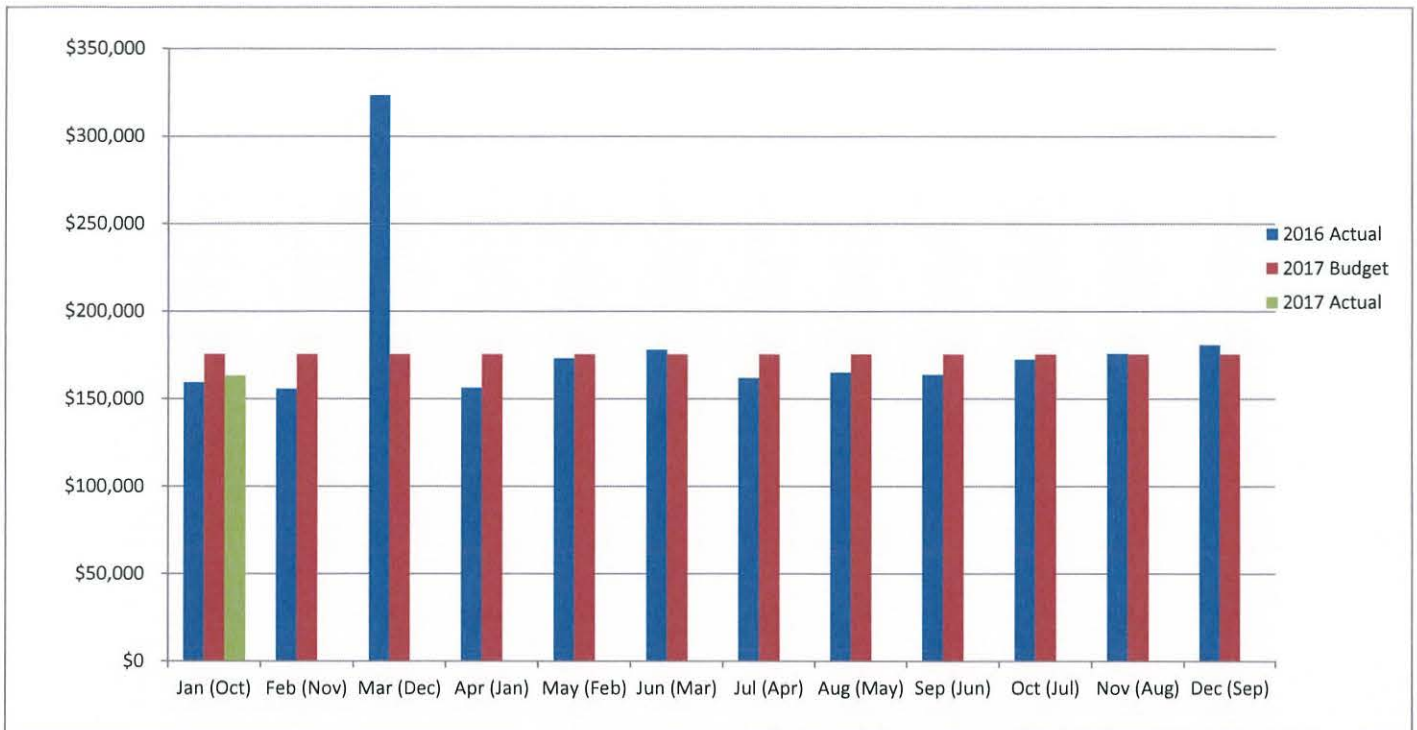
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667		
Mar	50,695	66,667		
Apr	57,748	66,667		
May	78,831	66,667		
Jun	91,689	66,667		
Jul	88,395	66,667		
Aug	65,713	66,667		
Sep	73,215	66,667		
Oct	84,706	66,667		
Nov	77,469	66,667		
Dec	30,041	66,667		
YTD Totals	<u>\$ 761,732</u>	<u>\$ 800,000</u>	<u>\$ 35,132</u>	

Home Rule Sales Tax



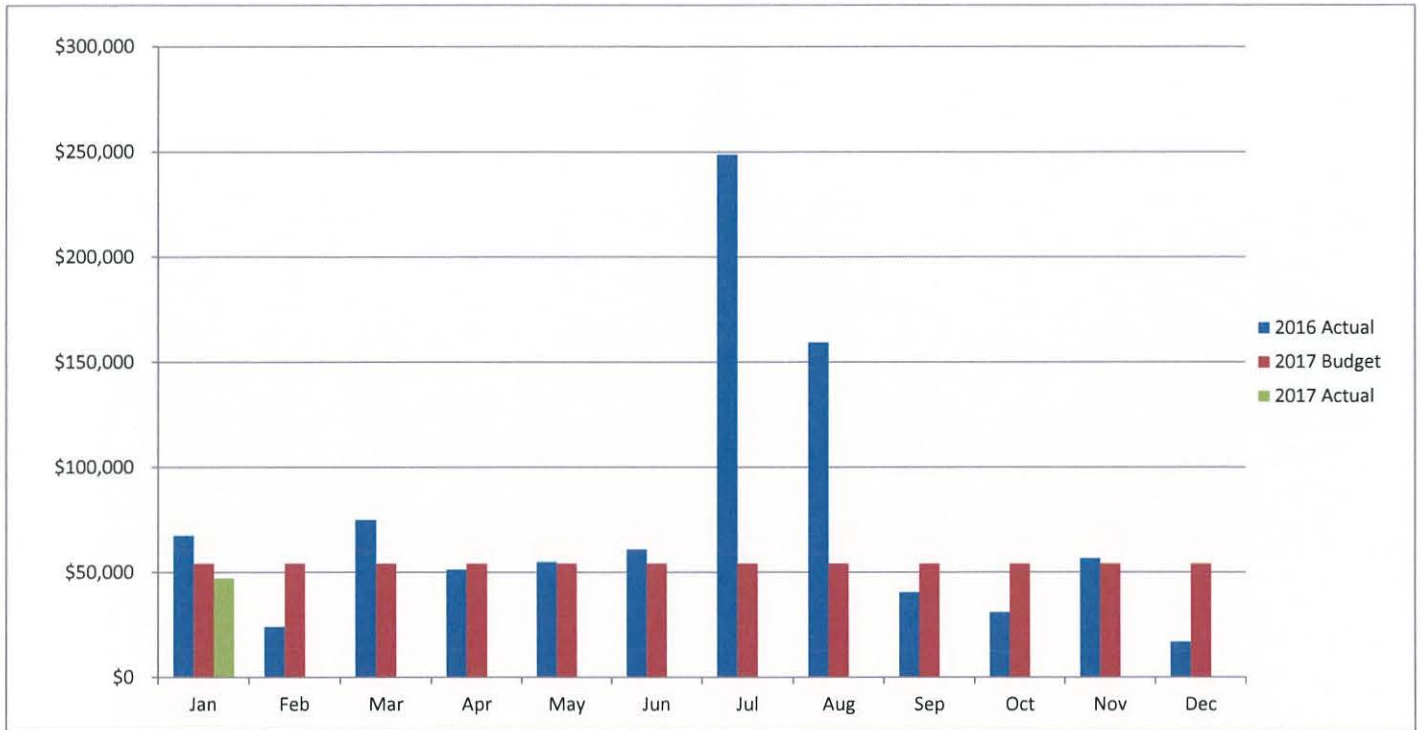
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500		
Mar (Jan)	396,849	327,500		
Apr (Feb)	281,321	327,500		
May (Mar)	280,742	327,500		
Jun (Apr)	310,457	327,500		
Jul (May)	258,142	327,500		
Aug (Jun)	307,548	327,500		
Sep (Jul)	347,224	327,500		
Oct (Aug)	281,986	327,500		
Nov (Sep)	281,527	327,500		
Dec (Oct)	292,680	327,500		
YTD Totals	<u>\$ 3,700,852</u>	<u>\$ 3,930,000</u>	<u>\$ 293,338</u>	

Telecommunications Tax



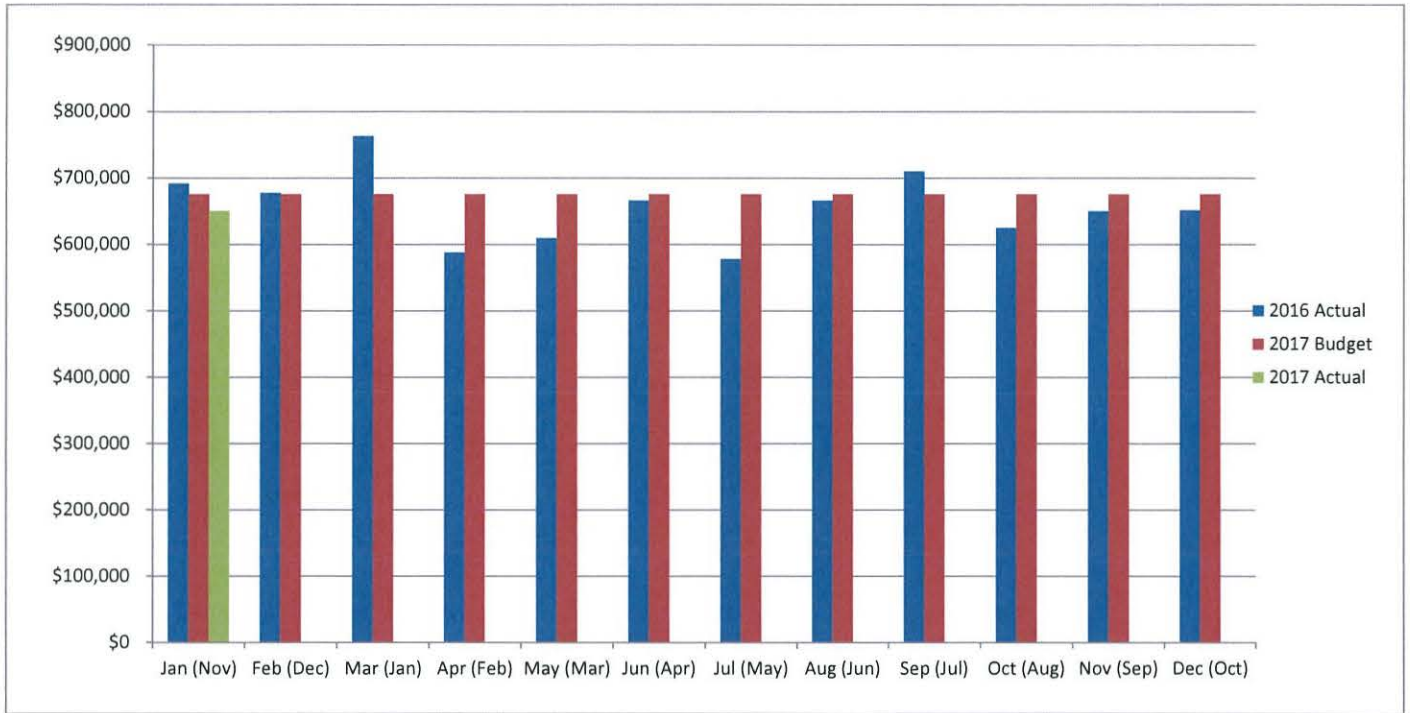
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583		
Mar (Dec)	323,176	175,583		
Apr (Jan)	156,336	175,583		
May (Feb)	173,101	175,583		
Jun (Mar)	178,092	175,583		
Jul (Apr)	161,911	175,583		
Aug (May)	165,011	175,583		
Sep (Jun)	163,710	175,583		
Oct (Jul)	172,526	175,583		
Nov (Aug)	175,963	175,583		
Dec (Sep)	180,915	175,583		
YTD Totals	<u>\$ 2,166,002</u>	<u>\$ 2,107,000</u>	<u>\$ 163,399</u>	

