

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
March 27, 2017

Immediately following Public Health & Safety

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

- I. Roll Call**
- II. Approval of Minutes – February 27, 2017**

NEW BUSINESS

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

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

FINANCE COMMITTEE MEETING MINUTES

February 27, 2017

I. Roll call

Members in Attendance:

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

Members Absent:

Trustee Gayle Vandenberg

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Village Mgr., Dev. Services
Alan Wenderski, Director of Engineering
Ted Bos, Police Chief
Jeff 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
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the minutes of the Finance Committee meeting of January 23, 2017. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the minutes of the Special Finance Committee meeting of February 6, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a business solicitation plan for the Fourth of July Commission for the 2017 Northwest Fourth Fest.**

An item summary sheet from Jackie Green was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve a business solicitation plan for the Fourth of July Commission for the 2017 Northwest Fourth Fest. Voice vote taken. All ayes. Motion carried.

2. Request authorization to waive all inspection fees and select license fees for the 2017 Northwest Fourth Fest.

An item summary sheet from Jackie Green was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to waive all inspection fees and select license fees for the 2017 Northwest Fourth Fest. 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 Stanton, 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 was presented to committee.

Ben Gibbs reported that it will be a busy March at the Sears Centre.

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

Mayor McLeod reported that while he was out in the neighborhoods campaigning this past weekend, one resident told him that the Board was doing a great job and he watches the meetings every week on tv.

On February 21, Mayor McLeod participated in the judging for the heart healthy cook-off event with employees, also attended the JRB meeting as well as gave a tour to Scout Troop 399. On February 22, he held his annual update breakfast at the Sears Centre. It was greatly attended and Sears and Levy did a great job. He also attended the wake for Bill Weaver, Wine Wednesday and thanked Anna Newell for attending the JAWA Board meeting. On February 23, Mayor McLeod

attended the NWMC Transportation Committee meeting, and he and Jim Norris met with State Senator Cristina Castro regarding Village issues. On February 27, Mayor and Jim Norris attended the Chamber Board meeting, as well as a Hoffman Estates Foundation meeting.

IV. Other

Jim Norris advised that the Village received an email from Energy Choices asking if the Village wanted to extend its contract for electric for Village-owned facilities. Since energy rates have fallen, it would provide a savings of \$12,000 per year for 3 years. There was consensus from the Committee to let staff extend the contract with Energy Choices.

V. Items in Review

VI. Adjournment

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

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Private Activity Bond (IRB)

MEETING DATE: March 27, 2017

COMMITTEE: Finance Committee

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



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

DISCUSSION: The Village is given a private activity bond cap each year by the State. This year's amount is \$5,213,800 based on a volume cap of \$100 per capita. Each year, this is granted, reserved or transferred, otherwise it cedes to the State on May 1. At this time, the Village should reserve its right to use the volume cap.

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

ORDINANCE NO. _____ - 2017

VILLAGE OF HOFFMAN ESTATES

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

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

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

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

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2017 to be applied toward the issuance of private activity bonds (the "Bonds"), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

Section 1: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2017 is hereby reserved by the Municipality, which shall issue the Bonds using such volume cap, or shall use or transfer such volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds; provided, that any such transfer shall be evidenced by a written instrument executed by the mayor or any other proper officer or employee of the Municipality.

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

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

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

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

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

PASSED THIS _____ day of _____, 2017

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 _____, 2017

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2017.

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

April 4, 2017

**REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS**

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

**Re: Village of Hoffman Estates
Total 2017 Volume Cap Allocation - \$5,213,800**

To Whom It May Concern:

Volume Cap allocations, granted, transferred or reserved by Issuer resolution by May 1, 2017:

1. Principal Amount of Issue: \$5,213,800
Bond Description: Revenue Bonds

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

A copy of the allocation ordinance is attached.

Total allocation granted or reallocated: \$5,213,800

Sincerely,

James H. Norris
Village Manager

JHN/ds
Attachment



HOFFMAN ESTATES

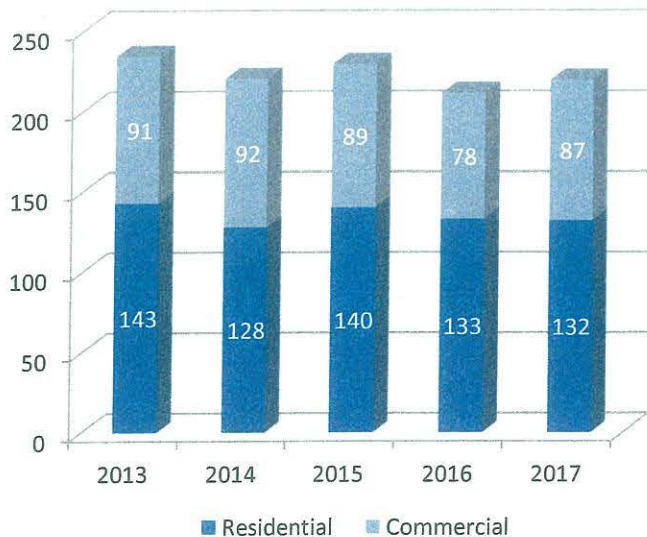
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT FEBRUARY 2017

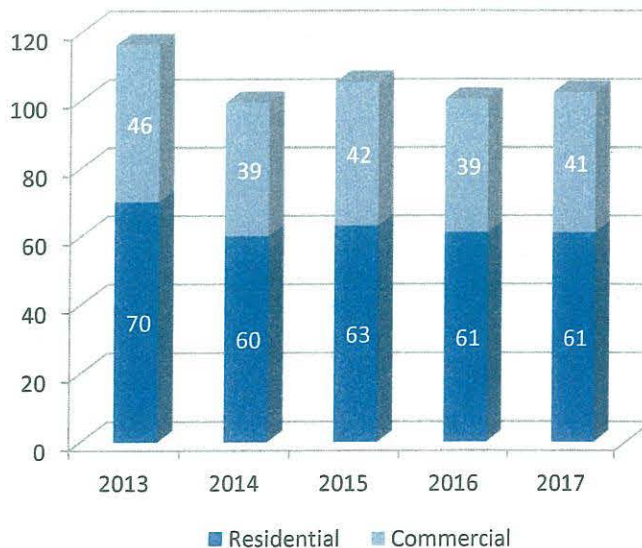
Water Billing

A total of 14,636 residential water bills were mailed on February 1st for December's water consumption. Average consumption was 4,177 gallons, resulting in an average residential water bill of \$52.58. Total consumption for all customers was 102 million gallons, with 61 million gallons attributable to residential consumption. When compared to the February 2016 billing, residential consumption did not change.

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

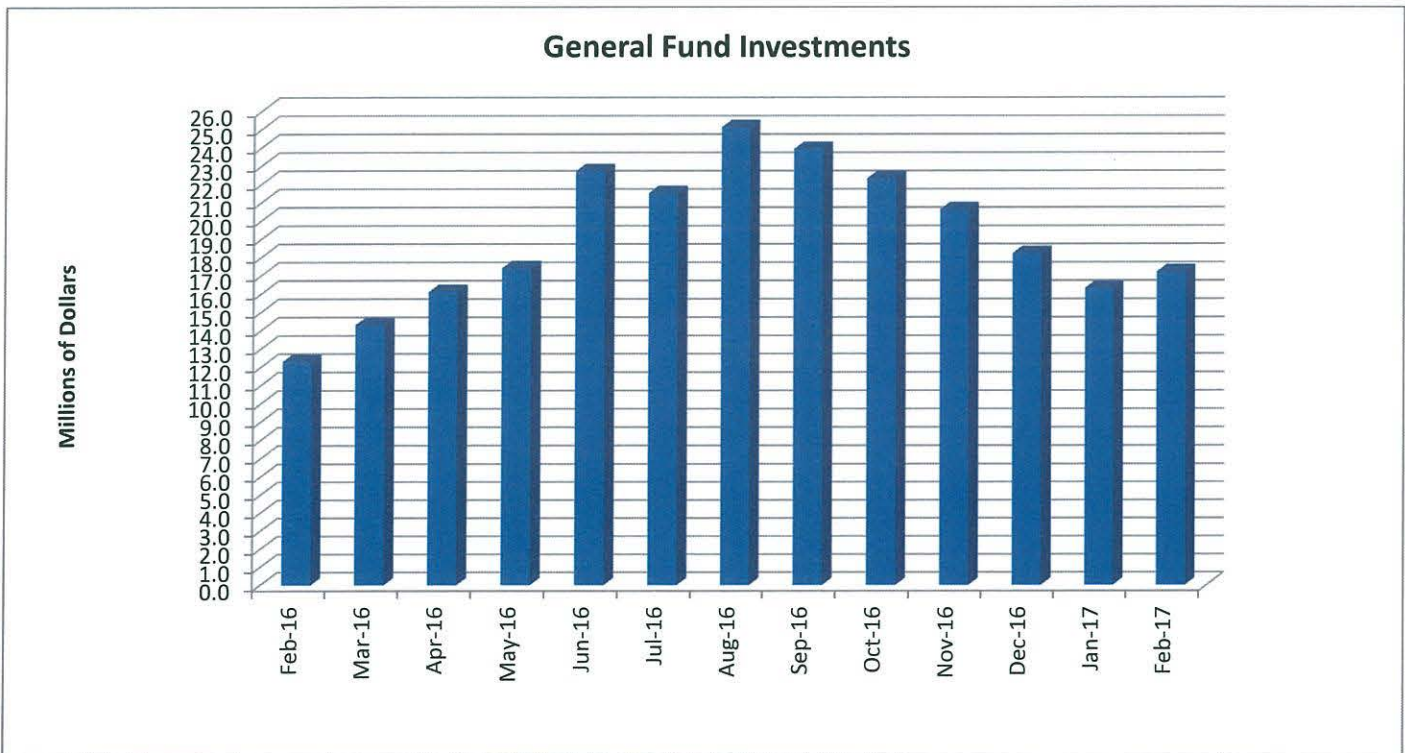
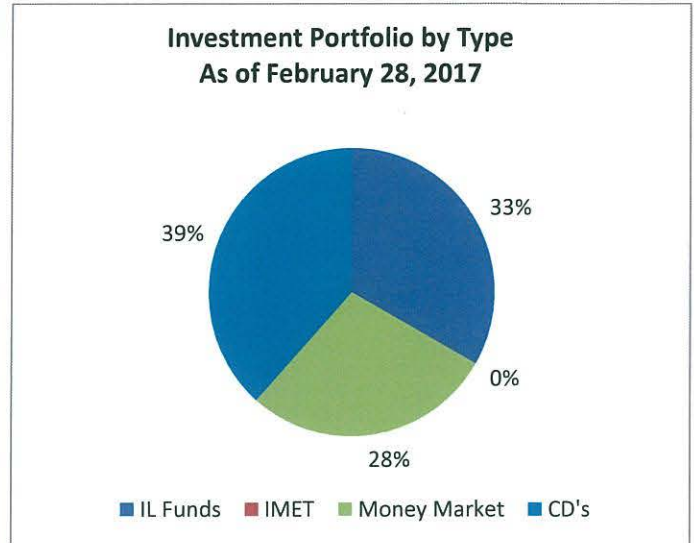
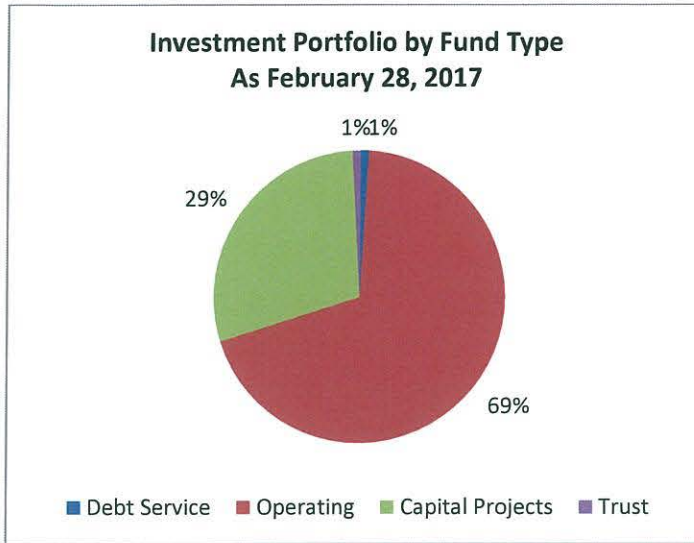


**Total Water Consumption
Month of February**



Village Investments

As of February 28, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$30.3 million. Of this amount, \$21.0 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$9.3 million is related to debt service, capital projects and trust funds.



