

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
October 23, 2017

Immediately following Public Health & Safety

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

- I. Roll Call**
- II. Approval of Minutes – September 25, 2017**

NEW BUSINESS

- 1. Request acceptance of Finance Department Monthly Report.
- 2. Request acceptance of Information System Department Monthly Report.
- 3. Request acceptance of Sears Centre Monthly Report.

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

FINANCE COMMITTEE MEETING MINUTES

September 25, 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
Trustee Karen Arnet
Mayor William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Alan Wenderski, Dir. Of Engineering
Mark Koplin, Asst. Village Mgr., Dev. Services
Bruce Anderson, CATV Coordinator
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Jeff Jorian, Fire Chief
Pat Fortunato, Deputy Fire Chief
Ted Bos, Police Chief
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager**

The Finance Committee meeting was called to order at 7:24 p.m.

II. Approval of Minutes – August 21, 2017

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the minutes of the Finance Committee meeting of August 21, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Discussion regarding the Village program concerning acceptance of credit card payments and processing by the Finance Department.**

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

Ms. Musiala provided a brief background on the Village's current credit card processing protocols and a reason for the request.

Mr. Norris also provided background on the request.

Trustee Gaeta and Trustee Mills inquired about the current fees as well as impact on those who use direct deposit.

Ms. Musiala provided information about the current processes, proposed processes and impact to the Village.

Trustee Newell inquired about how the Village would inform citizens about the change. Ms. Musiala indicated several methods of communication that would be used including the Citizen Newsletter and water bill messages.

Motion by Trustee Stanton, seconded by Trustee Gaeta, for the Finance Department to proceed with passing along credit card fees to the customer beginning December 1, 2017. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California in an amount not to exceed \$24,782.50.**

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

Mr. Gibbs provided an explanation for the request and indicated this is the current trend.

Trustee Mills and Trustee Stanton inquired about the operation of the units and if they would be moved after each event. Mr. Gibbs explained the process that would take place.

Trustee Stanton inquired about accommodating larger groups. Mr. Gibbs indicated additional units could be rented for larger groups.

Motion by Trustee Gaeta, seconded by Trustee Mills, to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California in an amount not to exceed \$24,782.50. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to waive formal bidding and award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680. Voice vote taken. All ayes. Motion carried.

- 4. Request authorization to award a contract for stage, sound, lights and backline equipment for the 2018 Northwest Fourth Fest to Diversified Audio Group, Inc., Addison, IL in an amount not to exceed \$16,820.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award a contract for stage, sound, lights and backline equipment for the 2018 Northwest Fourth Fest to Diversified Audio Group, Inc., Addison, IL in an amount not to exceed \$16,820. Voice vote taken. All ayes. Motion carried.

5. Request authorization to award a multi-year carnival contract to Modern Midways, Inc., Steger, IL, for carnival services for the Northwest Fourth Fest.

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

Trustee Stanton inquired if everyone on the 4th Fest was happy with the decision.

Mr. O'Malley and Trustee Pilafas expounded on the decision.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to award a multi-year carnival contract to Modern Midways, Inc., Steger, IL, for carnival services for the Northwest Fourth Fest. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of the Finance Department Monthly Report.

The Finance Department Monthly Report was presented to committee.

Trustee Stanton noticed the numbers have been off for the projected figures for hotel tax, home-rule sales tax and telecommunications tax.

Mr. Norris indicated this is currently be addressed.

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

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

The Information System Department Monthly Report was presented to committee.

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

8. Request acceptance of the Sears Centre Monthly Report.

The Sears Centre Monthly Report was presented to committee.

Mr. Gibbs provided an update on the Arena's activities.

Trustee Stanton inquired about the Windy City Bull's schedule and reasoning behind how they schedule games. Mr. Gibbs explained the WCB has several pockets of time they need to work around which may be the reason for scheduling more games later in the season.

Trustee Pilafas also noted that Levy's has had a great year. Mr. Gibbs concurred.

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

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:47 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



HOFFMAN ESTATES

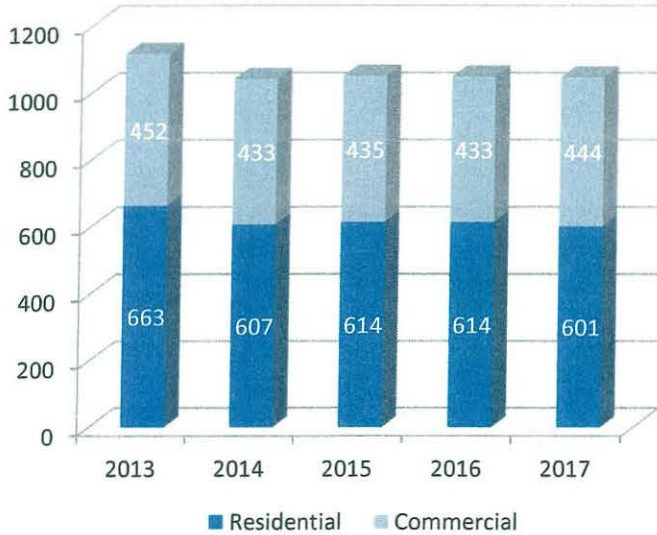
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT SEPTEMBER 2017

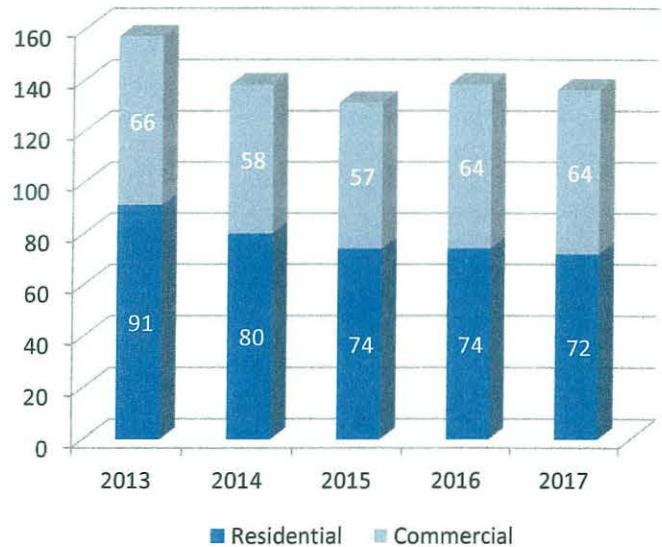
Water Billing

A total of 14,649 residential water bills were mailed on September 1st for July's water consumption. Average consumption was 4,951 gallons, resulting in an average residential water bill of \$61.18. Total consumption for all customers was 136 million gallons, with 72 million gallons attributable to residential consumption. When compared to the September 2016 billing, residential consumption decreased 2.7%.

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

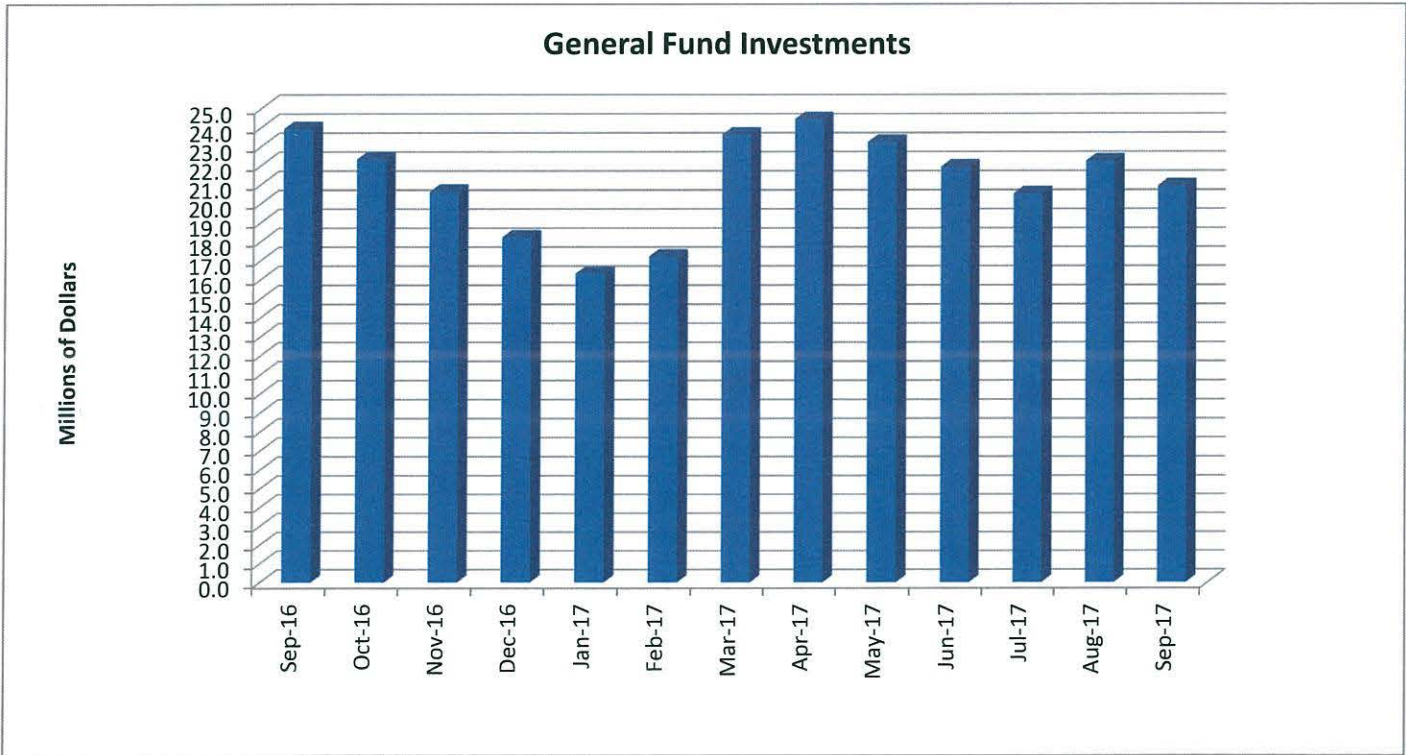
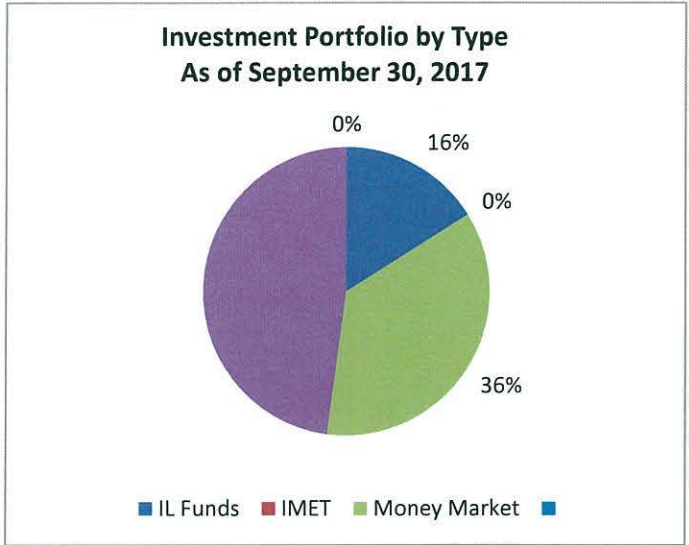
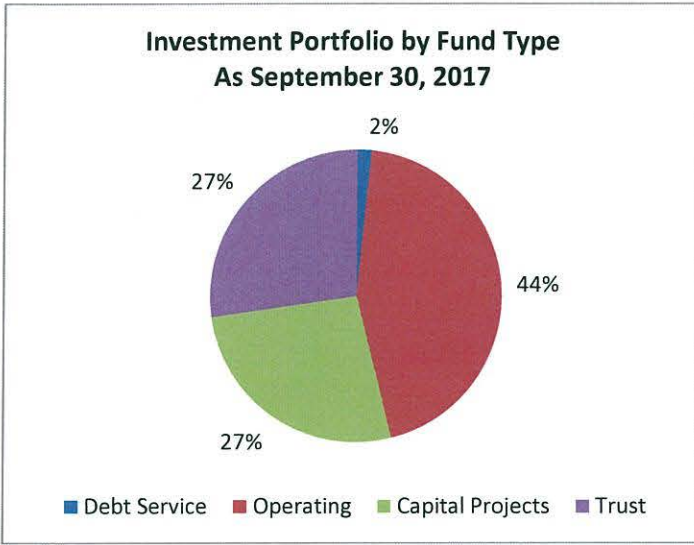


**Total Water Consumption
Month of September**



Village Investments

As of September 30, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$58.7 million. Of this amount, \$26.1 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$32.6 million is related to debt service, capital projects and trust funds.