Building Permits



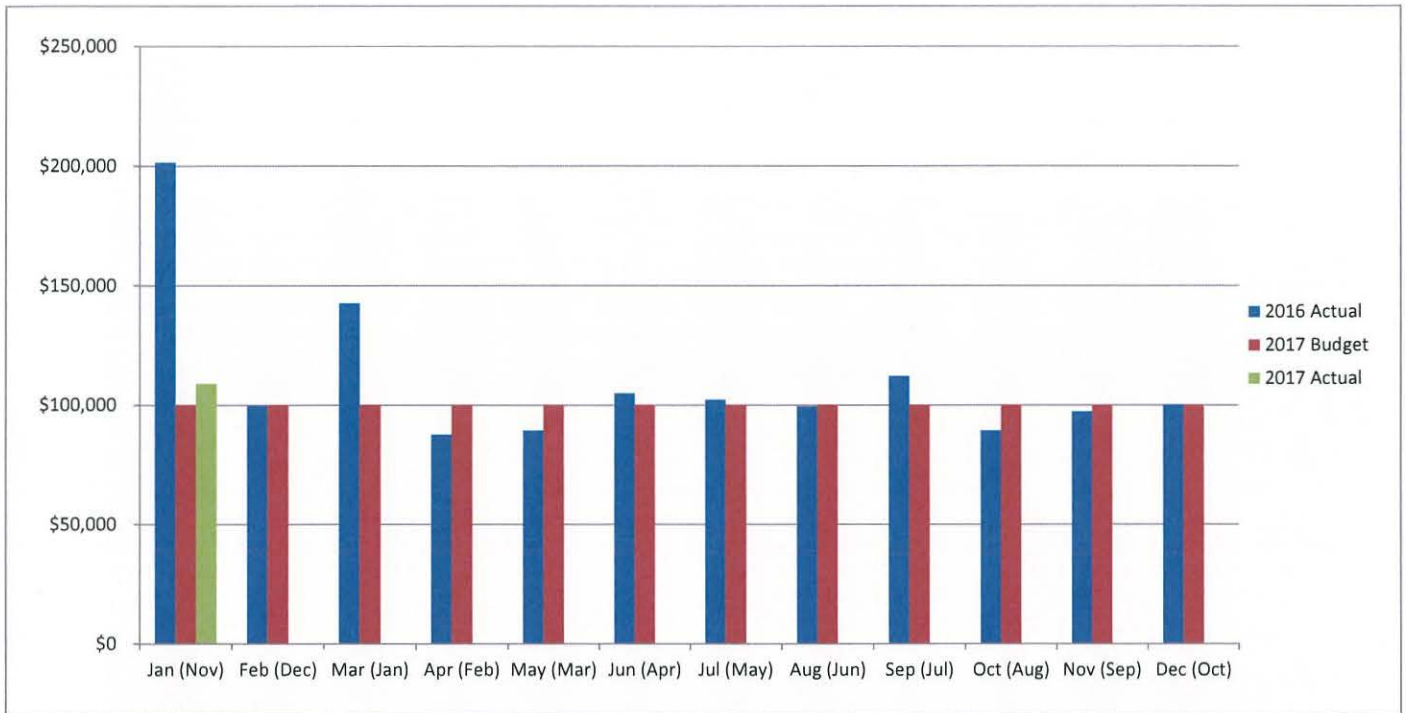
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167		
Mar	74,953	54,167		
Apr	51,338	54,167		
May	54,967	54,167		
Jun	60,943	54,167		
Jul	248,608	54,167		
Aug	159,312	54,167		
Sep	40,480	54,167		
Oct	31,035	54,167		
Nov	56,610	54,167		
Dec	16,886	54,167		
YTD Totals	\$ 886,617	\$ 650,000	\$ 47,243	

State Sales Tax



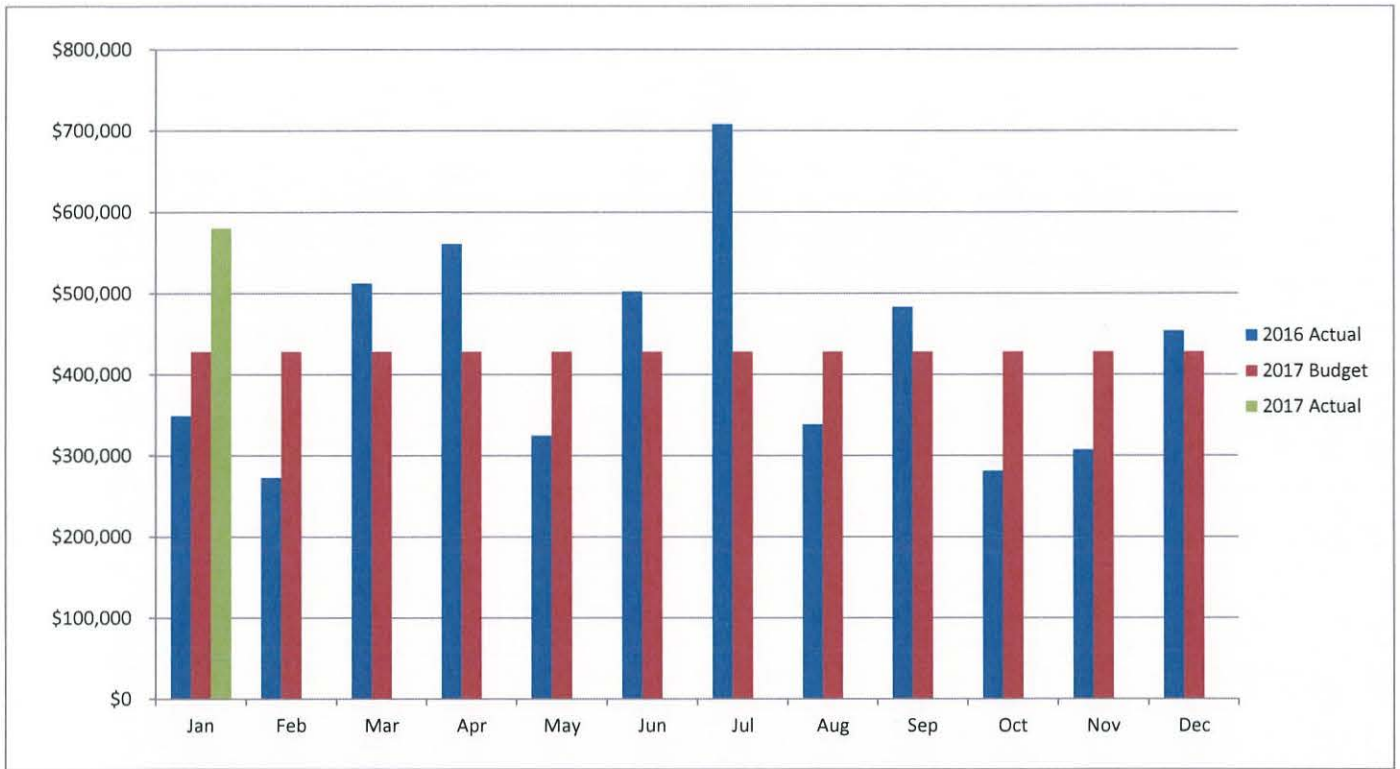
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000		
Mar (Jan)	762,823	675,000		
Apr (Feb)	587,241	675,000		
May (Mar)	609,066	675,000		
Jun (Apr)	665,338	675,000		
Jul (May)	577,603	675,000		
Aug (Jun)	665,403	675,000		
Sep (Jul)	709,575	675,000		
Oct (Aug)	624,390	675,000		
Nov (Sep)	649,353	675,000		
Dec (Oct)	650,911	675,000		
YTD Totals	<u>\$ 7,869,894</u>	<u>\$ 8,100,000</u>	<u>\$ 650,327</u>	

Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan (Nov)	\$ 201,408	\$ 100,000	\$ 108,978	\$ 8,978
Feb (Dec)	99,592	100,000		
Mar (Jan)	142,417	100,000		
Apr (Feb)	87,500	100,000		
May (Mar)	89,193	100,000		
Jun (Apr)	104,808	100,000		
Jul (May)	102,085	100,000		
Aug (Jun)	99,336	100,000		
Sep (Jul)	112,036	100,000		
Oct (Aug)	89,165	100,000		
Nov (Sep)	97,204	100,000		
Dec (Oct)	99,922	100,000		
YTD Totals	<u><u>\$ 1,324,663</u></u>	<u><u>\$ 1,200,000</u></u>	<u><u>\$ 108,978</u></u>	