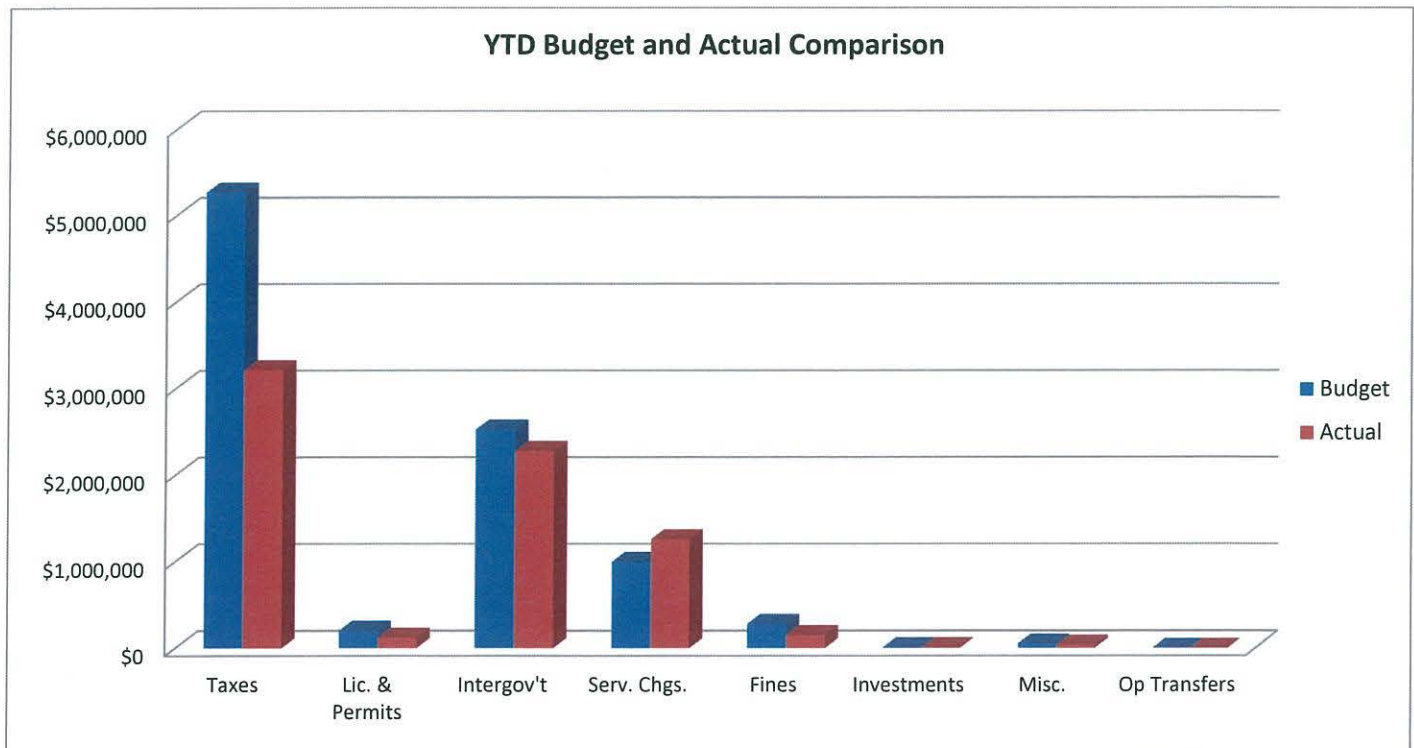
Operating Funds

General Fund

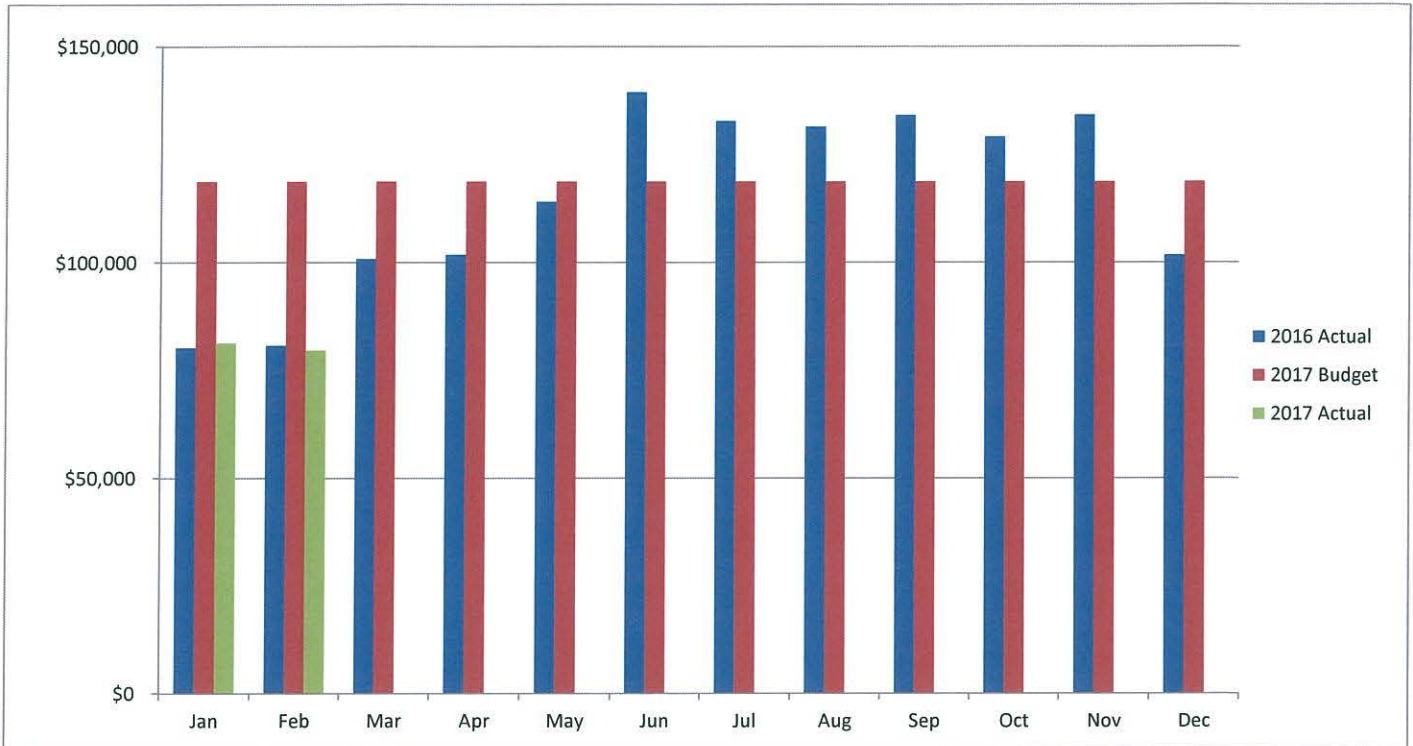
For the month of February, General Fund revenues totaled \$4,321,430 and expenditures totaled \$4,406,496 resulting in a deficit of \$85,066.

Revenues: February 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 is under budget because State Income Tax receipts were lower than expected. Charges for services are over budget due to Rental License renewals that happen early in the year. Fines and Forfeits are under budget because four of the nine red light cameras are not operating due to IDOT construction. 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	\$ 5,260,528	\$ 3,206,740	-39.0%
Licenses & Permits	203,167	120,827	-40.5%
Intergovernmental	2,521,467	2,272,067	-9.9%
Charges for Services	994,178	1,253,679	26.1%
Fines & Forfeits	279,167	152,055	-45.5%
Investments	10,000	9,587	-4.1%
Miscellaneous	51,568	36,977	-28.3%
Operating Transfers	-	-	0.0%
TOTAL	\$ 9,320,075	\$ 7,051,931	-24.3%



Hotel Tax



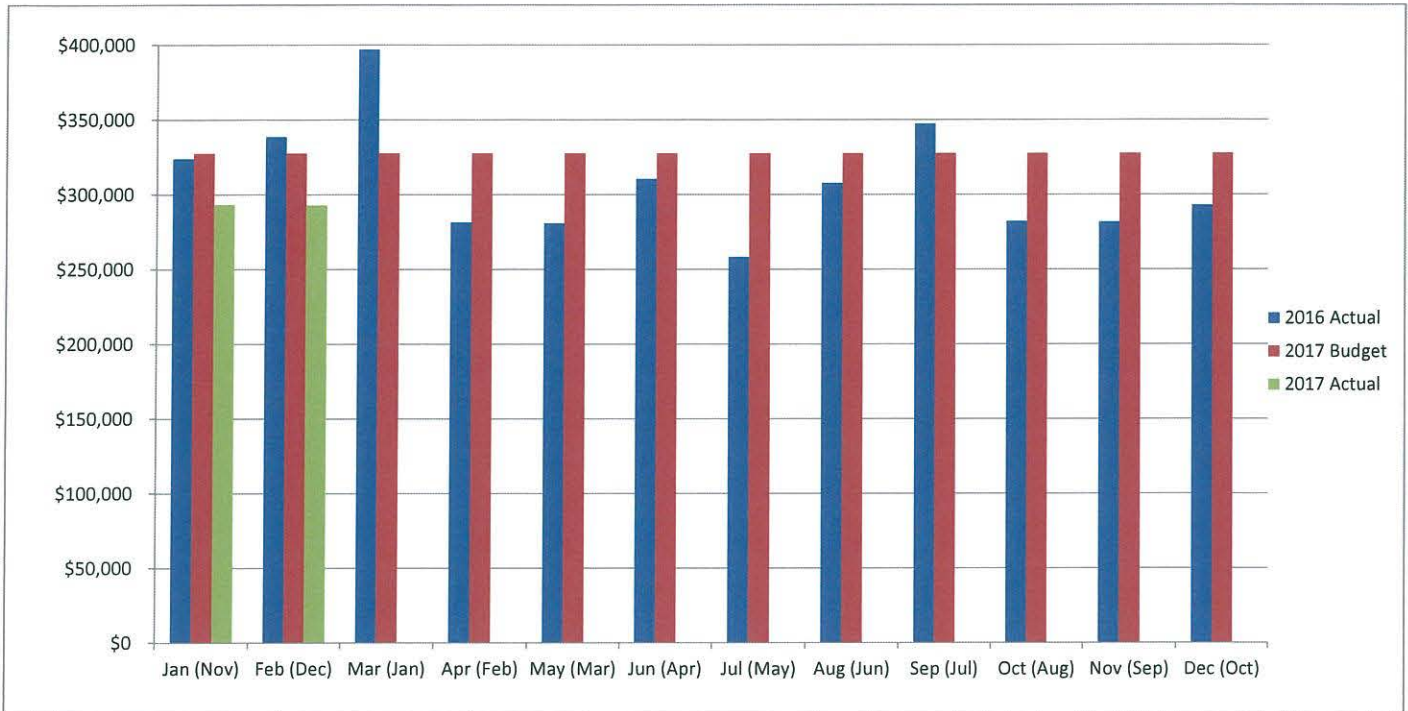
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750		
Apr	101,748	118,750		
May	114,092	118,750		
Jun	139,424	118,750		
Jul	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>\$ 161,137</u>	

Real Estate Transfer Tax



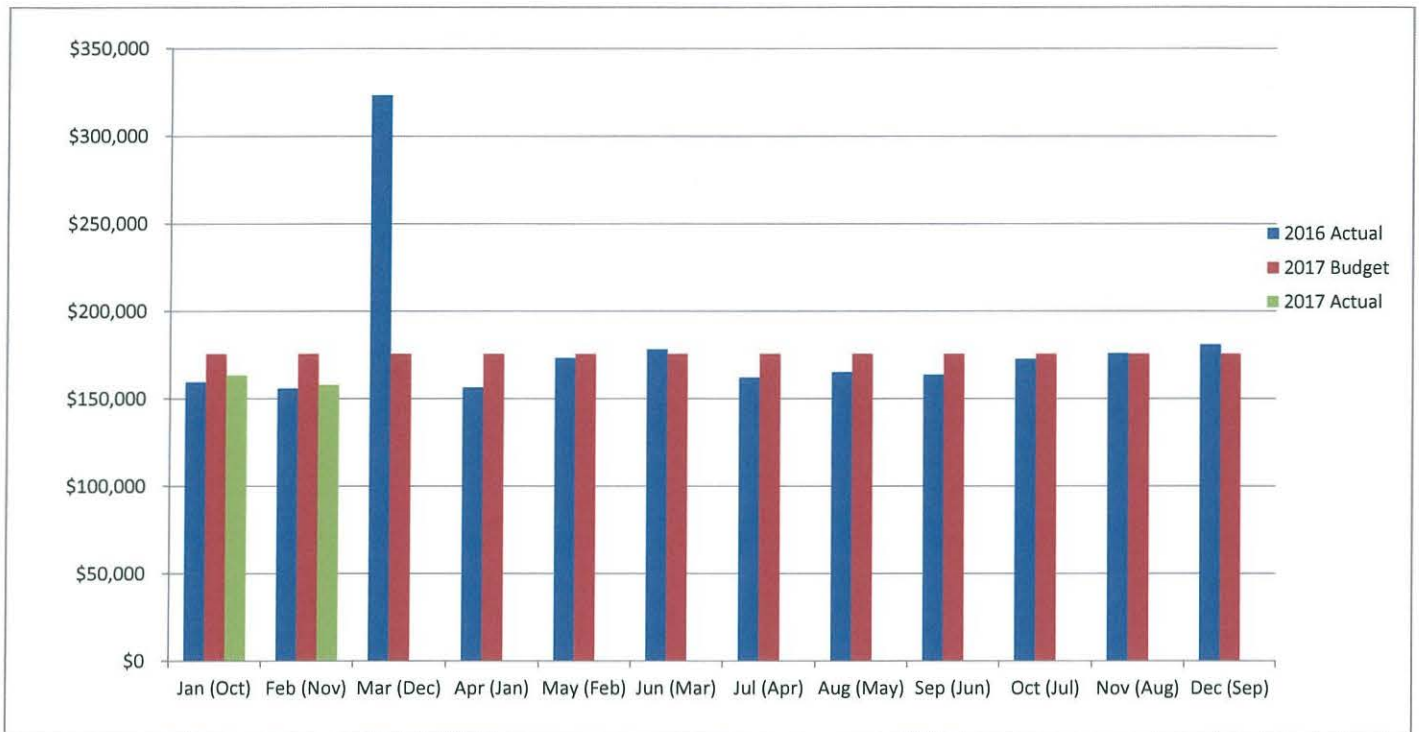
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667		
Apr	57,748	66,667		
May	78,831	66,667		
Jun	91,689	66,667		
Jul	88,395	66,667		
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><u>\$ 761,732</u></u>	<u><u>\$ 800,000</u></u>	<u><u>\$ 65,690</u></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	292,978	(68,684)
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>\$ 586,316</u>	