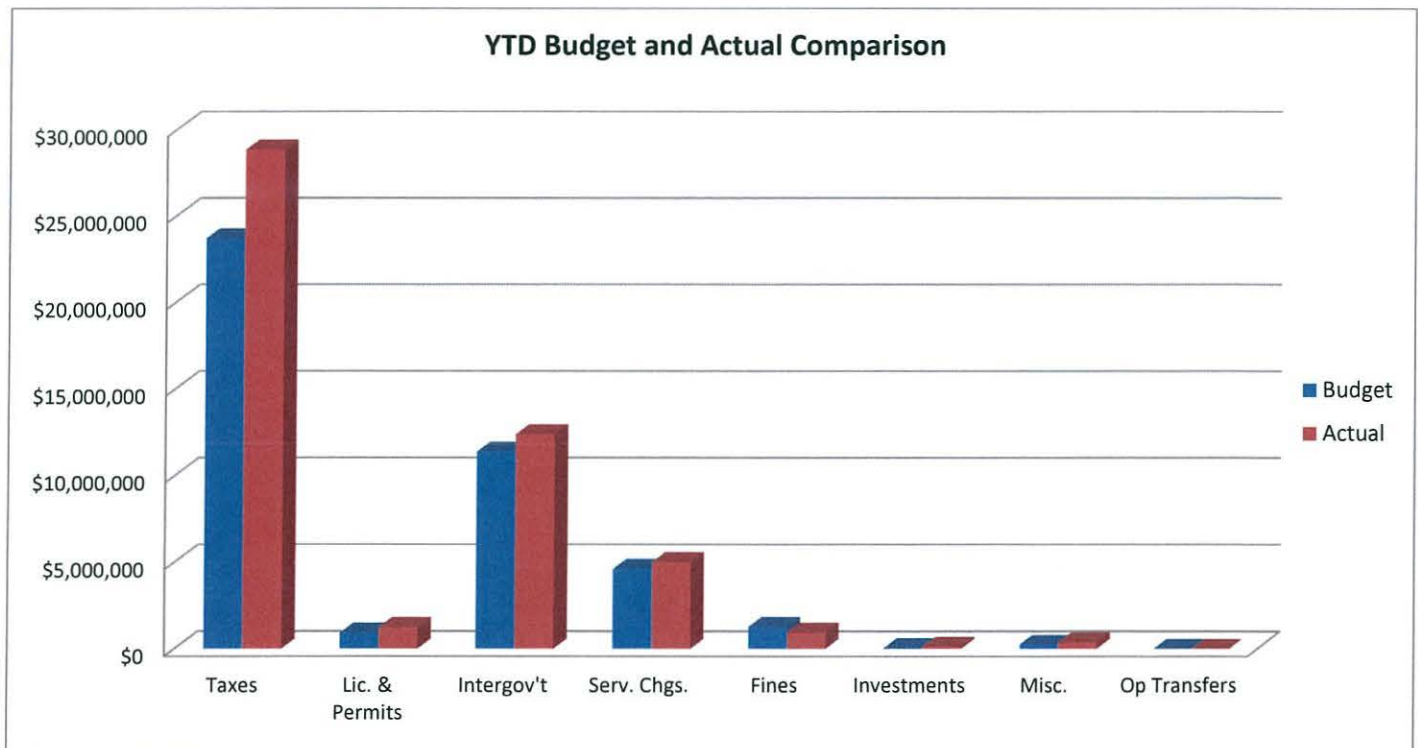
Operating Funds

General Fund

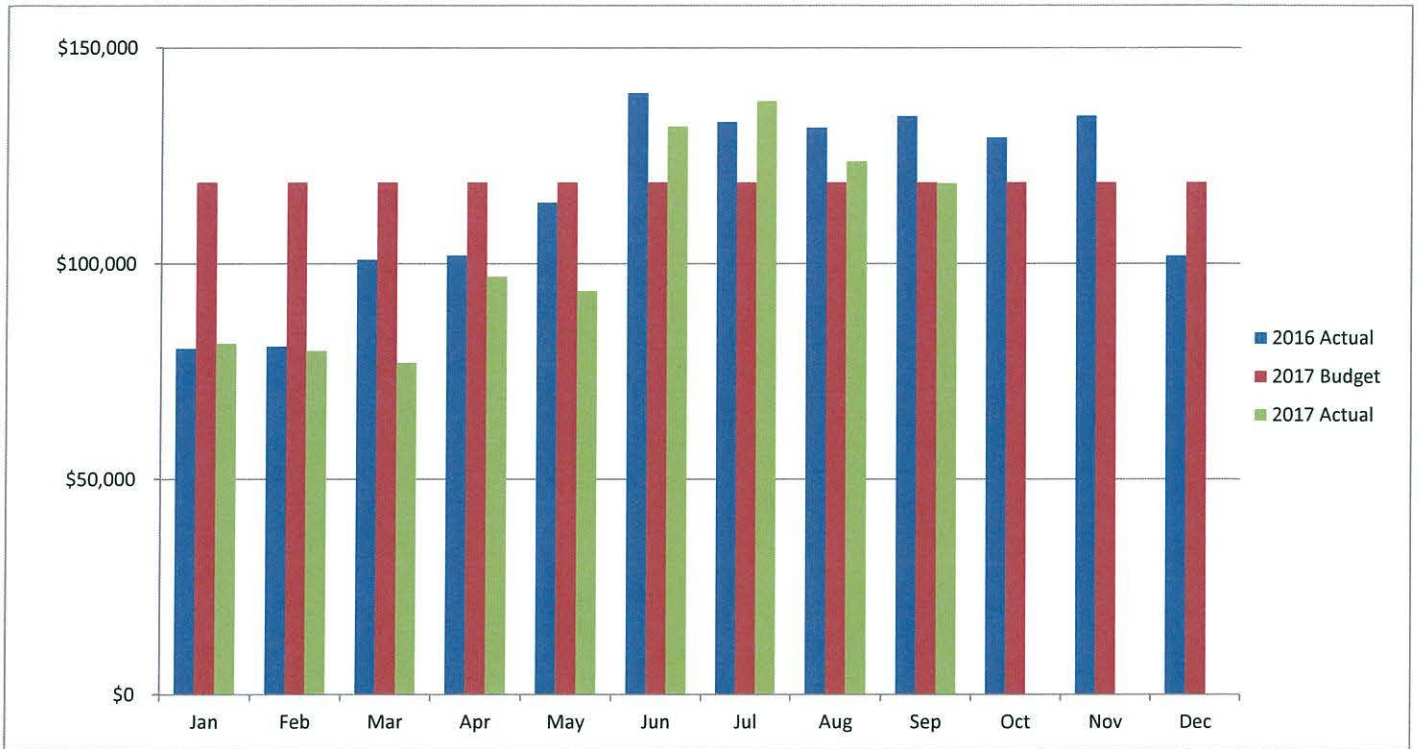
For the month of September, General Fund revenues totaled \$2,832,608 and expenditures totaled \$4,746,272 resulting in a deficit of \$1,913,664.

Revenues: September year-to-date figures are detailed in the table below. Taxes are over budget due to the second installment of property taxes being received in August. Also, Real Estate Transfer Tax revenues from a large sale were received. Licenses and permits are overbudget because license renewal payments were received in August. Fines and Forfeits are under budget because four of the nine red light cameras are not operating due to IDOT construction. Investments are over budget due to increased investment activity and higher interest rates. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 23,672,378	\$ 28,809,863	21.7%
Licenses & Permits	914,250	1,238,387	35.5%
Intergovernmental	11,346,600	12,353,106	8.9%
Charges for Services	4,588,300	4,989,440	8.7%
Fines & Forfeits	1,256,250	932,014	-25.8%
Investments	45,000	127,967	184.4%
Miscellaneous	232,058	370,092	59.5%
Operating Transfers	-	-	0.0%
TOTAL	\$ 42,054,835	\$ 48,820,870	16.1%

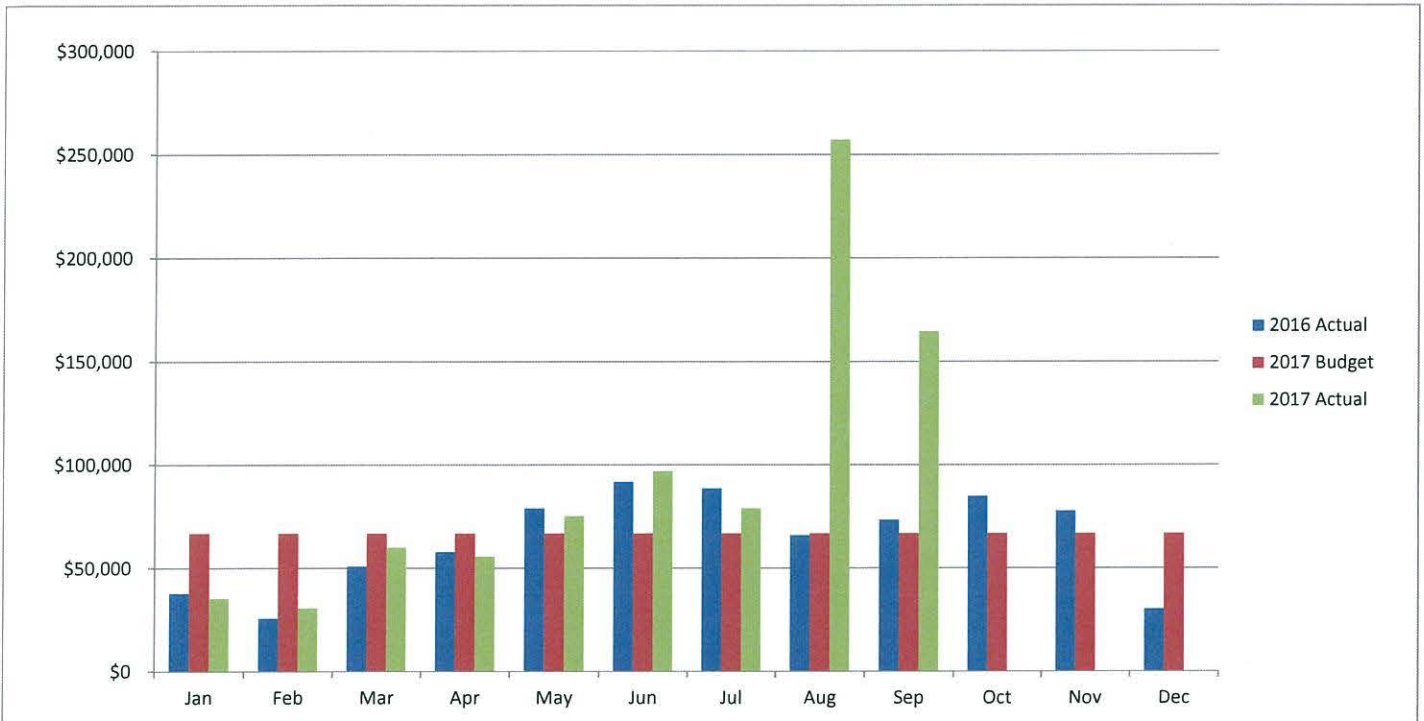


Hotel Tax



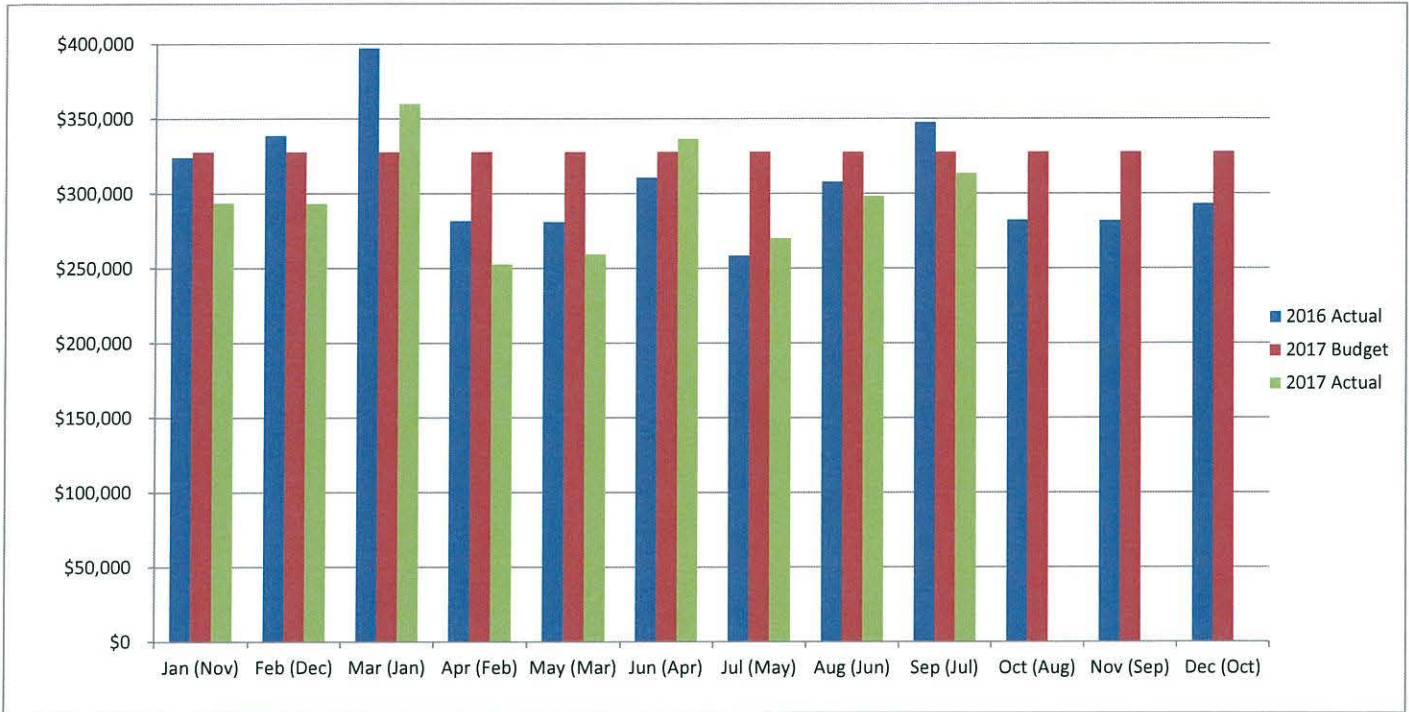
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750	76,961	(118,152)
Apr	101,748	118,750	96,865	(140,037)
May	114,092	118,750	93,566	(165,221)
Jun	139,424	118,750	131,686	(152,285)
Jul	132,709	118,750	137,580	(133,455)
Aug	131,370	118,750	123,587	(128,618)
Sep	134,103	118,750	118,499	(128,869)
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>\$ 939,881</u>	