Income Tax

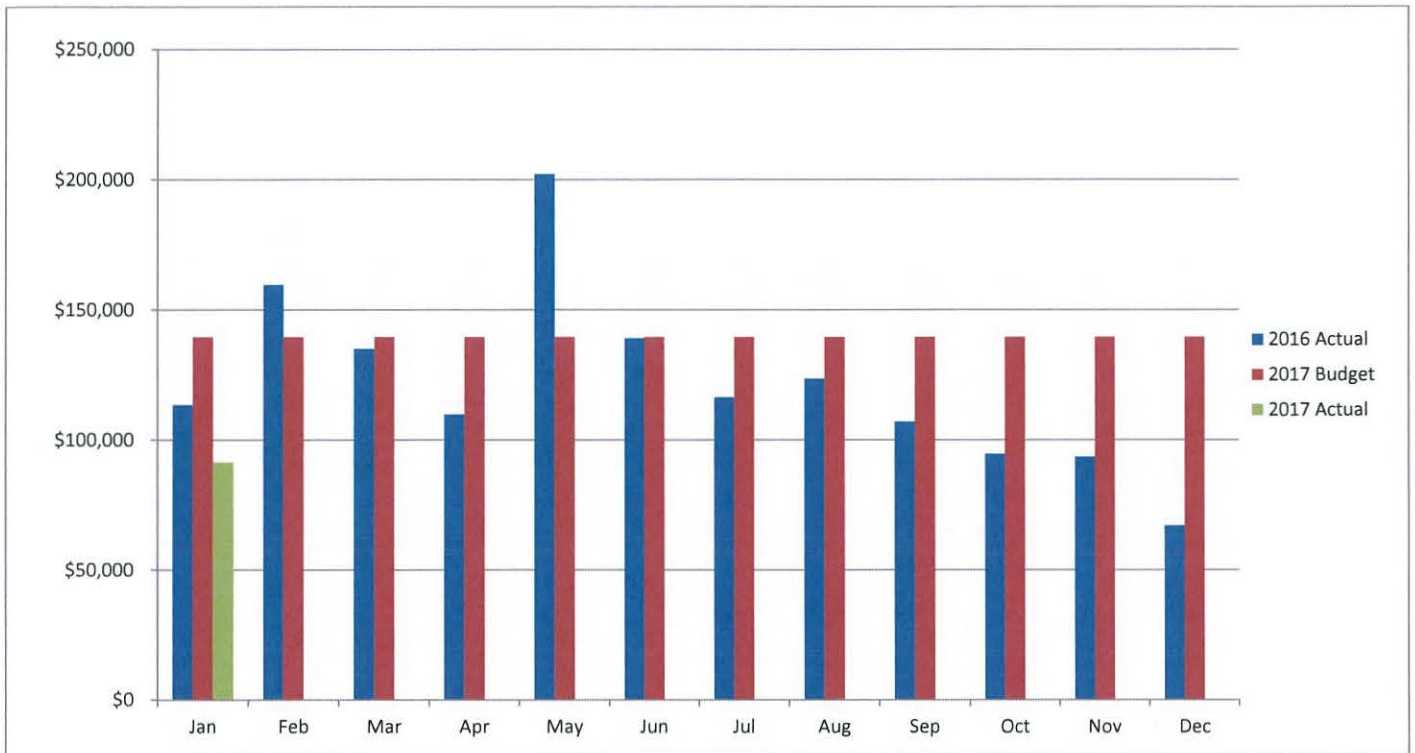


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894
YTD Totals		<u>\$ 5,093,193</u>

2016-2017			
Month			
<u>Received</u>	<u>2017 Budget</u>	<u>Liab Pd</u>	<u>2017 Actual</u>
Jan	\$ 428,133	Oct-16	\$ 580,644
Feb	428,133	Nov-16	
Mar	428,133	Dec-16	
Apr	428,133	Jan-17	
May	428,133	Feb-17	
Jun	428,133	Mar-17	
Jul	428,133	Apr-17	
Aug	428,133	May-17	
Sep	428,133	Jun-17	
Oct	428,133	Jul-17	
Nov	428,133	Aug-17	
Dec	428,133	Sep-17	
	<u>\$ 5,137,600</u>		<u>\$ 580,644</u>

**Cumulative
Variance
2017 Actual
vs. Budget
\$ 152,511**

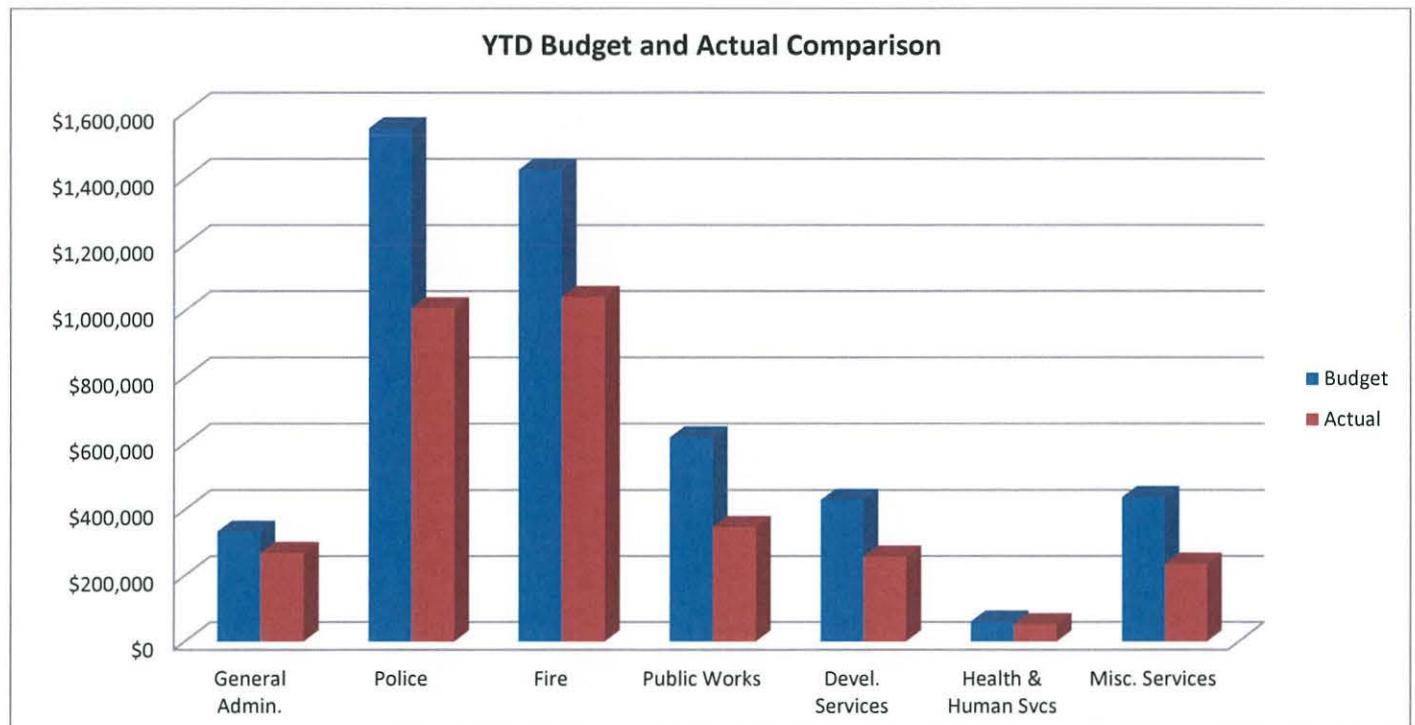
Fines



<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 113,441	\$ 139,583	\$ 91,503	\$ (48,080)
Feb	159,572	139,583		
Mar	135,006	139,583		
Apr	109,782	139,583		
May	202,175	139,583		
Jun	139,017	139,583		
Jul	116,339	139,583		
Aug	123,580	139,583		
Sep	107,009	139,583		
Oct	94,528	139,583		
Nov	93,418	139,583		
Dec	66,914	139,583		
YTD Totals	<u>\$ 1,460,781</u>	<u>\$ 1,675,000</u>	<u>\$ 91,503</u>	

Expenditures: General Fund expenditures in January were \$1,646,288 below the budgeted figure of \$4,853,976. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Communications is over budget because of the annual postage expense for the Village's Citizen Newsletter.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 30,934	\$ 22,052	28.7%
Administration	59,303	50,866	14.2%
Legal	47,362	13,367	71.8%
Finance	98,406	83,521	15.1%
Village Clerk	16,783	14,004	16.6%
HRM	46,733	41,143	12.0%
Communications	19,853	32,488	-63.6%
Cable TV	13,657	11,021	19.3%
Police	1,551,624	1,006,991	35.1%
Fire	1,425,966	1,041,547	27.0%
Public Works	617,386	347,018	43.8%
Development Services	428,858	256,996	40.1%
H&HS	60,087	51,848	13.7%
Miscellaneous	437,026	234,826	46.3%
TOTAL	\$ 4,853,976	\$ 3,207,688	33.9%



Department News

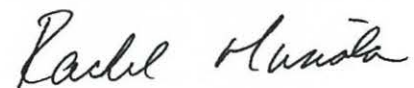
During the month of January, the following training sessions and seminars were attended by Finance staff:

- Attended a seminar hosted by Women Engaged in Business at Harper College: Personal Power – Standing Up and Standing Out (Finance Director, Fiscal Operations Manager).
- Attended the IGFOA 1st Thursday Webinar: GASB Re-examines the Financial Reporting Model. This webinar went over the potential changes that could result from GASB changing the required financial reporting requirements (Finance Director, Assistant Director, Fiscal Operations Manager, and Accounting Assistants).

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

- Attended the quarterly Fire Pension Board meeting (Finance Director).
- Attended the quarterly Police Pension Board meeting (Finance Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Staff worked hard on the final 2017 Budget document for the GFOA Budget Award submittal as well as 2016 audit preparations. Audit fieldwork begins February 27th.

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

January-17

	<u>Jan-17</u>	<u>YTD Jan-17</u>	<u>Jan-16</u>	<u>YTD Jan-16</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<u>Credit Card Transactions</u>						
Finance and Code Front Counter						
Number	504	504	625	625	-19.4%	-19.4%
Amount	\$ 72,455	72,455	\$ 85,006	85,006	-14.8%	-14.8%
Internet Sales						
Number	2,725	2,725	2,039	2,039	33.6%	33.6%
Amount	\$ 261,928	261,928	\$ 203,340	203,340	28.8%	28.8%
Total						
Number	3,229	3,229	2,664	2,664	21.2%	21.2%
Amount	\$ 334,383	334,383	\$ 288,346	288,346	16.0%	16.0%
Credit Card Company Fees						
General Fund	\$ 3,109	3,109	\$ 1,351	1,351	130.1%	130.1%
Municipal Waste Fund	-	-	-	-	N/A	N/A
Water Fund	6,455	6,455	7,173	7,173	-10.0%	-10.0%
Total Fees	\$ 9,564	\$ 9,564	\$ 8,523	\$ 8,524	12.2%	12.2%
<u>Accounts Receivable</u>						
Invoices Mailed						
Number	116	116	179	179	-35.2%	-35.2%
Amount	\$ 105,267	105,267	\$ 482,199	482,199	-78.2%	-78.2%
Invoices Paid						
Number	59	59	51	51	15.7%	15.7%
Amount	\$ 114,429	114,429	\$ 83,585	83,585	36.9%	36.9%
Reminders Sent						
Number	26	26	-	-	N/A	N/A
Amount	\$ 6,982	6,982	\$ -	-	N/A	N/A
<u>Accounts Payable</u>						
Checks Issued						
Number	335	335	338	338	-0.9%	-0.9%
Amount	\$ 11,528,194	11,528,194	\$ 11,375,256	11,375,256	1.3%	1.3%
Manual Checks Issued						
Number	60	60	64	64	-6.3%	-6.3%
As % of Total Checks	17.91%	17.91%	18.93%	18.93%	-5.4%	-5.4%
Amount	\$ 9,897,033	9,897,033	\$ 9,975,884	9,975,884	-0.8%	-0.8%
As % of Total Checks	85.85%	85.85%	87.70%	87.70%	-2.1%	-2.1%
<u>Utility Billing</u>						
New Utility Accounts	91	91	111	111	-18.0%	-18.0%
Bills Mailed / Active Accounts	15,551	15,551	15,506	15,506	0.3%	0.3%
Final Bills Mailed	91	91	111	111	-18.0%	-18.0%
Shut-Off Notices	1,428	1,428	1,402	1,402	1.9%	1.9%
Actual Shut-Offs	121	121	102	102	18.6%	18.6%
Total Billings	\$ 1,816,887	1,816,887	\$ 1,664,394	1,664,394	9.2%	9.2%
Direct Debit (ACH) Program						
New Accounts	29	29	37	37	-21.6%	-21.6%
Closed Accounts	28	28	38	38	-26.3%	-26.3%
Total Accounts	2,660	2,660	2,670	2,670	-0.4%	-0.4%
As % of Active Accounts	17.11%	17.11%	17.22%	17.22%	-0.1%	-0.7%
Water Payments Received in Current Month						
Total Bills Mailed	15,551	15,551	15,506	15,506	0.3%	0.3%
ACH Payments	2,660	2,660	2,668	2,668	-0.3%	-0.3%
ACH Payments-% of Total Bills	17.11%	17.11%	17.21%	17.21%	-0.6%	-0.6%
On-line Payments (Internet Sales)	2,131	2,131	2,039	2,039	4.5%	4.5%
On-line Payments-% of Total Bills	13.70%	13.70%	13.15%	13.15%	4.2%	4.2%
Over-the-phone Payments	865	865	N/A	N/A	N/A	N/A
Over-the-phone Payments-% of Total Bills	5.56%	5.56%	N/A	N/A	N/A	N/A
Mail-in Payments	9,569	9,569	12,289	12,289	-22.1%	-22.1%
Mail-in Payments-% of Total Bills	61.53%	61.53%	79.25%	79.25%	-22.4%	-22.4%

