

The seal of the Village of Hoffman Estates, Illinois, is a circular emblem. It features a central shield with a large letter 'H' and the year '1959' on either side. The shield is surrounded by a laurel wreath. The outer ring of the seal contains the text 'VILLAGE OF HOFFMAN ESTATES' at the top and 'GROWING TO GREATNESS' at the bottom, separated by a decorative chain-link border.

Village of Hoffman Estates, Illinois  
2018 Annual Operating and  
Capital Budget



# Village of Hoffman Estates

## Village Manager's Office

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November 10, 2017

### PROPOSED 2018 OPERATING AND CAPITAL BUDGET

Village President and Board of Trustees  
Village of Hoffman Estates, Illinois

Ladies and Gentlemen:

#### INTRODUCTION

The Management Team and Staff are pleased to present the proposed FY2018 Operating and Capital Budget for your consideration. The 2018 budget year operates under the Municipal Budget Act as adopted by the Board of Trustees on September 15, 1997. Under the act, the Village's budget is a comprehensive financial plan which projects both anticipated revenues and adopted expenditures/expenses for the fiscal year. The Village's operating budget serves as an excellent source of communication to Village residents and businesses in terms of Village services, goals, and public infrastructure investment.

This document is an important tool for sound fiscal management. As provided for in the budget adoption ordinance, the legal level of control is by department or division. A budgetary system of monitoring and control has been established to ensure accountability and budgetary compliance.

#### STATE OF THE ECONOMY

To most citizens, it would appear that the national economy seems to have recovered from the downturn that occurred in FY2008 and FY2009. Development is on the rise, and retailers and restaurants seem to have more activity. At the height of the recession, the national unemployment rate was 10% (October, 2009). However, that rate has been falling each year since and the rate as of October, 2017 is 4.2%. In March of 2009, the stock market bottomed out at 6,626. Today, the market is at 23,500, more than three times that of 2009.

Despite these positive signs, the Village has been negatively impacted by actions taken recently by the State of Illinois. The State legislature passed a budget effective July 1, 2017 through June 30, 2018 and as part of the State budget solution, the Village share of Local Government Distributive Funds (LGDF) has been cut by 10%, which results in a General Fund loss of approximately \$515,000 over the aforementioned time period. Also, the State has reduced Home Rule Sales Tax revenues through imposition of a 2% administrative fee that the State will keep for processing payments. This has a negative impact on the General Fund of approximately \$70,000 over the same time frame. This proposed budget for FY2018 accounts for these negative impacts from the State of Illinois.

## REVIEW OF BUDGET YEAR FY2017

In the originally approved 2017 budget, the Village projected a 1.4% increase in General Fund revenues and a 4.6% increase in expenditures.

General Fund Projected 2017 Year-end Results		
	Original Budget	Projected
Revenues	56,036,150	55,449,200
Expenditures	(58,412,620)	(57,190,020)
Fund Balance Transfer	2,391,430	2,712,130
<b>Total Revenues over Expenditures</b>	<b>14,960</b>	<b>971,310</b>

Projected General Fund revenues are estimated to end the fiscal year \$586,950 under budget primarily due to shortfalls in Village Income Tax and Home Rule Sales Tax revenues. Fortunately, expenditures are expected to be under budget by \$1,222,600 primarily due to the mild winter last snow season and some deferrals of capital projects. Also impacting FY2017 was the successful FY2016 ending fund balance, which was a positive net change of \$2,948,402. Based on this, the Village decided to utilize \$2,391,430 of fund balance in FY2017 on:

- \$95,000 on Emerald Ash Borer projects (originally budgeted)
- \$2,296,430 on capital projects and equipment

In FY2017, the Emerald Ash Borer problem was ending and the Village budgeted \$95,000 of General Fund reserves for tree replacement. All ash tree removals are complete, a total of 6,100 trees since the start of the replacement program, and \$20,000 is budgeted in FY2018 to finish the replacements.

Finally, in FY2017, the Village conducted a bank qualified bond issue as follows:

- \$3,225,000 of General Obligation Bonds Series 2017B, which refunded part of the existing 2008A debt and provided \$497,535 in present value savings for the Village.
- \$6,080,000 of General Obligation Bonds Series 2017A, which will be used to fund a new Fire Engine (\$576,000) and water & sewer capital projects (\$5,504,000).

## FY2018 BUDGET HIGHLIGHTS

As was mentioned previously, the Village is negatively impacted by State of Illinois budget decisions and those impacts are reflected in this proposed budget. The Village Board and staff take great pride in the high level of services provided to the community. The Village remains committed to maintaining these high standards despite past and present fiscal challenges. As with the past, departments were initially held to a 0% increase in discretionary line items within their budgets. Departments have learned to be vigilant in their use of the limited resources available, as well as, being innovative with methods of service delivery and with other resources that could be utilized to achieve department goals.

### Continued Investment in Neighborhoods

The Village assembles an annual Capital Improvements Plan (CIP) to layout significant Village-managed projects for the next eight years. The CIP is a way to invest in neighborhoods and commercial areas to benefit the future development in the Village. As part of this investment in neighborhoods and commercial areas, the Village Board approved new revenue sources in

FY2014 that were to address the Village's capital needs. The Village invested most of the new revenues into its neighborhoods through street revitalizations, reconstructions, and storm water system improvements. FY2017 was be the fourth full year with these revenue streams and, overall, they are on target to produce the income anticipated.

Funding Sources Dedicated to Capital (Amounts shown in thousands)						
Revenue	Allocation	2014 Actual	2015 Actual	2016 Actual	2017 Estimate	2018 Budget
Electric Utility Tax	Road Rehabilitation	1,931	1,817	1,862	1,800	1,800
Municipal Gas Use Tax	Capital Equip. & Expenditures	1,395	1,179	1,075	1,120	1,150
Municipal Motor Fuel Tax	Road Rehabilitation	439	453	449	420	460
Packaged Liquor Tax	Capital Equip. & Expenditures	300	318	311	300	306
Stormwater Utility Fee	Stormwater Management System	472	517	522	535	535
<b>Total New Revenues</b>		<b>\$4,537</b>	<b>\$4,284</b>	<b>\$4,219</b>	<b>\$4,175</b>	<b>\$4,251</b>

With these new revenues dedicated to roads and capital in FY2014, the Village adopted a five-year Street Revitalization plan focusing on street improvements. By the end of FY2018, the Village is projecting to have spent approximately \$27,785,000 completing 56 reconstructions and 64 resurfacings, which totals more streets than originally planned. The addition of the new revenues mentioned above allowed the Village to pursue Federal STP grant funding of approximately \$4,510,000 for three major road resurfacings.

Another ongoing and significant road project enhancing the Village is the Barrington Road Interchange project. The Village is acting as the lead agency for this \$65 million project that is more than 92% funded by the Illinois Department of Transportation (IDOT) and the Illinois State Toll Highway Authority. With engineering work that began in 2012, this multi-year undertaking will result in interchange ramps that will allow motorists a new full west-bound access to the I-90 tollway from Barrington Road. In FY2018, budgeted expenditures for this project are \$1.1 million, which will be funded by impact fee revenues and developer contributions.

#### Personnel

Each year, staffing levels are evaluated to ensure resources are being utilized in the most efficient manner possible. Additional staff or increases in hours for current staff are considered only after careful analysis of the costs versus the benefits of those changes in personnel. The FY2018 budget proposes the freezing or elimination of several vacant positions and the addition of one new full-time position. The chart below reflects these proposed changes.

Full-Time Equivalents All Funds				
Major Function	2016 Budgeted	2017 Budgeted	2018 Budgeted	Increase/Decrease '17 to '18
Police	111.13	111.13	109.13	(2.00)
Fire	99.33	98.76	96.60	(2.16)
Public Works	71.22	71.80	71.80	-
Development Services	32.54	35.06	33.64	(1.42)
Health & Human Svcs	7.50	7.48	7.48	-
General Government	40.63	43.02	42.64	(0.38)
<b>Total FTE's</b>	<b>362.35</b>	<b>367.25</b>	<b>361.29</b>	<b>(5.96)</b>

The FY2018 budget proposes a 5.96 decrease in full-time equivalent staff which includes:

- Temporary freeze of two (2) vacant police officer positions (Police)
- Elimination of one (1) Police Lieutenant position
- Addition of one (1) Assistant Police Chief
- Temporary freeze of three (3) vacant firefighter positions (Fire)
- Addition of a Management Analyst (Fire)
- Elimination of a vacant Assistant Director of Code Enforcement
- Elimination of vacant part-time bike path patrol employees (Development Services)
- Delay in hiring an Administrative Intern (General Government)
- Minor adjustments in hours for several other employees in various departments.

**CAPITAL IMPROVEMENTS PROGRAM**

Prior to preparing the annual FY2018 operating budget, the Capital Improvements Board (CIB) considered and recommended the Capital Improvements Program (CIP) budget, which focuses on all vehicles and capital items over \$25,000. The CIP is the result of an ongoing infrastructure and vehicles/equipment planning process. These planning decisions are made with regard to both existing and new facilities and equipment. For existing facilities, the planning process addresses appropriate maintenance strategies and repair versus replacement of facilities. New service demands are also considered since they will affect capital facility requirements as well.

The requests in the 2018-2025 CIP for FY2018 total \$17,426,420. Of this total, \$8.5 million represents streets and related infrastructure, including \$5.6 million for Street Revitalization and \$1.5 million for the Barrington Road Interchange costs, which will flow through IDOT and the Illinois Tollway. In FY2018, the Village plans to use \$93,600 of 2015 bond proceeds and \$2.2 million of 2017 bond proceeds to address Water & Sewer infrastructure.

<b>Capital Improvement Program by Project Type</b>			
	<b>2016</b>	<b>2017</b>	<b>2018</b>
Water & Sanitary Sewer	2,865,640	3,041,130	2,766,630
Street & Related Infrastructure	23,477,450	10,569,530	8,453,970
Public Buildings	898,000	1,112,500	665,160
Misc. Public Improvements	3,115,000	4,569,700	3,051,350
Equipment	2,969,160	2,595,650	2,117,010
Technology	471,410	641,410	372,300
<b>Total</b>	<b>33,796,660</b>	<b>22,529,920</b>	<b>17,426,420</b>

All of the CIP items have been incorporated into the proposed FY2018 Operating and Capital Budget.

<b>Capital Improvement Program by Funding Source</b>			
	<b>2016</b>	<b>2017</b>	<b>2018</b>
General Fund	975,200	957,095	742,120
General Fund Balance	610,000	1,873,030	526,330
Water & Sewer Fund	66,800	106,800	215,500
Motor Fuel Tax Fund	1,160,000	1,170,000	1,810,000
Asset Seizure Funds	105,130	177,915	104,530
EDA Bond Proceeds	1,885,850	1,321,500	1,233,000
2015 Bond Issue Proceeds	3,579,970	2,966,600	93,600
2017 Bond Issue Proceeds	-	-	2,243,130
State of Illinois Loan	849,130	384,130	-
Capital Fund Balances	50,000	-	259,890
IDOT & Cook County	16,490,000	-	60,000
Federal & State Grants	398,400	1,650,570	946,000
Developer Contributions	400,000	830,000	780,000
Capital Replacement Fund	115,220	375,570	512,260
Roselle Rd TIF Funds	-	1,790,000	900,000
Impact Fees & Improve. Funds	-	1,370,000	785,000
Information Systems User Charges	451,500	399,000	322,300
Stormwater Management Fees	25,000	1,060,000	750,000
Electric Utility Tax	1,900,000	1,800,000	1,800,000
Municipal Motor Fuel Tax	420,000	470,000	460,000
Municipal Gas Use Tax	1,277,450	1,200,000	1,150,000
Packaged Liquor Tax	93,000	315,000	306,000
Other	689,410	1,839,710	886,260
Unfunded	2,254,600	473,000	540,500
<b>Total</b>	<b>33,796,660</b>	<b>22,529,920</b>	<b>17,426,420</b>

#### **FY2018 PROPOSED BUDGET - ALL FUNDS**

The total FY2018 proposed budget for all funds of the Village is included in this document. The total net operating and capital budget is \$131,455,000, a 1.7% decrease from \$133,773,300 in FY2017, primarily from a savings in debt service payments due to bond refundings and a reduction of personnel.

<b>Fiscal Year 2018 Proposed Operating &amp; Capital Budget - All Funds</b>			
	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
General Fund	56,107,320	(56,621,140)	(513,820)
Other Funds	72,111,250	(74,833,860)	(2,722,610)
<b>Total Proposed Budget</b>	<b>128,218,570</b>	<b>(131,455,000)</b>	<b>(3,236,430)</b>

The FY2018 operating and capital budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$3,236,430 primarily due to the spending of accumulated fund reserves and bond proceeds for planned capital projects.

The charts below summarize FY2018 proposed budgeted revenues by source for all funds and proposed budgeted expenditure summary by object for all funds:

<b>Revenue Summary by Source</b>			
<b>All Funds</b>			
	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>Percent Change</b>
Property Taxes	19,266,250	20,215,670	4.9%
EDA Incremental Taxes	5,000,000	5,000,000	0.0%
Other Taxes	22,094,890	22,442,450	1.6%
Licenses & Permits	1,219,000	1,313,500	7.8%
Intergovernmental Revenues	18,232,500	17,766,700	-2.6%
User Charges	38,898,560	40,389,650	3.8%
Fines	2,295,830	1,576,000	-31.4%
Investment Earnings	1,650,650	1,796,950	8.9%
Miscellaneous	4,129,810	4,143,620	0.3%
Bond/Note Proceeds	3,370,730	2,685,730	-20.3%
<b>Total Operating Revenues</b>	<b>116,158,220</b>	<b>117,330,270</b>	<b>1.0%</b>
Operating Transfers	13,582,060	10,888,300	-19.8%
<b>Total Revenues</b>	<b>129,740,280</b>	<b>128,218,570</b>	<b>-1.2%</b>

The projected operating revenues without operating transfers total \$117,330,270, a 1.0% increase from FY2017. Increased revenues mostly relate to:

- Auditor-recommended reclassification of the Barrington/Higgins TIF Fund from an Agency Fund to a Special Revenue Fund (Other Taxes)
- Building permits related to new construction of residential and commercial developments (Licenses & Permits)
- Increased efforts to maximize returns on cash and investments (Investment Earnings)
- Bond proceeds spent in FY2018 (Bond/Note Proceeds)

The chart below summarizes FY2018 proposed budgeted expenditures by object for all funds:

<b>Expenditure Summary by Object</b>			
<b>All Funds</b>			
	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>Percent Change</b>
Salaries & Wages	32,978,310	32,951,850	-0.1%
Employee Benefits	25,517,310	27,644,040	8.3%
Misc. Employee Expenses	671,790	676,030	0.6%
Commodities	1,695,740	1,596,970	-5.8%
Contractual Services	32,674,030	33,984,550	4.0%
Debt Service	8,026,410	8,299,210	3.4%
<b>Total Operating Expenses</b>	<b>101,563,590</b>	<b>105,152,650</b>	<b>3.5%</b>
Capital Outlay	18,627,650	15,414,050	-17.3%
Operating Transfers	13,582,060	10,888,300	-19.8%
<b>Total Expenditures</b>	<b>133,773,300</b>	<b>131,455,000</b>	<b>-1.7%</b>

The FY2018 operating budget for expenditures, exclusive of interfund transfers and capital projects, total \$105,152,650 or a 3.5% increase from the FY2017 operating budget. Increased expenditures relate to the increase in Police and Fire pension benefits (Employee Benefits) due to recent retirements and debt service payments (Debt Service).

Total personnel expenditures/expenses (salaries & wages and employee benefits) equal \$60,595,890, or 57.6% of the total operating expenses (*excluding* capital outlay and operating transfers) for all funds and 46.1% of total budgeted expenditures among all funds.

**FY2018 PROPOSED BUDGET – GENERAL FUND**

In the FY2018 budget, comparing General Fund revenues to expenditures and factoring in the recommended use of \$526,330 in General Fund reserves, the FY2018 budget reflects a surplus of \$12,090.