Telecommunications Tax



**Month Received
(Liability Period)**

2016 Actual

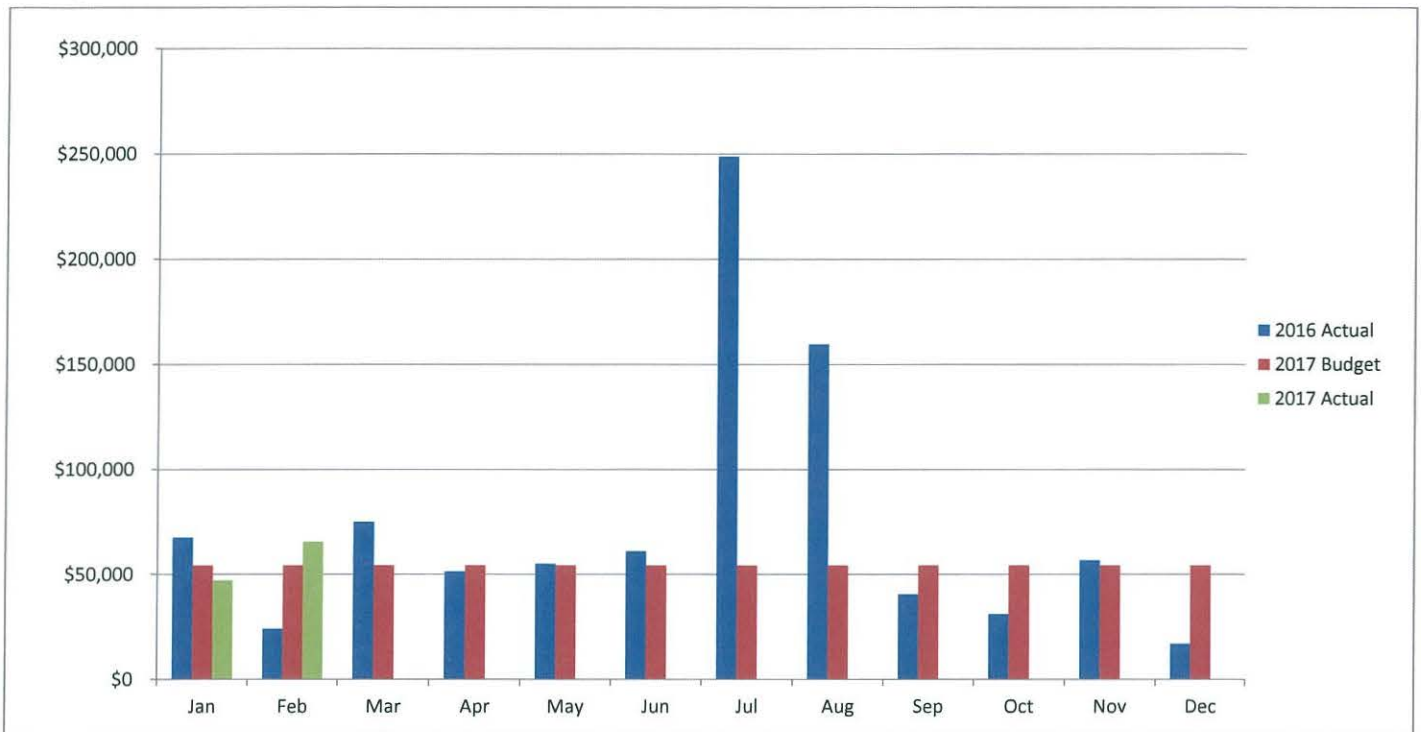
2017 Budget

2017 Actual

**Cumulative
Variance
2017 Actual
vs. Budget**

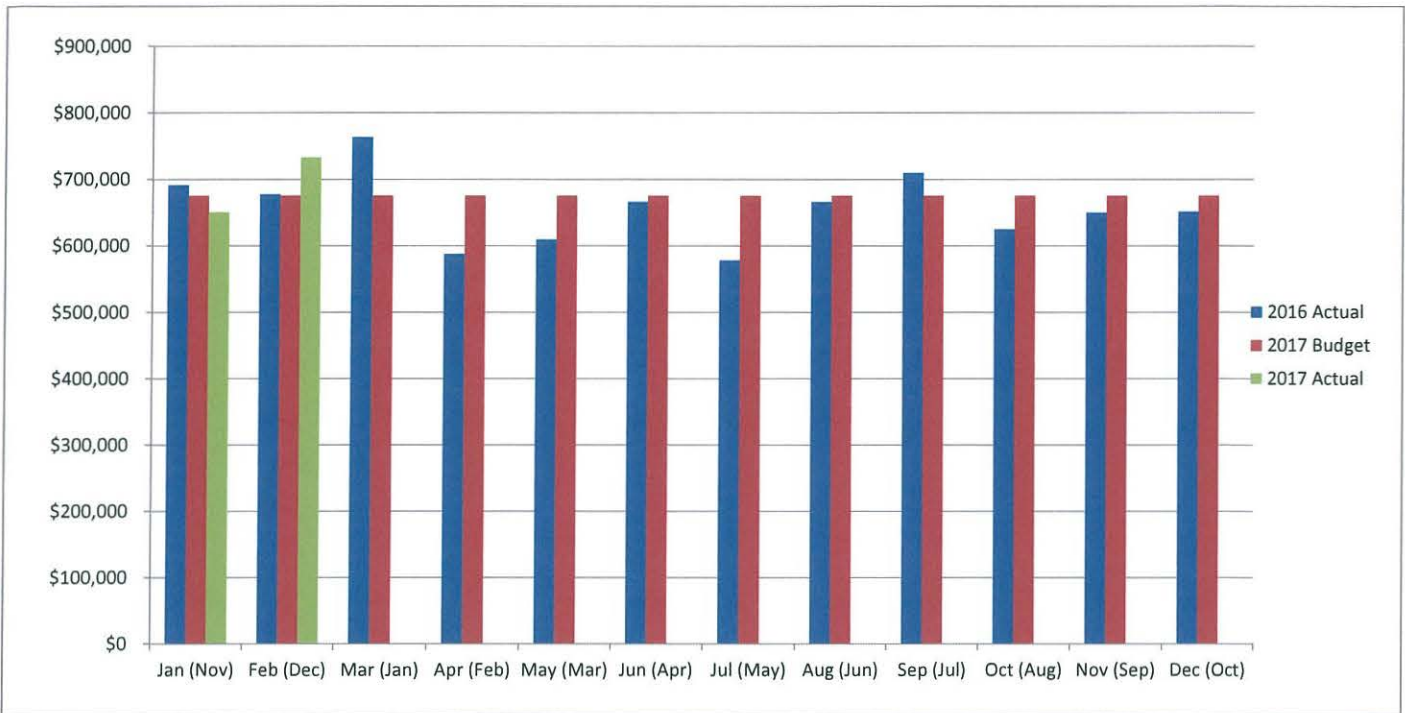
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583		
Apr (Jan)	156,336	175,583		
May (Feb)	173,101	175,583		
Jun (Mar)	178,092	175,583		
Jul (Apr)	161,911	175,583		
Aug (May)	165,011	175,583		
Sep (Jun)	163,710	175,583		
Oct (Jul)	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>\$ 321,394</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	65,665	4,575
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	<u>\$ 886,617</u>	<u>\$ 650,000</u>	<u>\$ 112,908</u>	