WATER BILLING ANALYSIS
January 31, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
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
August	4,873	5,376	5,431
September	5,497	5,073	5,068
October	4,595	4,643	4,474
November	4,818	4,590	4,330
December	3,978	4,036	4,214
January	5,288	4,916	4,897
13 Month Average -	4,670	4,643	4,615
% Change -	-6.1%	-0.6%	-0.6%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Jan-16</u>			<u>Customer Type</u>	<u>Jan-17</u>		
	<u>Jan-16</u>	<u>Jan-17</u>	<u>% Change</u>		<u>Jan-16</u>	<u>Jan-17</u>	<u>% Change</u>
Residential	14,599	14,629	0.2%	Residential	\$ 57.39	\$ 60.58	5.6%
Commercial	907	913	0.7%				
Total	15,506	15,542	0.2%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jan-16</u>	<u>Jan-17</u>	<u>% Change</u>		<u>Jan-16</u>	<u>Jan-17</u>	<u>% Change</u>
Residential	72	71	-1.4%	Residential	72	71	-1.4%
Commercial	39	46	17.9%	Commercial	39	46	17.9%
	111	117	5.4%		111	117	5.4%

STATEMENT OF INVESTMENTS-VILLAGE As of January 31, 2017
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Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		5,744,975.53			0.012
Illinois Funds - Veterans Memorial	05/01/92		295.39			0.012
IMET Convenience Fund	10/20/05		2,712.66			0.430
Eagle Bank	11/07/08		1,731,579.57			0.100
CD with PMA	08/22/13		8,779,796.60	8,769,110.75	8,828,711.05	0.375
			16,259,359.75			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		461,961.42			0.012
Eagle Bank	11/07/08		1,855.35			0.100
CD with PMA	08/22/13		69,720.00	69,720.00	69,993.74	0.375
			533,536.77			
<u>EDA Administration</u>						
Illinois Funds	01/02/91		35,806.57			0.012
Eagle Bank	11/07/08		115,344.71			0.100
			151,151.28			
<u>E-911</u>						
Illinois Funds	07/01/00		11,746.93			0.012
Eagle Bank	11/07/08		27,276.26			0.100
			39,023.19			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,135.91			0.012
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		52,962.14			0.012
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		58,017.15			0.012
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		5,932.45			0.012
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		293,172.06			0.012
<u>2009 G.O. Debt Serv.</u>						
Eagle Bank	02/10/11		1,605.92			
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,100.32			0.012
Eagle Bank	11/07/08		107,350.91			0.100
			121,451.23			

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,590.13			0.012
CD with PMA	08/22/13		87,150.00	87,150.00	87,492.18	0.375
Eagle Bank	02/10/11		116,087.53			0.100
			213,827.66			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,299.01			0.012
CD with PMA	08/22/13		2,223,340.77	2,222,873.41	2,247,520.08	
Eagle Bank	01/07/09		285,894.56			0.100
			2,545,534.34			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,652.23			0.012
Eagle Bank	01/07/09		158,796.37			0.012
			172,448.60			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,163,192.28			0.012
Eagle Bank	02/10/11		77,870.32			-
			1,241,062.60			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		275,268.54			
Eagle Bank			22,224.11			0.430
			297,492.65			
<u>Western Area Traffic Improvement</u>						
Illinois Funds	11/01/92		12,339.11			0.012
Eagle Bank	01/07/09		68,762.20			0.100
			81,101.31			
<u>Western Area Rd Impr Impact Fees</u>						
Illinois Funds	08/01/98		14,008.19			0.012
Eagle Bank	01/07/09		11,491.55			0.100
			25,499.74			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		46,359.71			0.012
CD with PMA	08/22/13		0.00			
Eagle Bank	01/07/09		499,845.55			0.100
			546,205.26			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		91,910.89			0.012
Eagle Bank	01/07/09		0.00			0.100
			91,910.89			

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,119.22			0.012
Eagle Bank	11/07/08		34,127.64			0.100
CD with PMA	08/22/13		494,200.00	494,200.00	499,913.35	0.375
			531,446.86			
<u>2015 Capital Project</u>						
Citibank Savings Deposit Account	08/12/15		4,938.59			-
CD with PMA	08/12/15		-			
			4,938.59			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,666.91			0.012
Eagle Bank	11/07/08		74,338.73			0.100
			84,005.64			
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank Savings Deposit Account	08/12/15		1,601,429.90			0.100
CD with PMA	08/12/15		997,462.44	996,446.97	995,000.00	
			2,598,892.34			
<u>Sears Operating</u>						
Illinois Funds			2,429.40			
<u>Stormwater</u>						
CD with PMA	08/12/15		-			
Citibank Savings Deposit Account	08/12/15		37,696.56			0.100
			37,696.56			
<u>Insurance</u>						
Illinois Funds	11/10/87		13,631.07			0.012
Eagle Bank	11/07/08		748,908.24			0.100
CD with PMA	08/22/13		1,383,092.69	1,382,909.50	1,399,742.61	0.375
			2,145,632.00			
<u>Information Systems</u>						
Illinois Funds	02/01/98		174,099.34			0.012
Eagle Bank	11/07/08		323,057.46			
			497,156.80			
<u>EDA Special Tax Alloc.</u>						
Eagle Bank	11/07/08		4,153.74			
			4,153.74			

STATEMENT OF INVESTMENTS-VILLAGE
As of January 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,167.99			0.012
CD with PMA	08/22/13		92,130.00	92,130.00	92,491.73	0.375
Eagle Bank	11/07/08		17,627.41			0.100
			116,925.40			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		240,876.48			0.012
Total Investments			\$ 28,999,584.71			
Total Invested Per Institution				Percent Invested		
Illinois Funds			8,797,716.37	30.34		
IMET Convenience Fund			2,712.66	0.01		
CD with PMA			14,126,892.50	48.71		
Eagle Bank/Citibank at PMA			6,072,263.18	20.94		
			\$28,999,584.71	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				Percent Invested		
Illinois Funds			7,357,841.04	26.89		
IMET			2,712.66	0.01		
CD with PMA			14,126,892.50	51.63		
Eagle Bank/Citibank at PMA			5,874,894.41	21.47		
			\$27,362,340.61	100.00		
Total Invested Per Fund						
Total Investments - Operating Funds				\$19,950,267.88		
Total Investments - Debt Service Funds				\$294,777.98		
Total Investments - Trust Funds				\$245,030.22		
Total Investments - Capital Projects Funds				\$8,509,508.63		
Total Investments - All Funds				\$28,999,584.71		

**OPERATING REPORT SUMMARY
REVENUES**

January 31, 2017

	<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	1,363,709	3,396	1,363,709	3,396	16,364,510	0.0%	
Hotel Tax	118,750	81,414	118,750	81,414	1,425,000	5.7%	
Real Estate Transfer Tax	66,667	35,132	66,667	35,132	800,000	4.4%	
Home Rule Sales Tax	327,500	293,338	327,500	293,338	3,930,000	7.5%	
Telecommunications Tax	175,583	163,399	175,583	163,399	2,107,000	7.8%	
Property Tax - Fire	258,696	2,529	258,696	2,529	3,104,350	0.1%	
Property Tax - Police	282,283	2,562	282,283	2,562	3,387,390	0.1%	
Other Taxes	37,077	20,443	37,077	20,443	444,920	4.6%	
Total Taxes	2,630,264	602,213	2,630,264	602,213	31,563,170	1.9%	
Business Licenses	25,833	2,241	25,833	2,241	310,000	0.7%	
Liquor Licenses	20,000	25	20,000	25	240,000	0.0%	
Building Permits	54,167	47,243	54,167	47,243	650,000	7.3%	
Other Licenses & Permits	1,583	1,481	1,583	1,481	19,000	7.8%	
Total Licenses & Permits	101,583	50,989	101,583	50,989	1,219,000	4.2%	
Sales Tax	675,000	650,327	675,000	650,327	8,100,000	8.0%	
Local Use Tax	100,000	108,978	100,000	108,978	1,200,000	9.1%	
State Income Tax	428,133	580,644	428,133	580,644	5,137,600	11.3%	
Replacement Tax	18,900	44,404	18,900	44,404	226,800	19.6%	
Other Intergovernmental	38,700	351	38,700	351	464,400	0.1%	
Total Intergovernmental	1,260,733	1,384,704	1,260,733	1,384,704	15,128,800	9.2%	
Engineering Fees	8,333	-	8,333	-	100,000	0.0%	
Ambulance Fees	104,167	93,458	104,167	93,458	1,250,000	7.5%	
Police Hireback	35,417	45,987	35,417	45,987	425,000	10.8%	
Lease Payments	71,506	83,905	71,506	83,905	858,070	9.8%	
Cable TV Fees	69,417	59,767	69,417	59,767	833,000	7.2%	
4th of July Proceeds	2,300	2,300	2,300	2,300	136,700	1.7%	
Employee Payments	91,667	72,756	91,667	72,756	1,100,000	6.6%	
Hireback - Arena	13,333	8,923	13,333	8,923	160,000	5.6%	
Rental Inspection Fees	24,167	129,994	24,167	129,994	290,000	44.8%	
Other Charges for Services	77,333	72,143	77,333	72,143	928,000	7.8%	
Total Charges for Services	497,639	569,232	497,639	569,232	6,080,770	9.4%	
Court Fines-County	18,333	30,261	18,333	30,261	220,000	13.8%	
Ticket Fines-Village	41,667	22,841	41,667	22,841	500,000	4.6%	
Overweight Truck Fines	417	890	417	890	5,000	17.8%	
Red Light Camera Revenue	66,667	32,909	66,667	32,909	800,000	4.1%	
Local Debt Recovery	12,500	4,602	12,500	4,602	150,000	3.1%	
Total Fines & Forfeits	139,583	91,503	139,583	91,503	1,675,000	5.5%	
Total Investment Earnings	5,000	9,805	5,000	9,805	60,000	16.3%	
Reimburse/Recoveries	10,000	15,212	10,000	15,212	120,000	12.7%	
S.Barrington Fuel Reimbursement	2,333	2,994	2,333	2,994	28,000	10.7%	
Tollway Payments	2,917	-	2,917	-	35,000	0.0%	
Other Miscellaneous	10,534	3,848	10,534	3,848	126,410	3.0%	
Total Miscellaneous	25,784	22,055	25,784	22,055	309,410	7.1%	
Total General Fund	4,660,588	2,730,501	4,660,588	2,730,501	56,036,150	4.9%	8.3%