Real Estate Transfer Tax



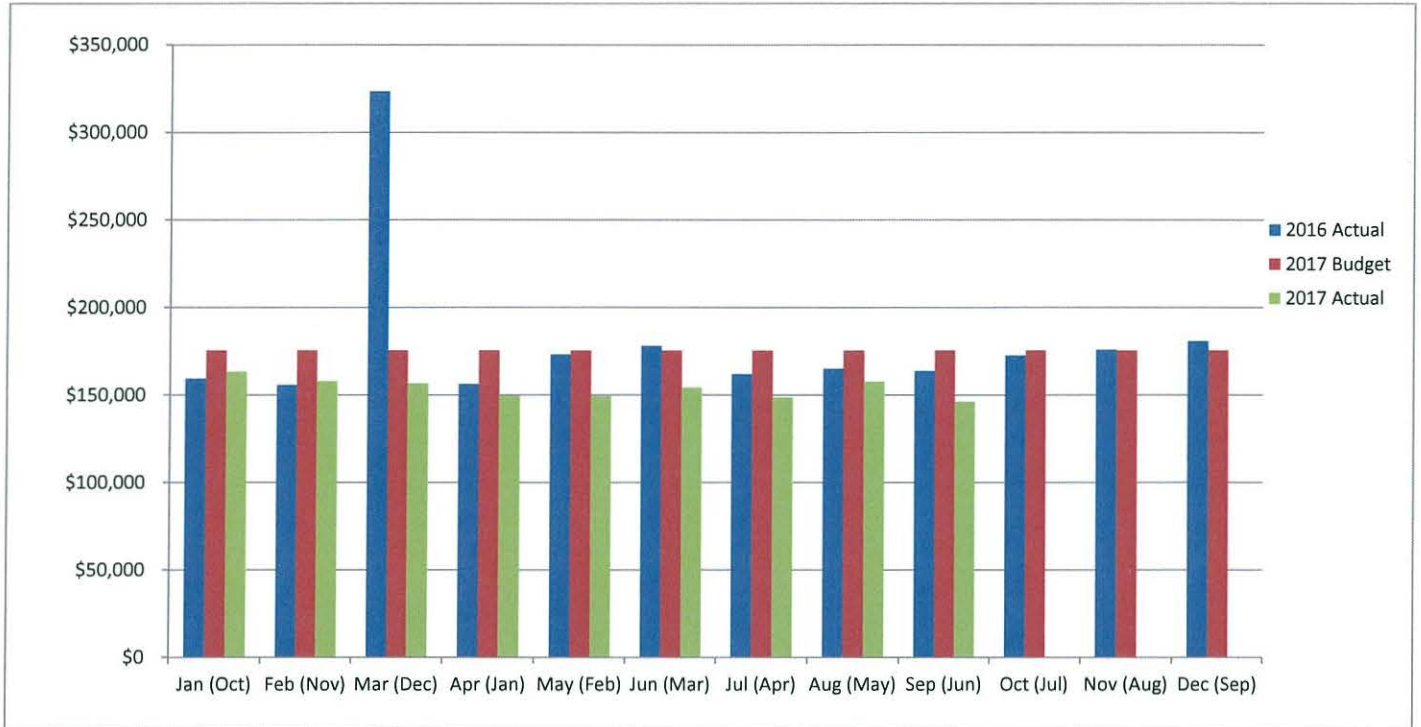
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667	59,905	(74,405)
Apr	57,748	66,667	55,537	(85,535)
May	78,831	66,667	75,058	(77,143)
Jun	91,689	66,667	96,733	(47,077)
Jul	88,395	66,667	78,722	(35,022)
Aug	65,713	66,667	256,935	155,247
Sep	73,215	66,667	164,363	252,943
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>\$ 852,943</u>	

Home Rule Sales Tax



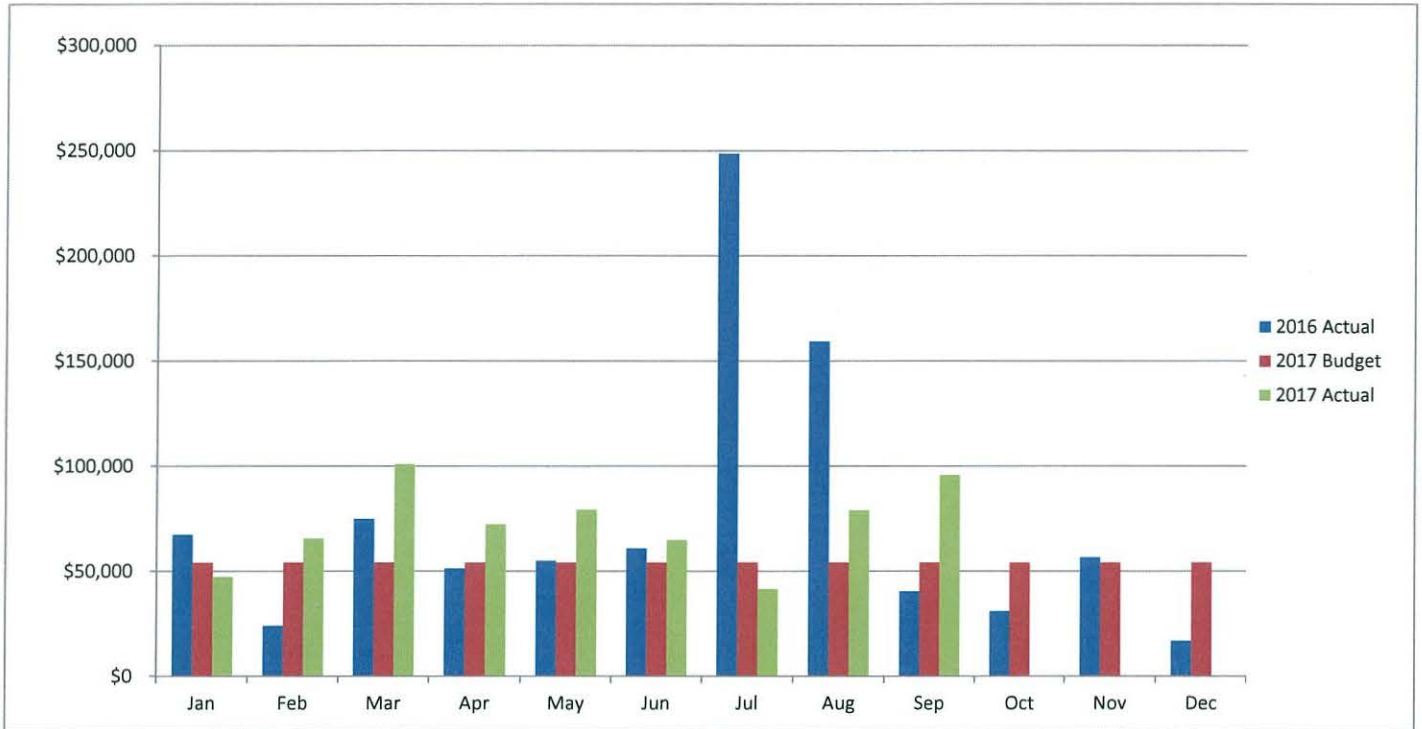
<u>Month Received (Liability Period)</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500	292,978	(68,684)
Mar (Jan)	396,849	327,500	359,794	(36,390)
Apr (Feb)	281,321	327,500	252,424	(111,466)
May (Mar)	280,742	327,500	259,148	(179,818)
Jun (Apr)	310,457	327,500	336,344	(170,974)
Jul (May)	258,142	327,500	269,843	(228,631)
Aug (Jun)	307,548	327,500	297,839	(258,292)
Sep (Jul)	347,224	327,500	313,282	(272,510)
Oct (Aug)	281,986	327,500		
Nov (Sep)	281,527	327,500		
Dec (Oct)	292,680	327,500		
YTD Totals	\$ 3,700,852	\$ 3,930,000	\$ 2,674,990	

Telecommunications Tax



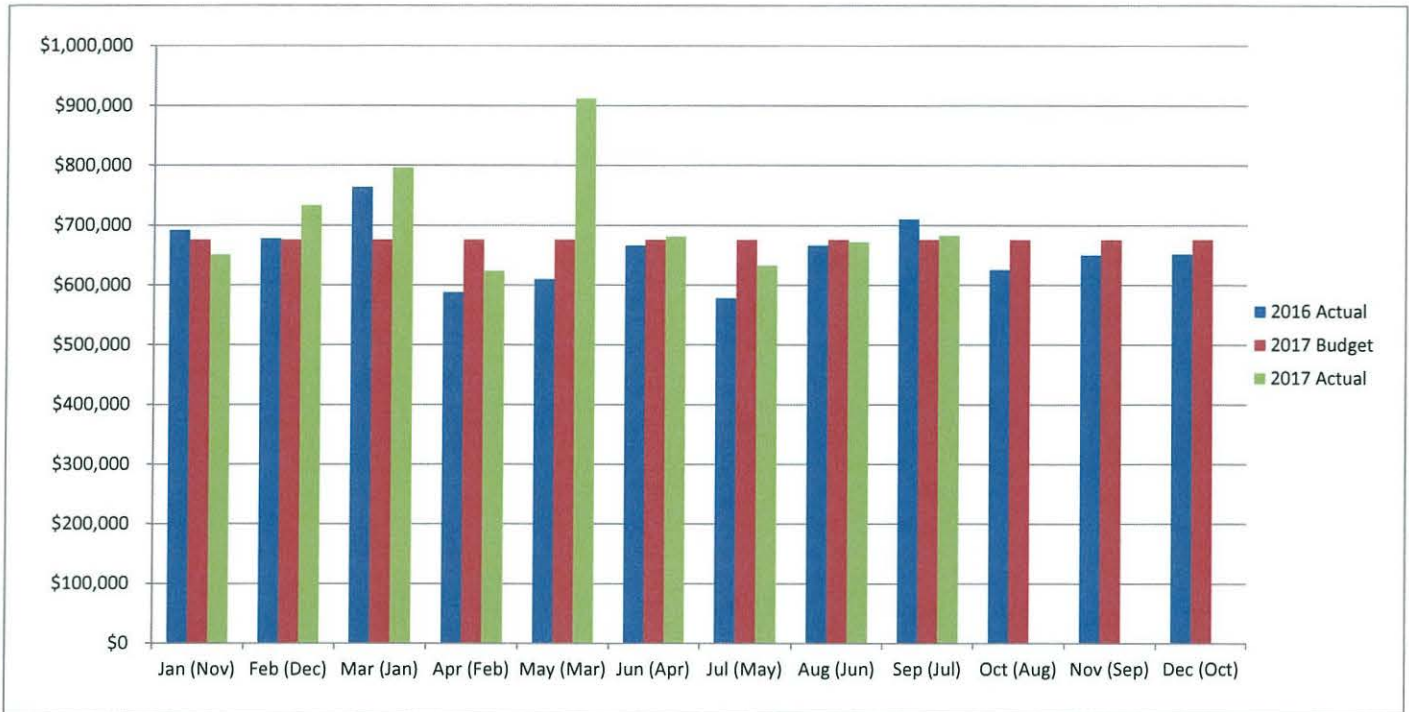
Month Received (Liability Period)	2016 Actual	2017 Budget	2017 Actual	Cumulative Variance 2017 Actual vs. Budget
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583	156,644	(48,712)
Apr (Jan)	156,336	175,583	149,435	(74,860)
May (Feb)	173,101	175,583	149,407	(101,037)
Jun (Mar)	178,092	175,583	154,229	(122,391)
Jul (Apr)	161,911	175,583	148,853	(149,121)
Aug (May)	165,011	175,583	157,762	(166,943)
Sep (Jun)	163,710	175,583	146,211	(196,315)
Oct (Jul)	172,526	175,583		
Nov (Aug)	175,963	175,583		
Dec (Sep)	180,915	175,583		
YTD Totals	\$ 2,166,002	\$ 2,107,000	\$ 1,383,935	

Building Permits



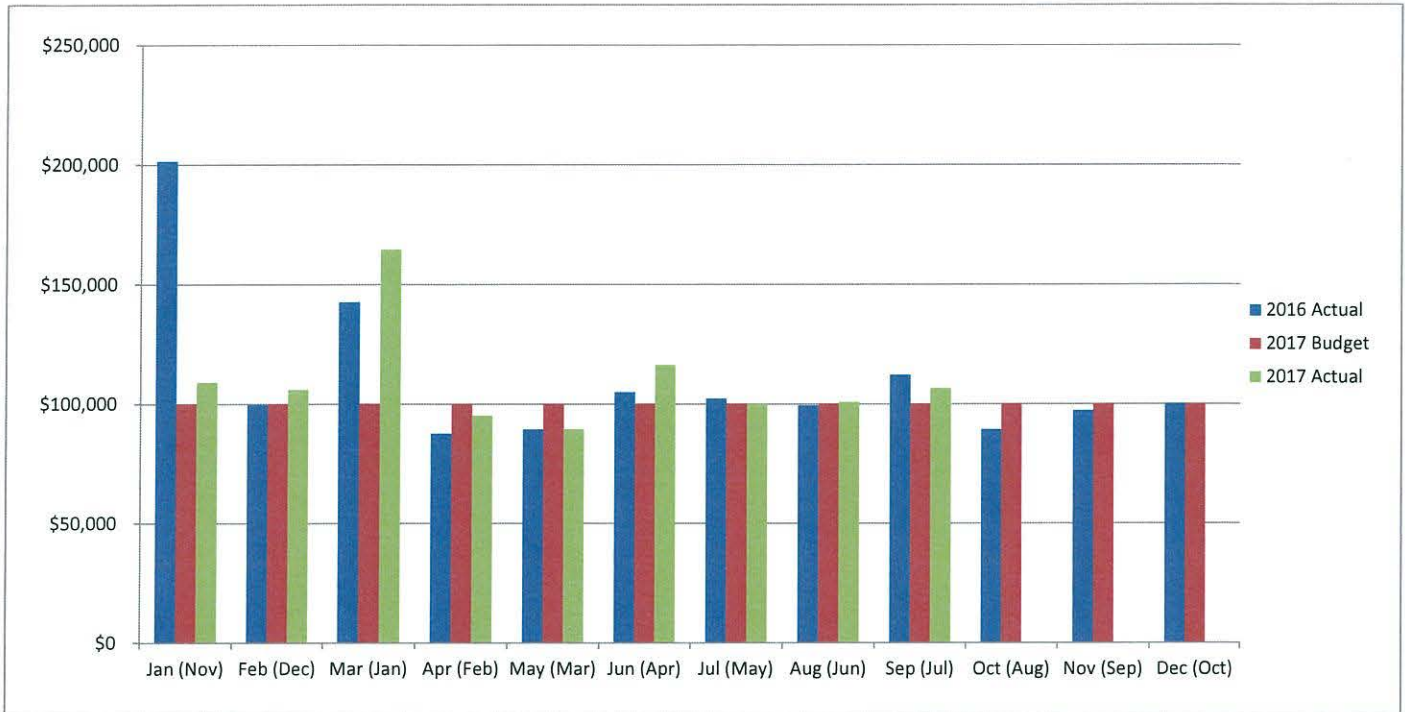
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167	65,665	4,575
Mar	74,953	54,167	100,988	51,396
Apr	51,338	54,167	72,363	69,592
May	54,967	54,167	79,342	94,768
Jun	60,943	54,167	64,910	105,511
Jul	248,608	54,167	41,452	92,796
Aug	159,312	54,167	79,087	117,717
Sep	40,480	54,167	95,819	159,369
Oct	31,035	54,167		
Nov	56,610	54,167		
Dec	16,886	54,167		
YTD Totals	\$ 886,617	\$ 650,000	\$ 646,869	