State Sales Tax



**Month Received
(Liability Period)**

2016 Actual

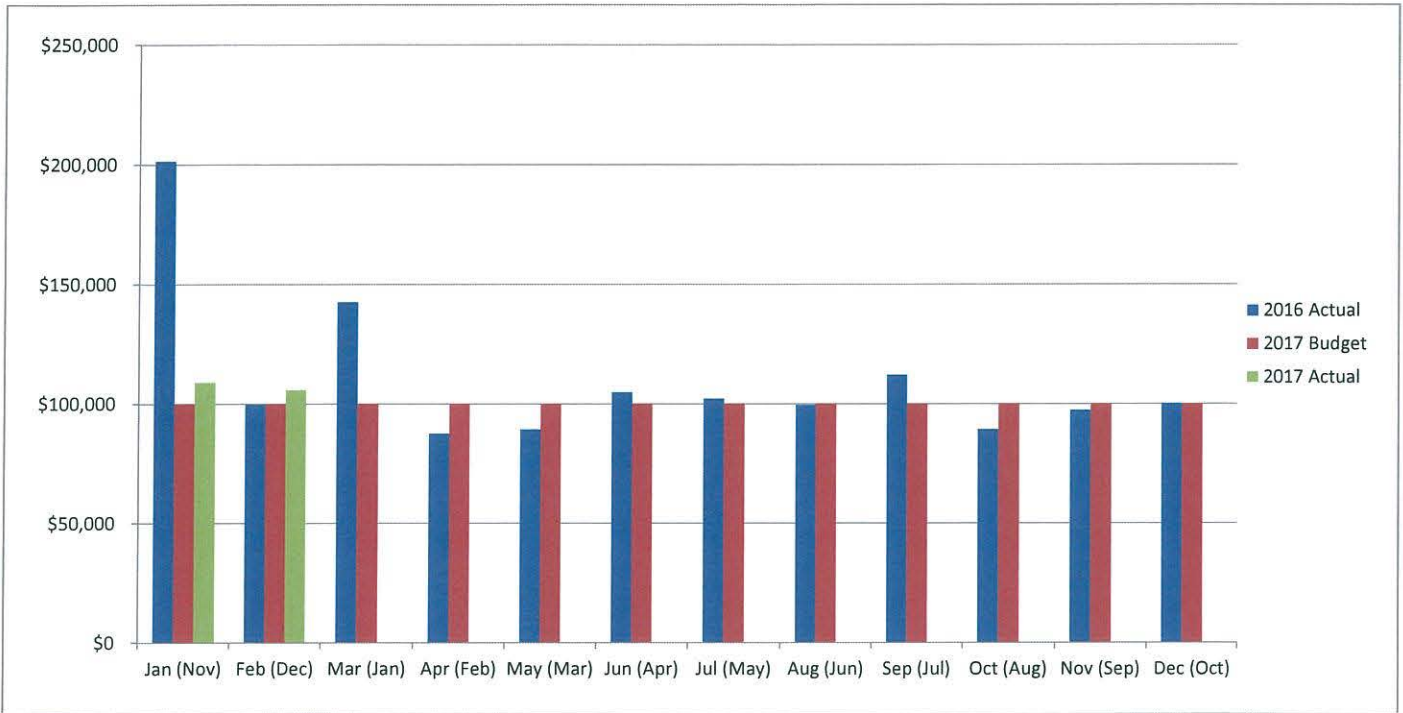
2017 Budget

2017 Actual

**Cumulative
Variance
2017 Actual
vs. Budget**

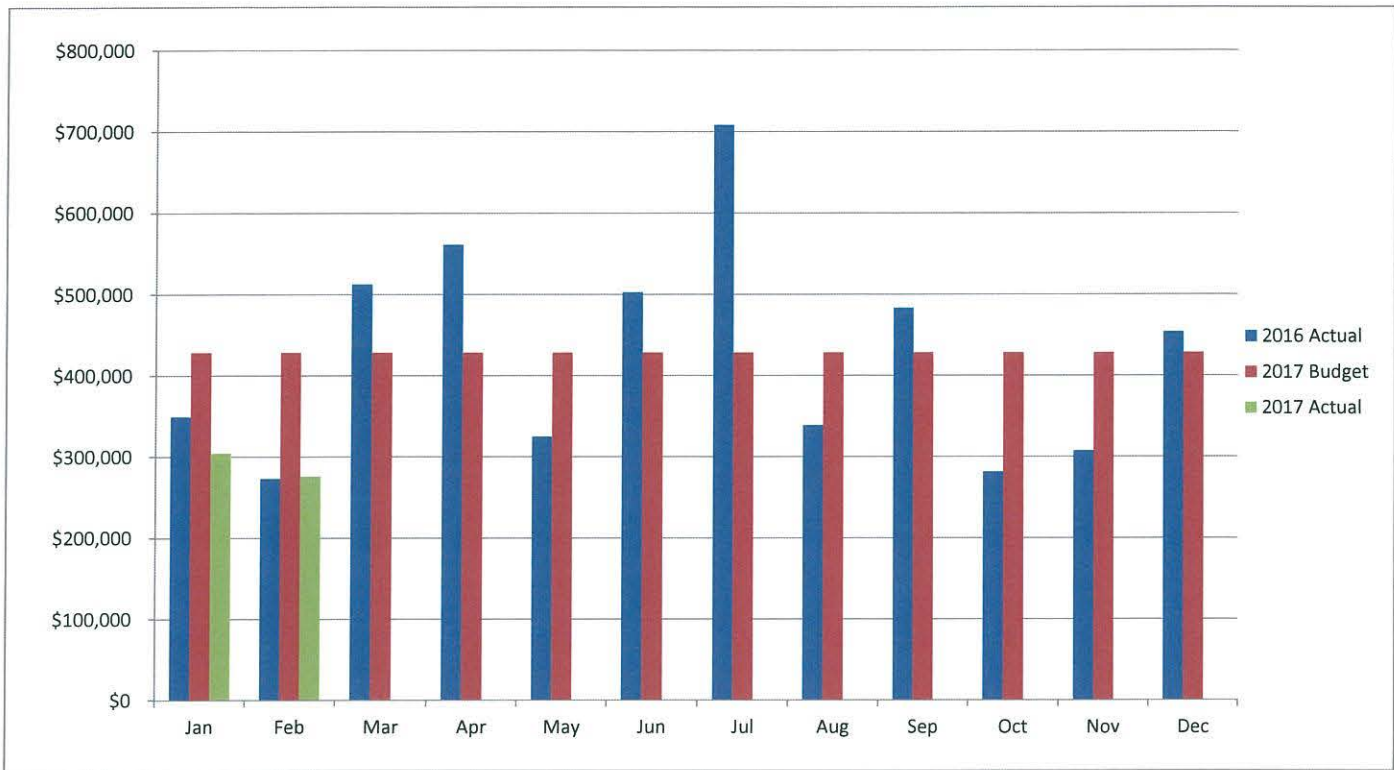
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000	732,873	33,200
Mar (Jan)	762,823	675,000		
Apr (Feb)	587,241	675,000		
May (Mar)	609,066	675,000		
Jun (Apr)	665,338	675,000		
Jul (May)	577,603	675,000		
Aug (Jun)	665,403	675,000		
Sep (Jul)	709,575	675,000		
Oct (Aug)	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>\$ 1,383,200</u>	

Local Use 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)	\$ 201,408	\$ 100,000	\$ 108,978	\$ 8,978
Feb (Dec)	99,592	100,000	105,805	14,783
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>\$ 1,324,663</u>	<u>\$ 1,200,000</u>	<u>\$ 214,783</u>	

Income Tax

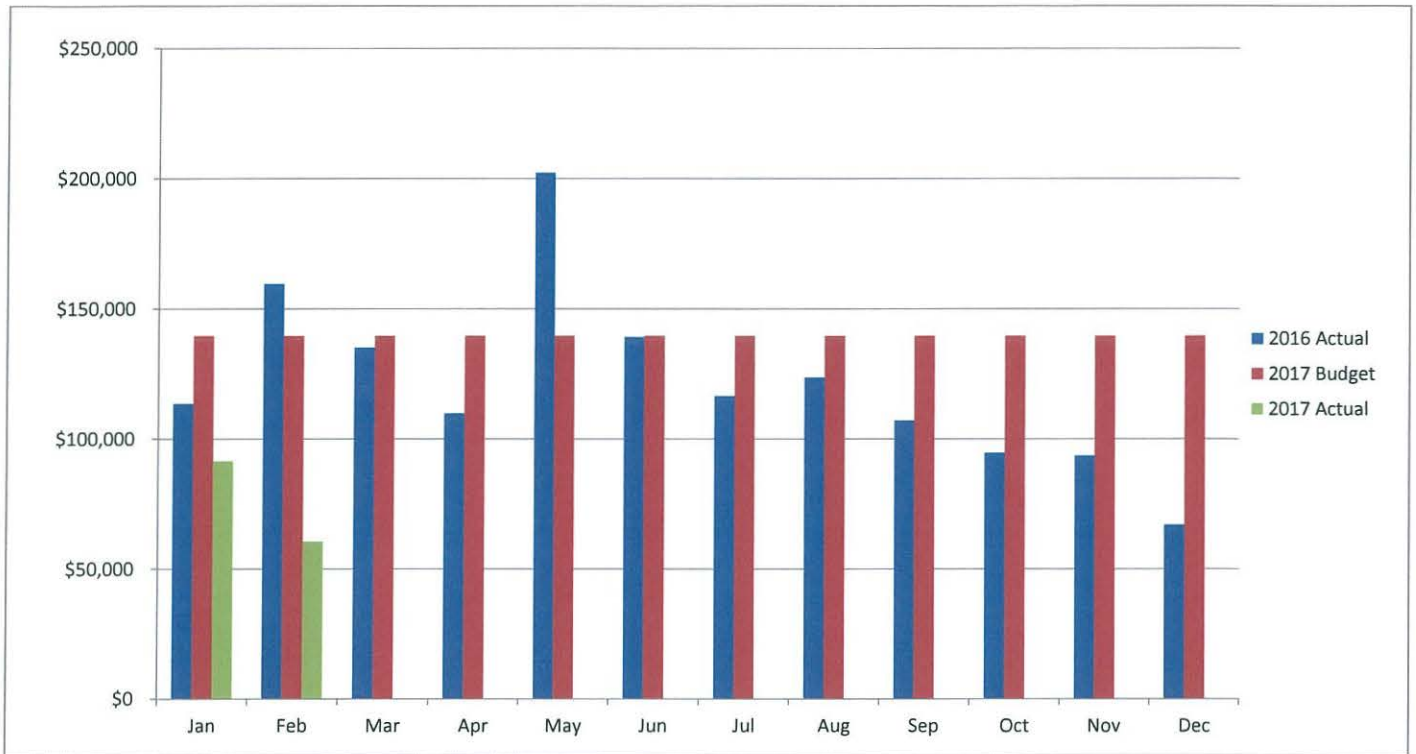


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894
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	\$ 304,644
Feb	428,133	Nov-16	276,000
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**
\$ (123,489)
(275,623)

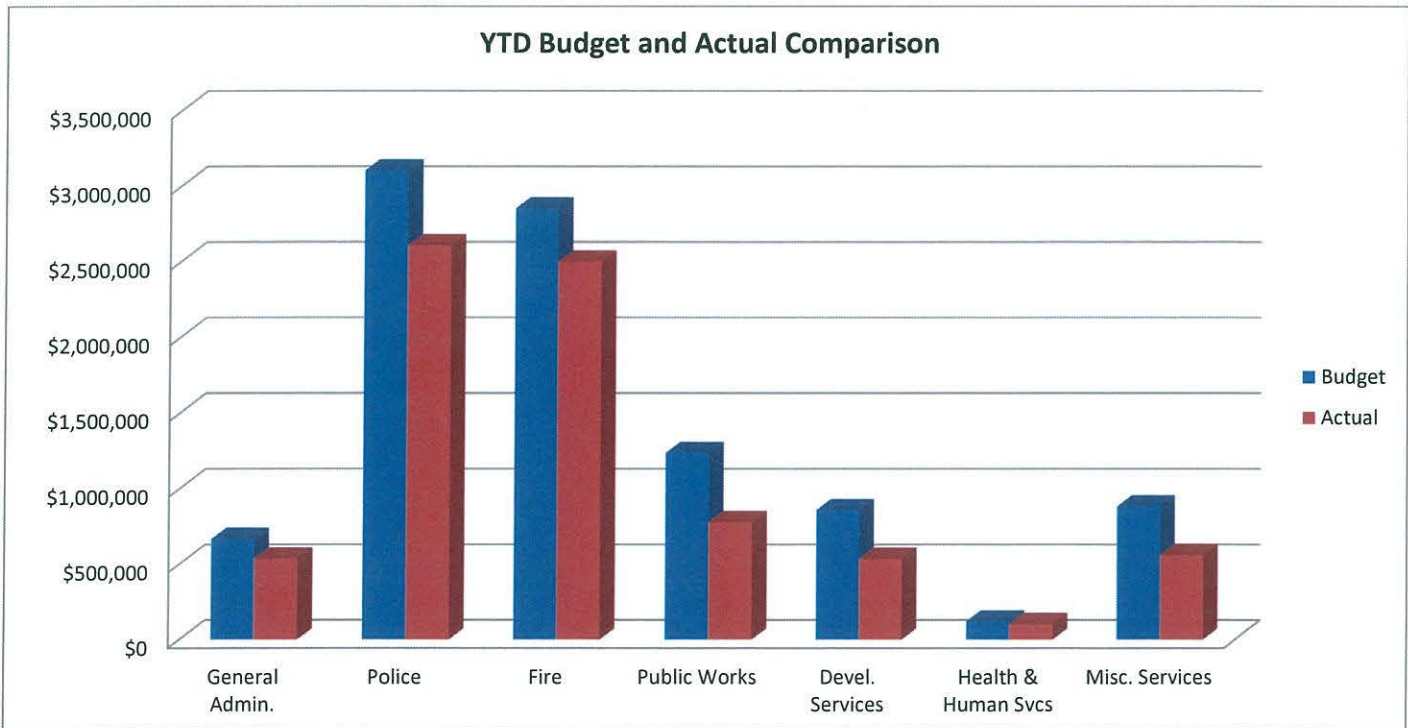
Fines



<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	60,552	(127,112)
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>\$ 152,055</u>	

Expenditures: General Fund expenditures in February were \$454,675 below the budgeted figure of \$4,861,171. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 61,868	\$ 52,081	15.8%
Administration	118,605	103,658	12.6%
Legal	94,723	45,808	51.6%
Finance	196,812	164,720	16.3%
Village Clerk	33,567	28,405	15.4%
HRM	93,465	79,281	15.2%
Communications	39,707	38,809	2.3%
Cable TV	27,313	22,742	16.7%
Police	3,103,248	2,606,850	16.0%
Fire	2,851,932	2,498,422	12.4%
Public Works	1,234,772	776,944	37.1%
Development Services	857,715	534,389	37.7%
H&HS	120,173	103,188	14.1%
Miscellaneous	881,247	558,887	36.6%
TOTAL	\$ 9,715,147	\$ 7,614,184	21.6%



Department News


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

- Attended the IGFOA Government Finance Series Webinar: Taking Stock of Hidden Resource Wasters. This webinar had some great advice and practical tips on how to identify and eliminate time and resource wasters that employees deal with on a daily basis (Finance Director, Assistant Finance Director, Fiscal Operations Manager, Front Counter Supervisor, Revenue Collections Manager, and Accounting Assistants).
- Attended a seminar put on by the Chicago Metro Chapter of the IGFOA on "How to Have an Easier Audit". This seminar offered advice from experienced Finance personnel on ways to make the audit process a less stressful time. (Assistant Finance Director, Accounting Assistants).
- The Finance Director participated in the offering of the IGFOA Basic Governmental Accounting Seminar. The day-long seminar does a terrific job of teaching all about basic governmental accounting for new municipal finance staff. The Finance Director taught three sessions on Basic Accounting, Double-Entry Accounting, and Fund Accounting.

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

- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended the Platzkonzert planning meeting to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Attended two IGFOA Professional Education Committee planning meetings as well as the IGFOA Executive Board Meeting to update the Board on training happening throughout the State (Finance Director).
- Completed the final FY2017 Operating and Capital Budget document and submitted it to the Government Finance Officers Association for the GFOA Budget Award. Many thanks goes out to everyone who was involved with putting together the final budget document.
- Audit fieldwork began and the external auditors have been on-site reviewing all of the financial activity for FY2016.
- The Finance Department has started moving towards a paperless Purchase Order process. Much planning has taken place, and the first department we rolled out the process to was the Information Systems Department. The paperless process has been going smoothly and we plan on rolling it out to the rest of the Village departments in the near future.