<b>General Fund FY2018 Budget</b>			
	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>% Increase</b>
Revenues	56,036,150	56,107,320	0.1%
Expenditures	(58,412,620)	(56,621,140)	-3.1%
Fund Balance Transfer	2,391,430	526,330	
<b>Total Revenues over Expenditures</b>	<b>14,960</b>	<b>12,510</b>	

In the FY2018 budget, an increase of \$71,170, or 0.1%, in General Fund revenues is projected from the FY2017 budget. The most significant increases in revenue is expected in the Village’s actuarially determined Police Pension and Fire Pension property tax contribution requirement, which flow through the General Fund. Building permits are also projected to increase as development opportunities increase. Also, investment earnings are increasing as the Village continues its increased efforts to capitalize on increasing interest rates.

As for the General Fund expenses, a decrease of \$1,791,480, or 3.1%, is projected for FY2018, primarily related to the decreased allocation of accumulated fund reserves for capital projects.

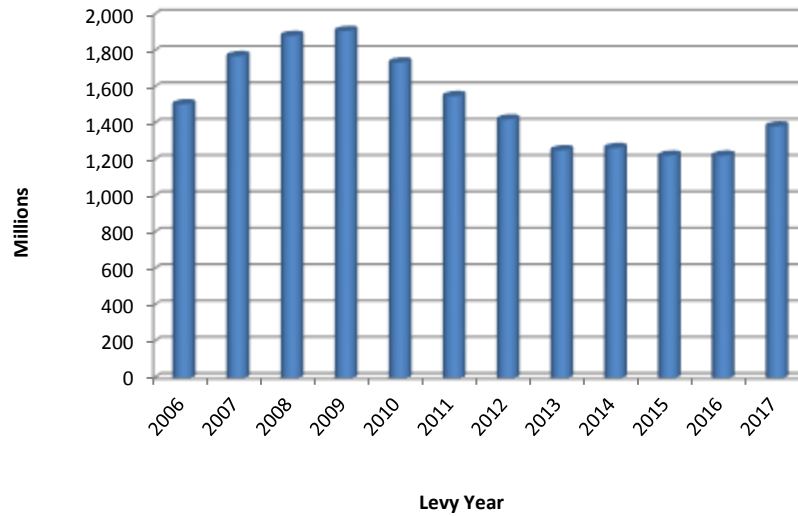
The Village is recommending to use \$526,330 of General Fund balance for the purchase of Self-Contained Breathing Apparatus replacements for the Fire Department.

**PROPERTY TAXES**

Following a 3.3% decrease in the equalized assessed valuation (EAV) from FY2015 to FY2016, the Village’s FY2017 EAV increased 13.1% to 1,387,343,031. Because the Village levies an exact amount, fluctuations in the EAV do not impact the total amount levied.



### EQUALIZED ASSESSED VALUATION

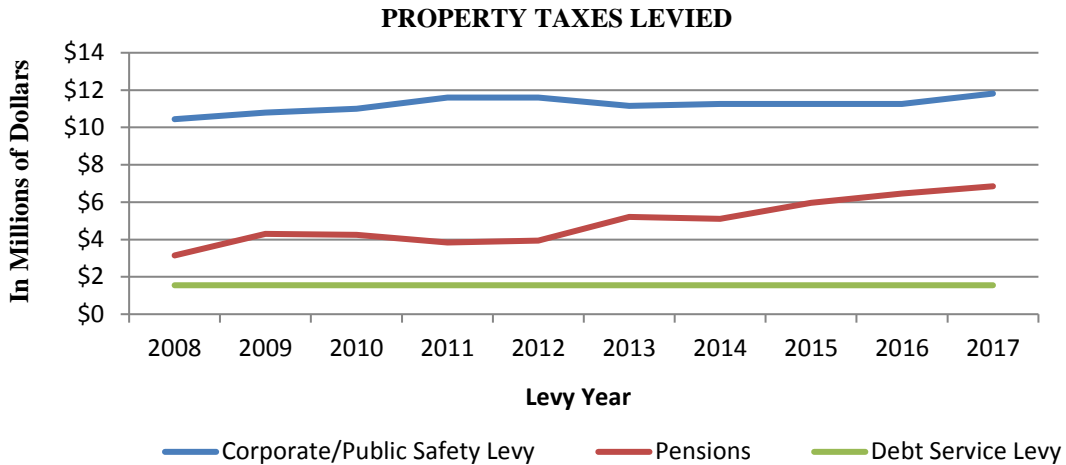


The Village’s property tax levy is made up of several components. Each year, the Village hires an independent actuary to calculate the property tax levies required for the Police and Fire pension funds. The Village continues to advocate for pension reform at the state level to address the pension liability problem faced by a majority of the communities within the State of Illinois.

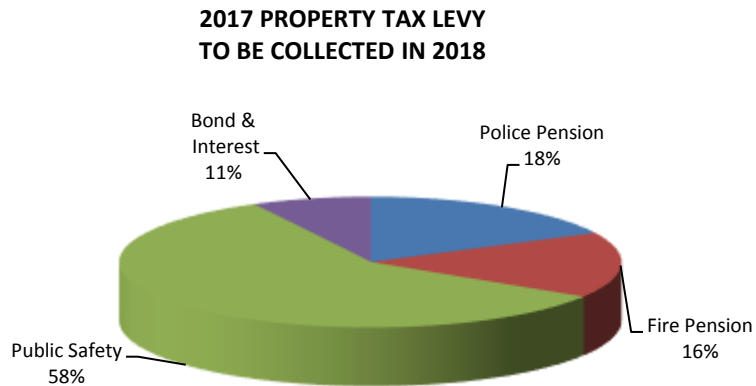
Beginning in FY2016, the Village eliminated its Corporate levy, which was for General Fund purposes, and created its Public Safety levy, which is used to only fund police and fire services.

The FY2018 budget includes total property tax revenue of \$20,215,670 for levy year 2017. Adding in the 2% loss and cost, the total 2017 property tax extension is \$20,619,983, which is a 4.9% increase over the 2016 levy.

<b>Total Property Tax Levy</b>				
<b>Levy Year 2016</b>				
<b>Fund</b>	<b>FY2017 Approved Levy</b>	<b>FY2018 Proposed Levy</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
Police Pension	3,367,390	3,570,030	202,640	6.0%
Fire Pension	3,084,350	3,280,550	196,200	6.4%
Public Safety	11,264,510	11,815,090	550,580	4.9%
<b>Subtotal</b>	<b>17,716,250</b>	<b>18,665,670</b>	<b>949,420</b>	<b>5.4%</b>
Debt Service	8,026,379	8,460,922	434,543	5.4%
Less Abatements	(6,476,379)	(6,910,922)	(434,543)	6.7%
<b>Total</b>	<b>19,266,250</b>	<b>20,215,670</b>	<b>949,420</b>	<b>4.9%</b>



Part of the property tax levy is also for the Village’s outstanding debt. This amount is determined based on the amount of principal and interest payments that will be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bonds issued for the Village’s new police station were funded partly with Asset Seizure funds and towing citation revenues. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the levy is reduced.



**AWARD**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Hoffman Estates, Illinois for its annual budget for the fiscal year beginning January 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## **SUMMARY**

While the national economy continues to show signs of recovery, the State of Illinois budget decisions continue to negatively affect the Village. As a result, the Village remains cautious with its resources as is reflected in the proposed FY2018 Operating and Capital Budget. The FY2018 budget continues neighborhood investments through the Street Revitalization program, the Barrington Road Interchange project, water and sewer capital improvements, storm water system improvements, and the completion of our response to the Emerald Ash Borer problem. But some of these capital projects could be in jeopardy if the State continues to negatively impact the Village financially.

Staff believes this budget establishes a financial foundation for the Village Board to accomplish the Village's goals. These continued, combined efforts will ensure the Village of Hoffman Estates can continue to provide the traditional high level of service to the residents and businesses of Hoffman Estates.

### *Public Hearing and Notice of Availability of Budget*

Copies of the tentative budget will be made available for public inspection at least ten (10) days prior to the passage of the annual budget and notice of this availability will be published in a newspaper having general circulation within the Village. Not less than one week after publication that the budget is available for public inspection and prior to final action on the budget, one public hearing will be held on the tentative annual budget by the Board of Trustees. Notice of the public hearing will be given at least one week prior to the time of the public hearing date.

## **ACKNOWLEDGEMENTS**

The Village's budget is the culmination of the time and hard work of many people. We would like to extend our sincere appreciation to all of the department directors and their staff for their continued dedication and assistance during the budget process. Of course, the Village President and Board of Trustees' continued support of staff and the responsible and progressive manner in which they conduct the financial affairs of the Village must be applauded. Critically reviewing, assessing and adjusting policies and practices can be challenging, but if the community is to continue to progress and to remain financially stable, this process is necessary in order to achieve the goals as set forth by the Village Board.

Respectfully submitted,

James H. Norris  
Village Manager

Rachel Musiala  
Director of Finance

# Current Village Board Goals

## Short-term goals

1. Build upon recent environmental recognition, including Platinum Clean Air Counts status and the Illinois Governor's Sustainability Award, by researching and drafting a Sustainability Plan with assistance from Boards and Commissions and other environmental partners.
2. Through cooperation with the Illinois Department of Transportation (IDOT) and the Illinois State Toll Highway Authority (ISTHA), work toward completion of Phase I engineering for the Barrington Road full interchange project.
3. Reconstruct Hassell Road and complete the Palatine Road project utilizing federal Surface Transportation Program (STP) funds.
4. Address the Emerald Ash Borer (EAB) infestation and its numerous impacts on the Village's public tree population, and be a resource for residents and businesses for private infestation.
5. Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole.
6. Explore grants, alternative service delivery methods and innovative practices to augment the Village's financial resources. Provide savings to residents and businesses through municipal electricity aggregation.
7. Continually improve the Sears Centre Arena's performance by increasing events, paid attendance, concession commissions and sponsorship/premium seating revenue across all areas.
8. Revitalize aging shopping centers through innovative redevelopment strategies, including public-private partnerships impacting Barrington Square, Hoffman Village, the Roselle Road Business District and other centers.
9. Evaluate and implement new avenues of communication, such as a Village Mobile Application, creating electronic forms available on the website and enhanced use of social media outlets.

## On-going goals

1. Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible.
2. Cooperate with local, regional, state and national agencies to identify and implement initiatives to improve all modes of public transit, including vehicle, bicycle and pedestrian travel, throughout the Village.
3. Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects.
4. Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services.
5. Provide municipal services in a fiscally sustainable manner given current economic conditions, and continue to be a leader in legislative advocacy to protect local government revenue streams and oppose unfunded mandates.
6. Create a thriving and vital local economy with a strong blend of retail office, clean-industrial, commercial and residential properties.
7. Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.
8. Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization.

# REVENUE & EXPENDITURE BUDGET SUMMARY

## ALL FUNDS

	2016 Actual	2017 Budget	2018 Budget	% Difference
<b>Revenues</b>				
General Fund	55,743,949	56,036,150	56,107,320	0.1%
Special Revenue Funds	19,686,926	6,149,700	5,494,040	-10.7%
Debt Service Funds	13,900,663	3,845,510	3,886,210	1.1%
Capital Project Funds	10,187,677	15,308,040	12,149,870	-20.6%
Enterprise Fund	31,981,171	34,324,090	35,845,230	4.4%
Internal Service Funds	3,022,335	3,276,080	3,468,830	5.9%
Trust Funds	18,157,210	10,800,710	11,267,070	4.3%
<b>Total Revenues</b>	<b>152,679,932</b>	<b>129,740,280</b>	<b>128,218,570</b>	<b>-1.2%</b>
<b>Expenditures</b>				
General Fund	54,945,547	58,412,620	56,621,140	-3.1%
Special Revenue Funds	20,176,530	6,829,340	6,915,440	1.3%
Debt Service Funds	14,063,821	3,836,010	3,886,210	1.3%
Capital Project Funds	12,100,360	18,436,740	14,483,240	-21.4%
Enterprise Fund	33,031,887	32,631,230	34,551,830	5.9%
Internal Service Funds	3,082,607	3,633,080	3,862,890	6.3%
Trust Funds	9,316,528	9,994,280	11,134,250	11.4%
<b>Total Expenditures</b>	<b>146,717,281</b>	<b>133,773,300</b>	<b>131,455,000</b>	<b>-1.7%</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>5,962,651</b>	<b>(4,033,020)</b>	<b>(3,236,430)</b>	

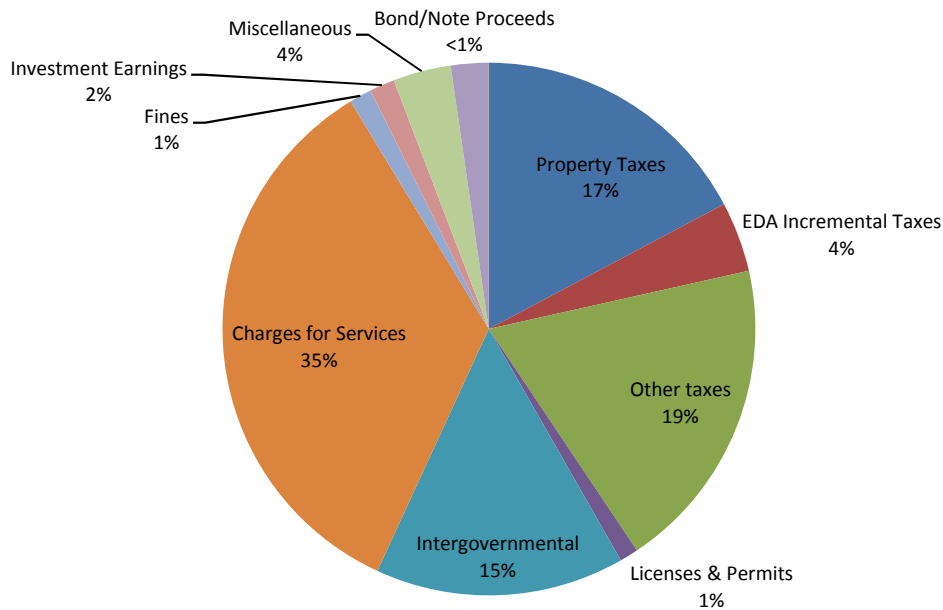
# REVENUE & EXPENDITURE

## OVERALL FINANCIAL SUMMARY - 2018 BUDGET

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds	Trust Funds
<b>Revenues</b>							
Property Taxes	11,915,090	-	1,550,000	-	-	-	6,850,580
EDA Incremental Taxes	5,000,000	-	-	-	-	-	-
Other taxes	14,998,080	902,250	780,120	3,716,000	1,872,000	-	74,000
Licenses & Permits	1,313,500	-	-	-	-	-	-
Intergovernmental	14,833,100	1,660,800	-	896,000	350,000	-	26,800
Charges for Services	6,018,540	2,652,000	-	1,405,000	25,700,710	2,822,710	1,790,690
Fines	1,326,000	-	250,000	-	-	-	-
Investment Earnings	190,000	4,500	2,000	23,650	23,800	28,000	1,525,000
Miscellaneous	463,010	274,490	500,000	999,940	692,500	213,680	1,000,000
Bond/Note Proceeds	-	-	-	-	2,685,730	-	-
<b>Total Revenues</b>	<b>56,057,320</b>	<b>5,494,040</b>	<b>3,082,120</b>	<b>7,040,590</b>	<b>31,324,740</b>	<b>3,064,390</b>	<b>11,267,070</b>
<b>Expenditures</b>							
Salaries and Wages	29,366,830	35,650	-	-	2,886,980	659,990	2,400
Employee Benefits	15,347,450	7,380	-	-	1,208,030	338,180	10,743,000
Misc. Employee Expenses	607,750	10,650	-	-	34,880	17,750	5,000
Commodities	1,224,430	3,500	-	-	351,310	15,700	1,030
Contractual Services	8,372,170	4,681,730	3,000	3,000	10,675,540	1,910,930	382,820
Debt Service	-	-	3,883,210	45,650	4,370,350	-	-
<b>Total Expenditures</b>	<b>54,918,630</b>	<b>4,738,910</b>	<b>3,886,210</b>	<b>48,650</b>	<b>27,483,450</b>	<b>2,942,550</b>	<b>11,134,250</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>1,138,690</b>	<b>755,130</b>	<b>(804,090)</b>	<b>6,991,940</b>	<b>3,841,290</b>	<b>121,840</b>	<b>132,820</b>
<b>Other Financing Sources (Uses)</b>							
Capital Outlay	(236,050)	(33,500)	-	(11,962,130)	(2,003,430)	(1,178,940)	-
Transfers In	50,000	-	804,090	5,109,280	4,520,490	404,440	-
Transfers Out	(2,801,320)	(2,095,530)	-	(2,472,460)	(3,418,990)	(100,000)	-
Cost Allocation	1,334,860	(47,500)	-	-	(1,645,960)	358,600	-
<b>Total</b>	<b>(1,652,510)</b>	<b>(2,176,530)</b>	<b>804,090</b>	<b>(9,325,310)</b>	<b>(2,547,890)</b>	<b>(515,900)</b>	<b>-</b>
Beginning Fund Balance	16,045,369	2,115,556	71,149	4,444,792	4,082,152	2,028,627	152,116,648
Increases (Decreases) in Reserve	(513,820)	(1,421,400)	-	(2,333,370)	1,293,400	(394,060)	132,820
<b>Ending Fund Balance</b>	<b>15,531,549</b>	<b>694,156</b>	<b>71,149</b>	<b>2,111,422</b>	<b>5,375,552</b>	<b>1,634,567</b>	<b>152,249,468</b>