State Sales Tax



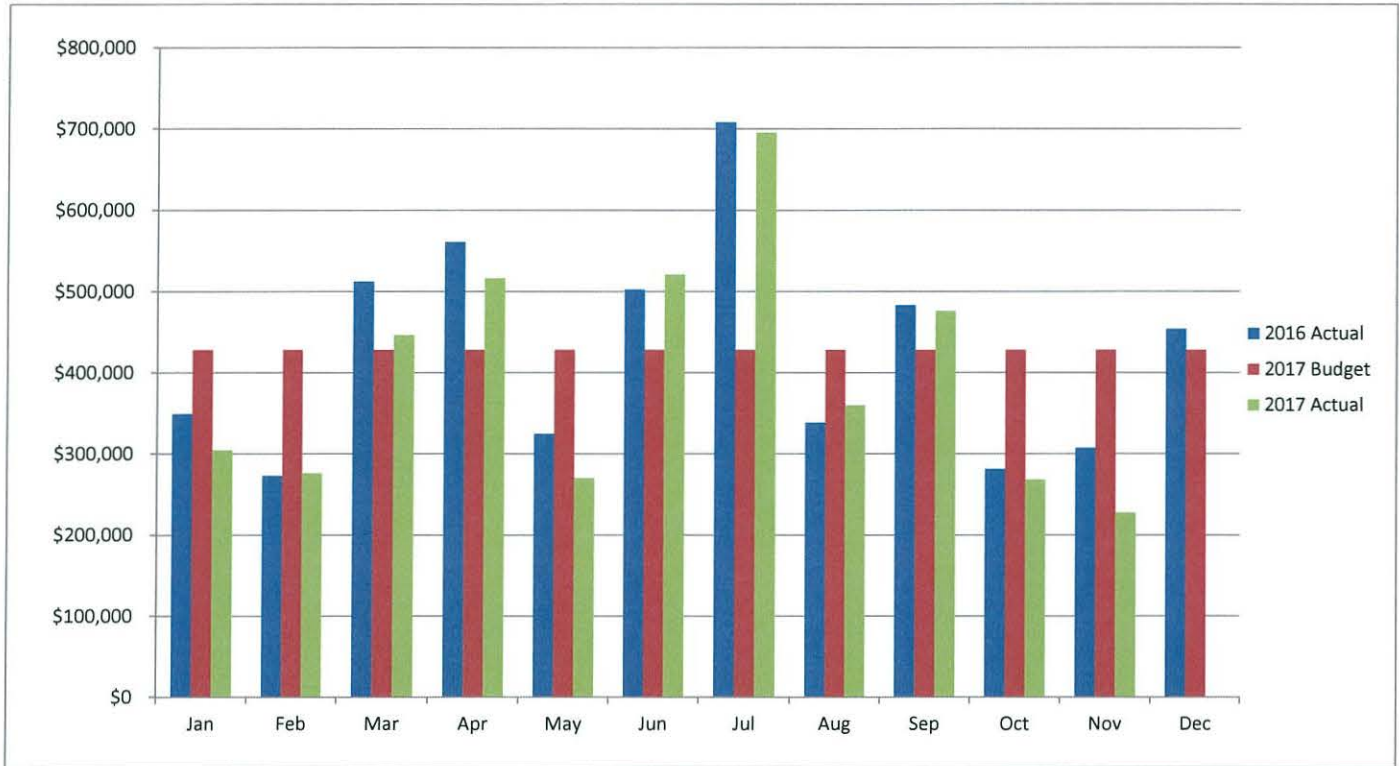
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000	732,873	33,200
Mar (Jan)	762,823	675,000	795,543	153,743
Apr (Feb)	587,241	675,000	623,246	101,989
May (Mar)	609,066	675,000	911,242	338,231
Jun (Apr)	665,338	675,000	680,702	343,933
Jul (May)	577,603	675,000	632,257	301,190
Aug (Jun)	665,403	675,000	671,209	297,399
Sep (Jul)	709,575	675,000	682,286	304,685
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>\$ 6,379,685</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	164,414	79,197
Apr (Feb)	87,500	100,000	94,978	74,175
May (Mar)	89,193	100,000	89,385	63,560
Jun (Apr)	104,808	100,000	116,238	79,798
Jul (May)	102,085	100,000	99,818	79,616
Aug (Jun)	99,336	100,000	100,570	80,186
Sep (Jul)	112,036	100,000	106,373	86,559
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>\$ 986,559</u>	

Income Tax

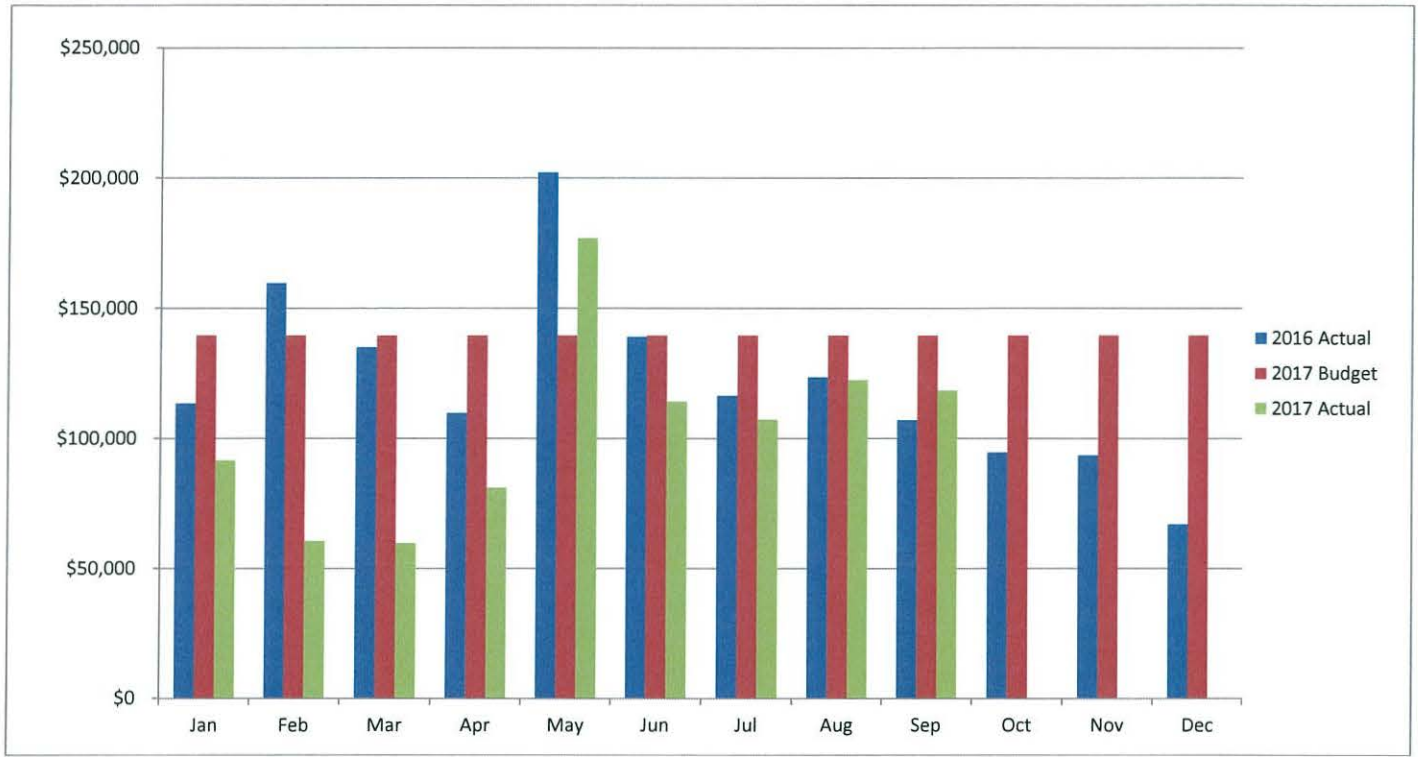


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894
YTD Totals		<u><u>\$ 5,093,193</u></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	446,231
Apr	428,133	Jan-17	516,095
May	428,133	Feb-17	270,127
Jun	428,133	Mar-17	520,933
Jul	428,133	Apr-17	695,546
Aug	428,133	May-17	359,714
Sep	428,133	Jun-17	475,857
Oct	428,133	Jul-17	268,236
Nov	428,133	Aug-17	227,411
Dec	428,133	Sep-17	
	<u><u>\$ 5,137,600</u></u>		<u><u>\$ 4,360,793</u></u>

Cumulative Variance 2017 Actual vs. Budget
\$ (123,489)
(275,623)
(257,525)
(169,563)
(327,569)
(234,770)
32,643
(35,777)
11,947
(147,951)
(348,674)

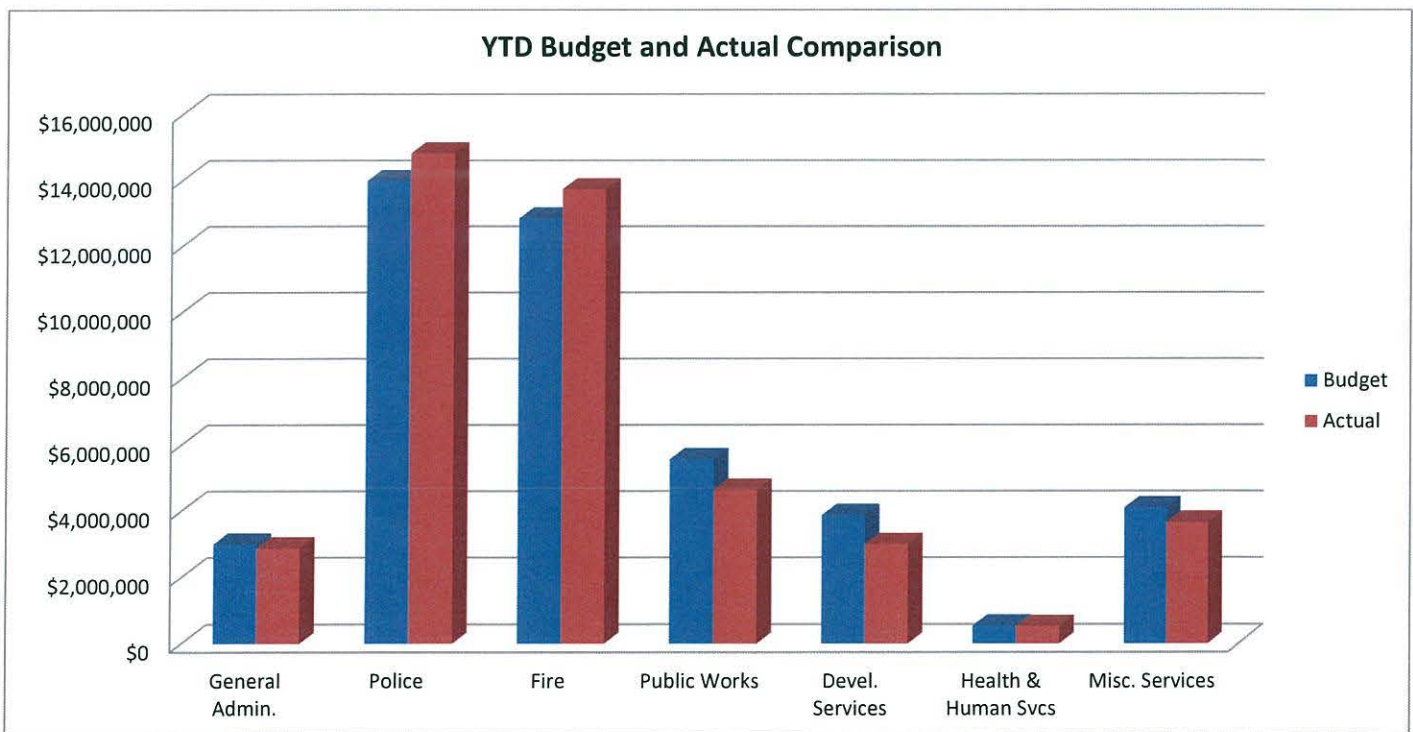
Fines



<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	59,724	(206,971)
Apr	109,782	139,583	81,067	(265,487)
May	202,175	139,583	176,866	(228,205)
Jun	139,017	139,583	114,176	(253,612)
Jul	116,339	139,583	107,239	(285,956)
Aug	123,580	139,583	122,441	(303,099)
Sep	107,009	139,583	118,445	(324,237)
Oct	94,528	139,583		
Nov	93,418	139,583		
Dec	66,914	139,583		
YTD Totals	\$ 1,460,781	\$ 1,675,000	\$ 932,013	

Expenditures: General Fund expenditures in September were \$107,704 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. Police and Fire are over budget due to their pension contribution expenses, which are directly tied to the Village's receipt of property taxes. When property taxes are received, the pension contribution expense (transfer of property tax revenue to the Pension Funds) occurs.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 278,408	\$ 271,193	2.6%
Administration	533,723	528,454	1.0%
Legal	426,255	344,825	19.1%
Finance	885,653	873,836	1.3%
Village Clerk	151,050	149,901	0.8%
HRM	420,593	412,221	2.0%
Communications	178,680	175,088	2.0%
Cable TV	122,910	115,359	6.1%
Police	13,964,618	14,803,662	-6.0%
Fire	12,833,693	13,719,016	-6.9%
Public Works	5,556,473	4,629,534	16.7%
Development Services	3,859,718	2,989,976	22.5%
H&HS	540,780	525,381	2.8%
Miscellaneous	4,088,352	3,645,777	10.8%
TOTAL	\$ 43,840,902	\$ 43,184,224	1.5%



Department News


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

- Attended the IGFOA annual conference. Session topics included GASB updates, Leadership, collaborative agreements, and monitoring money managers. (Finance Director, Assistant Director, and Fiscal Operations Manager).
- Attended Grant Accountability and Transparency Act training (Finance Director and Fiscal Operations Manager).
- Attended ICMA Cell Phone policy training (Finance Director and Assistant Finance Director).

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

- Participated in the HELP (High-Level Excess Liability Pool) quarterly member meeting (Finance Director).
- Attended the Platzkonzert Festival to oversee the financial operations (Finance Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended the Annual Volunteer Appreciation Dinner (Finance Director).