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

February-17

	Feb-17	YTD Feb-17	Feb-16	YTD Feb-16	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	585	1,089	547	1,172	6.9%	-7.1%
Amount	\$ 70,325	142,780	\$ 68,099	153,105	3.3%	-6.7%
Internet Sales						
Number	2,284	5,009	2,051	4,090	11.4%	22.5%
Amount	\$ 214,881	476,808	\$ 232,003	435,353	-7.4%	9.5%
Total						
Number	2,869	6,098	2,598	5,262	10.4%	15.9%
Amount	\$ 285,205	619,588	\$ 300,102	\$ 588,458	-5.0%	5.3%
Credit Card Company Fees						
General Fund	\$ 1,192	4,301	\$ 1,191	2,542	0.1%	69.2%
Municipal Waste Fund	-	-	-	-	N/A	N/A
Water Fund	7,032	13,487	8,217	15,389	-14.4%	-12.4%
Total Fees	\$ 8,224	\$ 17,788	\$ 9,408	\$ 17,931	-12.6%	-0.8%
Accounts Receivable						
Invoices Mailed						
Number	44	160	35	214	25.7%	-25.2%
Amount	\$ 81,602	186,869	\$ 77,345	559,544	5.5%	-66.6%
Invoices Paid						
Number	112	171	123	174	-8.9%	-1.7%
Amount	\$ 79,572	194,002	\$ 440,228	523,813	-81.9%	-63.0%
Reminders Sent						
Number	22	48	-	-	N/A	N/A
Amount	\$ 5,975	12,957	\$ -	-	N/A	N/A
Accounts Payable						
Checks Issued						
Number	404	739	333	671	21.3%	10.1%
Amount	\$ 1,202,771	12,730,965	\$ 1,209,440	12,584,696	-0.6%	1.2%
Manual Checks Issued						
Number	25	85	27	91	-7.4%	-6.6%
As % of Total Checks	6.19%	11.50%	8.11%	13.56%	-23.7%	-15.2%
Amount	\$ 31,662	9,928,695	\$ 105,712	10,081,596	-70.0%	-1.5%
As % of Total Checks	2.63%	77.99%	8.74%	80.11%	-69.9%	-2.6%
Utility Billing						
New Utility Accounts	82	173	99	210	-17.2%	-17.6%
Bills Mailed / Active Accounts	15,558	31,109	15,511	31,017	0.3%	0.3%
Final Bills Mailed	82	173	99	210	-17.2%	-17.6%
Shut-Off Notices	1,128	2,556	1,463	2,865	-22.9%	-10.8%
Actual Shut-Offs	114	235	18	120	533.3%	95.8%
Total Billings	\$ 1,642,522	3,459,408	\$ 1,537,560	3,201,955	6.8%	8.0%
Direct Debit (ACH) Program						
New Accounts	24	53	46	83	-47.8%	-36.1%
Closed Accounts	12	40	40	78	-70.0%	-48.7%
Total Accounts	2,672	5,332	2,676	5,346	-0.1%	-0.3%
As % of Active Accounts	17.17%	17.14%	17.25%	17.24%	-0.1%	-0.6%
Water Payments Received in Current Month						
Total Bills Mailed	15,558	31,109	15,511	31,017	0.3%	0.3%
ACH Payments	2,672	5,332	2,676	5,344	-0.1%	-0.2%
ACH Payments-% of Total Bills	17.17%	17.14%	17.25%	17.23%	-0.5%	-0.5%
On-line Payments (Internet Sales)	2,125	4,256	2,051	4,090	3.6%	4.1%
On-line Payments-% of Total Bills	13.66%	13.68%	13.22%	13.19%	3.3%	3.8%
Over-the-phone Payments	891	1,756	N/A	N/A	N/A	N/A
Over-the-phone Payments-% of Total Bills	5.73%	5.64%	N/A	N/A	N/A	N/A
Mail-in Payments	9,478	19,047	12,628	24,917	-24.9%	-23.6%
Mail-in Payments-% of Total Bills	60.92%	61.23%	81.41%	80.33%	-25.2%	-23.8%

WATER BILLING ANALYSIS
February 28, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
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
February	4,347	4,175	4,177
13 Month Average -	4,617	4,557	4,558
% Change -	-5.8%	-1.3%	0.0%

Total Water Customers

<u>Customer Type</u>	<u>Feb-16</u>	<u>Feb-17</u>	<u>% Change</u>
Residential	14,600	14,636	0.2%
Commercial	911	922	1.2%
Total	15,511	15,558	0.3%

Average Bill

<u>Customer Type</u>	<u>Feb-16</u>	<u>Feb-17</u>	<u>% Change</u>
Residential	\$ 49.62	\$ 52.58	6.0%

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>		
	<u>Feb-16</u>	<u>Feb-17</u>	<u>% Change</u>	<u>Feb-16</u>	<u>Feb-17</u>	<u>% Change</u>
Residential	61	61	0.0%	133	132	-0.8%
Commercial	39	41	5.1%	78	87	11.5%
Total	100	102	2.0%	211	219	3.8%

STATEMENT OF INVESTMENTS-VILLAGE
As of February 28, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		6,915,307.93			0.012
Illinois Funds - Veterans Memorial	05/01/92		295.53			0.012
IMET Convenience Fund	10/20/05		2,714.29			0.430
Eagle Bank	11/07/08		2,522,338.34			0.100
CD with PMA	08/22/13		7,783,796.60	7,773,710.51	7,828,901.37	0.375
			<u>17,224,452.69</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		481,704.05			0.012
Eagle Bank	11/07/08		66,869.55			0.100
CD with PMA	08/22/13		0.00	0.00	0.00	0.375
			<u>548,573.60</u>			
<u>EDA Administration</u>						
Illinois Funds	01/02/91		35,806.57			0.012
Eagle Bank	11/07/08		115,380.00			0.100
			<u>151,186.57</u>			
<u>E-911</u>						
Illinois Funds	07/01/00		11,752.30			0.012
Eagle Bank	11/07/08		21,449.82			0.100
			<u>33,202.12</u>			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,137.87			0.012
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		52,987.41			0.012
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		58,044.82			0.012
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		5,935.16			0.012
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		293,311.29			0.012
<u>2009 G.O. Debt Serv.</u>						
Eagle Bank	02/10/11		1,606.41			

STATEMENT OF INVESTMENTS-VILLAGE
As of February 28, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,106.77			0.012
Eagle Bank	11/07/08		99,048.21			0.100
			113,154.98			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,594.97			0.012
CD with PMA	08/22/13		0.00	0.00	0.00	0.375
Eagle Bank	02/10/11		203,642.00			0.100
			214,236.97			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,315.61			0.012
CD with PMA	08/22/13		1,728,200.00	1,728,300.00	1,749,527.02	
Eagle Bank	01/07/09		785,223.32			0.100
			2,549,738.93			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,658.47			0.012
Eagle Bank	01/07/09		138,005.59			0.012
			151,664.06			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,163,764.45			0.012
Eagle Bank	02/10/11		29,796.43			-
			1,193,560.88			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		367,103.39			
Eagle Bank			348,832.82			0.430
			715,936.21			
<u>Western Area Traffic Improvement</u>						
Illinois Funds	11/01/92		12,344.75			0.012
Eagle Bank	01/07/09		56,279.42			0.100
			68,624.17			
<u>Western Area Rd Impr Impact Fees</u>						
Illinois Funds	08/01/98		14,014.60			0.012
Eagle Bank	01/07/09		11,495.07			0.100
			25,509.67			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		52,216.58			0.012
Eagle Bank	01/07/09		380,702.01			0.100
			432,918.59			

STATEMENT OF INVESTMENTS-VILLAGE As of February 28, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		91,952.93			0.012
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,120.65			0.012
Eagle Bank	11/07/08		284,191.10			0.100
CD with PMA	08/22/13		247,700.00	247,700.00	249,936.82	0.375
			535,011.75			
<u>2015 Capital Project</u>						
Citibank Savings Deposit Account	08/12/15		4,940.89			-
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,650.88			0.012
Eagle Bank	11/07/08		91,882.84			0.100
			101,533.72			
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank Savings Deposit Account	08/12/15		1,603,561.24			0.100
CD with PMA	08/12/15		997,668.33	997,465.91	997,902.86	
			2,601,229.57			
<u>Sears Operating</u>						
Illinois Funds			2,431.34			
<u>Stormwater</u>						
Citibank Savings Deposit Account	08/12/15		37,714.09			0.100
<u>Insurance</u>						
Illinois Funds	11/10/87		13,637.31			0.012
Eagle Bank	11/07/08		1,249,270.62			0.100
CD with PMA	08/22/13		890,192.69	890,024.70	899,762.38	0.375
			2,153,100.62			
<u>Information Systems</u>						
Illinois Funds	02/01/98		174,178.98			0.012
Eagle Bank	11/07/08		331,492.86			
			505,671.84			
<u>EDA Special Tax Alloc.</u>						
Eagle Bank	11/07/08		4,155.70			

STATEMENT OF INVESTMENTS-VILLAGE
As of February 28, 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		7,171.27			0.012
CD with PMA	08/22/13		0.00	0.00	0.00	0.375
Eagle Bank	11/07/08		110,152.84			0.100
			117,324.11			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		240,986.66			0.012
Total Investments			\$ 30,312,626.42			
Total Invested Per Institution				<u>Percent Invested</u>		
Illinois Funds			10,086,532.54	33.28		
IMET Convenience Fund			2,714.29	0.01		
CD with PMA			11,647,557.62	38.42		
Eagle Bank/Citibank at PMA			8,575,821.97	28.29		
			\$30,312,626.42	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				<u>Percent Invested</u>		
Illinois Funds			8,645,974.86	30.10		
IMET			2,714.29	0.01		
CD with PMA			11,647,557.62	40.55		
Eagle Bank/Citibank at PMA			8,426,489.84	29.34		
			\$28,722,736.61	100.00		
Total Invested Per Fund						
Total Investments - Operating Funds				\$20,958,581.87		
Total Investments - Debt Service Funds				\$294,917.70		
Total Investments - Trust Funds				\$245,142.36		
Total Investments - Capital Projects Funds				\$8,813,984.49		
Total Investments - All Funds				\$30,312,626.42		

**OPERATING REPORT SUMMARY
REVENUES**

February 28, 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	1,324,481	2,727,418	1,327,877	16,364,510	8.1%	
Hotel Tax	118,750	79,723	237,500	161,136	1,425,000	11.3%	
Real Estate Transfer Tax	66,667	30,558	133,333	65,690	800,000	8.2%	
Home Rule Sales Tax	327,500	292,978	655,000	586,316	3,930,000	14.9%	
Telecommunications Tax	175,583	157,995	351,167	321,394	2,107,000	15.3%	
Property Tax - Fire	258,696	331,566	517,392	334,096	3,104,350	10.8%	
Property Tax - Police	282,283	374,149	564,565	376,711	3,387,390	11.1%	
Other Taxes	37,077	13,078	74,153	33,521	444,920	7.5%	
Total Taxes	2,630,264	2,604,527	5,260,528	3,206,740	31,563,170	10.2%	
Business Licenses	25,833	3,659	51,667	5,899	310,000	1.9%	
Liquor Licenses	20,000	30	40,000	55	240,000	0.0%	
Building Permits	54,167	65,665	108,333	112,908	650,000	17.4%	
Other Licenses & Permits	1,583	485	3,167	1,965	19,000	10.3%	
Total Licenses & Permits	101,583	69,838	203,167	120,827	1,219,000	9.9%	
Sales Tax	675,000	732,873	1,350,000	1,383,200	8,100,000	17.1%	
Local Use Tax	100,000	105,805	200,000	214,783	1,200,000	17.9%	
State Income Tax	428,133	-	856,267	580,644	5,137,600	11.3%	
Replacement Tax	18,900	750	37,800	45,154	226,800	19.9%	
Other Intergovernmental	38,700	47,935	77,400	48,285	464,400	10.4%	
Total Intergovernmental	1,260,733	887,363	2,521,467	2,272,067	15,128,800	15.0%	
Engineering Fees	8,333	4,630	16,667	4,630	100,000	4.6%	
Ambulance Fees	104,167	98,490	208,333	191,947	1,250,000	15.4%	
Police Hireback	35,417	45,111	70,833	91,098	425,000	21.4%	
Lease Payments	71,506	64,660	143,012	148,565	858,070	17.3%	
Cable TV Fees	69,417	156,813	138,833	216,579	833,000	26.0%	
4th of July Proceeds	1,200	1,200	3,500	3,500	136,700	2.6%	
Employee Payments	91,667	73,673	183,333	146,428	1,100,000	13.3%	
Hireback - Arena	13,333	16,868	26,667	25,791	160,000	16.1%	
Rental Inspection Fees	24,167	141,675	48,333	271,669	290,000	93.7%	
Other Charges for Services	77,333	81,328	154,667	153,470	928,000	16.5%	
Total Charges for Services	496,539	684,447	994,178	1,253,679	6,080,770	20.6%	
Court Fines-County	18,333	18,281	36,667	48,543	220,000	22.1%	
Ticket Fines-Village	41,667	23,688	83,333	46,529	500,000	9.3%	
Overweight Truck Fines	417	50	833	940	5,000	18.8%	
Red Light Camera Revenue	66,667	17,625	133,333	50,534	800,000	6.3%	
Local Debt Recovery	12,500	908	25,000	5,510	150,000	3.7%	
Total Fines & Forfeits	139,583	60,552	279,167	152,055	1,675,000	9.1%	
Total Investment Earnings	5,000	(218)	10,000	9,587	60,000	16.0%	
Reimburse/Recoveries	10,000	3,974	20,000	19,187	120,000	16.0%	
S.Barrington Fuel Reimbursement	2,333	2,864	4,667	5,859	28,000	20.9%	
Tollway Payments	2,917	-	5,833	-	35,000	0.0%	
Other Miscellaneous	10,534	8,084	21,068	11,932	126,410	9.4%	
Total Miscellaneous	25,784	14,922	51,568	36,977	309,410	12.0%	
Total General Fund	4,659,488	4,321,430	9,320,075	7,051,931	56,036,150	12.6%	16.7%