# REVENUE SUMMARY BY FUNDING SOURCE

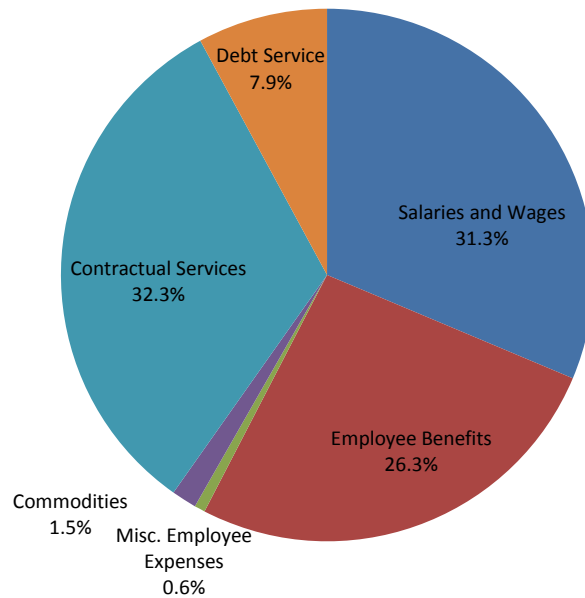
## ALL FUNDS



	2016 Actual	2017 Budget	2018 Budget	% Difference
Property Taxes	18,794,772	19,266,250	20,215,670	4.9%
EDA Incremental Taxes	17,079,693	5,000,000	5,000,000	0.0%
Other taxes	21,719,754	22,094,890	22,442,450	1.6%
Licenses & Permits	1,493,888	1,219,000	1,313,500	7.8%
Intergovernmental	17,155,308	18,232,500	17,766,700	-2.6%
Charges for Services	38,417,536	38,898,560	40,389,650	3.8%
Fines	2,141,821	2,295,830	1,576,000	-31.4%
Investment Earnings	4,511,236	1,650,650	1,796,950	8.9%
Miscellaneous	8,009,032	4,129,810	4,143,620	0.3%
Bond/Note Proceeds	11,488,167	3,370,730	2,685,730	-20.3%
<b>Total Operating Revenues</b>	<b>140,811,208</b>	<b>116,158,220</b>	<b>117,330,270</b>	<b>1.0%</b>
Operating Transfers	11,868,723	13,582,060	10,888,300	-19.8%
<b>Total Revenues &amp; Transfers</b>	<b>152,679,932</b>	<b>129,740,280</b>	<b>128,218,570</b>	<b>-1.2%</b>

# EXPENDITURE SUMMARY BY OBJECT

## ALL FUNDS



	2016 Actual	2017 Budget	2018 Budget	% Difference
Salaries and Wages	31,981,949	32,978,310	32,951,850	-0.1%
Employee Benefits	24,478,737	25,517,310	27,644,040	8.3%
Misc. Employee Expenses	536,433	671,790	676,030	0.6%
Commodities	1,198,785	1,695,740	1,596,970	-5.8%
Contractual Services	32,431,294	32,674,030	33,984,550	4.0%
Debt Service	28,136,022	8,026,410	8,299,210	3.4%
Depreciation Expense	3,813,265	-	-	N/A
<b>Total Operating Expenditures</b>	<b>122,576,484</b>	<b>101,563,590</b>	<b>105,152,650</b>	<b>3.5%</b>
Capital Outlay	12,272,073	18,627,650	15,414,050	-17.3%
Operating Transfers	11,868,723	13,582,060	10,888,300	-19.8%
<b>Total Expenditures &amp; Transfers</b>	<b>146,717,281</b>	<b>133,773,300</b>	<b>131,455,000</b>	<b>-1.7%</b>



# REVENUE & EXPENDITURE SUMMARY

## GENERAL FUND

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Revenues</b>					
Taxes	30,563,005	31,563,170	30,894,850	31,913,170	1.1%
Licenses and Permits	1,493,888	1,219,000	1,358,500	1,313,500	7.8%
Intergovernmental	14,853,986	15,128,800	15,061,800	14,833,100	-2.0%
Charges for Services	6,507,315	6,080,770	6,244,930	6,018,540	-1.0%
Fines and Forfeits	1,467,105	1,675,000	1,211,000	1,326,000	-20.8%
Investment Earnings	76,788	60,000	130,000	190,000	216.7%
Miscellaneous	581,383	309,410	382,410	463,010	49.6%
Operating Transfers	200,479	-	165,710	50,000	N/A
<b>Total Revenues</b>	<b>55,743,949</b>	<b>56,036,150</b>	<b>55,449,200</b>	<b>56,107,320</b>	<b>0.1%</b>
<b>Expenditures</b>					
General Administration	3,805,494	3,996,360	3,827,240	3,756,520	-6.0%
Police	17,501,404	18,619,490	18,564,110	18,800,480	1.0%
Fire	16,727,994	17,111,590	17,113,660	17,548,760	2.6%
Public Works	6,773,077	7,408,630	6,623,310	7,350,260	-0.8%
Development Services	4,414,629	5,146,290	4,760,510	5,164,080	0.3%
Health & Human Services	663,849	721,040	707,360	732,760	1.6%
Boards & Commissions	409,647	442,880	409,630	466,960	5.4%
Operating Transfers	4,649,453	4,966,340	5,184,200	2,801,320	-43.6%
<b>Total Expenditures</b>	<b>54,945,547</b>	<b>58,412,620</b>	<b>57,190,020</b>	<b>56,621,140</b>	<b>-3.1%</b>
<b>Excess/(Deficiency) of Revenues over Expenditures</b>	<b>798,402</b>	<b>(2,376,470)</b>	<b>(1,740,820)</b>	<b>(513,820)</b>	
<b>Fund Reserves Utilized</b>	<b>2,150,000</b>	<b>2,391,430</b>	<b>2,712,130</b>	<b>526,330</b>	
<b>Net Revenues over Expenditures</b>	<b>2,948,402</b>	<b>14,960</b>	<b>971,310</b>	<b>12,510</b>	

# REVENUE DETAIL

## GENERAL FUND

Account Name	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Taxes</b>					
Property Taxes, Current	11,246,605	11,264,510	11,264,510	11,815,090	4.9%
Property Taxes, Prior	109,086	100,000	100,000	100,000	0.0%
EDA Incremental Property Taxes	5,000,000	5,000,000	5,000,000	5,000,000	0.0%
Hotel Tax	1,372,586	1,425,000	1,250,000	1,285,000	-9.8%
Real Estate Transfer Tax	761,315	800,000	960,000	800,000	0.0%
Home Rule Sales Tax	3,627,746	3,930,000	3,564,000	3,660,000	-6.9%
Telecommunications Tax	2,172,136	2,107,000	1,850,000	1,812,500	-14.0%
EDA Property Tax Surplus	125,569	-	78,000	-	N/A
Property Taxes - B/H	56,130	40,000	36,600	30,000	-25.0%
Property Taxes - Fire	2,820,032	3,084,350	3,084,350	3,280,550	6.4%
Property Taxes - Police	3,180,599	3,367,390	3,367,390	3,570,030	6.0%
Prior Year Property Taxes - Fire	24,666	20,000	30,000	30,000	50.0%
Prior Year Property Taxes - Police	25,048	20,000	30,000	30,000	50.0%
Vehicle Wholesale Tax	11,704	100,000	140,000	250,000	150.0%
Entertainment Tax	29,782	304,920	140,000	250,000	-18.0%
<b>Total Taxes</b>	<b>30,563,005</b>	<b>31,563,170</b>	<b>30,894,850</b>	<b>31,913,170</b>	<b>1.1%</b>
<b>Licenses &amp; Permits</b>					
Business Licenses	345,267	310,000	340,000	340,000	9.7%
Liquor Licenses	246,195	240,000	250,000	245,000	2.1%
Animal Licenses	10,401	13,000	13,000	13,000	0.0%
Building Permits	886,616	650,000	750,000	710,000	9.2%
Taxi/Livery Licenses	5,410	6,000	5,500	5,500	-8.3%
<b>Total Licenses &amp; Permits</b>	<b>1,493,888</b>	<b>1,219,000</b>	<b>1,358,500</b>	<b>1,313,500</b>	<b>7.8%</b>
<b>Intergovernmental</b>					
Sales Tax	7,887,857	8,100,000	8,350,000	7,923,500	-2.2%
Local Use Tax	1,238,450	1,200,000	1,320,000	1,320,000	10.0%
Income Tax	4,985,594	5,137,600	4,650,000	4,900,000	-4.6%
Replacement Tax	244,444	200,000	250,000	200,000	0.0%
Replacement Tax - Fire	14,187	13,400	13,400	13,400	0.0%
Replacement Tax - Police	14,187	13,400	13,400	13,400	0.0%
Grants	20,046	21,200	17,000	21,800	2.8%
Foreign Fire Insurance Tax	54,892	50,000	50,000	50,000	0.0%
Fire Protection Dist. Tax	64,160	63,000	66,000	66,000	4.8%
Property Taxes - Road & Bridge	298,069	297,000	301,800	297,000	0.0%

(continued on next page)

# REVENUE DETAIL

## GENERAL FUND

Account Name	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
Cook County Gas Tax Rebate	10,899	11,000	11,000	11,000	0.0%
Tobacco Grant Revenue	3,048	2,200	2,200	-	N/A
Emergency Ops Grant Revenue	18,154	20,000	17,000	17,000	-15.0%
<b>Total Intergovernmental</b>	<b>14,853,986</b>	<b>15,128,800</b>	<b>15,061,800</b>	<b>14,833,100</b>	<b>-2.0%</b>
<b>Charges for Services</b>					
Plan Review Fees	6,680	4,000	4,000	4,000	0.0%
Hearing Fees	29,830	15,000	40,000	30,000	100.0%
Engineering Fees	138,882	100,000	280,000	100,000	0.0%
Ambulance Fees	1,287,711	1,250,000	1,250,000	1,300,000	4.0%
Counseling Fees	32,317	30,000	30,000	30,000	0.0%
Health Clinic Fees	23,091	22,000	22,000	22,000	0.0%
Snow Removal Fees	1,984	-	-	-	N/A
Police Hireback	613,054	425,000	425,000	425,000	0.0%
Hireback - Arena	140,586	160,000	200,000	160,000	0.0%
Report Fees- Police	8,105	6,000	6,000	6,000	0.0%
False Alarm Fees	36,550	45,000	45,000	45,000	0.0%
Counter Sales	48	-	-	-	N/A
Smoke Detector/Lock Box	6,340	1,000	1,690	1,000	0.0%
Lease Payments	822,157	833,070	760,080	688,840	-17.3%
Lease Payments-Village Green	26,729	25,000	25,000	25,000	0.0%
Cable TV Franchise Fee	573,383	540,000	580,000	580,000	7.4%
Cable TV PEG Fee	41,045	38,000	40,000	40,000	5.3%
AT&T Franchise Fee	199,560	215,000	190,000	200,000	-7.0%
AT&T PEG Fee	39,913	40,000	40,000	40,000	0.0%
Fourth of July Proceeds	179,601	136,700	130,000	136,700	0.0%
Recapture Administration	708	-	10,850	5,000	N/A
Equipment Usage	109,943	110,000	110,000	110,000	0.0%
Employee Insurance Payments	1,138,323	1,100,000	1,100,000	1,100,000	0.0%
Passport Revenues	21,050	20,000	20,000	20,000	0.0%
Wireless Alarm Subscribers	650,786	630,000	600,000	640,000	1.6%
Backflow Prevention Audits	48,150	45,000	20,310	-	-100.0%
Rental Inspection Fees	330,788	290,000	315,000	310,000	6.9%
<b>Total Charges for Services</b>	<b>6,507,315</b>	<b>6,080,770</b>	<b>6,244,930</b>	<b>6,018,540</b>	<b>-1.0%</b>

(continued on next page)

# REVENUE DETAIL

## GENERAL FUND

Account Name	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Fines &amp; Forfeits</b>					
Court Fines, County	215,014	220,000	220,000	220,000	0.0%
Ticket Fines, Village	388,982	500,000	425,000	500,000	0.0%
Overweight Truck Permits	8,910	5,000	6,000	6,000	20.0%
Red Light Camera Revenue	636,988	800,000	370,000	500,000	-37.5%
Local Debt Recovery	217,210	150,000	190,000	100,000	-33.3%
<b>Total Fines &amp; Forfeits</b>	<b>1,467,105</b>	<b>1,675,000</b>	<b>1,211,000</b>	<b>1,326,000</b>	<b>-20.8%</b>
<b>Investment Earnings</b>					
Interest Income	86,330	60,000	130,000	190,000	216.7%
Unrealized Gain on Investments	(9,542)	-	-	-	N/A
<b>Total Investment Earnings</b>	<b>76,788</b>	<b>60,000</b>	<b>130,000</b>	<b>190,000</b>	<b>216.7%</b>
<b>Miscellaneous</b>					
Reimbursements/Recoveries	143,649	120,000	120,000	220,000	83.3%
Sale of Equipment	39,018	20,000	78,500	20,000	0.0%
Miscellaneous Revenue	(9,941)	25,000	25,000	55,000	120.0%
Board & Commissions Contrib.	15,738	9,500	16,000	16,000	68.4%
Sister Cities Proceeds	12,655	14,000	14,000	14,000	0.0%
HE Park District Contributions	4,500	4,500	4,500	4,500	0.0%
Annexation Fees-University Pl.	4,329	-	48,500	30,000	N/A
S. Barrington Fuel Reimburse.	28,019	28,000	28,000	28,000	0.0%
Celebrations Comm. Contrib.	25	-	-	-	N/A
Veterans Memorial Contrib.	619	500	700	600	20.0%
Tollway Fire/Ambulance Pmts	43,500	35,000	25,000	25,000	-28.6%
Arts Commission	1,390	1,500	1,500	1,500	0.0%
Terminal Reserve Revenue	120,917	-	(34,700)	-	N/A
Benefit Fund Revenue	100,000	-	-	-	N/A
Court Supervision (from Escrow)	29,548	-	-	-	N/A
DUI Reimb. (from Escrow)	27,408	27,410	27,410	27,410	0.0%
Eneroc Electricity Credit	5,104	5,000	1,000	1,000	-80.0%
Platzkonzert Commission Cont.	14,905	19,000	27,000	20,000	5.3%
<b>Total Miscellaneous</b>	<b>581,383</b>	<b>309,410</b>	<b>382,410</b>	<b>463,010</b>	<b>49.6%</b>
<b>Operating Transfers</b>					
Transfer from Asset Seizure	-	-	115,710	-	N/A
Transfer from Municipal Waste	-	-	50,000	50,000	N/A
Transfer from EDA Admin	200,479	-	-	-	N/A
<b>Total Operating Transfers</b>	<b>200,479</b>	<b>-</b>	<b>165,710.00</b>	<b>50,000.00</b>	<b>N/A</b>
<b>Total Revenue</b>	<b>55,743,949</b>	<b>56,036,150</b>	<b>55,449,200</b>	<b>56,107,320</b>	<b>0.1%</b>