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

September-17

	Sep-17	YTD Sep-17	Sep-16	YTD Sep-16	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	633	5,373	566	5,617	11.8%	-4.3%
Amount	\$ 107,633	902,078	\$ 90,074	844,323	19.5%	6.8%
Internet Sales						
Number	2,525	21,793	2,288	19,726	10.4%	10.5%
Amount	\$ 244,900	2,026,216	\$ 277,601	2,115,077	-11.8%	-4.2%
Total						
Number	3,158	27,166	2,854	25,343	10.7%	7.2%
Amount	\$ 352,533	2,928,294	\$ 367,675	\$ 2,959,399	-4.1%	-1.1%
Credit Card Company Fees						
General Fund	\$ 1,692	18,823	\$ 1,545	14,897	9.5%	26.4%
Municipal Waste Fund	70	79	1	14	6918.0%	465.1%
Water Fund	7,692	61,926	8,428	69,179	-8.7%	-10.5%
Total Fees	\$ 9,455	\$ 80,828	\$ 9,974	\$ 84,090	-5.2%	-3.9%
Accounts Receivable						
Invoices Mailed						
Number	64	633	52	634	23.1%	-0.2%
Amount	\$ 95,113	1,525,345	\$ 703,052	2,055,930	-86.5%	-25.8%
Invoices Paid						
Number	68	662	79	649	-13.9%	2.0%
Amount	\$ 78,992	1,500,078	\$ 819,127	2,127,426	-90.4%	-29.5%
Reminders Sent						
Number	26	184	8	123	225.0%	49.6%
Amount	\$ 11,472	107,829	\$ 21,912	174,118	-47.6%	-38.1%
Accounts Payable						
Checks Issued						
Number	321	3,353	248	3,199	29.4%	4.8%
Amount	\$ 2,808,625	27,404,194	\$ 1,482,402	25,303,087	89.5%	8.3%
Manual Checks Issued						
Number	33	316	25	334	32.0%	-5.4%
As % of Total Checks	10.28%	9.42%	10.08%	10.44%	2.0%	-9.7%
Amount	\$ 142,827	10,865,851	\$ 35,194	11,214,254	305.8%	-3.1%
As % of Total Checks	5.09%	39.65%	2.37%	44.32%	114.2%	-10.5%
Utility Billing						
New Utility Accounts	161	1,278	146	1,490	10.3%	-14.2%
Bills Mailed / Active Accounts	15,566	139,985	15,533	139,642	0.2%	0.2%
Final Bills Mailed	161	1,291	146	1,490	10.3%	-13.4%
Shut-Off Notices	1,331	11,683	1,267	11,963	5.1%	-2.3%
Actual Shut-Offs	109	873	100	828	9.0%	5.4%
Total Billings	\$ 2,051,207	16,286,116	\$ 1,973,479	15,511,561	3.9%	5.0%
Direct Debit (ACH) Program						
New Accounts	16	209	22	418	-27.3%	-50.0%
Closed Accounts	4	224	27	430	-85.2%	-47.9%
Total Accounts	2,644	23,878	2,659	24,035	-0.6%	-0.7%
As % of Active Accounts	16.99%	17.06%	17.12%	17.21%	-0.1%	-0.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,566	139,985	15,533	139,642	0.2%	0.2%
ACH Payments	2,644	23,878	2,659	24,033	-0.6%	-0.6%
ACH Payments-% of Total Bills	16.99%	17.06%	17.12%	17.21%	-0.8%	-0.9%
On-line Payments (Internet Sales)	2,244	19,290	2,116	18,362	6.0%	5.1%
On-line Payments-% of Total Bills	14.42%	13.78%	13.62%	13.15%	5.8%	4.8%
Over-the-phone Payments	1,033	8,437	N/A	N/A	N/A	N/A
Over-the-phone Payments-% of Total Bills	6.64%	6.03%	N/A	N/A	N/A	N/A
Mail-in Payments	9,476	85,725	12,649	113,139	-25.1%	-24.2%
Mail-in Payments-% of Total Bills	60.88%	61.24%	81.43%	81.02%	-25.2%	-24.4%

WATER BILLING ANALYSIS
September 30, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
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
March	4,126	4,169	3,914
April	4,327	4,276	4,242
May	4,601	4,437	4,257
June	4,434	4,595	4,595
July	4,597	5,010	5,214
August	5,376	5,431	4,965
September	5,073	5,068	4,951
13 Month Average -	4,697	4,648	4,561
% Change -	-2.0%	-1.0%	-1.9%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>			
	<u>Sep-16</u>	<u>Sep-17</u>	<u>% Change</u>	<u>Sep-16</u>	<u>Sep-17</u>	<u>% Change</u>	
Residential	14,616	14,649	0.2%	Residential	\$ 58.97	\$ 61.18	3.7%
Commercial	917	917	0.0%				
Total	15,533	15,566	0.2%				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Sep-16</u>	<u>Sep-17</u>	<u>% Change</u>	<u>Sep-16</u>	<u>Sep-17</u>	<u>% Change</u>	
Residential	74	72	-2.8%	Residential	614	601	-2.1%
Commercial	64	64	0.0%	Commercial	433	444	2.5%
	138	136	-1.4%		1,047	1,045	-0.2%

STATEMENT OF INVESTMENTS-VILLAGE As of September 30, 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		6,214,927.38			1.048
Illinois Funds - Veterans Memorial	05/01/92		297.13			1.048
IMET Convenience Fund	10/20/05		2,731.15			1.160
Citibank SDA	11/07/08		292,541.07			0.100
CD with PMA	08/22/13		14,405,942.94	14,393,738.24	14,530,368.40	0.375
			20,916,439.67			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		503,802.69			1.048
Citibank SDA	11/07/08		12,246.98			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			569,318.47			
<u>E-911</u>						
Illinois Funds	07/01/00		11,816.36			1.048
Citibank SDA	11/07/08		1,486.25			0.100
			13,302.61			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,159.20			1.048
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		53,261.34			1.048
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		14,841.86			1.048
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		6,532.49			1.048
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		294,826.35			1.048
<u>2009 G.O. Debt Serv.</u>						
Citibank SDA	02/10/11		394,748.73			
CD with PMA	08/22/13		248,900.00	248,900.00	249,961.48	1.048
			643,648.73			

STATEMENT OF INVESTMENTS-VILLAGE
As of September 30, 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		14,183.64			1.048
Citibank SDA	11/07/08		118,061.57			0.100
			132,245.21			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,652.72			1.048
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		122,813.82			0.100
			314,902.58			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,513.56			1.048
CD with PMA	08/22/13		2,451,235.17	2,451,235.17	2,488,695.25	0.375
Citibank SDA	01/07/09		70,061.27			0.100
			2,557,810.00			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,732.91			1.048
Citibank SDA	01/07/09		4,875.87			1.048
CD with PMA			0.00	0.00	-	
			18,608.78			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,169,808.66			1.048
Citibank SDA	02/10/11		230,939.44			-
			1,400,748.10			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		511,184.80			
Citibank SDA			735,393.40			1.160
			1,246,578.20			
<u>Central Area Road Improvement Impact Fee</u>						
CD with PMA			244,241.72	244,241.72	246,689.62	
Citibank SDA	02/10/11		762.06			0.100
			245,003.78			
<u>Western Area Traffic Improvement</u>						
Illinois Funds	11/01/92		12,412.05			1.048
Citibank SDA	01/07/09		16,391.52			0.100
			28,803.57			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		93,472.26			1.048
Citibank SDA	01/07/09		337,371.80			0.100
			430,844.06			

STATEMENT OF INVESTMENTS-VILLAGE
As of September 30, 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		22,203.54			1.048
Citibank SDA	01/07/09		68,136.20			0.100
			90,339.74			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,137.67			1.048
Citibank SDA	11/07/08		296,069.48			0.100
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			788,721.87			
<u>2015 Capital Project</u>						
Citibank SDA - 2015 Bond Projects	08/12/15		26,394.70			-
Citibank SDA - 2017 Bond Projects	09/13/17		576,999.88			
			603,394.58			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,704.14			1.048
Citibank SDA	11/07/08		213,300.63			0.100
CD with PMA			497,500.00	497,500.00	499,856.64	
			720,504.77			
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank SDA	08/12/15		1,128,894.27			0.100
CD with PMA	08/12/15		993,800.00	993,800.00	999,807.04	
			2,122,694.27			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		223,154.66			1.000
CD with PMA	09/13/17		5,427,630.00	5,427,630.00	5,538,467.97	
			5,650,784.66			
<u>Sears Operating</u>						
Illinois Funds			2,444.43			
Citibank SDA			26,187.84			
CD with PMA			400,000.00	400,000.00	401,679.39	
			428,632.27			
<u>Stormwater</u>						
Citibank SDA	08/12/15		3,420.71			0.100
			3,420.71			

STATEMENT OF INVESTMENTS-VILLAGE
As of September 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Insurance</u>						
Illinois Funds	11/10/87		13,711.65			1.048
Citibank SDA	11/07/08		145,509.20			0.100
CD with PMA	08/22/13		2,096,818.13	2,096,404.14	2,127,608.47	0.375
			<u>2,256,038.98</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		175,128.34			1.048
Citibank SDA	11/07/08		85,970.90			
CD with PMA			493,141.72	493,141.72	496,647.65	
			<u>754,240.96</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		16,005,562.26			
			<u>16,005,562.26</u>			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,210.37			1.048
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,584.00			0.100
			<u>117,450.22</u>			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		242,300.17			1.048
Total Investments			<u>\$ 58,675,960.46</u>			
Total Invested Per Institution					Percent Invested	
Illinois Funds			9,442,265.71		16.09	
IMET Convenience Fund			2,731.15		0.00	
CD with PMA			28,076,085.09		47.85	
Citibank at PMA			21,154,878.51		36.05	
			<u>\$58,675,960.46</u>		100.00	
Total Invested Per Institution Excluding all Trust and EDA Funds					Percent Invested	
Illinois Funds			8,272,457.05		20.04	
IMET			2,731.15		0.01	
CD with PMA			28,076,085.09		68.03	
Citibank at PMA			4,918,376.81		11.92	
			<u>\$41,269,650.10</u>		100.00	

STATEMENT OF INVESTMENTS-VILLAGE
As of September 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Fund						
Total Investments - Operating Funds				\$26,097,023.01		
Total Investments - Debt Service Funds				\$938,475.08		
Total Investments - Trust Funds				\$16,005,562.26		
Total Investments - Capital Projects Funds				\$15,634,900.11		
Total Investments - All Funds				\$58,675,960.46		

OPERATING REPORT SUMMARY

REVENUES

September 30, 2017

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	1,363,709	13,116	12,273,383	16,247,944	16,364,510	99.3%	
Hotel Tax	118,750	118,499	1,068,750	939,880	1,425,000	66.0%	
Real Estate Transfer Tax	66,667	164,363	600,000	852,942	800,000	106.6%	
Home Rule Sales Tax	327,500	313,282	2,947,500	2,674,990	3,930,000	68.1%	
Telecommunications Tax	175,583	146,211	1,580,250	1,383,935	2,107,000	65.7%	
Property Tax - Fire	258,696	3,596	2,328,263	3,094,303	3,104,350	99.7%	
Property Tax - Police	282,283	3,928	2,540,543	3,379,494	3,387,390	99.8%	
Other Taxes	37,077	22,940	333,690	236,375	444,920	53.1%	
Total Taxes	2,630,264	785,936	23,672,378	28,809,863	31,563,170	91.3%	
Business Licenses	25,833	18,497	232,500	337,463	310,000	108.9%	
Liquor Licenses	20,000	2,489	180,000	249,816	240,000	104.1%	
Building Permits	54,167	95,819	487,500	646,870	650,000	99.5%	
Other Licenses & Permits	1,583	415	14,250	4,238	19,000	22.3%	
Total Licenses & Permits	101,583	117,220	914,250	1,238,387	1,219,000	101.6%	
Sales Tax	675,000	682,286	6,075,000	6,379,686	8,100,000	78.8%	
Local Use Tax	100,000	106,373	900,000	986,560	1,200,000	82.2%	
State Income Tax	428,133	495,646	3,853,200	4,360,794	5,137,600	84.9%	
Replacement Tax	18,900	37	170,100	246,613	226,800	108.7%	
Other Intergovernmental	38,700	568	348,300	379,454	464,400	81.7%	
Total Intergovernmental	1,260,733	1,284,909	11,346,600	12,353,106	15,128,800	81.7%	
Engineering Fees	8,333	7,193	75,000	265,835	100,000	265.8%	
Ambulance Fees	104,167	88,008	937,500	940,537	1,250,000	75.2%	
Police Hireback	35,417	53,152	318,750	311,264	425,000	73.2%	
Lease Payments	71,506	58,529	643,553	620,430	858,070	72.3%	
Cable TV Fees	69,417	-	624,750	642,924	833,000	77.2%	
4th of July Proceeds	-	-	130,247	130,247	136,700	95.3%	
Employee Payments	91,667	105,300	825,000	888,465	1,100,000	80.8%	
Hireback - Arena	13,333	16,176	120,000	187,049	160,000	116.9%	
Rental Inspection Fees	24,167	2,538	217,500	308,194	290,000	106.3%	
Other Charges for Services	77,333	72,158	696,000	694,495	928,000	74.8%	
Total Charges for Services	495,339	403,053	4,588,300	4,989,440	6,080,770	82.1%	
Court Fines-County	18,333	15,985	165,000	125,034	220,000	56.8%	
Ticket Fines-Village	41,667	47,698	375,000	320,755	500,000	64.2%	
Overweight Truck Fines	417	900	3,750	5,380	5,000	107.6%	
Red Light Camera Revenue	66,667	46,875	600,000	294,195	800,000	36.8%	
Local Debt Recovery	12,500	6,987	112,500	186,649	150,000	124.4%	
Total Fines & Forfeits	139,583	118,445	1,256,250	932,014	1,675,000	55.6%	
Total Investment Earnings	5,000	19,155	45,000	127,967	60,000	213.3%	
Reimburse/Recoveries	10,000	34,198	90,000	113,518	120,000	94.6%	
S.Barrington Fuel Reimbursement	2,333	2,717	21,000	24,114	28,000	86.1%	
Tollway Payments	2,917	2,200	26,250	22,200	35,000	63.4%	
Other Miscellaneous	10,534	64,775	94,808	210,261	126,410	166.3%	
Total Miscellaneous	25,784	103,890	232,058	370,092	309,410	119.6%	
Total Operating Transfers In	-	-	-	-	-	N/A	
Total General Fund	4,658,288	2,832,608	42,054,835	48,820,870	56,036,150	87.1%	75.0%