**OPERATING REPORT SUMMARY
REVENUES**

February 28, 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	1,321,979	3,007,167	2,843,291	18,043,000	15.8%	
Connection Fees	4,167	6,915	8,333	8,689	50,000	17.4%	
Cross Connection Fees	3,104	3,224	6,208	6,458	37,250	17.3%	
Penalties	6,250	11,846	12,500	20,534	75,000	27.4%	
Investment Earnings	2,542	290	5,083	1,997	30,500	6.5%	
Other Revenue Sources	32,333	35,604	64,667	68,905	388,000	17.8%	
Capital Projects	-	-	-	-	2,794,130	0.0%	
Total Water Fund	1,551,979	1,379,856	3,103,958	2,949,873	21,417,880	13.8%	16.7%
Motor Fuel Tax Fund	106,417	116,626	212,833	239,990	1,277,000	18.8%	
Community Dev. Block Grant Fund	26,742	-	53,483	-	320,900	0.0%	
EDA Administration Fund	-	35	-	112	-	N/A	
E-911 Surcharge	-	12	-	33	-	N/A	
Asset Seizure Fund	26,753	28,846	53,505	56,315	321,030	17.5%	
Municipal Waste System Fund	245,297	224,473	490,593	452,472	2,943,560	15.4%	
Sears Centre Operating Fund	270,089	287,631	540,178	506,870	3,241,070	15.6%	
Sears Centre Activity Fund	522,605	-	1,045,210	-	6,271,260	0.0%	
Stormwater Management	47,900	49,737	95,800	99,488	574,800	17.3%	
Insurance Fund	135,358	133,678	270,717	265,599	1,624,300	16.4%	
Roselle Road TIF	91,157	50,358	182,313	50,413	1,093,880	4.6%	
Barrington/Higgins TIF	-	134,381	-	134,381	-	N/A	
Higgins/Hassell TIF	16,111	-	32,222	-	193,330	0.0%	
Information Systems	137,648	141,185	275,297	273,178	1,651,780	16.5%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	1,166,962	3,252,152	2,078,852	19,512,910	10.7%	
TOTAL OPERATING FUNDS	7,837,543	6,868,248	15,676,185	12,080,657	96,966,940	12.5%	16.7%
2015A & C G.O. Debt Service	139	139	285	285	3,393,880	0.0%	
2015B G.O. Debt Service	10,225	-	20,450	-	122,700	0.0%	
2016 G.O. Debt Service	36,733	-	73,467	-	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	-	166,532	-	999,190	0.0%	
2009 G.O.D.S. Fund	190,235	229,618	380,470	282,250	2,282,820	12.4%	
TOTAL DEBT SERV. FUNDS	320,598	229,757	641,204	282,536	7,239,390	3.9%	16.7%
Central Rd. Corridor Fund	50	37	100	100	600	16.6%	
Hoffman Blvd Bridge Maintenance	117	(519)	233	(414)	1,400	-29.6%	
Western Corridor Fund	417	6,593	833	8,225	5,000	164.5%	
Traffic Improvement Fund	25	48	50	138	300	0.0%	
EDA Series 1991 Project	333	11,867	667	14,741	4,000	368.5%	
Western Area Traffic Impr.	17	23	33	65	200	32.6%	
Western Area Traffic Impr. Impact Fee	72,517	10	145,033	24	870,200	0.0%	
Capital Improvements Fund	149,733	260,651	299,467	459,099	1,796,800	25.6%	
Capital Vehicle & Equipment Fund	140,626	92,601	281,252	185,311	1,687,510	11.0%	
Capital Replacement Fund	333	(334)	667	(18)	4,000	-0.5%	
2015 Project Fund	17	2	33	5	200	2.4%	
Road Improvement Fund	863,586	691,700	1,727,172	1,385,157	10,363,030	13.4%	
TOTAL CAP. PROJECT FUNDS	1,227,770	1,062,679	2,455,540	2,052,433	14,733,240	13.9%	16.7%
Police Pension Fund	462,053	438,827	924,105	506,971	5,544,630	9.1%	
Fire Pension Fund	438,007	409,419	876,013	480,498	5,256,080	9.1%	
TOTAL TRUST FUNDS	900,059	848,246	1,800,118	987,470	10,800,710	9.1%	16.7%
TOTAL ALL FUNDS	10,285,970	9,008,931	20,573,047	15,403,096	129,740,280	11.9%	16.7%

OPERATING REPORT SUMMARY
EXPENDITURES
February 28, 2017

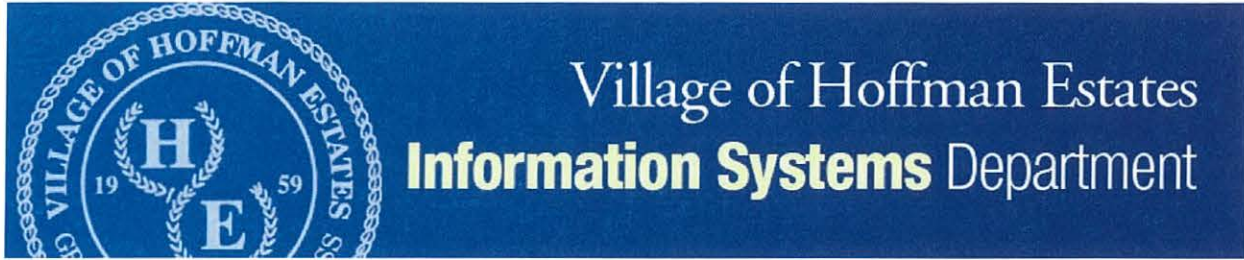
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	30,029	61,868	52,081	371,210	14.0%	
Administration	59,303	52,792	118,605	103,658	711,630	14.6%	
Legal	47,362	32,441	94,723	45,808	568,340	8.1%	
Finance	98,406	81,199	196,812	164,720	1,180,870	13.9%	
Village Clerk	16,783	14,401	33,567	28,405	201,400	14.1%	
Human Resource Mgmt.	46,733	38,138	93,465	79,281	560,790	14.1%	
Communications	19,853	6,321	39,707	38,809	238,240	16.3%	
Cable TV	13,657	11,721	27,313	22,742	163,880	13.9%	
Total General Admin.	333,030	267,042	666,060	535,504	3,996,360	13.4%	16.7%
Police Department							
Administration	128,023	124,750	256,047	231,407	1,536,280	15.1%	
Juvenile Investigations	43,513	45,144	87,025	75,166	522,150	14.4%	
Tactical	62,696	57,482	125,392	98,715	752,350	13.1%	
Patrol and Response	903,298	915,327	1,806,597	1,519,894	10,839,580	14.0%	
Traffic	110,976	93,736	221,952	138,359	1,331,710	10.4%	
Investigations	107,458	108,992	214,915	189,908	1,289,490	14.7%	
Community Relations	1,163	53	2,325	53	13,950	0.4%	
Communications	66,752	127,283	133,503	127,283	801,020	15.9%	
Canine	14,468	14,609	28,937	24,525	173,620	14.1%	
Special Services	19,022	15,904	38,043	22,577	228,260	9.9%	
Records	24,688	20,121	49,377	42,202	296,260	14.2%	
Administrative Services	62,953	58,172	125,907	115,591	755,440	15.3%	
Emergency Operations	6,615	18,286	13,230	21,170	79,380	26.7%	
Total Police	1,551,624	1,599,859	3,103,248	2,606,850	18,619,490	14.0%	16.7%
Fire Department							
Administration	68,333	64,338	136,665	120,492	819,990	14.7%	
Public Education	3,454	2,102	6,908	3,407	41,450	8.2%	
Suppression	687,216	682,891	1,374,432	1,198,703	8,246,590	14.5%	
Emer. Med. Serv.	619,714	610,186	1,239,428	1,053,631	7,436,570	14.2%	
Prevention	44,724	91,726	89,448	116,557	536,690	21.7%	
Fire Stations	2,525	5,633	5,050	5,633	30,300	18.6%	
Total Fire	1,425,966	1,456,875	2,851,932	2,498,422	17,111,590	14.6%	16.7%
Public Works Department							
Administration	25,851	24,979	51,702	48,508	310,210	15.6%	
Snow/Ice Control	156,078	101,803	312,155	215,678	1,872,930	11.5%	
Pavement Maintenance	32,823	25,932	65,647	51,564	393,880	13.1%	
Forestry	99,655	53,681	199,310	104,435	1,195,860	8.7%	
Facilities	96,739	68,270	193,478	97,135	1,160,870	8.4%	
Fleet Services	104,130	79,614	208,260	133,322	1,249,560	10.7%	
F.A.S.T.	26,280	8,820	52,560	18,119	315,360	5.7%	
Storm Sewers	13,241	8,226	26,482	17,248	158,890	10.9%	
Traffic Control	62,589	58,601	125,178	90,935	751,070	12.1%	
Total Public Works	617,386	429,926	1,234,772	776,944	7,408,630	10.5%	16.7%

OPERATING REPORT SUMMARY
EXPENDITURES
February 28, 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	30,110	65,788	59,330	394,730	15.0%	
Planning	33,819	27,081	67,638	64,236	405,830	15.8%	
Code Enforcement	124,613	100,933	249,225	193,357	1,495,350	12.9%	
Transportation & Engineering	108,652	98,571	217,303	179,060	1,303,820	13.7%	
Economic Development	128,880	20,699	257,760	38,406	1,546,560	2.5%	
Total Development Services	428,858	277,393	857,715	534,389	5,146,290	10.4%	16.7%
Health & Human Services	60,087	51,340	120,173	103,188	721,040	14.3%	16.7%
Miscellaneous							
4th of July	7,195	7,195	7,195	7,195	164,910	4.4%	
Police & Fire Comm.	5,365	-	10,730	-	64,380	0.0%	
Misc. Boards & Comm.	17,799	11,743	35,598	18,132	213,590	8.5%	
Misc. Public Improvements	413,862	305,123	827,723	533,560	4,966,340	10.7%	
Total Miscellaneous	444,221	324,061	881,247	558,887	5,409,220	10.3%	16.7%
Total General Fund	4,861,171	4,406,496	9,715,147	7,614,184	58,412,620	13.0%	16.7%
Water & Sewer Fund							
Water Department	1,070,362	1,020,846	2,140,723	2,007,560	12,844,340	15.6%	
Sewer Department	174,601	159,253	349,202	297,561	2,095,210	14.2%	
Billing Division	60,553	56,207	121,105	115,538	726,630	15.9%	
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	1,236,307	2,611,030	2,420,659	19,581,080	12.4%	16.7%
Motor Fuel Tax	111,383	111,383	208,883	208,883	1,275,000	16.4%	
Community Dev. Block Grant Fund	-	-	-	-	320,900	0.0%	
EDA Administration Fund	-	-	-	7,864	-	N/A	
E-911 Fund	5,833	5,833	11,667	11,666	70,000	16.7%	
Asset Seizure Fund	34,893	28,821	69,785	56,263	418,710	13.4%	
Municipal Waste System	245,605	52,120	491,210	153,755	2,947,260	5.2%	
Sears Centre Operating Fund	282,084	53	564,168	61	3,385,010	0.0%	
Sears Centre Activity Fund	522,605	-	1,045,210	-	6,271,260	0.0%	
Stormwater Management	106,354	-	212,708	-	1,276,250	0.0%	
Insurance	138,025	22,886	276,050	440,565	1,656,300	26.6%	
Information Systems	164,732	99,342	329,463	134,439	1,976,780	6.8%	
Roselle Road TIF	149,405	-	298,810	-	1,792,860	0.0%	
Higgins/Hassell TIF	384	-	768	-	4,610	0.0%	
TOTAL OPERATING FUNDS	7,927,988	5,963,240	15,834,899	11,048,338	99,388,640	11.1%	16.7%
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	-	73,467	-	440,800	0.0%	
2008 G.O.D.S. Fund	83,308	-	166,615	-	999,690	0.0%	
2009 G.O.D.S. Fund	189,402	-	378,803	-	2,272,820	0.0%	
TOTAL DEBT SERV. FUNDS	309,443	-	618,885	-	7,229,890	0.0%	16.7%