# EXPENDITURE SUMMARY BY DEPARTMENT

## GENERAL FUND

Program	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>General Government</b>					
Legislative	347,885	371,210	358,430	371,520	0.1%
Administration	683,677	711,630	703,780	597,470	-16.0%
Legal	545,233	568,340	488,070	518,560	-8.8%
Finance	1,114,804	1,180,870	1,114,380	1,058,060	-10.4%
Village Clerk	184,965	201,400	199,940	209,190	3.9%
Human Resource Management	540,451	560,790	562,680	600,380	7.1%
Communications	227,052	238,240	244,370	227,320	-4.6%
Cable Television	161,427	163,880	155,590	174,020	6.2%
<b>Total General Government</b>	<b>3,805,494</b>	<b>3,996,360</b>	<b>3,827,240</b>	<b>3,756,520</b>	<b>-6.0%</b>
<b>Police Department</b>					
Administration	1,320,575	1,536,280	1,525,330	1,505,640	-2.0%
Juvenile	526,636	522,150	523,330	551,570	5.6%
Tactical	754,647	752,350	916,000	976,710	29.8%
Patrol and Response	9,873,296	10,839,580	10,894,540	10,906,590	0.6%
Traffic Control	1,397,742	1,331,710	1,068,120	1,220,550	-8.3%
Investigations	1,334,878	1,289,490	1,346,600	1,330,170	3.2%
Community Relations	10,192	13,950	12,810	13,850	-0.7%
Communications	756,182	801,020	763,700	730,200	-8.8%
Canine	169,007	173,620	170,610	180,270	3.8%
Special Services	301,672	228,260	270,330	229,210	0.4%
Records	290,913	296,260	273,100	306,410	3.4%
Administrative Services	714,097	755,440	733,610	768,020	1.7%
Emergency Operations	51,567	79,380	66,030	81,290	2.4%
<b>Total Police Department</b>	<b>17,501,404</b>	<b>18,619,490</b>	<b>18,564,110</b>	<b>18,800,480</b>	<b>1.0%</b>
<b>Fire Department</b>					
Administration	777,913	819,990	859,490	902,560	10.1%
Public Education	40,562	41,450	49,160	43,450	4.8%
Suppression	8,139,494	8,246,590	8,230,840	8,365,100	1.4%
Emergency Medical Services	7,263,690	7,436,570	7,443,830	7,677,240	3.2%
Prevention	478,685	536,690	500,170	521,610	-2.8%
Fire Stations	27,650	30,300	30,170	38,800	28.1%
<b>Total Fire Department</b>	<b>16,727,994</b>	<b>17,111,590</b>	<b>17,113,660</b>	<b>17,548,760</b>	<b>2.6%</b>

(continued on next page)

# EXPENDITURE SUMMARY BY DEPARTMENT

## GENERAL FUND

Program	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Public Works</b>					
Administration	258,413	310,210	294,080	327,380	5.5%
Snow and Ice Control	1,561,622	1,872,930	1,437,970	1,811,400	-3.3%
Pavement Maintenance	411,720	393,880	384,330	518,570	31.7%
Forestry	1,340,732	1,195,860	1,080,570	1,143,940	-4.3%
Facilities	946,013	1,160,870	1,103,700	1,164,060	0.3%
Fleet Services	1,064,895	1,249,560	1,125,570	1,242,270	-0.6%
F.A.S.T.	312,632	315,360	322,650	210,420	-33.3%
Storm Sewers	160,320	158,890	158,050	175,430	10.4%
Traffic Control	716,730	751,070	716,390	756,790	0.8%
<b>Total Public Works</b>	<b>6,773,077</b>	<b>7,408,630</b>	<b>6,623,310</b>	<b>7,350,260</b>	<b>-0.8%</b>
<b>Development Services</b>					
Administration	365,853	394,730	397,870	395,090	0.1%
Planning	502,738	405,830	363,500	423,360	4.3%
Code Enforcement	1,160,090	1,495,350	1,379,730	1,493,470	-0.1%
Transportation & Engineering	1,189,481	1,303,820	1,292,290	1,338,420	2.7%
Economic Development	1,196,467	1,546,560	1,327,120	1,513,740	-2.1%
<b>Total Development Services</b>	<b>4,414,629</b>	<b>5,146,290</b>	<b>4,760,510</b>	<b>5,164,080</b>	<b>0.3%</b>
<b>Health &amp; Human Services</b>					
Health & Human Services	663,849	721,040	707,360	732,760	1.6%
<b>Total Health &amp; Human Services</b>	<b>663,849</b>	<b>721,040</b>	<b>707,360</b>	<b>732,760</b>	<b>1.6%</b>
<b>Boards &amp; Commissions</b>					
Fourth of July Commission	159,838	164,910	155,130	170,540	3.4%
Fire and Police Commission	54,123	64,380	66,130	63,520	-1.3%
Misc. Boards & Commissions	195,686	213,590	188,370	232,900	9.0%
<b>Total Boards &amp; Commissions</b>	<b>409,647</b>	<b>442,880</b>	<b>409,630</b>	<b>466,960</b>	<b>5.4%</b>
<b>General Fund Total before Operating Transfers</b>	<b>50,296,095</b>	<b>53,446,280</b>	<b>52,005,820</b>	<b>53,819,820</b>	<b>0.7%</b>

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# EXPENDITURE SUMMARY BY DEPARTMENT

## GENERAL FUND

Program	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Operating Transfers</b>					
to Asset Seizure	-	-	381,250	-	N/A
to 2008 GODS	999,188	999,190	999,190	378,380	-62.1%
to 2009 GODS	134,000	134,000	134,000	134,000	0.0%
to 2015 GODS	120,762	122,700	122,700	121,000	-1.4%
to 2017 GODS	-	-	-	170,710	N/A
to Capital Improvement	57,610	162,800	157,310	33,500	-79.4%
to Capital Vehicle & Equipment	794,940	717,500	678,440	508,120	-29.2%
to Road Improvement	370,000	1,753,030	1,318,000	-	N/A
to Capital Replacement	-	-	320,700	574,330	N/A
to Sears Centre Operating	2,067,727	1,000,000	1,000,000	800,000	-20.0%
to Information System	64,966	77,120	72,610	81,280	5.4%
to Water & Sewer Fund	40,260	-	-	-	N/A
<b>Total Operating Transfers</b>	<b>4,649,453</b>	<b>4,966,340</b>	<b>5,184,200</b>	<b>2,801,320</b>	<b>-43.6%</b>
<b>Total Expenditures</b>	<b>54,945,547</b>	<b>58,412,620</b>	<b>57,190,020</b>	<b>56,621,140</b>	<b>-3.1%</b>

# EXPENDITURE SUMMARY BY OBJECT

## GENERAL FUND

Object	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Salaries &amp; Wages</b>					
General Administration	2,245,451	2,404,960	2,305,300	2,473,040	2.8%
Police	9,805,136	10,190,380	10,363,060	10,316,450	1.2%
Fire	10,347,441	10,322,370	10,276,130	10,265,910	-0.5%
Public Works	3,051,428	3,265,680	2,893,710	3,310,200	1.4%
Development Services	2,217,317	2,516,850	2,363,750	2,512,510	-0.2%
Health & Human Services	408,249	443,890	429,320	444,960	0.2%
Boards & Commissions	41,778	52,630	51,040	43,760	-16.9%
<b>Total Salaries &amp; Wages</b>	<b>28,116,800</b>	<b>29,196,760</b>	<b>28,682,310</b>	<b>29,366,830</b>	<b>0.6%</b>
<b>Employee Benefits</b>					
General Administration	900,859	990,880	961,900	1,054,660	6.4%
Police	5,428,043	5,682,780	5,719,560	5,998,300	5.6%
Fire	4,879,313	5,084,780	5,103,940	5,563,030	9.4%
Public Works	1,293,265	1,344,520	1,241,650	1,422,570	5.8%
Development Services	959,853	1,076,660	1,041,890	1,075,980	-0.1%
Health & Human Services	182,557	187,190	185,280	200,470	7.1%
Boards & Commissions	29,145	30,370	30,050	32,440	6.8%
<b>Total Employee Benefits</b>	<b>13,673,036</b>	<b>14,397,180</b>	<b>14,284,270</b>	<b>15,347,450</b>	<b>6.6%</b>
<b>Misc. Employee Benefits</b>					
General Administration	43,208	53,710	46,490	54,580	1.6%
Police	167,773	205,180	181,340	213,340	4.0%
Fire	179,513	194,200	232,470	225,630	16.2%
Public Works	41,492	44,900	46,620	50,790	13.1%
Development Services	35,337	48,000	46,430	56,610	17.9%
Health & Human Services	2,924	3,750	4,350	5,220	39.2%
Boards & Commissions	1,856	1,580	1,580	1,580	0.0%
<b>Total Misc. Employee Benefits</b>	<b>472,104</b>	<b>551,320</b>	<b>559,280</b>	<b>607,750</b>	<b>10.2%</b>
<b>Commodities</b>					
General Administration	178,811	197,010	210,950	166,570	-15.5%
Police	78,828	95,620	88,780	93,790	-1.9%
Fire	60,301	82,390	78,680	77,150	-6.4%
Public Works	604,966	926,690	758,580	828,810	-10.6%
Development Services	20,254	24,960	23,640	23,250	-6.9%
Health & Human Services	22,582	29,610	30,310	32,810	10.8%
Boards & Commissions	1,711	2,050	1,700	2,050	0.0%
<b>Total Commodities</b>	<b>967,453</b>	<b>1,358,330</b>	<b>1,192,640</b>	<b>1,224,430</b>	<b>-9.9%</b>

(continued on next page)



# EXPENDITURE SUMMARY BY OBJECT

## GENERAL FUND

Object	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Contractual Services</b>					
General Administration	920,604	880,410	852,820	771,610	-12.4%
Police	2,003,353	2,430,140	2,164,560	2,166,170	-10.9%
Fire	1,205,193	1,346,020	1,339,120	1,318,430	-2.0%
Public Works	1,868,202	2,161,720	2,059,150	2,105,910	-2.6%
Development Services	1,254,389	1,552,080	1,367,450	1,573,620	1.4%
Health & Human Services	47,537	56,600	58,100	49,300	-12.9%
Boards & Commissions	335,157	356,250	325,260	387,130	8.7%
<b>Total Contractual Services</b>	<b>7,634,435</b>	<b>8,783,220</b>	<b>8,166,460</b>	<b>8,372,170</b>	<b>-4.7%</b>
<b>Capital Outlay</b>					
General Administration	13,371	1,100	1,080	1,100	0.0%
Police	18,270	15,390	46,810	12,430	-19.2%
Fire	56,233	81,830	83,320	98,610	20.5%
Public Works	392,104	181,610	127,210	115,970	-36.1%
Development Services	1,741	6,450	5,300	7,940	23.1%
<b>Total Capital Outlay</b>	<b>481,720</b>	<b>286,380</b>	<b>263,720</b>	<b>236,050</b>	<b>-17.6%</b>
<b>Operating Transfers</b>					
to Asset Seizure	-	-	381,250	-	N/A
to 2008 GODS	999,188	999,190	999,190	378,380	-62.1%
to 2009 GODS	134,000	134,000	134,000	134,000	0.0%
to 2015 GODS	120,762	122,700	122,700	121,000	-1.4%
to 2017 GODS	-	-	-	170,710	N/A
to Capital Improvement	57,610	162,800	157,310	33,500	-79.4%
to Capital Vehicle & Equipment	794,940	717,500	678,440	508,120	-29.2%
to Road Improvement	370,000	1,753,030	1,318,000	-	N/A
to Capital Replacement	-	-	320,700	574,330	N/A
to Sears Centre Operating	2,067,727	1,000,000	1,000,000	800,000	-20.0%
to Information System	64,966	77,120	72,610	81,280	5.4%
to Water & Sewer Fund	40,260	-	-	-	N/A
<b>Total Operating Transfers</b>	<b>4,649,453</b>	<b>4,966,340</b>	<b>5,184,200</b>	<b>2,801,320</b>	<b>-43.6%</b>
<b>Cost Allocations</b>					
Water Fund Cost Allocation	(1,010,380)	(1,086,910)	(1,093,360)	(1,287,360)	18.4%
CDBG Fund Cost Allocation	(39,073)	(40,000)	(49,500)	(47,500)	18.8%
<b>Total Cost Allocations</b>	<b>(1,049,453)</b>	<b>(1,126,910)</b>	<b>(1,142,860)</b>	<b>(1,334,860)</b>	<b>18.5%</b>
<b>Total - All Objects</b>	<b>54,945,547</b>	<b>58,412,620</b>	<b>57,190,020</b>	<b>56,621,140</b>	<b>-3.1%</b>

# REVENUE SUMMARY BY FUND

## OTHER FUNDS

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Special Revenue Funds</b>					
Motor Fuel Tax	1,361,371	1,277,000	1,357,000	1,357,000	6.3%
Asset Seizure	430,850	321,030	667,380	200	-99.9%
EDA Administration	887	-	-	-	N/A
EDA General Account	12,079,693	-	-	-	N/A
Municipal Waste System	2,769,505	2,943,560	2,940,380	2,926,490	-0.6%
E-911	186	-	100	-	N/A
Roselle Road TIF	197,883	1,093,880	201,090	200,500	-81.7%
Community Dev. Block Grant	314,458	320,900	285,250	305,800	-4.7%
Higgins/Hassell Rds TIF	1,298,137	193,330	98,400	98,400	-49.1%
Barrington/Higgins TIF	1,233,956	-	605,650	605,650	N/A
<b>Total Special Revenue Funds</b>	<b>19,686,926</b>	<b>6,149,700</b>	<b>6,155,250</b>	<b>5,494,040</b>	<b>-10.7%</b>
<b>Debt Service Funds</b>					
2008 G.O. Debt Service	999,188	999,190	999,190	878,380	-12.1%
2009 G.O. Debt Service	2,550,469	2,282,820	2,234,320	2,277,320	-0.2%
2015B G.O. Debt Service	120,762	122,700	122,700	121,000	-1.4%
2016 G.O. Debt Service	10,230,245	440,800	485,840	438,800	-0.5%
2017A&B G.O. Debt Service	-	-	-	170,710	N/A
<b>Total Debt Service Funds</b>	<b>13,900,663</b>	<b>3,845,510</b>	<b>3,842,050</b>	<b>3,886,210</b>	<b>1.1%</b>
<b>Capital Projects Funds</b>					
Capital Improvements	1,553,579	1,796,800	1,767,110	2,677,440	49.0%
Road Improvements	7,163,478	10,363,030	9,454,600	6,742,000	-34.9%
Capital Vehicle & Equipment	901,922	1,687,510	1,287,150	729,950	-56.7%
Capital Replacement	4,859	4,000	324,700	578,330	14358.3%
Central Rd Corridor Improvement	614	600	1,000	600	0.0%
Hoffman Blvd Bridge Maintenance	1,343	1,400	321,000	500	-64.3%
Western Corridor	14,312	5,000	20,000	10,000	100.0%
Traffic Improvement	837	300	900	400	33.3%
EDA Series 1991 Project	12,841	4,000	52,050	5,000	25.0%
West. Area Traffic Improvement	400	200	400	300	50.0%
Central Area Impact Fee	284	-	-	-	N/A
West. Area Rd. Impact Fee	418	870,200	-	870,000	0.0%
2015/2017 Project	136	200	576,730	150	-25.0%
Stormwater Management	532,654	574,800	595,200	535,200	-6.9%
<b>Total Capital Projects Funds</b>	<b>10,187,677</b>	<b>15,308,040</b>	<b>14,400,840</b>	<b>12,149,870</b>	<b>-20.6%</b>