OPERATING REPORT SUMMARY

REVENUES

September 30, 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>			
Water & Sewer Fund							
Water Sales	1,503,583	1,535,328	13,532,250	13,227,524	18,043,000	73.3%	
Connection Fees	4,167	50,045	37,500	96,322	50,000	192.6%	
Cross Connection Fees	3,104	3,217	27,938	28,959	37,250	77.7%	
Penalties	6,250	8,832	56,250	86,648	75,000	115.5%	
Investment Earnings	2,542	6,060	22,875	18,911	30,500	62.0%	
Other Revenue Sources	32,333	43,425	291,000	419,954	388,000	108.2%	
Capital Projects	-	5,739,023	-	5,739,023	2,794,130	205.4%	
Total Water Fund	1,551,979	7,385,929	13,967,813	19,617,342	21,417,880	91.6%	75.0%
Motor Fuel Tax Fund	106,417	132,539	957,750	1,022,229	1,277,000	80.0%	
Community Dev. Block Grant Fund	26,742	9,890	240,675	45,002	320,900	14.0%	
E-911 Surcharge	-	15	-	133	-	N/A	
Asset Seizure Fund	26,753	102,609	240,773	774,105	321,030	241.1%	
Municipal Waste System Fund	245,297	285,659	2,207,670	2,219,136	2,943,560	75.4%	
Sears Centre Operating Fund	270,089	203,080	2,430,803	1,893,270	3,241,070	58.4%	
Sears Centre Activity Fund	522,605	554,043	4,703,445	5,474,583	6,271,260	87.3%	
Stormwater Management	47,900	49,604	431,100	446,548	574,800	77.7%	
Insurance Fund	135,358	129,296	1,218,225	1,171,511	1,624,300	72.1%	
Roselle Road TIF	91,157	116	820,410	146,780	1,093,880	13.4%	
Barrington/Higgins TIF	-	284	-	605,620	-	N/A	
Higgins/Hassell TIF	16,111	2,700,763	144,998	2,799,247	193,330	1447.9%	
Information Systems	137,648	249,786	1,238,835	1,351,682	1,651,780	81.8%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	4,417,684	14,634,683	17,949,847	19,512,910	92.0%	
TOTAL OPERATING FUNDS	7,836,343	14,636,221	70,657,330	86,388,059	96,966,940	89.1%	75.0%
2015A & C G.O. Debt Service	254	254	1,445,734	1,445,734	3,393,880	42.6%	
2015B G.O. Debt Service	10,225	-	92,025	19,075	122,700	0.0%	
2016 G.O. Debt Service	36,733	37,439	330,600	378,098	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	3,503,302	749,393	3,935,922	999,190	393.9%	
2009 G.O.D.S. Fund	190,235	56,486	1,712,115	1,978,728	2,282,820	86.7%	
TOTAL DEBT SERV. FUNDS	320,713	3,597,480	4,329,866	7,757,557	7,239,390	107.2%	75.0%
Central Rd. Corridor Fund	50	141	450	609	600	101.4%	
Hoffman Blvd Bridge Maintenance	117	316	1,050	1,444	1,400	103.1%	
Western Corridor Fund	417	13,247	3,750	37,211	5,000	744.2%	
Traffic Improvement Fund	25	(501)	225	314	300	0.0%	
EDA Series 1991 Project	333	8,585	3,000	62,885	4,000	1572.1%	
Central Area Rd. Impr. Imp. Fee	-	203	-	1,596	-	0.0%	
Western Area Traffic Impr.	17	31	150	245	200	122.3%	
Western Area Traffic Impr. Impact Fee	72,517	-	652,650	61	870,200	0.0%	
Capital Improvements Fund	149,733	74,812	1,347,600	1,214,889	1,796,800	67.6%	
Capital Vehicle & Equipment Fund	140,626	300,552	1,265,633	1,041,572	1,687,510	61.7%	
Capital Replacement Fund	333	741	3,000	324,821	4,000	8120.5%	
2015 Project Fund	17	585,339	150	585,428	200	292713.9%	
Road Improvement Fund	863,586	618,582	7,772,273	5,887,353	10,363,030	56.8%	
TOTAL CAP. PROJECT FUNDS	1,227,770	1,602,049	11,049,930	9,158,427	14,733,240	62.2%	75.0%
Police Pension Fund	462,053	41,636	4,158,473	9,198,986	5,544,630	165.9%	
Fire Pension Fund	438,007	304,841	3,942,060	10,015,959	5,256,080	190.6%	
TOTAL TRUST FUNDS	900,059	346,476	8,100,533	19,214,945	10,800,710	177.9%	75.0%
TOTAL ALL FUNDS	10,284,885	20,182,226	94,137,658	122,518,987	129,740,280	94.4%	75.0%

OPERATING REPORT SUMMARY
EXPENDITURES
September 30, 2017

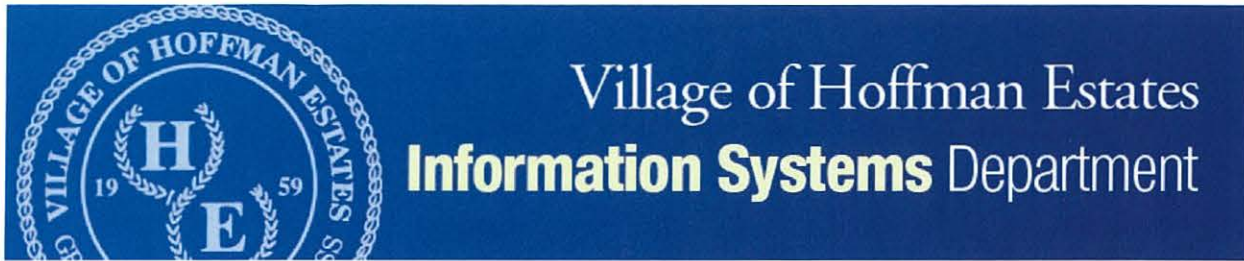
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
General Fund							
General Admin.							
Legislative	30,934	27,282	278,408	271,193	371,210	73.1%	
Administration	59,303	70,010	533,723	528,454	711,630	74.3%	
Legal	47,362	37,966	426,255	344,825	568,340	60.7%	
Finance	98,406	121,158	885,653	873,836	1,180,870	74.0%	
Village Clerk	16,783	22,679	151,050	149,901	201,400	74.4%	
Human Resource Mgmt.	46,733	57,644	420,593	412,221	560,790	73.5%	
Communications	19,853	18,372	178,680	175,088	238,240	73.5%	
Cable TV	13,657	16,718	122,910	115,359	163,880	70.4%	
Total General Admin.	333,030	371,828	2,997,270	2,870,878	3,996,360	71.8%	75.0%
Police Department							
Administration	128,023	135,044	1,152,210	1,237,144	1,536,280	80.5%	
Juvenile Investigations	43,513	43,858	391,613	424,934	522,150	81.4%	
Tactical	62,696	79,000	564,263	713,694	752,350	94.9%	
Patrol and Response	903,298	881,982	8,129,685	8,801,671	10,839,580	81.2%	
Traffic	110,976	71,564	998,783	823,951	1,331,710	61.9%	
Investigations	107,458	100,691	967,118	1,074,096	1,289,490	83.3%	
Community Relations	1,163	2,633	10,463	7,543	13,950	54.1%	
Communications	66,752	63,641	600,765	572,772	801,020	71.5%	
Canine	14,468	15,007	130,215	138,008	173,620	79.5%	
Special Services	19,022	21,476	171,195	193,559	228,260	84.8%	
Records	24,688	29,729	222,195	210,181	296,260	70.9%	
Administrative Services	62,953	79,553	566,580	557,955	755,440	73.9%	
Emergency Operations	6,615	6,354	59,535	48,155	79,380	60.7%	
Total Police	1,551,624	1,530,533	13,964,618	14,803,662	18,619,490	79.5%	75.0%
Fire Department							
Administration	68,333	68,326	614,993	646,022	819,990	78.8%	
Public Education	3,454	1,810	31,088	31,734	41,450	76.6%	
Suppression	687,216	732,536	6,184,943	6,656,738	8,246,590	80.7%	
Emer. Med. Serv.	619,714	659,284	5,577,428	5,976,983	7,436,570	80.4%	
Prevention	44,724	24,990	402,518	384,667	536,690	71.7%	
Fire Stations	2,525	2,368	22,725	22,873	30,300	75.5%	
Total Fire	1,425,966	1,489,314	12,833,693	13,719,016	17,111,590	80.2%	75.0%
Public Works Department							
Administration	25,851	29,984	232,658	231,463	310,210	74.6%	
Snow/Ice Control	156,078	100,225	1,404,698	1,085,243	1,872,930	57.9%	
Pavement Maintenance	32,823	41,816	295,410	287,540	393,880	73.0%	
Forestry	99,655	98,288	896,895	680,715	1,195,860	56.9%	
Facilities	96,739	86,793	870,653	707,524	1,160,870	60.9%	
Fleet Services	104,130	91,914	937,170	738,585	1,249,560	59.1%	
F.A.S.T.	26,280	18,186	236,520	220,674	315,360	70.0%	
Storm Sewers	13,241	18,370	119,168	111,889	158,890	70.4%	
Traffic Control	62,589	60,026	563,303	565,902	751,070	75.3%	
Total Public Works	617,386	545,602	5,556,473	4,629,534	7,408,630	62.5%	75.0%

OPERATING REPORT SUMMARY
EXPENDITURES
September 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Development Services							
Administration	32,894	42,120	296,048	303,743	394,730	76.9%	
Planning	33,819	41,530	304,373	303,586	405,830	74.8%	
Code Enforcement	124,613	138,287	1,121,513	1,010,112	1,495,350	67.6%	
Transportation & Engineering	108,652	139,957	977,865	989,488	1,303,820	75.9%	
Economic Development	128,880	38,789	1,159,920	383,048	1,546,560	24.8%	
Total Development Services	428,858	400,683	3,859,718	2,989,976	5,146,290	58.1%	75.0%
Health & Human Services	60,087	78,219	540,780	525,381	721,040	72.9%	75.0%
Miscellaneous							
4th of July	-	-	155,119	155,119	164,910	94.1%	
Police & Fire Comm.	5,365	2,846	48,285	20,374	64,380	31.6%	
Misc. Boards & Comm.	17,799	18,643	160,193	120,819	213,590	56.6%	
Misc. Public Improvements	413,862	308,604	3,724,755	3,349,464	4,966,340	67.4%	
Total Miscellaneous	437,026	330,093	4,088,352	3,645,777	5,409,220	67.4%	75.0%
Total General Fund	4,853,976	4,746,272	43,840,902	43,184,224	58,412,620	73.9%	75.0%
Water & Sewer Fund							
Water Department	1,070,362	1,189,207	9,633,255	9,592,612	12,844,340	74.7%	
Sewer Department	174,601	202,017	1,571,408	1,540,092	2,095,210	73.5%	
Billing Division	60,553	65,580	544,973	539,881	726,630	74.3%	
Debt Service Division	-	-	166,531	166,531	333,070	50.0%	
Capital Projects Division	-	-	75,350	75,350	1,171,830	6.4%	
2015 Bond Capital Projects	189,489	189,489	880,067	1,180,004	2,410,000	49.0%	
2017 Bond Capital Projects	88,393	88,393	88,393	88,393	-	N/A	
Total Water & Sewer	1,583,397	1,734,686	12,959,977	13,182,864	19,581,080	67.3%	75.0%
Motor Fuel Tax	110,093	110,093	946,194	946,194	1,275,000	74.2%	
Community Dev. Block Grant Fund	-	-	27,812	27,812	320,900	8.7%	
E-911 Fund	5,833	5,833	52,500	52,497	70,000	75.0%	
Asset Seizure Fund	34,893	332,559	314,033	511,478	418,710	122.2%	
Municipal Waste System	245,605	245,342	2,210,445	1,897,091	2,947,260	64.4%	
Sears Centre Operating Fund	282,084	6,956	2,538,758	1,223,726	3,385,010	36.2%	
Sears Centre Activity Fund	522,605	510,348	4,703,445	5,296,604	6,271,260	84.5%	
Stormwater Management	106,354	107,445	957,188	177,748	1,276,250	13.9%	
Insurance	138,025	10,287	1,242,225	1,081,751	1,656,300	65.3%	
Information Systems	164,732	98,280	1,482,585	974,039	1,976,780	49.3%	
Roselle Road TIF	149,405	-	1,344,645	15,761	1,792,860	0.9%	
Barrington/Higgins TIF	-	-	-	285,600	-	0.0%	
Higgins/Hassell TIF	384	2,700,763	3,458	2,704,502	4,610	58666.0%	
TOTAL OPERATING FUNDS	8,197,386	10,608,864	72,624,165	71,561,892	99,388,640	72.0%	75.0%
2015A G.O. Debt Service	282,823	-	1,409,580	844,408	3,393,880	24.9%	
2015 G.O. Debt Service	10,225	-	39,050	19,075	122,700	15.5%	
2016 G.O. Debt Service	36,733	-	243,842	170,375	440,800	38.7%	
2008 G.O.D.S. Fund	83,308	3,503,302	666,459	4,003,145	999,690	400.4%	
2009 G.O.D.S. Fund	189,402	-	810,210	431,406	2,272,820	19.0%	
TOTAL DEBT SERV. FUNDS	602,491	3,503,302	3,169,140	5,468,410	7,229,890	75.6%	75.0%

OPERATING REPORT SUMMARY
EXPENDITURES
September 30, 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	75,000	74,997	100,000	75.0%	
Hoffman Blvd Bridge Maintenance	26,667	-	240,000	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	187,500	187,497	250,000	75.0%	
EDA Series 1991 Project	101,386	52,630	912,473	572,707	1,216,630	47.1%	
Western Area Traffic Imp.	12,500	12,500	112,500	112,500	150,000	75.0%	
Western Area Rd Improve Imp. Fee	72,500	-	652,500	435,331	870,000	50.0%	
Capital Improvements Fund	148,058	128,659	1,332,525	1,239,423	1,776,700	69.8%	
Capital Vehicle & Equipment Fund	140,584	266,767	1,265,258	1,108,713	1,687,010	65.7%	
Capital Replacement Fund	27,343	8,464	246,090	59,667	328,120	18.2%	
2015 Project Fund	-	8,318	-	8,318	-	N/A	
Road Improvement Fund	871,836	1,381,089	7,846,523	4,599,194	10,462,030	44.0%	
TOTAL CAP. PROJECT FUNDS	1,430,041	1,887,592	12,870,368	8,398,347	17,160,490	48.9%	75.0%
Police Pension Fund	425,875	455,469	3,832,875	4,032,639	5,110,500	78.9%	
Fire Pension Fund	406,982	417,672	3,662,835	3,811,454	4,883,780	78.0%	
TOTAL TRUST FUNDS	832,857	873,141	7,495,710	7,844,093	9,994,280	78.5%	75.0%
TOTAL ALL FUNDS	11,062,774	16,872,899	96,159,382	93,272,742	133,773,300	69.7%	75.0%



2017 SEPTEMBER MONTHLY REPORT

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Superion/GovQA Monthly Review

September Synopsis

- Voorhees readiness testing continued. Were successfully performed a payroll parallel, including producing Payroll checks and vouchers. We are going through the databases application by application to ensure everything is working correctly, and when we find issues, we are opening Support cases to get them resolved.
- Significant time spent with Angela to answer questions and provide training in the various Superion applications and Cognos reports.