OPERATING REPORT SUMMARY
EXPENDITURES
February 28, 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	16,667	16,666	100,000	16.7%	
Hoffman Blvd Bridge Maintenance	26,667	-	53,333	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	41,667	41,666	250,000	16.7%	
EDA Series 1991 Project	101,386	48,083	202,772	96,166	1,216,630	7.9%	
Western Area Traffic Imp.	12,500	12,500	25,000	25,000	150,000	16.7%	
Western Area Rd Improve Imp. Fee	72,500	72,500	145,000	145,000	870,000	16.7%	
Capital Improvements Fund	148,058	128,659	296,117	257,318	1,776,700	14.5%	
Capital Vehicle & Equipment Fund	140,584	148,218	281,168	263,186	1,687,010	15.6%	
Capital Replacement Fund	27,343	145	54,687	145	328,120	0.0%	
Road Improvement Fund	871,836	-	1,743,672	-	10,462,030	0.0%	
TOTAL CAP. PROJECT FUNDS	1,430,041	439,271	2,860,082	845,147	17,160,490	4.9%	16.7%
Police Pension Fund	425,875	430,389	851,750	872,855	5,110,500	17.1%	
Fire Pension Fund	406,982	385,416	813,963	780,610	4,883,780	16.0%	
TOTAL TRUST FUNDS	832,857	815,805	1,665,713	1,653,465	9,994,280	16.5%	16.7%
TOTAL ALL FUNDS	10,500,328	7,218,316	20,979,579	13,546,950	133,773,300	10.1%	16.7%



2017 February MONTHLY REPORT

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Electronic Requisition / Approvals and Workflow Implementation

- Arranged for and attended training at the beginning of the month to learn how to set up the Workflow engine for Electronic Requisitions and POs, modify the notification messages, set up the Approval table for each department, and set the notification schedule.
- Training was also provided in how to submit a requisition electronically, how to approve it, how to turn it into a PO, how to Approve POs, and finally how to create a pdf of the PO and automatically attach it to the record.
- We also covered the Attachments Process, and demonstrated how they are stored and utilized.
- Tested the submission and notification process we had set up and made changes as needed.
- Trained the IS Director in the use of Electronic Requisitions and the IS Department began submitting them the same day.
- Modifications were needed to the PO form to include the Finance Director's signature, remove the copy watermark so that we can email them, and correct the issues with email addresses appearing on the PO. We also needed a second page for all POs to contain our Prevailing Wage requirements. Worked with Support to submit and test the needed changes and those changes were completed by the middle of the month.
- Several new reports were created monitor the Requisitions as they are entered.
- Successfully implemented Event Studio, which triggers email notification to the IS Department when the Requisitions are approved and when they are turned into POs.
- Met with Finance Department staff to review how the implementation was going in terms of their business processes outside the software and see where we could help them tweak them. Modifications to approvals were made and we were able to work through the areas that were causing delays.
- By the end of the month, over 50 electronic requisitions were successfully submitted.

Business License Renewal

- Created eleven Cognos Reports for the Village Clerk's Office Business License Renewal, six of which are the Renewal Letters and Invoices for the various license types.
- Verified the readiness of the Business License records for renewal.

eGov Implementation for Business License Payments

- Modified the eGov website to allow for payment of the Clerk's Office License types and provide instructions for licensees.

Tow Citation Letters

- Police Department staff expressed a need for new Cognos reports for Tow Citations, including a new letter to lienholders and a list of seizure violations. Created the reports to the specifications identified and with the wording submitted for the letter.

GovQA Code Request Modification

- Modified all 18 Non-FOIA Code Request types to allow for anonymous submission as requested by the Director of Development Services. A new custom field was needed to ensure the submission of enough information to investigate issues submitted.

Miscellany

- Participated in the GovQA New Release Seminar that reviewed the new features available in the Spring Release.
- Ran the Penalty Process on RRL Licenses and found the issue remained that failed to penalize all the licenses eligible. Worked with Support, and we finally determined where the problem was coming from and they fixed it.
- Modified the False Alarm Invoice Report in Cognos to include a year prompt. This allows the report to be used for any quarter of any year without modification.
- Created new Time Entry documentation based on the 5.1 version of the FinancePLUS software.
- Made changes in several Cognos reports to fulfill needs of several users.
- Worked with SunGard Support to eliminate an issue we were having in terminating employees.
- Worked with WebQA Support to fix the inability to create new requests.

Training

- Trained new UB staff in Entities and Utility Billing Applications
- Provided training to General Government staff in use of the Boards and Commissions Database to enter new members.
- Cable TV staff needed training in using Time Entry. Provided that training remotely.
- Training in the Electronic Requisition/PO/Approval/Workflow processes was held in February and attended by Finance and IS Department staff.

Meetings

- Met several times with Finance Department Staff to implement Electronic Requisition/PO/Approval/Workflow processes.
- Met with Clerk's Office staff to review Renewal documents.
- Bi-weekly updates w/ F. Besenhoffer (2/13, 2/27)

Geographic Information System Review

February Synopsis

- We've added another tool to assist in our GIS data capture, the EOS Arrow Gold GNSS receiver. Using RTK technology, it can provide up to 1 cm accuracy. This will greatly improve our field collection accuracy moving forward. It will also align with our goal to expand GIS data collection beyond IS GIS staff. Our next step is to test both the units and begin creating training material.
- Upgrading current ArcGIS for Desktop users from 10.2.2 to 10.4.1 went smoothly. The only issue came when re-connecting to our SQL databases. SQL drivers were necessary so IS installed SQL Server Tools on those PCs, which solved our issue. ArcGIS for Server has also been upgraded from 10.2.2 to 10.4.1. Once the VPN is configured and web adapter installed, we will begin testing the new server.
- Upgrading also allowed for a comparison of our current users & license levels against what we're currently paying maintenance on. It was decided that 1 of our Standard ArcGIS licenses could be changed to Basic and we removed 2 analysis tools which reduced our bill by \$1900. While we may grow into more licenses in the future, it's possible that we could use Free & Open Source Software (FOSS). QGIS is one such product that could be used for basic tasks such as connecting to our data and mapmaking. This would also allow us to expand GIS software use amongst our employees without the budgetary concerns of licensing. I will continue researching this option.
- Map Request: Televised Sanitary Sewer location map sent to televising contractor (PW)
- Map Request: Annual Zoning map updates (DS-PCE)
- Map Request: Additional Village Green maps for Platzkonzert Commission (DS)
- Map Request: Utility map for IDOT study @ Golf/Barrington intersection (DS-TE)
- Map Request: FOIA request for former AT&T campus utilities (DS-TE)
- Map Request: Invest In Cook project application maps (DS-TE)
- Troubleshooting: Adjustment made to ArcPad so locators can continue querying addresses (PW)
- Troubleshooting: ArcGIS Online hydrant map User Role was modified to allow editing (PW)

Administration

- Installed SQL Server Tools on ArcGIS for Desktop PCs—couldn't connect to databases without it
- Continued troubleshooting Web Adapter install
- Purchased EOS Arrow Gold GNSS units with carbon fiber rods
- MWRD Annual Compliance Report data discussion w/ J. Gawerecki
- Updates to field crew laptops: sanitary & locators

Training

- Access tracking sheet w/ A. Howe (PW)
- Intranet Maps basics w/ D. Richter (PW)
- Using Spatial Databases in QGIS
- Understanding the ArcGIS for Server Web Adapter & Installing the Web Adaptor

Meetings

- Bi-weekly updates w/ F. Besenhoffer (2/13, 2/27)
- Monthly PW-GIS meeting (2/7)
- Hexagon RMS demo for NWCDS (2/8)
- GIS/Forestry Data w/Nick Lackowski (2/9)
- 4th of July Maps, w/ J. Jahnke (2/14) w/ J. Dornbos (2/24)

Project/Activities

Project – Desktop Quotes

IS Department staff started working on acquiring pricing for this year's desktop computer replacement program. We are planning on replacing 60 desktop computers with the following minimum specifications:

- Intel architecture i5 CPU
- 500 GB HDD
- 8 GB of RAM
- Video cards that supports dual monitor configurations
- Recordable DVD-rom
- 4yr warranty
- 22 inch widescreen monitors

Project – SAN Firmware Update

- IS Staff upgraded firmware on our SAN storage devices. The new stable version fixed few minor issues that we were experiencing. IS Staff was able to perform the firmware upgrade during normal operating hours with no impact on productivity.

Project – South IDF Closet Update

- IS staff worked on revamping, cleaning and upgrading our South IDF room located in the Finance Department. This IDF room acts as a connection point between Village's network and Finance and General Government Departments. During this process new switch rack and additional neat patches were installed to help better organize wire connections. This process took place after normal business hours so there would be no down time or interruption to Finance and General Government Departments.

Project – Desktop DBan and Inventory for Auction

- IS staff completed cleaning and removing all software from the computers removed during 2016 replacement cycle. All computers have been inventoried and placed in storage area awaiting 2017 auction.

Project – Dual factor authentication

- IS Staff continued to work on dual factor authentication for Police Department. We continued to work on configuration changes, different setup scenarios and checked the system's behaviors under different circumstances.

Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 195 help desk requests were opened during the month of February.
- 192 help desk requests were closed during the month of February.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 3
- SunGard passwords reset: 2
- Voicemail passwords reset: 4
- User accounts unlocked: 10
- Active Directory Password Resets: 6

Training

- Tina Keslinke took and passed A+ (901) certification. This is the first of two tests needed to obtaining the A+ certification.
- IS staff conducted one session for new employee orientation

Meetings

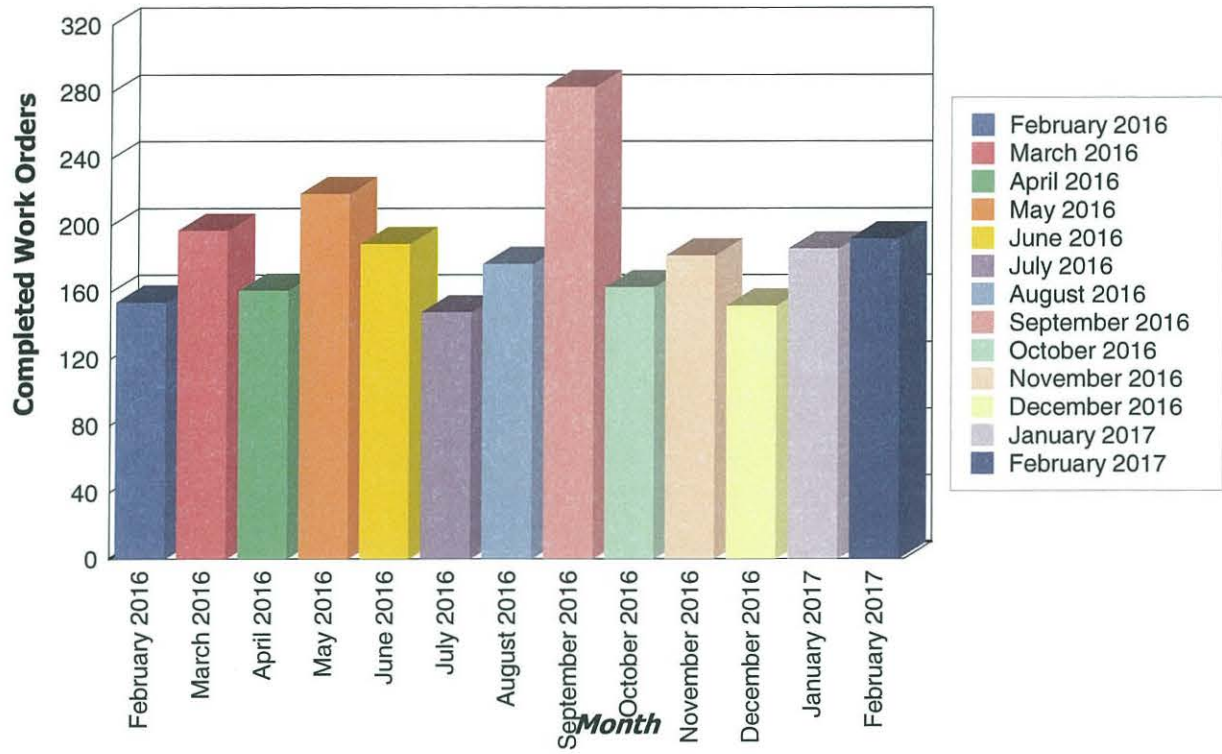
- Bi-weekly updates w/ F. Besenhoffer (2/13, 2/27)
- Staff attended Hexagon's IT CAD WebEx demo on February 23rd. During the course of this meeting many IT functions were discussed and well as architecture overview and system requirements and recommendations for proper functionality and dependency.
- Staff attended the CAD IT meeting at NWCD
- Staff participated in the Tyler New World Technical call. This was held to clear up technical aspects not addressed by the demonstration held in January