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# REVENUE SUMMARY BY FUND

## OTHER FUNDS

	2016	2017	2017	2018	%
	Actual	Budget	Estimate	Budget	Difference
<b>Enterprise Funds</b>					
Waterworks and Sewerage	17,619,133	21,417,880	20,364,210	21,332,930	-0.4%
Sears Centre Operating	4,115,462	3,241,070	3,556,970	3,154,820	-2.7%
Sears Centre Activity	6,884,230	6,271,260	8,140,710	7,954,160	26.8%
2005A G.O. Debt Service	3,362,346	3,393,880	3,395,630	3,403,320	0.3%
<b>Total Enterprise Funds</b>	<b>31,981,171</b>	<b>34,324,090</b>	<b>35,457,520</b>	<b>35,845,230</b>	<b>4.4%</b>
<b>Internal Service Funds</b>					
Insurance	1,619,216	1,624,300	1,712,060	1,747,140	7.6%
Information Systems	1,403,119	1,651,780	1,777,860	1,721,690	4.2%
<b>Total Internal Service Funds</b>	<b>3,022,335</b>	<b>3,276,080</b>	<b>3,489,920</b>	<b>3,468,830</b>	<b>5.9%</b>
<b>Trust Funds</b>					
Police Pension	10,194,839	5,544,630	7,963,300	5,785,100	4.3%
Firefighters Pension	7,962,371	5,256,080	8,871,350	5,481,970	4.3%
<b>Total Trust Funds</b>	<b>18,157,210</b>	<b>10,800,710</b>	<b>16,834,650</b>	<b>11,267,070</b>	<b>4.3%</b>
<b>Total Other Funds</b>	<b>96,935,983</b>	<b>73,704,130</b>	<b>80,180,230</b>	<b>72,111,250</b>	<b>-2.2%</b>

# EXPENDITURE SUMMARY BY FUND

## OTHER FUNDS

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Special Revenue Funds</b>					
Motor Fuel Tax	1,250,621	1,275,000	1,262,000	1,915,000	50.2%
Asset Seizure	247,778	418,710	674,810	134,780	-67.8%
EDA Administration	515,432	-	-	-	N/A
EDA General Account	12,079,693	-	-	-	N/A
Municipal Waste System	2,876,728	2,947,260	2,969,090	3,036,580	3.0%
E-911	-	70,000	67,080	-	N/A
Roselle Road TIF	378,268	1,792,860	14,690	912,940	-49.1%
Community Dev. Block Grant	314,458	320,900	285,250	305,800	-4.7%
Higgins/Hassell TIF	1,111,172	4,610	174,910	4,690	1.7%
Barrington/Higgins TIF	1,402,380	-	605,650	605,650	N/A
<b>Total Special Revenue Funds</b>	<b>20,176,530</b>	<b>6,829,340</b>	<b>6,053,480</b>	<b>6,915,440</b>	<b>1.3%</b>
<b>Debt Service Funds</b>					
2008 G.O. Debt Service	999,688	999,690	999,690	878,380	-12.1%
2009 G.O. Debt Service	2,668,091	2,272,820	2,272,820	2,277,320	0.2%
2015B G.O. Debt Service	120,762	122,700	122,700	121,000	-1.4%
2016 G.O. Debt Service	10,275,281	440,800	440,800	438,800	-0.5%
2017A G.O. Debt Service	-	-	-	170,710	N/A
<b>Total Debt Service Funds</b>	<b>14,063,821</b>	<b>3,836,010</b>	<b>3,836,010</b>	<b>3,886,210</b>	<b>1.3%</b>
<b>Capital Projects Funds</b>					
Capital Improvements	1,669,702	1,776,700	1,861,210	2,962,960	66.8%
Road Improvements	7,056,541	10,462,030	9,446,100	6,783,970	-35.2%
Capital Vehicle & Equipment	593,477	1,687,010	1,341,810	947,370	-43.8%
Capital Replacement	153,940	328,120	195,740	1,407,290	328.9%
Central Rd Corridor Improvement	-	100,000	115,000	20,000	-80.0%
Hoffman Blvd Bridge Maintenance	3,000	320,000	320,000	3,000	-99.1%
Western Corridor	-	-	40,000	-	N/A
Traffic Improvement	-	250,000	265,000	15,000	-94.0%
EDA Series 1991 Project	920,000	1,216,630	476,000	1,233,000	1.3%
West. Area Traffic Improvement	-	150,000	150,000	-	N/A
West. Area Rd. Impact Fee	223	870,000	435,000	315,000	-63.8%
2015/2017 Project	1,174,887	-	580,460	-	N/A
Stormwater Management	528,590	1,276,250	1,086,250	795,650	-37.7%
<b>Total Capital Projects Funds</b>	<b>12,100,360</b>	<b>18,436,740</b>	<b>16,312,570</b>	<b>14,483,240</b>	<b>-21.4%</b>

(continued on next page)

# EXPENDITURE SUMMARY BY FUND

## OTHER FUNDS

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Difference
<b>Enterprise Funds</b>					
Waterworks and Sewerage	18,316,752	19,581,080	18,614,750	19,798,660	1.1%
Sears Centre Operating	3,300,556	3,385,010	3,704,540	3,395,690	0.3%
Sears Centre Activity	7,665,363	6,271,260	8,140,710	7,954,160	26.8%
2005 A.G.O. Debt Service	3,749,216	3,393,880	3,393,880	3,403,320	0.3%
<b>Total Enterprise Funds</b>	<b>33,031,887</b>	<b>32,631,230</b>	<b>33,853,880</b>	<b>34,551,830</b>	<b>5.9%</b>
<b>Internal Service Funds</b>					
Insurance	1,783,323	1,656,300	1,717,250	1,821,200	10.0%
Information Systems	1,299,283	1,976,780	1,927,460	2,041,690	3.3%
<b>Total Internal Service Funds</b>	<b>3,082,607</b>	<b>3,633,080</b>	<b>3,644,710</b>	<b>3,862,890</b>	<b>6.3%</b>
<b>Trust Funds</b>					
Police Pension	4,950,561	5,110,500	5,450,070	5,917,330	15.8%
Firefighters Pension	4,365,967	4,883,780	5,123,050	5,216,920	6.8%
<b>Total Trust Funds</b>	<b>9,316,528</b>	<b>9,994,280</b>	<b>10,573,120</b>	<b>11,134,250</b>	<b>11.4%</b>
<b>Total Other Funds</b>	<b>91,771,733</b>	<b>75,360,680</b>	<b>74,273,770</b>	<b>74,833,860</b>	<b>-0.7%</b>

## 2017 LEVY YEAR PROPERTY TAX ANALYSIS

Levy Year	Fiscal Year	(1) Corporate	(2) Police Pension	(3) Fire Pension	Public Safety	(5) Bond & Interest	Less Abate.	Sub-total Levy
2008	2009	10,443,180	1,754,998	1,390,335	-	9,467,796	(7,917,796)	15,138,513
2009	2010	10,793,180	2,323,041	1,970,552	-	10,396,351	(8,846,051)	16,637,073
2010	2011	11,000,000	2,275,714	1,975,214	-	9,517,116	(7,967,116)	16,800,928
2011	2012	11,606,620	2,213,860	1,630,450	-	8,267,969	(6,717,969)	17,000,930
2012	2013	11,606,620	2,325,870	1,617,950	-	7,941,316	(6,391,316)	17,100,440
2013	2014	11,164,090	2,697,480	2,516,350	-	7,944,411	(6,394,411)	17,927,920
2014	2015	11,264,510	2,595,630	2,517,780	-	7,945,707	(6,395,707)	17,927,920
2015	2016	-	3,164,840	2,806,000	11,264,510	8,387,367	(6,837,367)	18,785,350
2016	2017	-	3,367,390	3,084,350	11,264,510	8,026,379	(6,476,379)	19,266,250
2017	2018	-	3,570,030	3,280,550	11,815,090	8,460,922	(6,910,922)	20,215,670
Inc (Dec) over PY		-	202,640	196,200	550,580	434,543	(434,543)	949,420
Percent Inc (Dec)		n/a	6.0%	6.4%	4.9%	5.4%	6.7%	4.9%

(continued below)

Levy Year	Fiscal Year	Loss & Cost 2%	Total Extension	(6) EAV	Rate	Inc (Dec) Over Prior Yr	Inc (Dec) in EAV
2008	2009	302,771	15,441,284	1,885,037,469	0.820	0.0%	6.3%
2009	2010	332,742	16,969,815	1,912,123,092	0.888	8.3%	1.4%
2010	2011	336,020	17,136,948	1,739,393,365	0.986	11.0%	-9.0%
2011	2012	340,019	17,340,949	1,553,747,288	1.116	13.2%	-10.7%
2012	2013	342,009	17,442,449	1,425,389,519	1.224	9.7%	-8.3%
2013	2014	358,558	18,286,478	1,256,082,214	1.456	19.0%	-11.9%
2014	2015	358,558	18,286,478	1,268,032,073	1.442	-1.0%	1.0%
2015	2016	375,707	19,161,057	1,226,372,669	1.563	8.4%	-3.3%
2016	2017	385,325	19,651,575	1,387,343,031	1.417	-9.3%	13.1%
2017	2018	404,313	20,619,983	1,387,343,031	1.487	0.0%	0.0%
Inc (Dec) over PY		18,988	968,408	-	0.070		
Percent Inc (Dec)		4.9%	4.9%	0.0%	4.9%		

# PROJECTED IMPACT OF FISCAL YEAR 2018

	Est. Beg. Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Est. Ending Fund Balance
<b>General Fund</b>	16,045,369	56,057,320	53,819,820	50,000	2,801,320	15,531,549
<b>Special Revenue Funds</b>						
Motor Fuel Tax	737,655	1,357,000	105,000	-	1,810,000	179,655
Com. Dev. Block Grant	1	305,800	174,800	-	131,000	1
Asset Seizure	303,558	200	30,250	-	104,530	168,978
Municipal Waste System	366,542	2,926,490	2,986,580	-	50,000	256,452
Roselle Rd TIF	331,777	200,500	912,940	-	-	(380,663)
Barrington/Higgins TIF	281,861	605,650	605,650	-	-	281,861
Higgins/Hassell TIF	94,162	98,400	4,690	-	-	187,872
<b>Debt Service Funds</b>						
2008 G.O. Debt Service	66,726	500,000	878,380	378,380	-	66,726
2009 G.O. Debt Service	4,419	2,143,320	2,277,320	134,000	-	4,419
2015B G.O. Debt Service	-	-	121,000	121,000	-	-
2016 G.O. Debt Service	4	438,800	438,800	-	-	4
2017A&B G.O. Debt Service	-	-	170,710	170,710	-	-
<b>Capital Project Funds</b>						
Capital Improvements	336,812	2,512,940	1,183,500	164,500	1,779,460	51,292
Road Improvements	142,412	3,101,000	6,783,970	3,641,000	-	100,442
Capital Vehicle & Equipment	342,129	500	947,370	729,450	-	124,709
Capital Replacement	1,097,695	4,000	1,407,290	574,330	-	268,735
Central Rd Corridor Improv.	134,301	600	-	-	20,000	114,901
Hoffman Blvd Bridge Maint.	333,819	500	3,000	-	-	331,319
Western Corridor	428,601	10,000	-	-	-	438,601
Traffic Improvement	15,048	400	-	-	15,000	448
EDA Series 1991 Project	1,578,754	5,000	890,000	-	343,000	350,754
Western Area Traffic Improv.	8,948	300	-	-	-	9,248
Central Area Impact Fee	284	-	-	-	-	284
West. Area Rd. Impact Fee	(269,596)	870,000	-	-	315,000	285,404
2015/2017 Capital Project	22,555	150	-	-	-	22,705
Stormwater Management	273,030	535,200	795,650	-	-	12,580
<b>Enterprise funds</b>						
Water & Sewer	3,154,642	21,005,930	19,773,160	327,000	25,500	4,688,912
Sears Centre Operating	325,526	2,354,820	2,200	800,000	3,393,490	84,656
Sears Centre Activity	-	7,362,990	7,954,160	591,170	-	-
2005A & C G.O. Debt Service	601,984	601,000	3,403,320	2,802,320	-	601,984

(continued on next page)

## PROJECTED IMPACT OF FISCAL YEAR 2018

	Est. Beg. Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Est. Ending Fund Balance
<b>Internal Service Funds</b>						
Insurance	1,451,298	1,747,140	1,721,200	-	100,000	1,377,238
Information Systems	577,329	1,317,250	2,041,690	404,440	-	257,329
<b>Trust &amp; Agency Funds</b>						
Police Pension	73,772,420	5,785,100	5,917,330	-	-	73,640,190
Firefighters Pension	78,344,228	5,481,970	5,216,920	-	-	78,609,278
<b>Total Revenues &amp; Expenditures</b>		<b>117,330,270</b>	<b>120,566,700</b>	<b>10,888,300</b>	<b>10,888,300</b>	

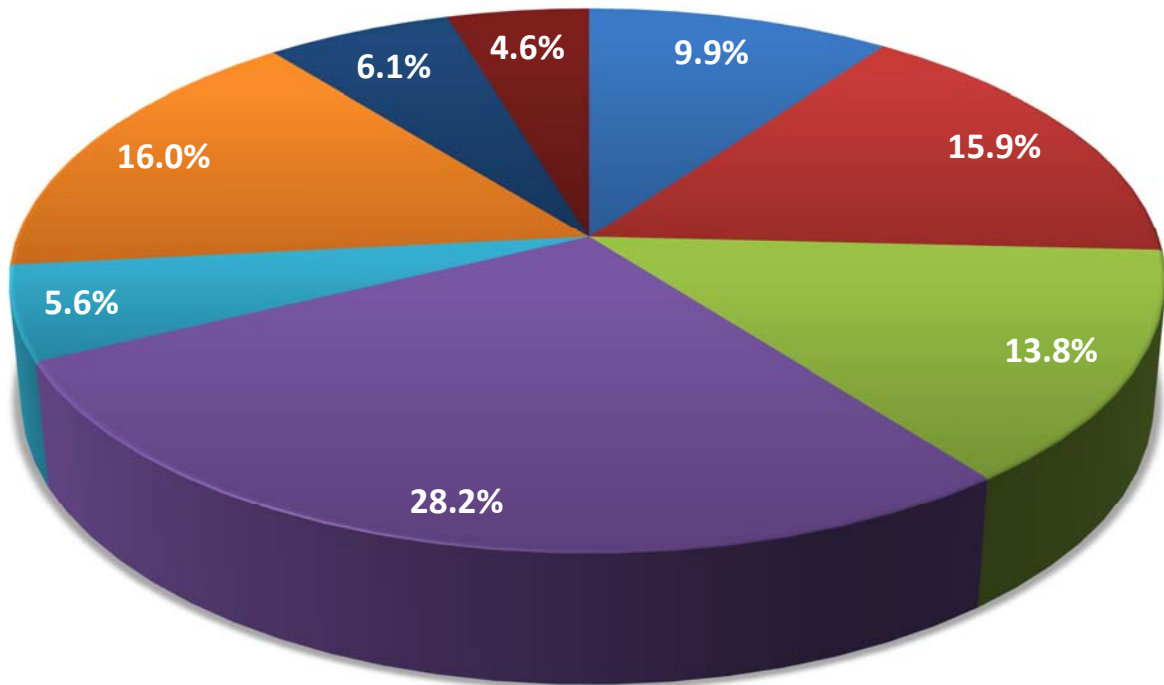


# GENERAL GOVERNMENT DEPARTMENT

The General Government Department is comprised of eight divisions: Legislative, General Government Administration, Legal, Finance, Village Clerk, Human Resources Management, Communications and Cable Television.