**OPERATING REPORT SUMMARY
REVENUES**

January 31, 2017

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Water & Sewer Fund							
Water Sales	1,503,583	1,521,312	1,503,583	1,521,312	18,043,000	8.4%	
Connection Fees	4,167	1,774	4,167	1,774	50,000	3.5%	
Cross Connection Fees	3,104	3,234	3,104	3,234	37,250	8.7%	
Penalties	6,250	8,688	6,250	8,688	75,000	11.6%	
Investment Earnings	2,542	1,707	2,542	1,707	30,500	5.6%	
Other Revenue Sources	32,333	33,301	32,333	33,301	388,000	8.6%	
Capital Projects	-	-	-	-	2,794,130	0.0%	
Total Water Fund	1,551,979	1,570,017	1,551,979	1,570,017	21,417,880	7.3%	8.3%
Motor Fuel Tax Fund	106,417	123,365	106,417	123,365	1,277,000	9.7%	
Community Dev. Block Grant Fund	26,742	-	26,742	-	320,900	0.0%	
EDA Administration Fund	-	77	-	77	-	N/A	
E-911 Surcharge	-	21	-	21	-	N/A	
Asset Seizure Fund	26,753	27,469	26,753	27,469	321,030	8.6%	
Municipal Waste System Fund	245,297	227,998	245,297	227,998	2,943,560	7.7%	
Sears Centre Operating Fund	270,089	219,239	270,089	219,239	3,241,070	6.8%	
Sears Centre Activity Fund	522,605	-	522,605	-	6,271,260	0.0%	
Stormwater Management	47,900	49,751	47,900	49,751	574,800	8.7%	
Insurance Fund	135,358	131,922	135,358	131,922	1,624,300	8.1%	
Roselle Road TIF	91,157	56	91,157	56	1,093,880	0.0%	
Higgins/Hassell TIF	16,111	-	16,111	-	193,330	0.0%	
Information Systems	137,648	131,994	137,648	131,994	1,651,780	8.0%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	911,891	1,626,076	911,891	19,512,910	4.7%	
TOTAL OPERATING FUNDS	7,838,643	5,212,408	7,838,643	5,212,408	96,966,940	5.4%	8.3%
2015A & C G.O. Debt Service	146	146	146	146	3,393,880	0.0%	
2015B G.O. Debt Service	10,225	-	10,225	-	122,700	0.0%	
2016 G.O. Debt Service	36,733	-	36,733	-	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	-	83,266	-	999,190	0.0%	
2009 G.O.D.S. Fund	190,235	52,632	190,235	52,632	2,282,820	2.3%	
TOTAL DEBT SERV. FUNDS	320,605	52,779	320,605	52,779	7,239,390	0.7%	8.3%
Central Rd. Corridor Fund	50	63	50	63	600	10.5%	
Hoffman Blvd Bridge Maintenance	117	106	117	106	1,400	7.5%	
Western Corridor Fund	417	1,632	417	1,632	5,000	32.6%	
Traffic Improvement Fund	25	89	25	89	300	0.0%	
EDA Series 1991 Project	333	2,874	333	2,874	4,000	71.8%	
Western Area Traffic Impr.	17	42	17	42	200	21.2%	
Western Area Traffic Impr. Impact Fee	72,517	14	72,517	14	870,200	0.0%	
Capital Improvements Fund	149,733	198,448	149,733	198,448	1,796,800	11.0%	
Capital Vehicle & Equipment Fund	140,626	92,711	140,626	92,711	1,687,510	5.5%	
Capital Replacement Fund	333	315	333	315	4,000	7.9%	
2015 Project Fund	17	3	17	3	200	1.3%	
Road Improvement Fund	863,586	693,457	863,586	693,457	10,363,030	6.7%	
TOTAL CAP. PROJECT FUNDS	1,227,770	989,754	1,227,770	989,754	14,733,240	6.7%	8.3%
Police Pension Fund	462,053	68,145	462,053	68,145	5,544,630	1.2%	
Fire Pension Fund	438,007	71,079	438,007	71,079	5,256,080	1.4%	
TOTAL TRUST FUNDS	900,059	139,224	900,059	139,224	10,800,710	1.3%	8.3%
TOTAL ALL FUNDS	10,287,077	6,394,165	10,287,077	6,394,165	129,740,280	4.9%	8.3%

OPERATING REPORT SUMMARY

EXPENDITURES

January 31, 2017

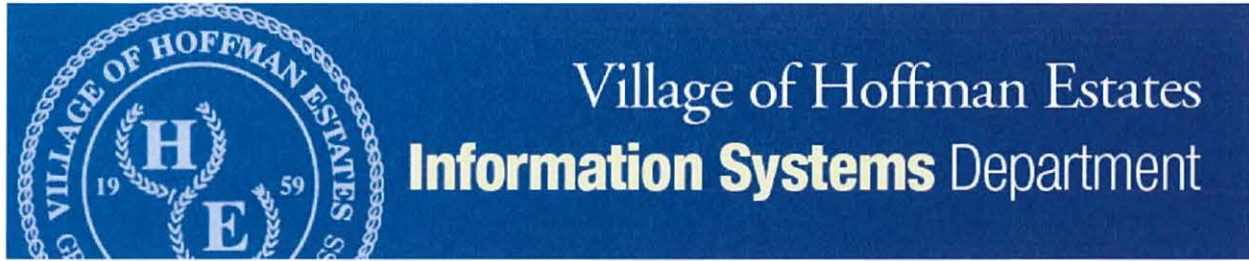
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	22,052	30,934	22,052	371,210	5.9%	
Administration	59,303	50,866	59,303	50,866	711,630	7.1%	
Legal	47,362	13,367	47,362	13,367	568,340	2.4%	
Finance	98,406	83,521	98,406	83,521	1,180,870	7.1%	
Village Clerk	16,783	14,004	16,783	14,004	201,400	7.0%	
Human Resource Mgmt.	46,733	41,143	46,733	41,143	560,790	7.3%	
Communications	19,853	32,488	19,853	32,488	238,240	13.6%	
Cable TV	13,657	11,021	13,657	11,021	163,880	6.7%	
Total General Admin.	333,030	268,462	333,030	268,462	3,996,360	6.7%	8.3%
Police Department							
Administration	128,023	106,656	128,023	106,656	1,536,280	6.9%	
Juvenile Investigations	43,513	30,022	43,513	30,022	522,150	5.7%	
Tactical	62,696	41,233	62,696	41,233	752,350	5.5%	
Patrol and Response	903,298	604,567	903,298	604,567	10,839,580	5.6%	
Traffic	110,976	44,624	110,976	44,624	1,331,710	3.4%	
Investigations	107,458	80,916	107,458	80,916	1,289,490	6.3%	
Community Relations	1,163	-	1,163	-	13,950	0.0%	
Communications	66,752	-	66,752	-	801,020	0.0%	
Canine	14,468	9,916	14,468	9,916	173,620	5.7%	
Special Services	19,022	6,673	19,022	6,673	228,260	2.9%	
Records	24,688	22,080	24,688	22,080	296,260	7.5%	
Administrative Services	62,953	57,419	62,953	57,419	755,440	7.6%	
Emergency Operations	6,615	2,884	6,615	2,884	79,380	3.6%	
Total Police	1,551,624	1,006,991	1,551,624	1,006,991	18,619,490	5.4%	8.3%
Fire Department							
Administration	68,333	56,154	68,333	56,154	819,990	6.8%	
Public Education	3,454	1,305	3,454	1,305	41,450	3.1%	
Suppression	687,216	515,811	687,216	515,811	8,246,590	6.3%	
Emer. Med. Serv.	619,714	443,445	619,714	443,445	7,436,570	6.0%	
Prevention	44,724	24,831	44,724	24,831	536,690	4.6%	
Fire Stations	2,525	-	2,525	-	30,300	0.0%	
Total Fire	1,425,966	1,041,547	1,425,966	1,041,547	17,111,590	6.1%	8.3%
Public Works Department							
Administration	25,851	23,528	25,851	23,528	310,210	7.6%	
Snow/Ice Control	156,078	113,875	156,078	113,875	1,872,930	6.1%	
Pavement Maintenance	32,823	25,632	32,823	25,632	393,880	6.5%	
Forestry	99,655	50,754	99,655	50,754	1,195,860	4.2%	
Facilities	96,739	28,865	96,739	28,865	1,160,870	2.5%	
Fleet Services	104,130	53,708	104,130	53,708	1,249,560	4.3%	
F.A.S.T.	26,280	9,299	26,280	9,299	315,360	2.9%	
Storm Sewers	13,241	9,022	13,241	9,022	158,890	5.7%	
Traffic Control	62,589	32,334	62,589	32,334	751,070	4.3%	
Total Public Works	617,386	347,018	617,386	347,018	7,408,630	4.7%	8.3%