Superion/GovQA Support Cases

- Created SQL script for Superion to run to insert data into RRL Business records for Monthly Inspection letters.
- Worked with Superion staff to do pre-training testing of EAC Open Enrollment.
- We were able to resolve several existing Superion Support cases over the course of the month because of our work with Support staff.
- Identified and worked with Superion to resolve issue with user account in their AD environment.

Work Orders

- Legal staff requested assistance with identifying status of Inspections for RRL business records that also have Inspection tickets in Citations. They had been using a manual process, and it was not efficient. Developed a Cognos report linking those tickets with the businesses, showing the status of the most recent inspection or if there has been no inspections at all.
- Applied penalties to RRL Businesses.
- Added Latitude/Longitude values to the approximately 120 Amber Meadows locations in CommunityPLUS, which our GIS Administrator provided to us.
- Processed penalties for GP Licenses that have not been renewed.
- Worked with Police Staff to review and modify Tow Citation reports used for mailing to Violators and Lienholders. We will continue to work on needed changes and clean up for the existing folder to remove obsolete reports.
- Resolved a variety of user issues in Superion applications.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on September 11 and 25, 2017.

Training

- Provided Pet Licensing Training to staff members who will assist the Front Counter staff with payment entry for the upcoming renewal.
- Continued application training for Angela in Superior applications and databases.
- Arranged for and participated in EAC Open Enrollment Training provided by Superior staff, along with HR staff.
- Both Cathy and Angela attended the Central SUGA Regional Training event on September 11th and 12th. Each day, there were six training sessions available for CommunityPLUS and FinancePLUS applications, and overall, they participated in 22 training sessions over the two-day period.

Meetings

- Met with Code Enforcement Director and staff to discuss project to implement Electronic Tickets for RRL Violations. They decided to proceed with the project and they provided mockup documents for our use in developing the Cognos reports used for mailing to Violators and in Court.
- Last minute meetings were required to prepare for Regional Training Event, particularly due to Hurricane Irma that hit Florida and affected the availability of trainers to the event.
- Participated in the monthly SUGA Board meeting.

Geographic Information System Review

September Synopsis

- The Fire Department's ISO review took up most of the month of September. The data required for the review affects many of the "base" layers that populate all of our online and printed maps, so additional time was spent to correct inaccuracies. New hydrants and utilities were located via GPS at Amber Meadows and the new Burlington commercial property. Several engineering companies were contacted to acquire the original CAD drawings of Final Plats for Amber Meadows, Plum Farms, Bergman Pointe & Devonshire Woods. Our GIS was digitized utilizing these CAD files. Associated and adjacent layers were re-digitized based on this data. Layers that were updated include the municipal boundary, subdivisions, road centerline, blocks/ROW, address point, parcels, & street name annotation. Attribute data was entered where available. The data required for the ISO review was provided to the Fire Dept. on 9/26.
- Edits made during the ISO review were simultaneously assisting the Village Street Map (printed version). The Planning Department wants to print a new version, which was last printed in December 2013. Many of the updates are complete including the new tollway interchanges at Barrington and Roselle. Many of the edits left have more to do with updating labels (there are around 1000 labels), placement of labels and other cartographic updates. The first draft will be provided to planning for edits in early October.
- Once the Village Street Map draft is complete, we plan to make PW field collection, commercial building digitization and the 2017 aerial service our priorities for the remainder of October. As time permits, we will continue to go back and contact engineering companies for CAD data to re-digitize our parcels and associated layers to improve the overall spatial accuracy of our GIS data.

Work Orders

- Map Request: FOIA request for Moonlake/Brookside utility map (DS-TE)
- Map Request: Bradwell Estates location map (DS-TE)
- Map Request: update Fire Mapbook pages 29, 41, 105/105, C101, C102, C210 (FD)
- Map Request: edits to water sample areas map (PW)
- Data Request: Amber Meadows parcel digitized, lat/lon spreadsheet provided (DS-P)
- Data Request: hydrant info for ISO survey (PW)
- Data Request: added hydrants/data to GIS that PW collected in 2016 & 2017 (PW)
- Data Request: create Fire Protection District Layer with PINs provided by Finance (FD)
- GPS Request: Amber Meadows hydrants (IS)

- GPS Request: 8" valve box at Whitely School (PW)

Administration

- Spaceco Inc (Engineering) contacted to acquire Plum Farms plat CAD data
- Manhard Consulting contacted to acquire Bergman Pointe & Devonshire Woods CAD
- Building plan pdfs acquired for Burlington and Barrington Square Animal Hospital
- Barrington address (1009 Roselle Rd) updated & clarified amongst planning/finance
- Aerial imagery files borrowed from NWCDs to acquire format compatible with ArcGIS for Server. Began looking into best practices for serving out aerial imagery. First attempt at importing the aerial to our SQL database took 65 hours of processing time.
- Troubleshooting Collector for ArcGIS integration with sanitary laptop
- (10) 24 x 36 documents printed for FD

Training

- Sanitary Crew network logins (9/15)

Meetings

- Bi-weekly updates w/ F. Besenhoffer (9/11, 9/25)
- Monthly PW-GIS (9/7) Follow up: ArcGIS recommends extension tools for snow plow routing
- Street Map planning (9/11) w/ P. Joshi
- American Underground conference call (9/22)

Project Activities

Project – Criminal Complaint System

- I.S. staff worked with Datacom Publishing on upgrading and migrating our Criminal Complaint System. The Uniform Criminal Complaint program allows Police Officers to draft, spell check and print the complaint itself with very little effort on their part. This saves time, quickly and accurately prepares criminal complaints. The current system was very outdated due to the lack of funding and was installed on few selected workstations. The updated version, due to different licensing scheme is installed on multiple computers throughout our Police Department therefore increasing availability. Because of that change, our Police Officers will be a lot more efficient with their time while filling out complaints.

Project – Wireless Upgrade

- I.S. Staff continued to work with Entre Solution II on upgrading current microwave wireless solution.

Project – Desktop Central

- I.S. Staff installed and configured Desktop Central suite from MangeEngine. This set of applications will allow I.S. department staff better manage servers, desktops, laptops as well as smartphones and mobile devices. This system will automate many routine tasks like installing patches, distributing software, managing IT assets, managing USB devices and much more.

Project – OP Manager

- I.S. Staff installed and configured OpManager software from ManageEngine. This suite will help I.S. department staff monitor, alert and troubleshoot potential network or hardware issues. This system serves as a direct replacement to our What's Up Gold system by Ipswitch. The new system is more cost effective while still providing us with the same toolset.

Project – 400 Day Email Purge

- I.S. staff implemented 400 day email purge policy. This policy approved by State of Illinois Local Record Commission allowed us to purge emails between 5/2015 through 4/2016.

Project – CCTV Project

- Village staff continued to work with PACE systems on upgrading and replacing current cameras at the Police Department.

Project – NWCD connection upgrade

- Comcast upgraded our primary connection to NWCD. The connection located at Fire Station 22 was upgraded to fiber optic. This change will improve connection reliability as well as enable Comcast proactive service monitoring.

Project – KnowBe4 System

- I.S. Staff worked on KnowBe4 system configuration and implementation. KnowBe4 platform is primarily used for rising awareness and training on simulated phishing attacks. This system will provide baseline to assess the Phish-prone percentage of our users through pretend attacks. Furthermore, KnowBe4 solution will also assist I.S. department staff in training campaigns on how to better recognize and protect ourselves from those type of attacks.

Training

- I.S. staff held one “new user orientation” session for our new HHS interns.

Meetings

- I.S. staff meet with representatives from Entrée Solutions II.
- I.S. staff attended Intranet Connections product demo.
- I.S. staff meet with representatives from PACE to discuss ongoing CCTV upgrade project at Police Department.
- I.S. staff meet with representatives from Fire Department to discuss file folder restructuration. The purpose of this discussion is to help streamline some of the Fire Department’s processes and file folders organization.

Technical Support, Hardware & Software Activities

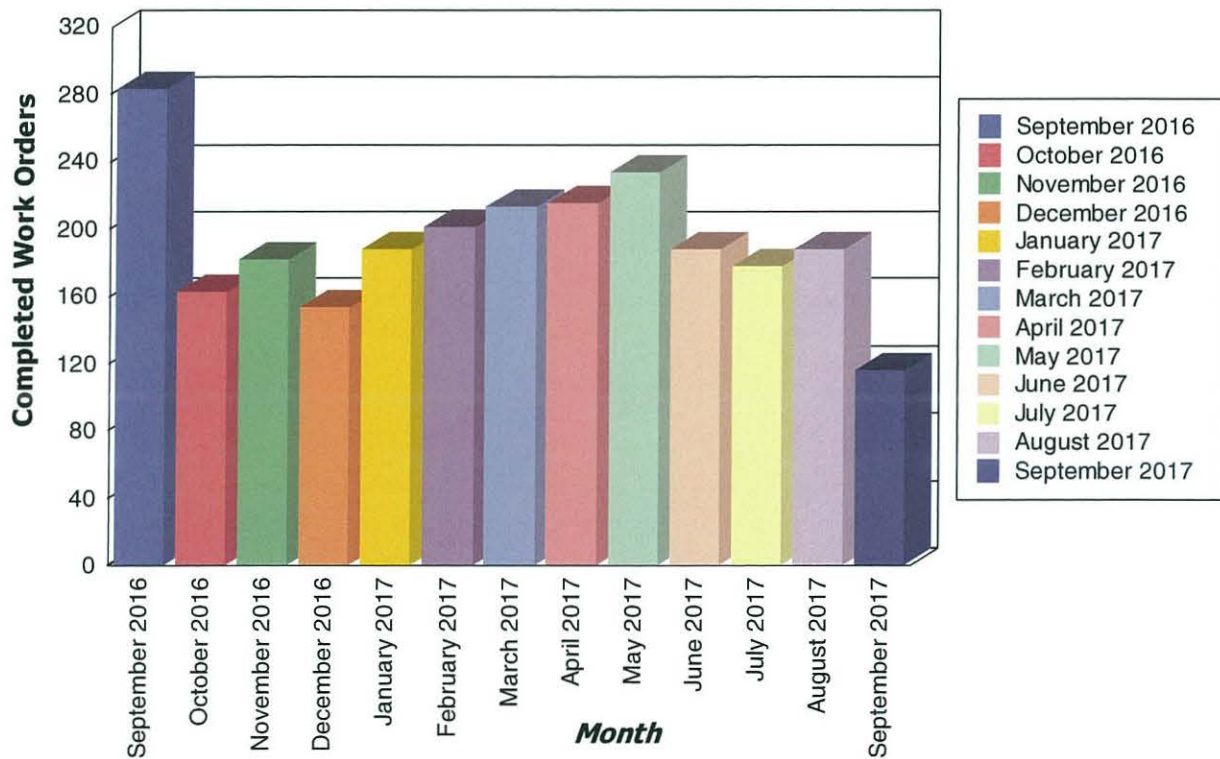
- Applied necessary software updates as needed.
- 115 help desk requests were opened during the month of September.
- 116 help desk requests were closed during the month of September.
- Self Service Password Resets or Account Unlocks: 6
- Email passwords reset: 0
- SunGard passwords reset: 3
- Voicemail passwords reset: 1
- User accounts unlocked: 5
- Active Directory Password Resets: 6

Director Summary

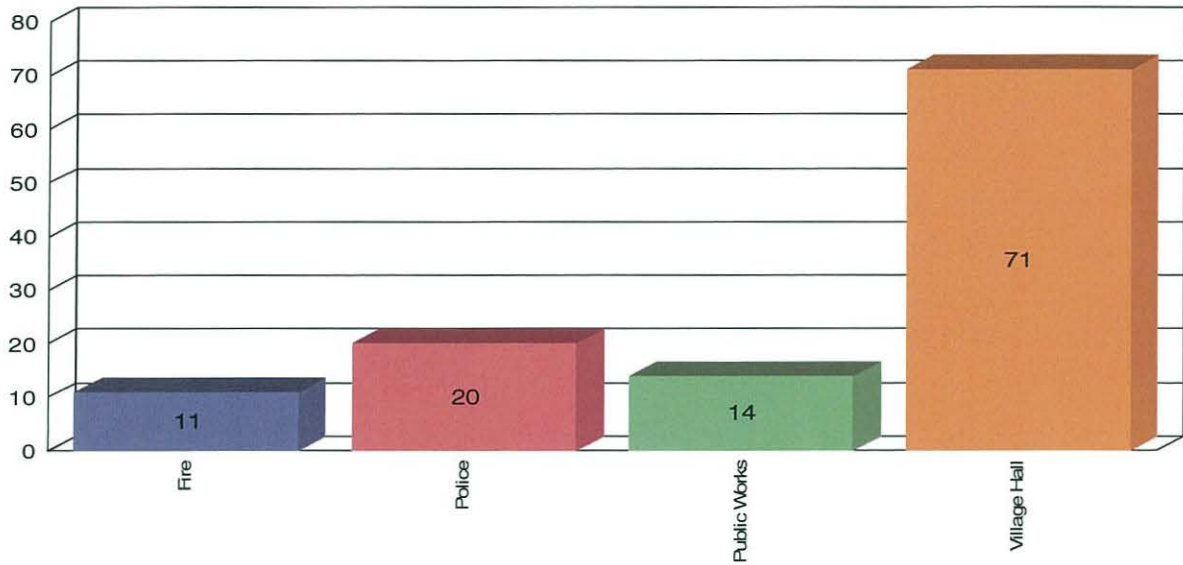
- Project status meeting with PACE Systems, attended by Chris Sweeney, Mark Moscinski, Rusty Winchel, Paul Petrneko Darek Raszka and myself.
 - Project timelines and SoW reviewed and accepted.
- Project “Kick-Off” meeting and demo of the LaserFiche Document Management software.
- ICMA Cell Phone Policy webinar.
- Quarterly ETAC meeting.
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions.
- Monthly meeting with the Manager’s office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.