Total Budget	\$3,756,520
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Annual Expenses by Division



- Legislative
- Administration
- Legal
- Finance
- Village Clerk
- Human Resources Mgmt
- Communications
- Cable Television

# GENERAL GOVERNMENT DEPARTMENT

## Annual Expenses by Division

Division	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Legislative	347,885	371,210	358,430	371,520	0.1%
Administration	683,677	711,630	703,780	597,470	-16.0%
Legal	545,233	568,340	488,070	518,560	-8.8%
Finance	1,114,804	1,180,870	1,114,380	1,058,060	-10.4%
Village Clerk	184,965	201,400	199,940	209,190	3.9%
Human Resources Mgmt	540,451	560,790	562,680	600,380	7.1%
Communications	227,052	238,240	244,370	227,320	-4.6%
Cable Television	161,427	163,880	155,590	174,020	6.2%
<b>Total</b>	<b>3,805,494</b>	<b>3,996,360</b>	<b>3,827,240</b>	<b>3,756,520</b>	<b>-6.0%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	2,245,451	2,404,960	2,305,300	2,473,040	2.8%
Employee Benefits	900,859	990,880	961,900	1,054,660	6.4%
Misc. Employee Expenses	43,208	53,710	46,490	54,580	1.6%
Commodities	178,811	197,010	210,950	166,570	-15.5%
Contractual Services	920,604	880,410	852,820	771,610	-12.4%
Capital Outlay	13,371	1,100	1,080	1,100	0.0%
Cost Allocation	(496,810)	(531,710)	(551,300)	(765,040)	43.9%
<b>Total</b>	<b>3,805,494</b>	<b>3,996,360</b>	<b>3,827,240</b>	<b>3,756,520</b>	<b>-6.0%</b>

## Description

The legislative and governing body of the Village of Hoffman Estates consists of the Village President, six (6) Trustees who are elected on an at-large basis, and the Director of Operations for the Mayor and Trustees. The Village Board is the Village's policy makers. The Board approves the annual budget and focuses on the Village's goals, major projects and such long-term considerations as Village growth, land use development, capital improvements, strategic planning and finances.

## 2017 Accomplishments

- A Village Green Ad Hoc Committee was formed to collect ideas and build a framework with the intent of revamping the Virginia Mary Hayter Village Green. The outdoor amphitheater is an essential component of the space.
- The Village Board and staff worked to welcome the Chicago Bull's D-league team, Windy City Bulls, to the Sears Centre Arena via a 20-year contract. The WCB's inaugural season was a success for the team, the Arena and the Village. The Sears Centre also realized several important improvements to the site including a new score board, basketball court and renovated clubroom.
- Bergman Farmhouse was saved from demolition through a series of discussions and Village Board votes. A builder is expected to renovate the home and sell it for use as a private residence.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	189,994	206,560	193,090	205,970	-0.3%
Employee Benefits	54,943	56,630	54,110	58,390	3.1%
Misc. Employee Expenses	16,500	18,170	15,970	16,260	-10.5%
Commodities	14,323	16,730	21,440	16,090	-3.8%
Contractual Services	113,485	118,140	117,280	119,060	0.8%
Cost Allocation	(41,360)	(45,020)	(43,460)	(44,250)	-1.7%
<b>Total</b>	<b>347,885</b>	<b>371,210</b>	<b>358,430</b>	<b>371,520</b>	<b>0.1%</b>

## **Budget Highlights**

### *Salaries & Wages*

The 0.3% decrease is due to actual budget representation of Treasurer's hours worked.

### *Employee Benefits*

The 3.1% increase is due to an increase in health insurance costs.

### *Misc. Employee Expenses*

The 10.5% decrease is due to a decrease in travel and training expenses.

### *Commodities*

The 3.8% decrease is due to a decrease in printing and binding and office supplies expenses.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

# GENERAL GOVERNMENT ADMINISTRATION

## Village of Hoffman Estates

### Description

The General Government Administration Division houses the Office of the Village Manager and is responsible for administering the day-to-day operations of the Village government. Common responsibilities include monitoring revenues and expenditures, coordinating sustainability efforts, and reviewing resident and business concerns to enhance customer service. The Division consists of the Village Manager, Deputy Village Manager, Assistant to the Village Manager, Executive Assistant, and the Administrative Intern.

The Office of the Village Manager takes direction from the Legislative Division to manage and direct the operating departments within the policies and legislation enacted by the Village President and Board of Trustees.

### 2017 Accomplishments

- Played an active role in economic and residential development matters, including the redevelopment of Hoffman Plaza to bring a Burlington retail location to the Plaza, site selection by TRUMPF, replatting of Devonshire Woods with CalAtlantic as the subsequent developer, the Bergman Farmhouse agreement and the proposed Plum Farms development
- Represented the Village's interests through a variety of local and intergovernmental organizations, including the Hoffman Estates Chamber of Commerce, the Solid Waste Agency of Northern Cook County (SWANCC), the Northwest Suburban Municipal Joint Action Water Agency (NSMJAWA) and the Northwest Municipal Conference (NWMC)
- As chair of the Executive Committee of the Joint Action Water Agency (JAWA), the Village Manager was part of a team that successfully negotiated the extension of JAWA's water contract with Chicago with rate caps and no minimum consumption requirements
- Successfully completed the bank qualified (BQ) sale of bonds in a total amount of approximately \$10,000,000
  - 2017A: Sale of \$6,080,000 in bonds to fund water/sewer projects and new fire apparatus
  - 2017B: Refunding (refinance) of \$3,235,000 in outstanding 2008A Bonds, resulting in \$497,535 in present value savings
- Facilitated a task force to review the design of a new Village Green amphitheater
- Coordinated with Fire to improve apparatus response by eliminating squads
- Continued upgrade of inspectional services with the hiring of part-time Fire inspectors to increase inspections of Village businesses

# GENERAL GOVERNMENT ADMINISTRATION

## Village of Hoffman Estates

### Goals, Objectives and Performance Measures

#### Village Goal

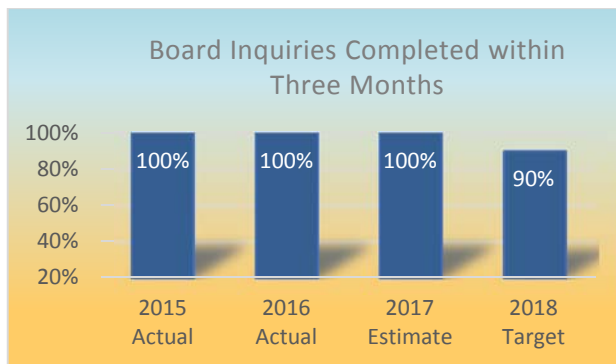
Evaluate and implement new avenues of communication, such as a Village Mobile Application, creating electronic forms available on the website, and enhanced use of social media outlets (ST-9).

#### Department Goal

Respond to at least 90% of resident Coffee with the Board inquiries before next Coffee with the Board.

#### Objective

Staff will investigate and respond to resident inquiries within 48 hours.



Maintain the department's response to citizen's inquiries and ensure that a follow-up action is carried out by the next meeting when residents reconvene.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	447,072	460,610	458,820	471,140	2.3%
Employee Benefits	136,798	147,220	144,150	156,670	6.4%
Misc. Employee Expenses	14,000	14,970	11,150	13,550	-9.5%
Commodities	4,051	3,290	3,200	3,290	0.0%
Contractual Services	163,046	171,830	171,790	102,180	-40.5%
Cost Allocation	(81,290)	(86,290)	(85,330)	(149,360)	73.1%
<b>Total</b>	<b>683,677</b>	<b>711,630</b>	<b>703,780</b>	<b>597,470</b>	<b>-16.0%</b>

### Budget Highlights

#### Salaries & Wages

The 2.3% increase is due to annual wage adjustments, partially offset by a reduction related to timing of the hiring of the Administrative Intern.

#### Employee Benefits

The 6.4% increase is due to an increase in health insurance and IMRF costs.

# GENERAL GOVERNMENT ADMINISTRATION

Village of Hoffman Estates

## *Misc. Employee Expenses*

The 9.5% decrease is due to the elimination of a local government e-news subscription.

## *Contractual Services*

The 40.5% decrease is due to the re-allocation of IS user charges.

## *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase in expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

**Description**

The Office of the Corporation Counsel is responsible for prosecuting and defending all suits in which the Village is a party; communicating directly with the corporate authorities and advising them on all legal matters; giving advice on all legal questions affecting the Village to the Village Board, the Village Manager and all Department Directors; reviewing all contracts and preparing all ordinances and resolutions; prosecuting ordinance, traffic and housing code violations in the courts and through the Village's adjudication hearing process; and coordinating legal representation provided by other legal firms. In addition to Corporation Counsel, the Legal Division is comprised of a full-time Assistant Corporation Counsel and a part-time Village Prosecutor.

**2017 Accomplishments**

- Represented the Village in connection with the refunding of \$3,225,000 in General Obligation Bonds, resulting in a savings of \$497,535 million to the Village.
- Represented the Village in all matters relating to the annexation of 145 acres north of Higgins Road and west of Sutton Road, to be known as "Plum Farms", and the proposed redevelopment of that property together with two smaller parcels into a Commercial Mixed Used/Traditional Neighborhood.
- Represented the Village and completed documentation on the sales of four (4) separate Village-owned properties for the purpose of enhancing local commercial development and redevelopment, including the Hoffman Plaza (3 properties).
- Provided oversight on all plats and review of supporting documents for those plats involving commercial development and/or redevelopment projects in the Village, including Cabela's Retail IL, Inc.'s sale of an underlying lot for private redevelopment as an additional hotel in the EDA and the Hoffman Plaza's expansion to include the 50,000 square foot Burlington Store opening in 2017.
- Prepared a new and extended lease with the not-for-profit Children's Advocacy Center of North and Northwest Cook County for the Village's building located at 640 Illinois Boulevard, including the addition of a garden donated and now maintained by Rotary Club of Schaumburg.
- Worked with Sears Centre Arena general manager Global Spectrum (Spectra) and with the Village's economic development services department toward securing a new multi-year sponsorship agreement with Pepsi Beverage Co. for the Sears Centre Arena.
- Consulted on the drafting and evaluation of economic incentive agreements for various developments and businesses, including preparation of a standard form Surety/Bond Performance Agreement.
- Drafted various ordinances and resolutions, and related amendments.



- Drafted and revised various intergovernmental agreements.
- Worked with the Village's Finance Department to continue to grow the Village's debt recovery on traffic and compliance citations, administrative tow citations and red light camera tickets through the Village's participation in the Illinois Comptroller's Debt Recovery Program.
- Worked with the Finance Department on the recovery of monies owed to the Village through the local real estate transfer tax process.
- Worked with the Village Clerk's Office and the Finance Department to improve local businesses' timely payment of required license renewal fees, Village water/utility bills, taxes (including amusement and entertainment taxes), revenues, and other fees owed.
- Continued litigation against Travelers Insurance to recover \$1.5 million on a subdivision bond.
- Oversight of labor-related disputes and coordination of all other federal and state court cases in which the Village is represented by an outside counsel.
- Prosecuted traffic and ordinance violations in the Circuit Court of Cook County.
- Prosecuted claims in the local administrative adjudication hearing process including, among others, Cannabis possession and drug paraphernalia citations, damage to Village property citations, and residential rental licensing and related violations to ensure compliance by all.
- Oversight of PSEBA and PEDDA claims.
- Oversight of workers compensation claims and tort litigation.
- Represented the Village's Fire and Police Commission in connection with testing, hiring and discipline matters.
- Worked with all departments and the Village's appointed FOIA Officers, providing continued education and training of staff on responding to FOIA requests and interfacing with the office of the Illinois Attorney General's Public Access Counselor to meet its interpretations, recommendations and requirements when the Village responds on FOIA and OMA issues.
- Worked with all departments to educate and to insure document retention is in accordance with State law and with Village procedures.

**Annual Expenses by Class**

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	145,961	217,930	165,950	201,830	-7.4%
Employee Benefits	61,552	97,060	84,390	91,090	-6.2%
Misc. Employee Expenses	328	1,400	900	1,800	28.6%
Commodities	6,099	8,100	8,050	8,100	0.0%
Contractual Services	396,122	312,770	287,960	307,250	-1.8%
Cost Allocation	(64,830)	(68,920)	(59,180)	(91,510)	32.8%
<b>Total</b>	<b>545,233</b>	<b>568,340</b>	<b>488,070</b>	<b>518,560</b>	<b>-8.8%</b>

**Budget Highlights***Salaries & Wages*

The 7.4% decrease is due to the reallocation of salaries between funds.

*Employee Benefits*

The 6.2% decrease is due to the reallocation of salaries between funds.

*Miscellaneous Employee Expenses*

The 28.6% increase is due to the additional State of Illinois attorney registration fees required for the new corporate counsel position.

*Contractual Services*

The 1.8% decrease is due to a reduction in contractual corporation counsel, which is offset by the addition of a new salary position.

*Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

## Description

The mission of the Finance Division is to manage, protect and report on the Village of Hoffman Estate's financial resources to enhance the Village's financial condition for residents, businesses and investors. The Finance Division is comprised of 22 budgeted employees who are responsible for: customer service, cash and debt management, monthly water billing for approximately 15,000 accounts, payroll for approximately 365 employees, pension administration, budgeting and purchasing, accounting, auditing, revenue administration, billing and collections, tax administration and office services. Four of the Finance Division employees are either fully or partially allocated to the Water & Sewer and Municipal Waste System Funds. Also, the five Front Counter employees are split between the Finance Division and Code Enforcement Division.

## 2017 Accomplishments

- Received the Government Finance Officers Association Certificate of Achievement in Financial Reporting for the Comprehensive Annual Financial Report as of December 31, 2016. This is the 34th consecutive year the Village has received this award.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2017 Operating & Capital Budget. This is the 9th consecutive year the Village submitted its budget for the award and received it.
- Continued collecting revenue through the Illinois State Comptroller's Local Debt Recovery Program. Approximately 1,495 code and police citations and 1,035 red light camera violations have been submitted into the program in 2017. In 2017, the Village has experienced an average match rate of 54%, collecting a total of \$191,488.
- Collaborated with other Village departments to track and collect Entertainment/Amusement Tax from special events taking place in the Village, collecting over \$17,000.
- In accordance with the State of Illinois Open Meetings Act Amendment, Section 7.3, reported total compensation packages for each employee exceeding \$150,000 on the Village website within 6 business days before the 2018 budget was approved and total compensation packages for each employee exceeding \$75,000 on the Village website within 6 business days after the 2018 budget was approved.
- Provided the following documents online to further improve information available on the Finance Department webpage: 2017 Annual Operating Budget, 2017-2024 Capital Improvements Program, and the Comprehensive Annual Financial Report for fiscal year ending December 31, 2016.

- Successfully prepared the 8-year Capital Improvements Program budget. This has been valuable in obtaining a clearer long-range picture of future capital projects and the necessary funding by the Village.
- Implemented a paperless process for Purchase Orders and Requisitions as well as an electronic approval process for both. Two departments have begun using this new process in 2017, with the rest of the Village departments to transition next year.
- Participated in procedure optimization workshops for Water Billing Processes, Cash Receipts, Month End, and Citation Processing. Internal controls were examined to streamline procedures, identify areas of potential vulnerability and improve the overall process.
- All Finance staff attended Customer Service training offered by the Human Resources Department. This training provided an excellent reminder of why we work for the Village and how we can provide the best possible customer service.
- Issued the 2017A General Obligation Bonds to fund water capital, storm sewer capital improvements and a fire truck. The 2017B General Obligation Refunding Bonds were issued to advance refund a portion of the 2008A and 2009A General Obligation Bonds to realize financial savings of \$497,535 to the Village.

## Goals, Objectives and Performance Measures

### Village Goal

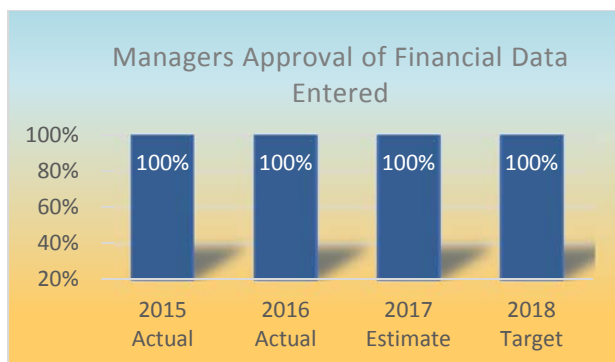
Provide municipal services in a fiscally sustainable manner given the current economic conditions, and continue to be a leader in legislative advocacy to protect local government revenue streams and oppose unfunded mandates (OG-5).