OPERATING REPORT SUMMARY
EXPENDITURES
January 31, 2017

	<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	32,894	29,220	32,894	29,220	394,730	7.4%	
Planning	33,819	37,155	33,819	37,155	405,830	9.2%	
Code Enforcement	124,613	92,424	124,613	92,424	1,495,350	6.2%	
Transportation & Engineering	108,652	80,490	108,652	80,490	1,303,820	6.2%	
Economic Development	128,880	17,707	128,880	17,707	1,546,560	1.1%	
Total Development Services	428,858	256,996	428,858	256,996	5,146,290	5.0%	8.3%
Health & Human Services	60,087	51,848	60,087	51,848	721,040	7.2%	8.3%
Miscellaneous							
4th of July	-	-	-	-	164,910	0.0%	
Police & Fire Comm.	5,365	-	5,365	-	64,380	0.0%	
Misc. Boards & Comm.	17,799	6,389	17,799	6,389	213,590	3.0%	
Misc. Public Improvements	413,862	228,437	413,862	228,437	4,966,340	4.6%	
Total Miscellaneous	437,026	234,826	437,026	234,826	5,409,220	4.3%	8.3%
Total General Fund	4,853,976	3,207,688	4,853,976	3,207,688	58,412,620	5.5%	8.3%
Water & Sewer Fund							
Water Department	1,070,362	986,714	1,070,362	986,714	12,844,340	7.7%	
Sewer Department	174,601	138,308	174,601	138,308	2,095,210	6.6%	
Billing Division	60,553	59,330	60,553	59,330	726,630	8.2%	
Debt Service Division	-	-	-	-	333,070	0.0%	
Capital Projects Division	-	-	-	-	1,171,830	0.0%	
2015 Bond Capital Projects	-	-	-	-	2,410,000	0.0%	
Total Water & Sewer	1,305,515	1,184,352	1,305,515	1,184,352	19,581,080	6.0%	8.3%
Motor Fuel Tax	97,500	97,500	97,500	97,500	1,275,000	7.6%	
Community Dev. Block Grant Fund	-	-	-	-	320,900	0.0%	
EDA Administration Fund	-	7,864	-	7,864	-	N/A	
E-911 Fund	5,833	5,833	5,833	5,833	70,000	8.3%	
Asset Seizure Fund	34,893	27,442	34,893	27,442	418,710	6.6%	
Municipal Waste System	245,605	101,635	245,605	101,635	2,947,260	3.4%	
Sears Centre Operating Fund	282,084	9	282,084	9	3,385,010	0.0%	
Sears Centre Activity Fund	522,605	-	522,605	-	6,271,260	0.0%	
Stormwater Management	106,354	-	106,354	-	1,276,250	0.0%	
Insurance	138,025	417,679	138,025	417,679	1,656,300	25.2%	
Information Systems	164,732	35,096	164,732	35,096	1,976,780	1.8%	
Roselle Road TIF	149,405	-	149,405	-	1,792,860	0.0%	
Higgins/Hassell TIF	384	-	384	-	4,610	0.0%	
TOTAL OPERATING FUNDS	7,906,911	5,085,098	7,906,911	5,085,098	99,388,640	5.1%	8.3%
2015A G.O. Debt Service	-	-	-	-	3,393,880	0.0%	
2015 G.O. Debt Service	-	-	-	-	122,700	0.0%	
2016 G.O. Debt Service	36,733	-	36,733	-	440,800	0.0%	
2008 G.O.D.S. Fund	83,308	-	83,308	-	999,690	0.0%	
2009 G.O.D.S. Fund	189,402	-	189,402	-	2,272,820	0.0%	
TOTAL DEBT SERV. FUNDS	309,443	-	309,443	-	7,229,890	0.0%	8.3%

OPERATING REPORT SUMMARY
EXPENDITURES
January 31, 2017

	<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>			
Central Road Corridor Improvement	8,333	8,333	8,333	8,333	100,000	8.3%	
Hoffman Blvd Bridge Maintenance	26,667	-	26,667	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	20,833	20,833	250,000	8.3%	
EDA Series 1991 Project	101,386	48,083	101,386	48,083	1,216,630	4.0%	
Western Area Traffic Imp.	12,500	12,500	12,500	12,500	150,000	8.3%	
Western Area Rd Improve Imp. Fee	72,500	72,500	72,500	72,500	870,000	8.3%	
Capital Improvements Fund	148,058	128,659	148,058	128,659	1,776,700	7.2%	
Capital Vehicle & Equipment Fund	140,584	114,968	140,584	114,968	1,687,010	6.8%	
Capital Replacement Fund	27,343	-	27,343	-	328,120	0.0%	
Road Improvement Fund	871,836	-	871,836	-	10,462,030	0.0%	
TOTAL CAP. PROJECT FUNDS	1,430,041	405,876	1,430,041	405,876	17,160,490	2.4%	8.3%
Police Pension Fund	425,875	442,466	425,875	442,466	5,110,500	8.7%	
Fire Pension Fund	406,982	395,194	406,982	395,194	4,883,780	8.1%	
TOTAL TRUST FUNDS	832,857	837,660	832,857	837,660	9,994,280	8.4%	8.3%
TOTAL ALL FUNDS	10,479,251	6,328,634	10,479,251	6,328,634	133,773,300	4.7%	8.3%



2017 JANUARY MONTHLY REPORT

Contents

<i>SPS/GovQA Monthly Review</i>	2
<i>Geographic Information System Review</i>	4
<i>Technical Support, Hardware & Software Review</i>	5
<i>Meetings</i>	7
<i>Training</i>	7
<i>Total Work Orders by Priority by Month.....</i>	7
<i>Completed Work Orders by Location</i>	9
<i>Work Order Trends by Type</i>	9
<i>Savings on Printer Repairs</i>	10
<i>System and Data Functions.....</i>	10
<i>Sentinel IPS Attack Report.....</i>	11
<i>Email Spam Report.....</i>	12

Employee Benefits/EAC Annual Enrollment

- Met with HR staff to discuss implementing the EAC Annual Enrollment process and the Employee Benefits application, which tracks enrollment and dependent/beneficiary information. It was determined to go forward with this project.
- HRM provided Employee and Dependent data from Blue Cross, which was formatted for SunGard to load into Employee Benefits.

Paperless Requisitions and POs and Automated Approvals and Workflows

- Began research on implementing online requisitions and the corresponding Workflows and Approvals. Met with Finance Department staff to determine goals and requirements. Set up training at the beginning of February to set up the SunGard software and begin testing and entry.

Optimization Tasks

- During last year's Req to Check Optimization, it was determined that there were more efficient ways of tracking Credit Card transactions and uploading them into FinancePLUS. Currently, staff is printing off a report of Credit Card transactions from JP Morgan's website and manually creating an Excel file to upload into SunGard. I met with staff and we reviewed what is available on Chase's website. I created an Excel export report on the website that will be run and then uploaded directly to FinancePLUS. I also modified how our budget units and accounts were being input onto each transaction on the website in order to eliminate the need to modify the format when running the upload to FinancePLUS.
- Another improvement I made was to modify the export file report they have been using to create the credit card detail for the Bill List Report so that no modification will be needed for the date fields or the Budget Unit and Account.

Miscellany

- Attended demos of Time, Attendance, and Scheduling software to determine its feasibility for use by the Fire, Police, and Public Works Departments.
- Revised the EAC instructional document used to help employees when using the application.
- Created Business Tax Codes and Returns for 2017.
- Entered the 2017 Holidays into SunGard tables and GovQA.
- Worked with SunGard Support to troubleshoot, test, and resolve the missing Tax Returns for several new businesses. A bug in the program was preventing them from displaying in

Cash Receipts for payment.

- Ran Pet License Penalty process for the first penalty of the license year to make sure there were no issues.
- Created SQL script for SunGard to use to update the RRL businesses for Inspection Letter mailing.
- Through the end of January, 944 Residential Rental Licenses were renewed online using eGov. This represents 47% of the total renewals made to date, for a savings of approximately 100 work hours that would have been spent manually handling and entering these renewal payments.
- Assisted Finance Department staff with the upload of the 2016 tax file to the Social Security website.
- Removed Cash Receipts batch uploaded in error.
- Created new Cognos report for Business Tax payments with a Tax Code prompt.
- Wrote a new Cognos report to show all the open Fire Permits.
- Several new and modified reports were worked on for RRL data, including one used to email those who have not yet renewed their license.
- The following issues were found and reported to SunGard Support this month or in previous months and are waiting for resolution by SunGard:
 - Penalties were applied to Residential Rental Licenses and there were several that were not penalized. I contacted SunGard Support for assistance. They had to insert the records using SQL. They are working on a permanent solution
 - Attachments that were present in the 4.3 version of FinancePLUS are missing. SunGard has found them and is working on reattaching them.
 - Business License Inspection Area missing. Was fixed previously and has recurred with the upgrade.
 - Format of the IMRF-required monthly report is not correct. We are waiting for a permanent fix; currently, we have to modify the format for IMRF to accept it.

Geographic Information System Review

- Fulfilled numerous map requests from various departments
 - Map Request: Village Green Topo for Platzkonzert Commission
 - Map Request: Palatine/VoHE Water Main for RFP (PW)
 - Map Request: Lock Box/FD Connection updates to Fire MapBook (FD)
 - Map Request: Street Sweeping for bid documents (PW)
 - Map Request: Higgins McDonald's utilities (PW)
 - Map Request: Emergency Siren location (PD)
 - Map Request: Children's Advocacy Center parcel (DS-PCE)
 - Map Request: Shared Response map edits (FD)
 - Web Map Request: Updated hydrant maint web map (PW)
- Fulfilled numerous data requests from various departments:
 - Data Request: VOHE address, parcel, trees exports (DS-TE)
 - Data Request: televised storm sewer totals (PW)
 - Data Request: acquired tollway crossover data from ISTHA (FD)
 - Data Request: updated utilities, parcels & roads for locator laptop maps (PW)
 - Data Request: FOIA for total street lights and lens type (PW)
 - Data Request: monthly reporting totals for sanitary flushing & televising (PW)
- Troubleshooting: ArcPad address query (PW)
- Troubleshooting: hydrant web map editing (PW)
- GPS: water valves at U-Haul (PW)
- Upgraded all 4 ArcGIS Desktop licenses to 10.4; made database connections where necessary
- Installed ArcGIS for Server to new GIS server, troubleshooting web adaptor install
- Sought out vendors for EOS Arrow Gold; received quotes
- Researched MWRD GIS Assistance program; not recommended due to time constraints, etc.
- Transfer letter for ESRI completed due to ESRI error in adding Park District account to VoHE
- Updates to field crew laptops: sanitary & locators

Project Activities

Project – Computer Rollout

- During the month of January IS Staff completed rollout of the desktop computers. In total 50 computers have been replaced throughout different departments.

Project – Public Safety Computer Rollout

- IS staff started work on Police mobile unit replacements. This particular rollout has been delayed due to problems with the delivery of the Panasonic Toughbook laptops. All eight computers have been purchased last year and were delivered in the middle of January. We are expecting to complete the rollout of all eight units by the middle of February.

Project – Tyco Fire Alarm

- Darek Raszka completed installation, configuration and documentation of the connection between Tyco Fire Alarm System located at the Police station and Fire Station 22 where the connection to NWCD resides. This connection enables NWCD staff to remotely connect, update and monitor the Tyco Fire Alarm System utilizing high speed connection.

Project – Human Resources KIOSK

- IS staff began work on a Kiosk computer which will be located outside of the Human Resources Department. The main purpose of this computer is provide open access to the Employee Access Center as well access to Job Applicant Center. The access will be limited to those specific sites and the computer will be protected specialized Kiosk software.

Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 205 help desk requests were opened during the month of January.
- 184 help desk requests were closed during the month of January.
- Self Service Password Resets or Account Unlocks: 11
- Email passwords reset: 2
- SunGard passwords reset: 5
- Voicemail passwords reset:
- User accounts unlocked: 4
- Active Directory Password Resets: 3

Miscellany

- Jacob Houswerth worked on creating new and streamlined Activity Sheet Report document for all officers to use. This required lengthy and intensive JavaScript programming. This updated file will greatly improve efficiency, improve productivity of our officers and reduce burden on.
- Justin Roach begun research into dual authentication method for Police mobile units. This requirement is mandated by CJIS Security Compliance. During January, IS Staff meet with representatives from DUO and Axiad and attended brief demo sessions with both resellers.
- Justin Roach and Paul Petrenko meet with the RFP group to discuss needs and limitations of our infrastructure for the upcoming Security Camera System project. Furthermore, the group visited multiple village sites to gain full understanding of the physical locations.

Meetings

- The department Director attended the CAD meeting at NWCD
- GIS attended the monthly PW meeting
- GIS attended a bike data updates for the web and static maps w/ M. Hankey, A. Wenderski

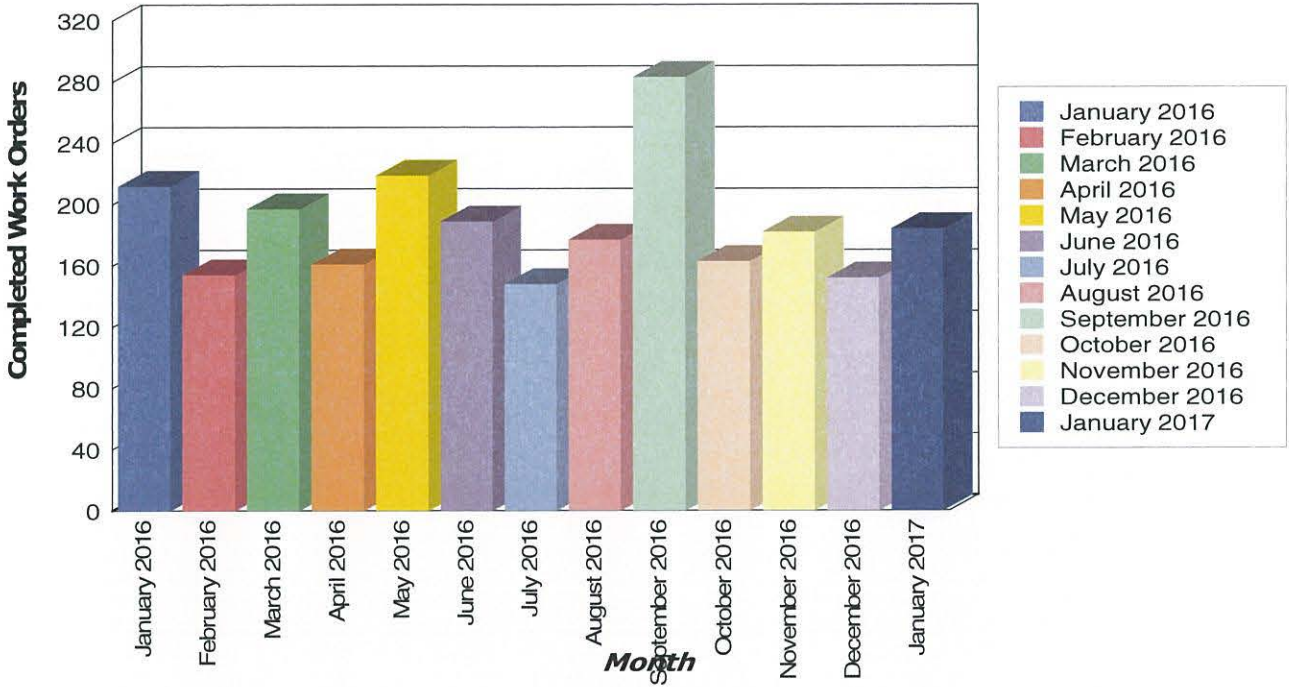
Training

- Tina Keslinke attended a week long training online training geared toward CompTIA A+ certification.
- Assisted Finance Director with determining how to run Citations Reports to obtain desired information/data.
- GIS provided training on the Hydrant Maintenance web map w/ S. McKittrick (PW)

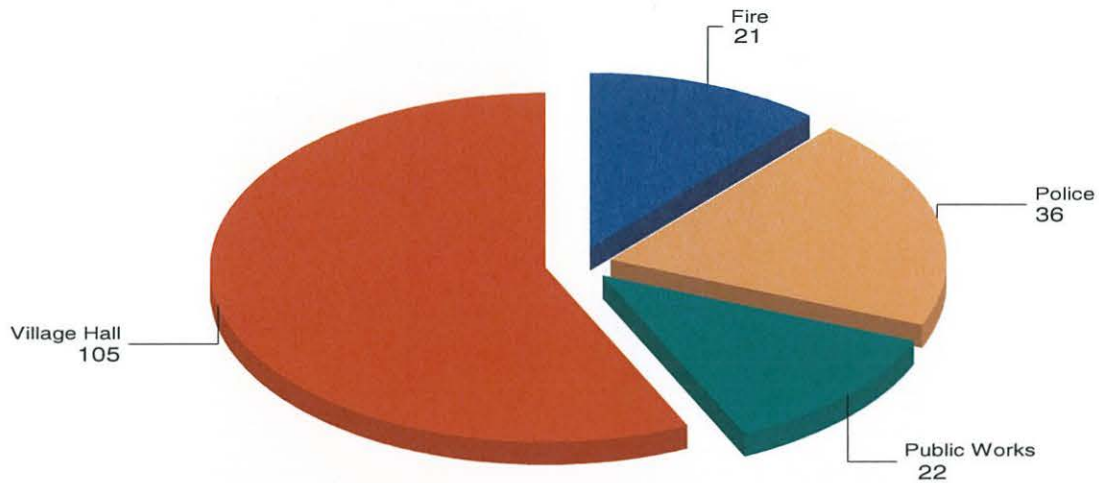
Total Work Orders by Priority by Month

1/2017

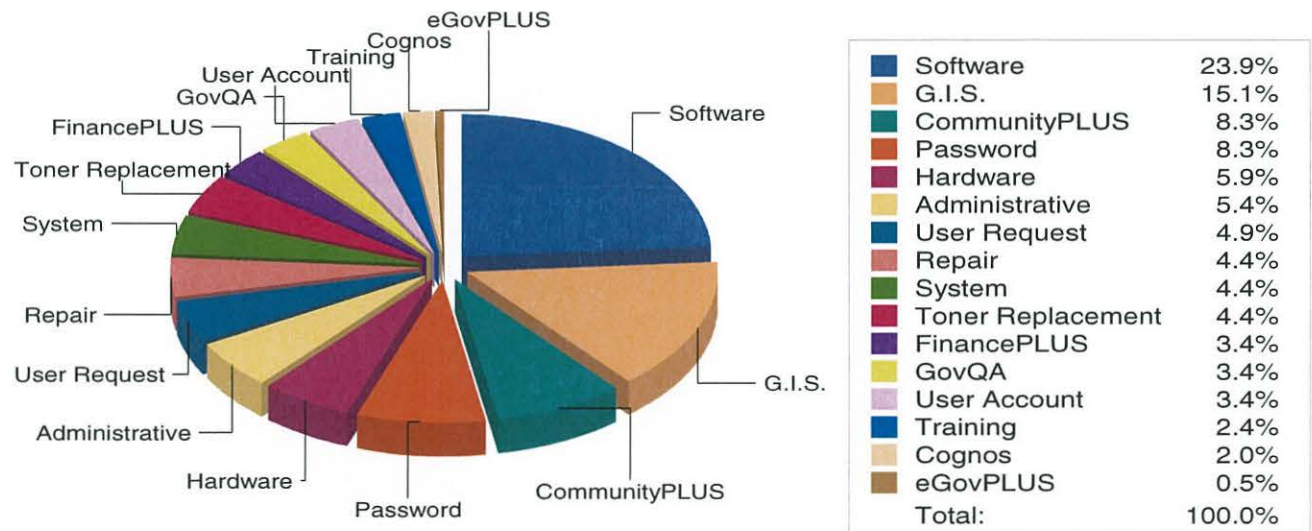
Month	
1 - Normal	151
2 - High	31
3 - Urgent	2
Project	5
Scheduled Event	12
Vendor intervention required	4
Total for Month	205



Completed Work Orders by Location



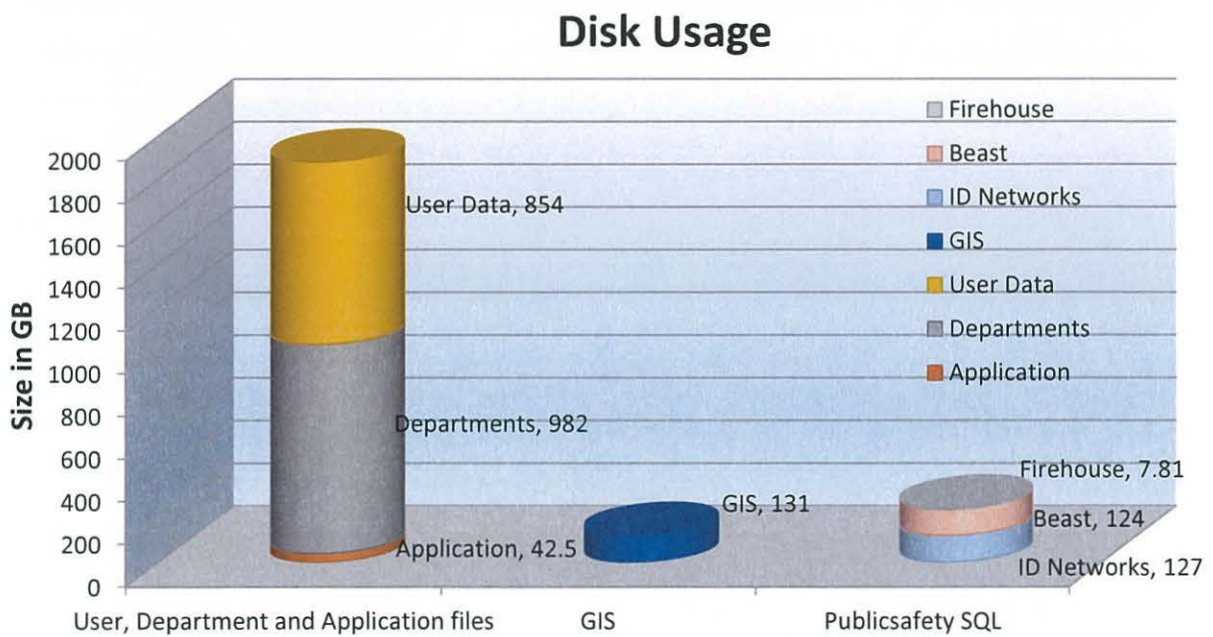
Work Order Trends by Type



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 January.