Total Work Orders by Priority by Month

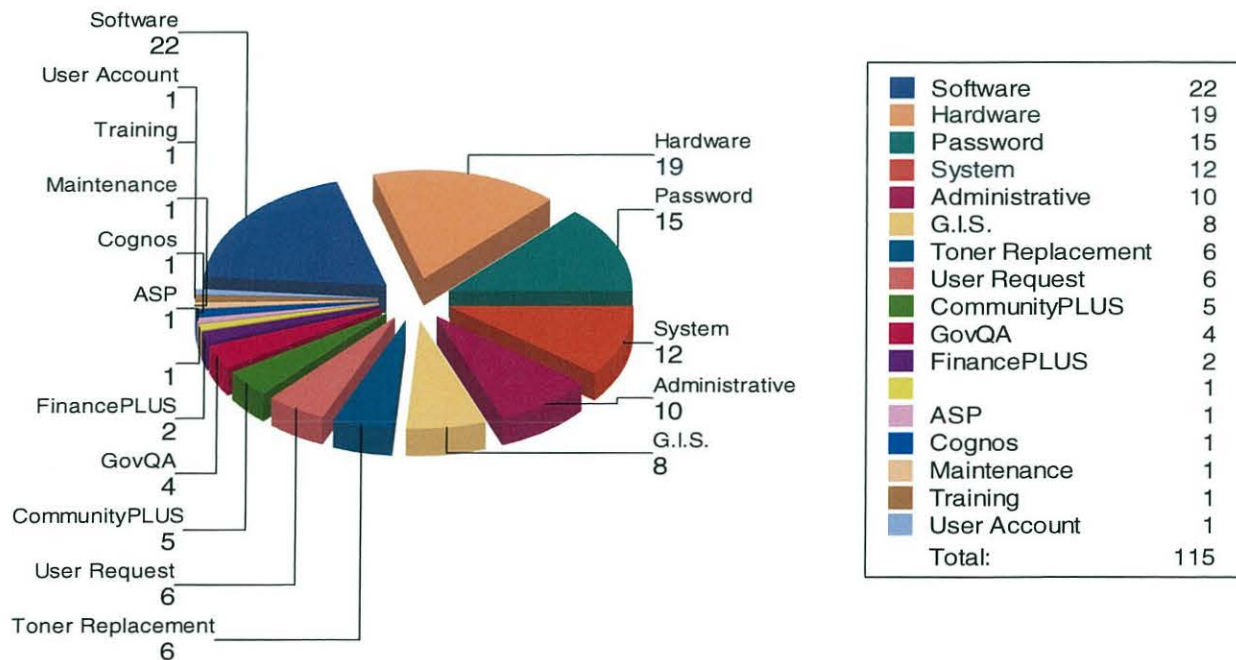
Month	February
1 - Normal	98
2 - High	0
3 - Urgent	3
Project	2
Scheduled Event	11
Vendor intervention required	3
Total for Month	117



Completed Work Orders by Location



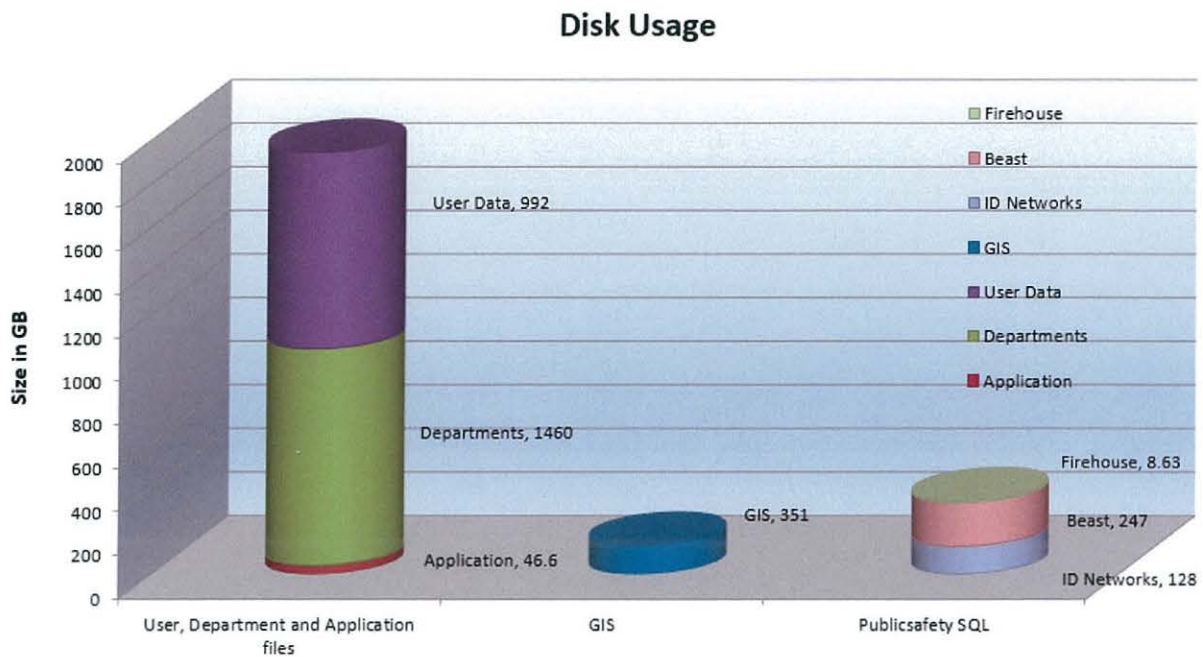
Work Order Trends by Type



Savings on Printer Repairs

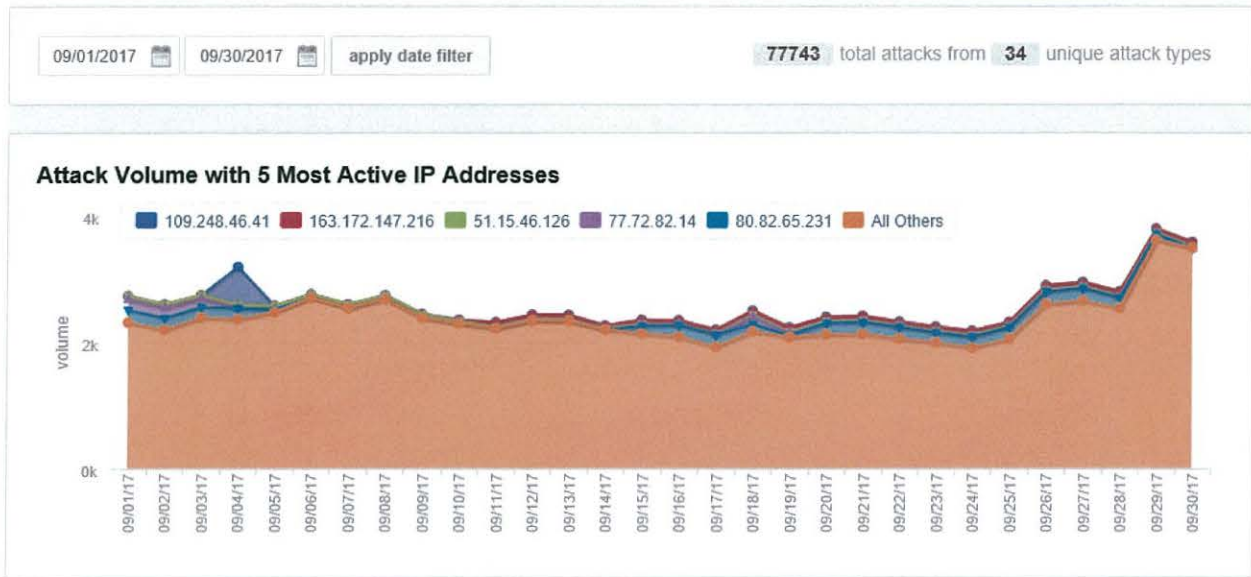
Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of September we asked for two printer repairs and the cost associated with those repairs totaled **\$125** including parts and labor.

System and Data Functions



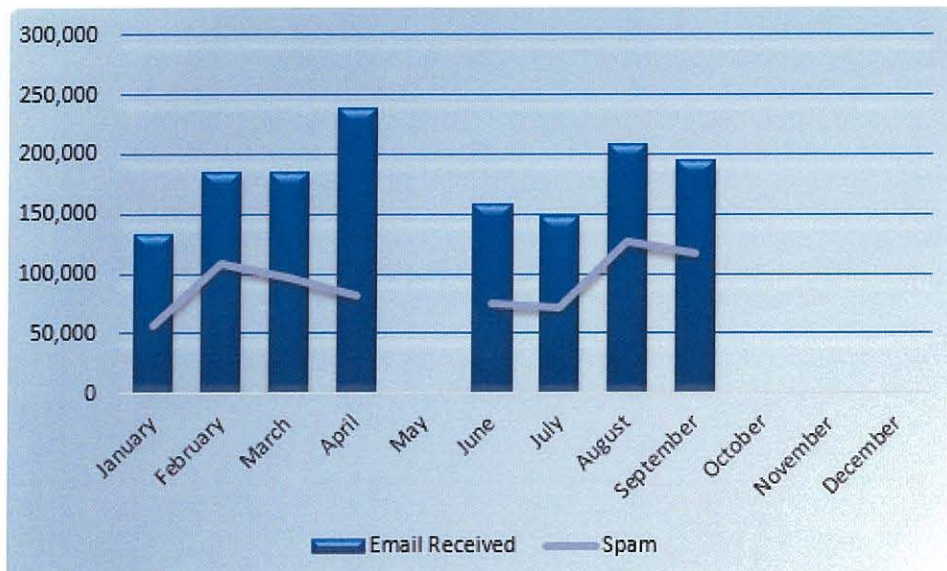
Sentinel IPS Attack Report

External parties attacked the Village network 77743 times during the month of September



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	132,584	56,517	43%
February	184,484	108,419	59%
March	183,954	96,192	52%
April	238,169	81,262	34%
May			
June	157,940	75,407	48%
July	148,133	71,432	48%
August	208,657	126,595	61%
September	194,642	116,653	60%
October			
November			
December			
Total	1,448,563	732,477	51%



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
OCTOBER 2017**
DATE: October 20, 2017

1. Ongoing discussions regarding the Windy City Bulls second season. Currently promoting Hoffman Estates night at the December 8, Windy City Bulls game.
2. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
3. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
4. Worked with a supplier to obtain a quote for retrofitting parking lot lights to LED and obtained approval of incentives to cover the majority of the capital cost. The Public Works Department will perform the installation in November/December.
5. Attended C.I.B. meeting for presentation of arena capital projects.
6. Working with Police and Transportation regarding improved directional signage.
7. Coordination with Ben Gibbs for miscellaneous events.
8. Ongoing coordination with Levy regarding catering events.
9. Review of monthly financial reports and staffing/operational costs.
10. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachments

MAK/kr

cc: J. Norris, Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
 October 2017

<u>Event Highlights</u>	<u>Notes</u>
Oct 11: Job Fair Oct 18 - 22: World Assembly Oct 26: Sister Cities	
Finance Department	
General	Arena finished Sept financials. Ahead of budget by 224,459
Monthly Financial Statement	Building Event Revenue YTD: \$1,572,337
	Building Sponsor/Other Revenue YTD: \$299,303
	Building Expenses YTD: \$1,839,786
	Building Income YTD: \$31,854 vs. YTD Budget (\$192,605)
Operations Department	
General	Staff is tackling repairs and cleaning in preparation for the WCB season. The ice plant has been overhauled in preparation for the Cirque event.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	LED Parking Light Retrofit has been approved for grant
Events Department	
General	Off-Season planning including security and parking protocols. Credit cards will be accepted in the parking lot during WCB games and select events. Walk-thru metal detectors will be used for events.
Positions to Fill	Event Manager
Marketing Department	
General	Marketing support for Chris Young, Monster Truck, Motocross, USA Gymnastics, MotherTruckin' Beer Fest, Cirque, Windy City Bulls 2017-2018 and Beers, Brats and Beethoven
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	New F&B partnership is functioning well, especially given the volume of events. Continue to monitor for remainder of fiscal year.
Premium Seating Department	
General	Pushing to sell remaining four annual suites for Windy City Bulls

Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$129,155
	Suites Sales: \$104,434
General	
Capital Improvements/Repairs	Walk-Thru Metal Detectors, LED retrofit in parking lot and Arena interior



Event Announcement

What: **MONSTER TRUCK NATIONALS**

When:

Date	START	END	EVENT SAPCE	Event Start Time(s)
THURSDAY JANUARY 25	800AM	1159PM	UPPER DOCK LOT	CRUSH CAR PREP
FRIDAY JANUARY 26	800AM	1159PM	ARENA	DOORS: PIT PARTY 5:30PM-7:00PM EVENT START: 7:30PM
SATURDAY JANUARY 27	800AM	1230AM (1/28/18)	ARENA	DOORS: PIT PARTY 5:30PM-7:00PM EVENT START: 7:30PM

Where: Sears Centre Arena

Tickets: Ticketed:
Gold Circle - \$50, Lower Level Side - \$35, Lower Level Back/Upper Level - \$20
ALL P2 & P3 TICKETS INCREASE \$3 WHEN PURCHASED ON THE DAY OF THE SHOW. Kids age 2 and under are free.

On Sale: *Friday, October 13, 10:00am*

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: Lauren Kincannon

Event Contact: *Emily Boden*
emily.boden@bonniercorp.com
P: 859-991-2120

Notes: Limited Family 4 Pack Packages available that include 4 tickets, 4 hot dogs, 4 bags of chips and 4 Bottles of water.

Comp: Yes, per approval.



Event Announcement

What: **USA GYMNASTICS PRESENTS:
NASTIA LIUKIN CUP, ATT AMERICAN CUP, ELITE TEAM CUP**

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
2/28/2018 WED	800AM	1159PM	LOAD IN & TRAINING
3/1/2018 THUR	800AM	1159PM	TRAINING
3/2/2018 FRI	800AM	1159PM	TRAINING & NASTIA LIUKIN CUP
3/3/2018 SAT	800AM	1159PM	ATT AMERICAN CUP & ELITE TEAM CUP
3/4/2018 SUN	TBD	TBD	LOAD OUT COMPLETED

Where: Sears Centre Arena

Tickets: Ticketed:
ALL-SESSION PACKAGE: PLATINUM: \$149, GOLD - \$119, SILVER - \$109, BRONZE - \$89
NASTIA LIUKIN CUP: GOLD - \$49, SILVER - \$45, BRONZE - \$39
ATT AMERICAN CUP: GOLD - \$79, SILVER - \$69, BRONZE - \$59
ELITE TEAM CUP: GOLD - \$39, SILVER - \$35, BRONZE - \$29

On Sale: *All-Session On sale Now. Single Session tickets on-sale TBA December.*

Marketing: Website & Marquee

Parking: \$15

Levy: Concessions

SCA Event Mgr: TBA

Event Contact: **Justin Hirnissey**
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132 E. Washington Street, Suite 700
Indianapolis, IN 46204

Comps: Yes

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