### Department Goal

To maximize internal controls by having Finance Managers approve 100% of information entered into the financial software.

### Objective

Having Finance Managers approve 100% of information prior to being entered into financial software.



By having Finance Managers approve 100% of information entered into our financial software it creates consistency. This is especially important when there are several end users. Managers will continue to approve all data.

### Village Goal

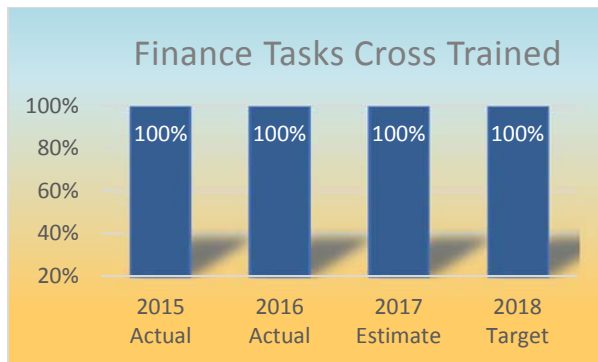
Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Ensure that all core functions of Finance have appropriate staff redundancy through cross-training.

### Objective

Review core functions of Finance and ensure that a minimum of two employees are cross trained for each function.



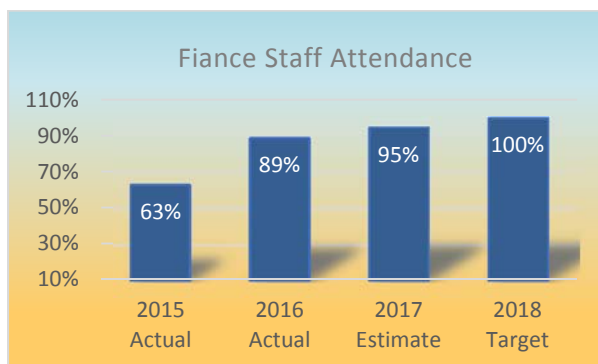
Having two staff members cross trained for core functions enables us to maximize efficiencies. The Finance department strives to ensure core functions continue to be 100% covered by a minimum of two employees.

### Department Goal

Encourage staff to attend training aimed at continuing professional education to increase knowledge and proficiency within their position.

### Objective

Encourage all staff members to attend a minimum of two hours of professional education per year.



Our target is to increase the number of staff members attending professional education events.

### Village Goal

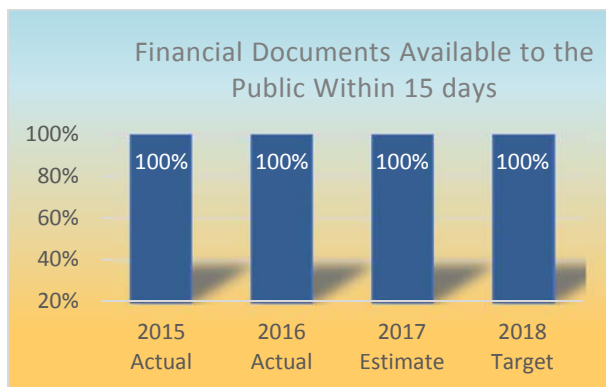
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

### Department Goal

To post 100% of Village Board approved public financial documents on the Village website within 15 days of approval.

### Objective

Within a week of approval, upload to the Village's website the following reports: Operating & Capital Budget, Capital Improvements Program, Comprehensive Annual Financial Report, Roselle Rd TIF Audit Report, Higgins/Hassell TIF Audit Report, Barrington/Higgins TIF Audit Report, Single Audit Report, Annual Treasurer's Report, Compensation & Benefits, Annual Leave Allotment, EDA Annual Financial Report, Village Board Meeting including Bill List and Finance Committee Packet.



Financial documents are uploaded to the Village's website. All documents have been uploaded within 15 days of approval. We plan to continue this trend to increase accountability for the department.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	775,791	803,240	788,170	845,800	5.3%
Employee Benefits	345,536	379,100	374,270	417,160	10.0%
Misc. Employee Expenses	4,893	5,230	5,230	7,680	46.8%
Commodities	49,255	55,800	50,640	51,750	-7.3%
Contractual Services	162,389	176,580	166,940	119,160	-32.5%
Cost Allocation	(223,060)	(239,080)	(270,870)	(383,490)	60.4%
<b>Total</b>	<b>1,114,804</b>	<b>1,180,870</b>	<b>1,114,380</b>	<b>1,058,060</b>	<b>-10.4%</b>

## **Budget Highlights**

### *Salaries & Wages*

The 5.3% increase is due to budgeted increases for personnel.

### *Employee Benefits*

The 10% increase is due to an expected increase in health insurance costs.

### *Miscellaneous Employee Benefits*

The 46.8% increase is due to two CPA registrations needing to be renewed and one Notary (renewal happens every three years).

### *Commodities*

The 7.3% decrease is due to the reduction of postage needed for all departments.

### *Contractual Services*

The 32.5% decrease is due to a reduction of credit card fees and financial reporting software.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

### Description

By law, the Clerk's Office is responsible for: maintaining all regular and special Village Board and Executive Session minutes; maintaining all permanent records of the Village including agreements, annexations, contracts, liens, plats and all matters pertaining to bids and Freedom of Information Act (FOIA) requests; administering applications for nearly 2,500 alcoholic beverage, home, retail, general premise and contractors' licenses; acting as Secretary to the Liquor Commission; administering the vehicle decal parking programs that include neighborhoods adjacent to Conant High School, Hoffman Estates High School and Alcoa Lane; maintaining and indexing Letters of Credit.

The Clerk's Office also compiles and mails all welcome packets; publishes and assists with the opening of all bids; publishes all ordinances and maintains official ordinance and resolution books; files the tax extensions with both Cook and Kane Counties; registers voters and conducts early voting when requested. The Village Clerk's Office provides free Notary services on specific documents for all departments and residents.

### 2017 Accomplishments

- Sustained a user-friendly environment in the Village Clerk's Office including easy access and organization of files and storage areas.
- Continued to locate, contact, and license unlicensed businesses.
- Continued processing all license renewals and new applications in a timely manner.
- Efficiently processed liquor licensing for new establishments including those applying for video gaming.
- Began accepting license renewal payments on-line.
- Continued accurate booking, publishing and distribution of ordinances and resolutions.
- Maintained 100% accuracy for passport applications.
- Assisted in processing/issuing pet licenses.
- Successfully tracked all FOIA requests for archiving.
- Continued to log all foreclosures that were received in the Clerk's office and inform appropriate department personnel on all foreclosures reported to the office in a timely manner.
- Continued to update a detailed list of all contracts and agreements including their location.
- Facilitated Cook County with their Early Voting.



## Goals, Objectives and Performance Measures

### Village Goal

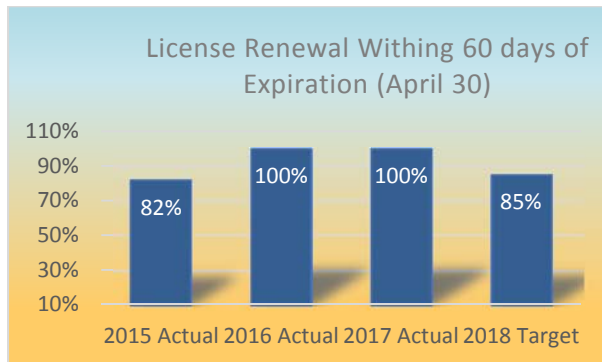
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

### Department Goal

Achieve a minimum target of 85% with a goal of 100% re-licensing within 60 days post renewal deadline (June 30).

### Objective

Staff will contact businesses about renewing their license to reach the minimum target of 85% renewed by expiration and 100% within 60 days post renewal goal.



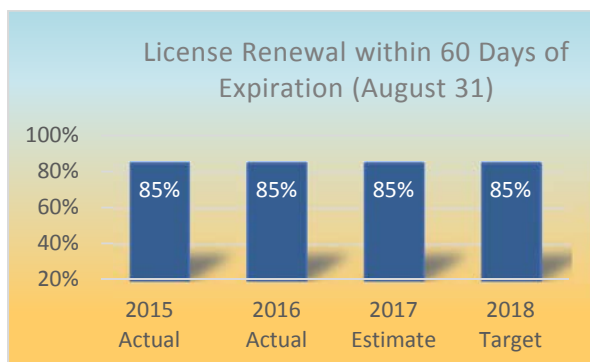
In effort to collect renewal fees before due date, businesses are contacted on multiple occasions. We place multiple reminder calls, faxes, and emails in hopes to continue to increase renewals within 60 days post renewal deadline.

### Department Goal

Achieve a minimum target of 85% with a goal of 100% re-licensing within 60 days post renewal deadline (August 31).

### Objective

Staff will contact businesses about renewing their license to reach the minimum target of 85% renewed by expiration and 100% within 60 days post renewal goal.



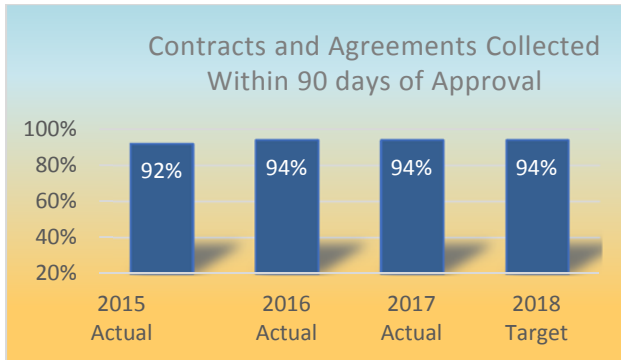
In effort to collect renewal fees before due date, businesses are contacted on multiple occasions. We place multiple reminder calls, faxes, and emails in hopes to continue to increase renewals within 60 days post renewal deadline.

## Department Goal

To collect contracts and agreements within 90 days of approval.

## Objective

Staff will remind contract/agreement creators to send them to the department once signed.



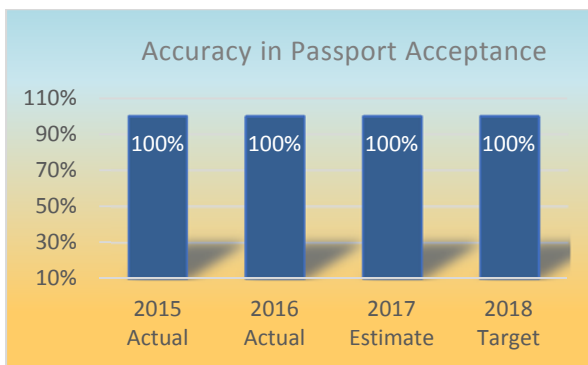
We aim to increase the collection timeliness of contracts and agreements within 90 days of approval. By coordinating with our different departments who receive contracts and/or agreements.

## Department Goal

Ensure that the Clerk's Office maintains 100% accuracy in passport acceptance and prompt follow-up on tracking.

## Objective

Staff will continue to maintain 100% accuracy in accepted passports.



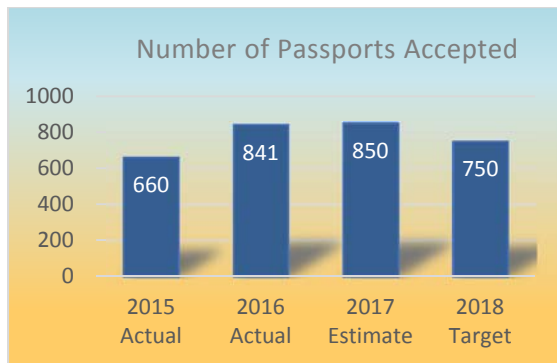
Verifying all required documentation is submitted with the passport application will ensure 100% accuracy in passport acceptance.

## Department Goal

Increase number of passports accepted.

## Objective

Increase the number of passports accepted on a yearly basis.



Making residents and non-residents aware of the passport service we provide, will allow us to continue to increase passports processed at our location.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	119,815	130,840	129,730	137,110	4.8%
Employee Benefits	66,809	68,760	68,260	75,370	9.6%
Misc. Employee Expenses	1,202	2,470	2,670	2,590	4.9%
Commodities	4,062	5,950	6,170	5,710	-4.0%
Contractual Services	15,078	17,680	17,240	13,210	-25.3%
Capital Outlay	-	100	100	100	0.0%
Cost Allocation	(22,000)	(24,400)	(24,230)	(24,900)	2.0%
<b>Total</b>	<b>184,965</b>	<b>201,400</b>	<b>199,940</b>	<b>209,190</b>	<b>3.9%</b>

## Budget Highlights

### Salaries & Wages

The 4.8% increase is due to budgeted annual salary increases.

### Employee Benefits

The 9.6% increase is due to an increase in health insurance and IMRF costs.

### Misc. Employee Expenses

The 4.9% increase is due to the National Notary Association membership fee.

### Commodities

The 4.0% decrease is due to a decrease in printing & binding expenses.

### *Contractual Services*

The 25.3% decrease is mostly due to in a decrease the cost for advertising and publishing the Annual Treasurer's Report.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

# HUMAN RESOURCE MANAGEMENT

## Village of Hoffman Estates

### Description

The Human Resources Management (HRM) Division's mission is to facilitate the various processes involved in building, servicing the needs of, and retaining a stable, career-oriented workforce that includes approximately 350 full-time employees. The main objective is to cultivate a productive and diverse workforce dedicated to the concept of public service. Human Resources Management is also dedicated to protecting the health and safety of its workforce by promoting a safety conscious, drug and harassment free work environment.

The HRM staff, which consists of five budgeted positions, is divided into two main operational functions. The first function is Human Resources, whose mission is to serve its customers (department staff, employees, applicants, candidates for appointment and the general public) in the areas of recruitment and selection, compensation practices, benefit administration, employee relations, contract negotiation and administration, employee development, and policy interpretation and formulization. The second function is Risk Management, whose mission is to protect the safety and health of Village residents, employees and that of the general public; to promote a safety conscious environment; to ensure that insurance coverage is in place to protect the assets of the Village; to ensure continued Village operations and services; and to eliminate or reduce the conditions and practices which cause loss.

### 2017 Accomplishments

- Coordinated efforts with Health and Human Services to host the fifth annual "Employee Benefits/Wellness Fair".
- Conducted Customer Service Training for approximately 130 employees.
- Conducted Coaching and Counseling training for selected employees.
- Processed three Voluntary Separation Agreements.
- Successfully provided Affordable Care Act 1094 and 1095 forms to both employees and IRS by required IRS deadlines.
- Successfully completed implementation of new Benefits Administration software (Business Solver) as required as participating member of the Intergovernmental Personnel Benefits Cooperative (IPBC).
- Continued online training program in 2017 and completed sexual harassment training for all new employees.
- Implemented online Job Applicant Center.
- Researched and prepared Employee Access Center.
- Hosted Annual Safety Lunch.

# HUMAN RESOURCE MANAGEMENT

## Village of Hoffman Estates

### Goals, Objectives and Performance Measures

#### Village Goal

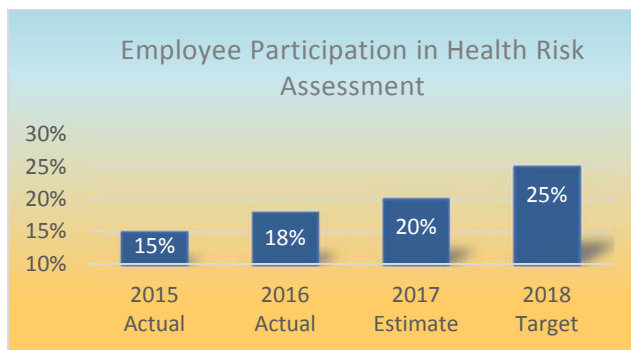
Ensure the health, welfare, and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police, and emergency management, as well as affordable health and wellness services (OG-4).