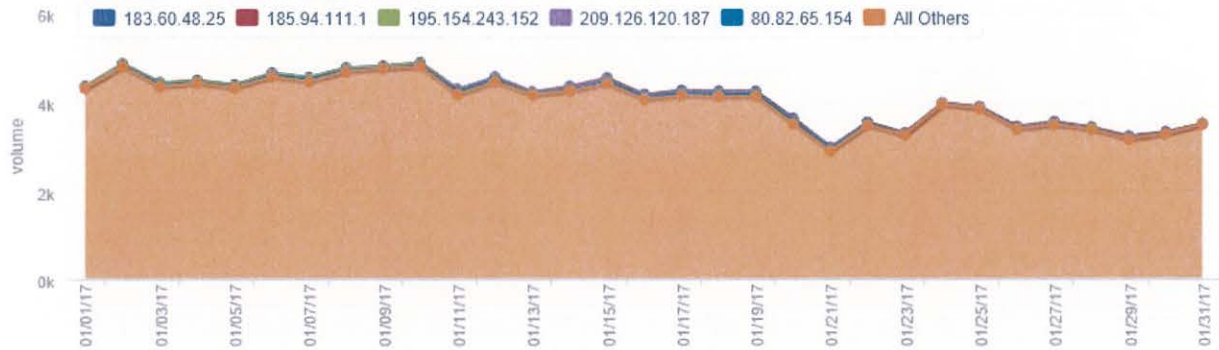
System and Data Functions



Sentinel IPS Attack Report

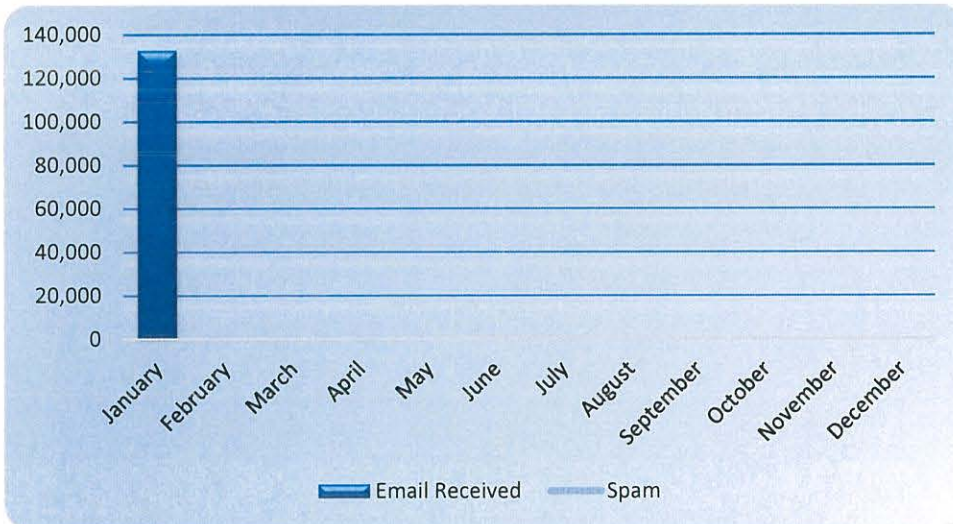
External parties attacked the Village network 126809 times during the month of January?

Attack Volume with 5 Most Active IP Addresses



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	132,584	56,517	43%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	132,584	56,517	43%



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 - FEBRUARY 2017**
DATE: February 24, 2017

1. Discussions with Levy regarding potential changes to the current Commission agreement, along with a contract extension. This will be presented to the Finance Committee in January or February.
2. A new Profit Split Agreement, along with a four year extension, was approved on February 6. The new Levy full time staff member started working at the SCA on February 13.
3. Attended Windy City Bulls games on February 9 and 11. The game on February 9, included the ICSC event.
4. Coordination with Ben Gibbs for miscellaneous events.
5. Discussion related to the annual cheerleading events at the SCA.
6. Review of monthly financial reports and staffing/operational costs.
7. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachments

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
 February 2016

Event Highlights	Notes
Feb 3/4 - Bull Riding Feb 7 - Windy City Bulls Feb 9 - Windy City Bulls Feb 11 - Windy City Bulls Feb 12 - Soccer Feb 19 - Soccer Feb 22 - Mayor's Breakfast Feb 24 - Glory Kickboxing Feb 26 - Soccer	
Finance Department	
General	Arena finished January financials. Arena is ahead of budget by \$46,514
Monthly Financial Statement	Building Event Revenue YTD: \$38,438
	Building Sponsor/Other Revenue YTD: \$21,833
	Building Expenses YTD: \$141,113
	Building Income YTD: (\$80,812 vs. YTD Budget (\$127,325)
Operations Department	
General	Completed sport light conversion to LED lighting
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	Public Works assisting with preventative maintenance program
Events Department	
General	n/a
Positions to Fill	r
Marketing Department	
General	Spearheading launch of new website in 2017, Windy City Bulls marketing support. Marketing support for Sesame Street Live, Monster Truck, Circus and USA Gymnastics
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	N/A
Food & Beverage Department	
General	Converting to 90/10 profit split, adding another full time concession worker
Premium Seating Department	
General	Focusing on selling sponsorship for Club Room and lobby video board
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$12,850
	Suites Sales: \$8,659
General	
Capital Improvements/Repairs	LED sport light upgrade B25



Event Announcement

What: *Primavera, Ramon Ayala, Los Rieleros and Azabache*

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
SUNDAY March 5	8:00am	3:00AM (3/6/17)	Doors: 3:00PM Event Start: 4:00PM- 6:15 PM Jaripeo Load Out Done: 3:00AM (3/6/17)

Where: Sears Centre Arena

Tickets: Ticketed:
Advance - \$40, \$45, \$50 Day of Show \$60
Children Under age 10 are free

On Sale: *Public On sale: Friday, February 10 @ 10:00am*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: TBD

Event Contact: **Miguel Del Real**
Viva Entertainment Network
1106 West Lawrence Avenue | Chicago, Illinois | 60640 USA
mdelreal@vivatumusica.com

Notes: Heavy consignment and walkup. VIP Tables sold through Viva Entertainment.

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



Event Announcement

What: *ARIJIT SINGH*

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
THURSDAY APRIL 13	8:00am	11:59pm	Load-In
FRIDAY APRIL 14	8:00am	3:00AM (4/15/17)	LOAD IN: 8:00AM DOORS: 7:30PM EVENT START: 8:00PM EVENT END: 12:00AM Building Clear: 12:30AM Event Staff Out: 12:30AM LOAD OUT DONE: 3:00AM (4/15/17)

Where: Sears Centre Arena

Tickets: Ticketed:

Pricing: Red Carpet: \$1000, VVIP - \$499, VIP - \$249, PL4 - \$149, PL5 - \$129
PL6, \$99, PL7 - \$79, PL8 - \$59, PL9 - \$59

On Sale: *Friday, February 3 – 10:00am*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: TBA

Event Contact: Cinestarz Entertainment
Rafi Hussain
megastarslive@hotmail.com
Ann Hussain
anjum201999@yahoo.com

Comps: yes

Notes: Indian Concert. Heavy Consignment



Event Announcement

What: *RAHAT FATEH ALI KHAN: THE TRIBUTE TOUR 2017*

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
FRIDAY APRIL 28	8:00am	3:00AM (04/29/17)	LOAD IN: 8:00AM DOORS: 7:30PM EVENT START: 8:30PM EVENT END: 11:00PM BUILDING CLEAR: 11:30PM EVENT STAFF OUT: 11:59PM LOAD OUT DONE: 3:00AM (4/29/17)

Where: Sears Centre Arena

Tickets: Ticketed:
Red Carpet – Promoter Only
VVIP - \$250, VIP - \$150, PL4 - \$99, PL5 - \$79, PL6 - \$59, PL7 - \$39

On Sale: *Public On sale: Friday, January 20, 10am*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: TBA

Event Contact: Monty Saiyed (publisher)
shows2u@yahoo.com
847-770-1088
The Desi times (news paper)
www.thedesitimes.com
www.livebollywoodshows.com

Notes: Indian concert. Tickets sold primarily through consignments through promoter. Tickets purchased between 1/20-2/3 get \$10 discount.

ACCOUNTING USE ONLY: ___ Royalties Calculation ___ E-time Coding ___ Event Coding Sheet
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2017 Event Announcement

What: *BadAss Dash*

When:

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
7/5 – 7/7/17 (Wednesday - Friday)	7:00AM	11:59AM	EAST LOT	Load-in EAST LOT
07/08/17 (Saturday)	6:00AM	5:00PM	PARKING LOTS & IF AVAILABLE: Arena Main Concourse & Stairwells ONLY	Staff Call: 6:15 AM Registration Opens: 6:30AM Race Start: 8:00AM Festival Closes: 5:00PM
07/09/17 (Sunday)	7:00AM	6:00PM	EAST LOT	Load-out EAST LOT Load-out Done: 6:00pm

Where: Sears Centre Arena & Prairie Stone Business Park

Tickets: Non-Ticketed

On Sale: NA

Marketing: Website & Marquee
<http://badassdash.com/events/>

Parking: *WEST LOT - \$10*

Levy: Headliners and outside North Smoking Terrace (near finish line)

SCA Event Mgr: Clint Rhodes/Lauren Kincannon

Event Contact: Brian Sharenow
BadAss Dash
Phone: 708-485-9230 Cell: 630-768-8431
Email: brian.sharenow@badassdash.com

Notes: Parking for event in West Lot. 7k obstacle course race (25 Obstacles through 7k course throughout Business Park)
Race start & finish in East lot.



Event Announcement

What: **USA GYMNASTICS PRESENTS: 2017 SECRET U.S. CLASSIC**

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
THURSDAY JULY 27	800AM	1159PM	LOAD IN
FRIDAY JULY 28	800AM	1159PM	HOPES CHAMPIONSHIP 2:30PM
SATURDAY JULY 29	800AM	1159PM	JR SESSION STARTS 1:00PM SR SESSION STARTS 6:30PM

Where: Sears Centre Arena

Tickets: Ticketed:
ALL-DAYS PACKAGE: PLATINUM: \$129, GOLD - \$99, SILVER - \$89, BRONZE - \$79
JR SESSION: GOLD - \$45, SILVER - \$40, BRONZE - \$35
SR SESSION: GOLD - \$59, SILVER - \$49, BRONZE - \$39

On Sale: **Public On sale: All-Session Ticket Packages and Gym Club groups on February 10 @ 10am.**
Presale Feb 3-Feb 9, code: JUMP for All-Sessions only.
Single Session tickets on-sale TBA.

Marketing: Website & Marquee

Parking: \$15

Levy: Concessions

SCA Event Mgr: TBA

Event Contact: **Justin Hirnisey**
Director of Marketing
p. 317.829.5666 | f. 317.237.5069
jhirnisey@usagym.org
132 E. Washington Street, Suite 700
Indianapolis, IN 46204

Comps: Yes