Director Summary

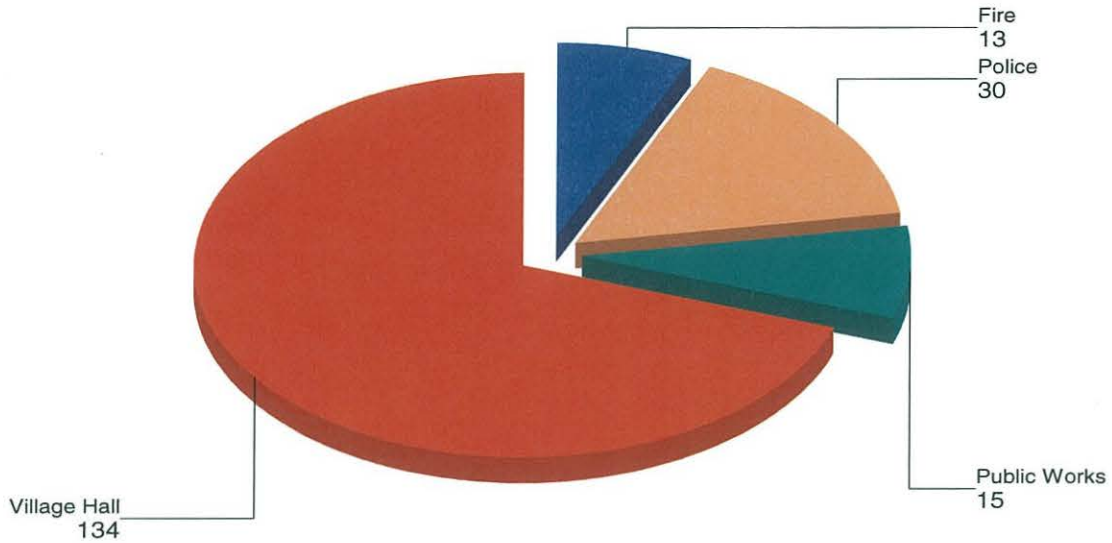
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions.
- Met with Human Resources to discuss a KIOSK being placed in one of the alcoves outside of their offices. The KIOSK would be available for potential job seekers to access Job Applicant Center as well as for Village employees who do not have network credentials or access to a computer to access Employee Access Center.
- Met with Human Resources to finalize the Software Support Specialist job description
- Met with Finance to discuss the progress of the Online Purchase order system.
- Facilitated a demo with members of Finance, Clerk's office, Development services and administration to review the Laserfiche document management software
- Facilitated a demo of the TimeClock Plus software with members of Finance, Police, Public Works and Fire
- Completed a draft RFP to replace/upgrade the DragonWave wireless system.
- KnowB4 Security Awareness software demo
- Attended the Mayor's annual breakfast
- Monthly meeting with the Manager's office
- Security Camera RFP opening

Total Work Orders by Priority by Month

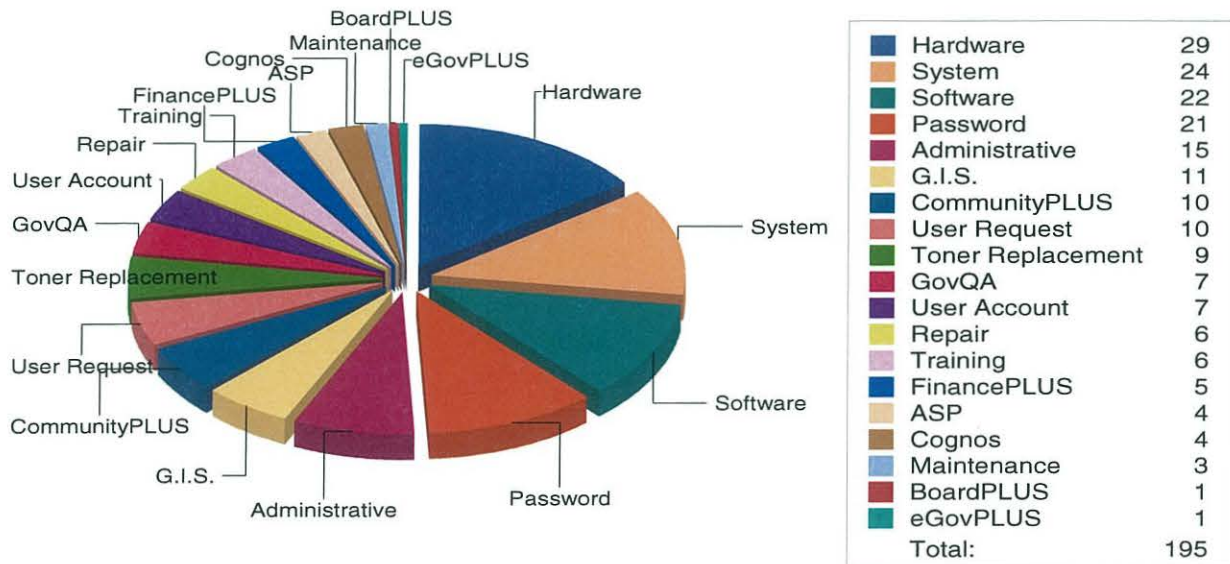
Month	February
1 - Normal	126
2 - High	28
3 - Urgent	14
Project	10
Scheduled Event	10
Vendor intervention required	7
Total for Month	195



Completed Work Orders by Location



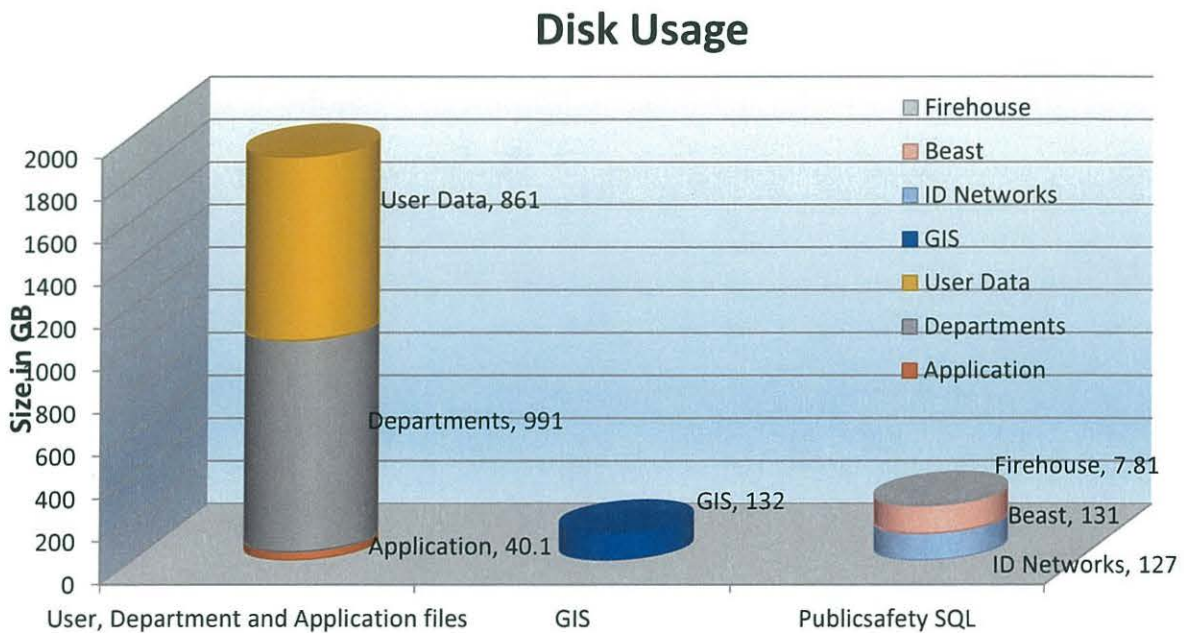
Work Order Trends by Type



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. In the month of February we asked for two printer repairs and the cost associated with those repairs totaled \$380.00 including parts and labor.

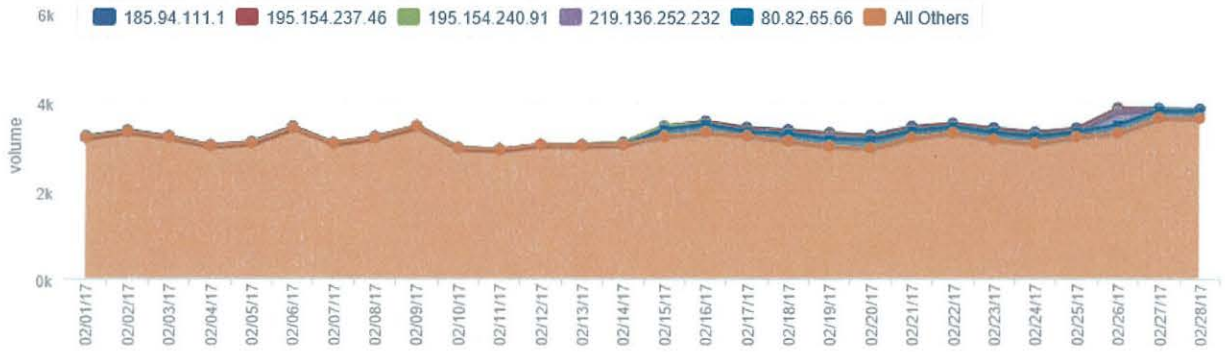
System and Data Functions



Sentinel IPS Attack Report

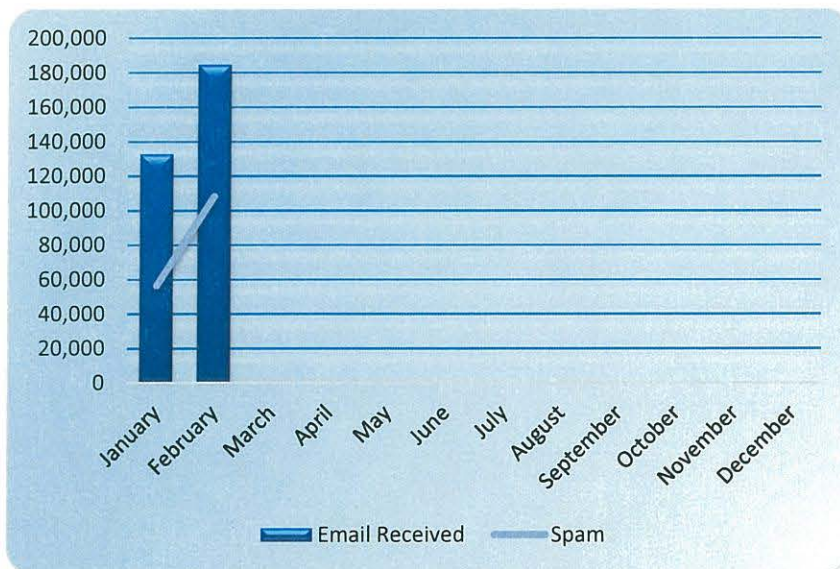
External parties attacked the Village network 92883 times during the month of February.

Attack Volume with 5 Most Active IP Addresses



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	132,584	56,517	43%
February	184,484	108,419	59%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	317,068	164,936	52%



Fred Besenoffer, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Assistant Village Manager-Development Services
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT - MARCH 2017**
DATE: March 24, 2017

1. Reviewed the year-end profit and loss for the Chicago Mustangs. Coordinated payments/deposits to secure the last three home games.
2. Coordination with Levy regarding catering events.
3. Coordination with SCA staff regarding the security systems at the SCA.
4. Coordination regarding the annual circus.
5. Discussion related to the annual cheerleading events at the SCA.
6. Coordination with Ben Gibbs for miscellaneous events.
7. Review of monthly financial reports and staffing/operational costs.
8. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachment:

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
March 2016

Event Highlights	Notes
March 3 - WCB March 4 - WCB March 5 - Ramon Ayala March 6 - WCB March 8 - WCB March 10 to 12 - Circus March 14 - IHSA March 15 - WCB March 17 - WCB March 19 - Jaripeo March 21 - WCB March 23 - WCB March 25 to 26 - Monster Truck March 28 - WCB March 30 - Toby Mac	
Finance Department	
General	Arena finished February financials. Arena is ahead of budget by \$147,202
Monthly Financial Statement	Building Event Revenue YTD: (\$80,744)
	Building Sponsor/Other Revenue YTD: \$48,276
	Building Expenses YTD: \$332,141
	Building Income YTD: (\$80,744) vs. YTD Budget (\$227,946)
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 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: \$26,245
	Suites Sales: \$18,609
	Club Sales: \$5,333
General	
Capital Improvements/Repairs	LED sport light upgrade