#### Department Goal

Achieve a rate of 25% of the health insured employees participating in the Village blood draw/Health Risk Assessment.

#### Objective

HRM will provide new or different employee incentives to meet goal.



Continuing to increase the employee participation in the Health Risk Assessment can increase employee understanding of their personal health. Which results in reduced insurance costs to the Village.

#### Village Goal

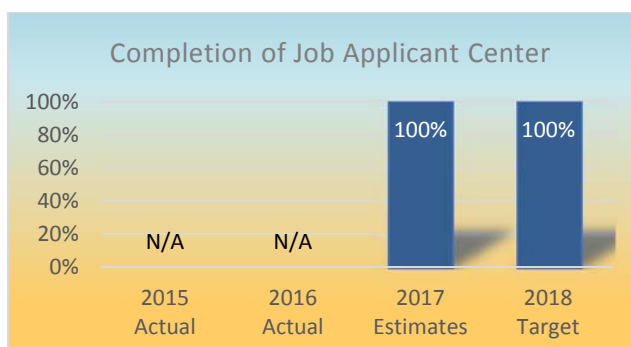
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

#### Department Goal

Transition to electronic recruitment process through implementation of the Job Applicant Center.

#### Objective

HRM will work with team of recruitment representatives to utilize new electronic recruitment system.



This is a new Performance Measure so there is no previous year's data available. The Job Applicant Center will be functional and completed in 2017.

# HUMAN RESOURCE MANAGEMENT

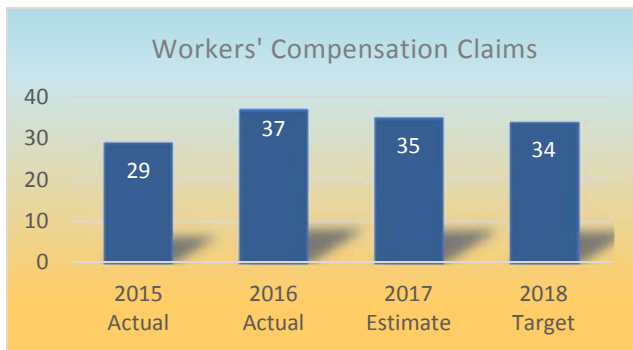
## Village of Hoffman Estates

### Department Goal

Reduce frequency of workers' compensation claims by 10% based on a five-year average.

### Objective

HRM will evaluate current safety/health practices of each department regarding employee safety and accident prevention and recommend "best practices" to departments.



This measure is to increase employee knowledge of work safety through the Safety Program and innovative Risk Management techniques to aid in decreasing the number of compensation claims.

### Village Goal

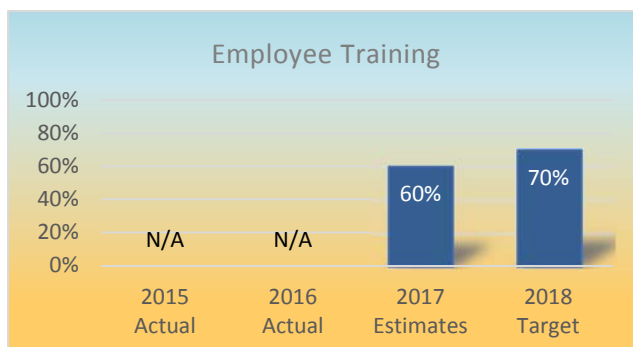
Enhance the Village's operations through employee development and training in customer service, leadership, and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Provide employee development training to 70% of Village organization.

### Objective

HRM to facilitate training through a third party vendor or provide direct training through the department.



This is a new Performance Measure so there is no previous year's data available. This measure shows how many village employees are trained.

# HUMAN RESOURCE MANAGEMENT

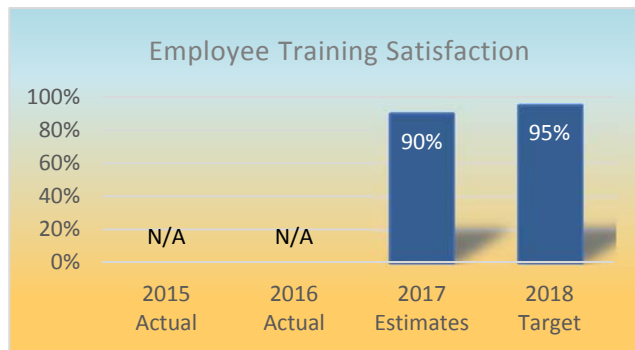
Village of Hoffman Estates

## Department Goal

Achieve a 95% level of employee satisfaction of survey respondents with training provided.

## Objective

HRM will conduct a survey of training provided to increase level of satisfaction with training.



This measure will provide important feedback on the quality of the training.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	362,461	369,920	369,860	384,340	3.9%
Employee Benefits	164,656	170,760	170,020	178,940	4.8%
Misc. Employee Expenses	4,978	6,380	6,260	6,160	-3.4%
Commodities	22,110	24,260	23,750	21,380	-11.9%
Contractual Services	50,515	57,470	61,020	81,090	41.1%
Cost Allocation	(64,270)	(68,000)	(68,230)	(71,530)	5.2%
<b>Total</b>	<b>540,451</b>	<b>560,790</b>	<b>562,680</b>	<b>600,380</b>	<b>7.1%</b>

## Budget Highlights

### Salaries & Wages

The 3.9% increase is due to general wage increases for employees, as well as, an increase to hours for one employee.

### Employee Benefits

The 4.8% increase is due to increased insurance expenses.

### Misc. Employee Expenses

The 3.4% decrease is due to the lowering of dues and memberships and the elimination of safety shoes for the Risk Manager.



# HUMAN RESOURCE MANAGEMENT

Village of Hoffman Estates

## *Commodities*

The 11.9% decrease is due to the number of employee anniversaries celebrated in 2018.

## *Contractual Services*

The 41.1% increase is due to increased funding for employee training.

## *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

### Description

The Communications Division of General Government is intended to meet the Village Board's goal of increased communication to Village residents and businesses through enhanced website/electronic communication, public meetings, Citizen newsletter, and press releases as well as coordinating all of the Village's marketing and public information functions and working with the Cable TV Coordinator. Further, the Communications Division facilitates economic development marketing efforts with staff, consultants and the Village's Economic Development Commission.

### 2017 Accomplishments

- Traffic to the Village website, [www.hoffmanestates.org](http://www.hoffmanestates.org), had an average of approximately 12,000 sessions per month. July 2 holds the record high of over 2,923 visits in a single day. Approximately 49% of all website users are accessing the site from a mobile device or tablet, showing a 2% decrease in mobile use year-over-year. An upgrade to the Village website design with current website provider/host, Vision, is planned for unveiling in 2018.
- In coordination with the Cable TV Division, over 600 videos have been posted to the Village's YouTube channel, featuring everything from grand openings and high school sports, to summer concerts and Commission events. The channel now has over 1,100 subscribers (an increase of approximately 54% from 730 in 2016), and individual video views have increased to a total of over 554,000 (a 30% increase from 425,600 in 2016).
- The eNews weekly email sharing Village events, meeting updates, and important community information is a key communication tool. The total number of eNews subscribers has continued to grow in 2017, increasing by approximately 4% to 1,440. Each week's eNews includes information briefs that direct users to additional information, with the goal of increasing traffic to the Village's website and social media accounts. Tracked information shows that on average, 34% of all emails are opened, up from 31% in 2016. The number of "click-throughs" using links provided within eNews has remained steady year-over-year at 14%; this metric can vary widely each week due to the number of clickable links included in each email. The percentage of users viewing eNews on mobile devices has decreased slightly from 2016, from 51% to 49% of subscribers.
- Social media has continued to grow in popularity, with over 2,150 'likes' on Facebook, 2,300 followers on Twitter and over 600 connections on LinkedIn. On Facebook, metrics show year-over-year growth in both the number of posts and post engagement. Twitter analytics show fewer posts but greater engagement with each post, as well as an expanded reach from 72,000 January to July 2016 up to 81,000 for the same time period in 2017. Cumulatively, Facebook and Twitter have an average monthly reach of over 50,000 and average monthly post count of approximately 75, with engagement continuing its upward trend.

### Goals, Objectives and Performance Measures

#### Village Goal

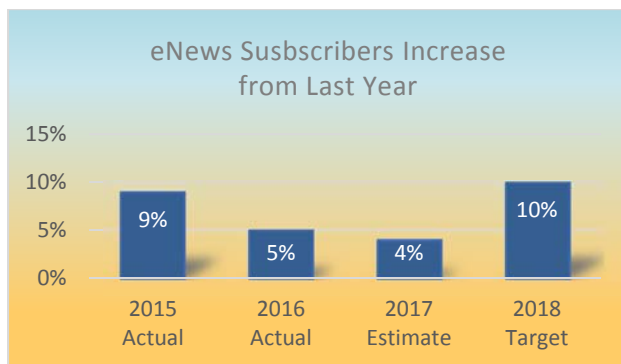
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

#### Department Goal

Increase economy of eNews communications by increasing the number of subscribers by 10%.

#### Objective

Actively publicize eNews on Village website and in Village newsletter.



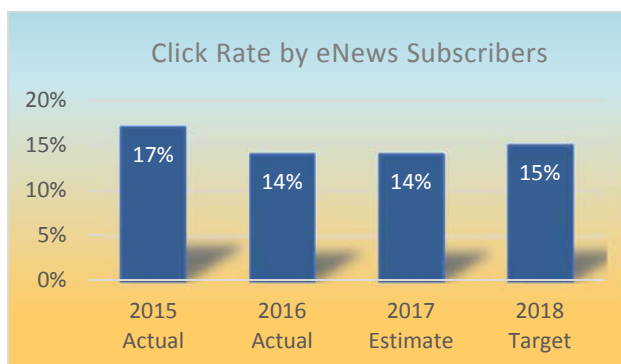
This measure is to increase the number of eNews subscribers by 10% each year by tracking and measuring user activity.

#### Department Goal

Maintain engagement at a rate of 15% or better with eNews subscribers in order to continue to drive traffic to Village websites.

#### Objective

Continue advertising the Village website and directing customer inquiries for information to the website.



This measure is to maintain the percentage of eNews viewer engagement at a minimum of 15%. Current industry standard is 4-6%.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	92,378	94,370	83,020	101,950	8.0%
Employee Benefits	42,907	42,760	40,330	47,180	10.3%
Misc. Employee Expenses	-	3,530	3,030	1,330	-62.3%
Commodities	77,782	81,780	96,600	59,100	-27.7%
Contractual Services	13,985	15,800	21,390	17,760	12.4%
<b>Total</b>	<b>227,052</b>	<b>238,240</b>	<b>244,370</b>	<b>227,320</b>	<b>-4.6%</b>

### Budget Highlights

#### *Salaries & Wages*

The 8.0% increase is due to new employee in 2017 started at higher rate than budgeted, as well as, annual salary increases for 2018.

#### *Employee Benefits*

The 10.3% increase is primarily due to increases in health insurance and IMRF costs.

#### *Misc. Employee Expenses*

The 62.3% decrease is due to a temporary reduction in travel and training for 2018.

#### *Commodities*

The 27.7% decrease is primarily due to pre-payment in 2017 of 2018 postage costs for the Village newsletter.

#### *Contractual Services*

The 12.4% increase is primarily due to the Village's participation in a newly-organized regional consortium for performance measurement.

### Description

The Cable Television Coordinator oversees the cable television franchise, HETV programming, video production, and most audio/visual functions. The division acts as the liaison with the cable television provider Comcast; and AT&T's U-Verse video service. The division handles residents' complaints regarding cable television in addition to other video and telecommunications services. The division monitors federal and state telecommunications legislation and Federal Communications Commission (FCC) actions that could affect the Village.

### 2017 Accomplishments

- Televised all Village Board and Committee meetings.
- Addressed all resident inquiries regarding telecommunications services.

### Goals, Objectives and Performance Measures

#### Village Goal

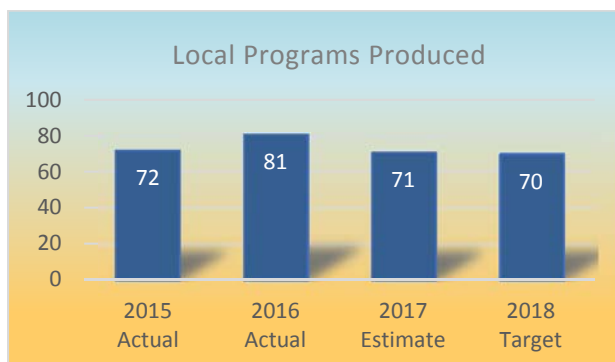
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

#### Department Goal

Produce 70 local programs annually.

#### Objective

By working with Village Departments and Village related nonprofit organizations (such as schools) the Cable TV division will produce at least 70 programs for television and Internet to inform our constituents about what is taking place in the Village in a way that is entertaining and easily accessible.



This measure is to maintain the number of local programs that are produced by the Cable TV staff.

# CABLE TELEVISION

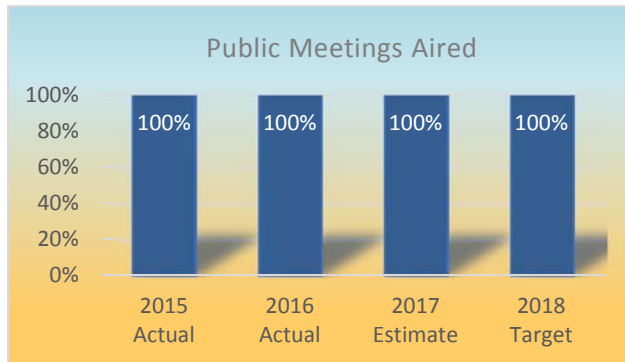
## Village of Hoffman Estates

### Department Goal

Ensure public meetings are recorded and broadcast.

### Objective

Record and broadcast the Village Board and Board Committee meetings so that 100% of them will be available to the public.



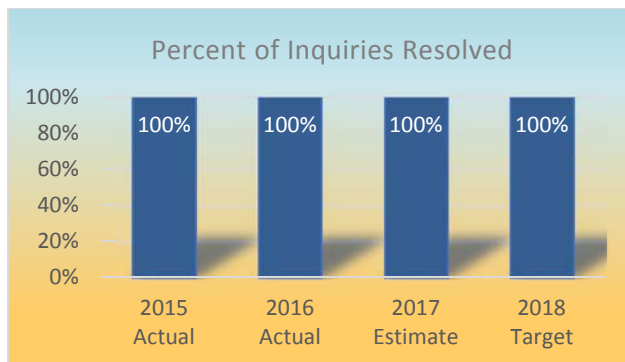
This measure is to maintain the percentage of meetings that are televised by the Cable TV staff.

### Department Goal

To respond/resolve 100% of resident inquiries.

### Objective

Act as liaison between Village residents and Telecommunications providers to make sure 100% of inquiries are answered and complaints addressed.



This measure is to maintain the percentage of resolutions for issues that arise.

# CABLE TELEVISION

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	111,979	121,490	116,660	124,900	2.8%
Employee Benefits	28,007	28,940	26,720	30,210	4.4%
Misc. Employee Expenses	957	1,210	930	4,860	301.7%
Commodities	1,128	1,100	1,100	1,150	4.5%
Contractual Services	5,984	10,140	9,200	11,900	17.4%
Capital Outlay	13,371	1,000	980	1,000	0.0%
<b>Total</b>	<b>161,427</b>	<b>163,880</b>	<b>155,590</b>	<b>174,020</b>	<b>6.2%</b>

### Budget Highlights

#### *Salaries & Wages*

The 2.8% increase is due to general wage increases for employees.

#### *Employee Benefits*

The 4.4% increase is mostly due to an increase in IMRF costs.

#### *Miscellaneous Employee Benefits*

The 301.7% increase is due to travel and training for a conference for next Cable TV Coordinator.

#### *Commodities*

The 4.5% increase is in supplies needed for taping.

#### *Contractual Services*

The 17.4% increase is in equipment maintenance for annual licensing of the editing software.

#### *Capital Outlay*

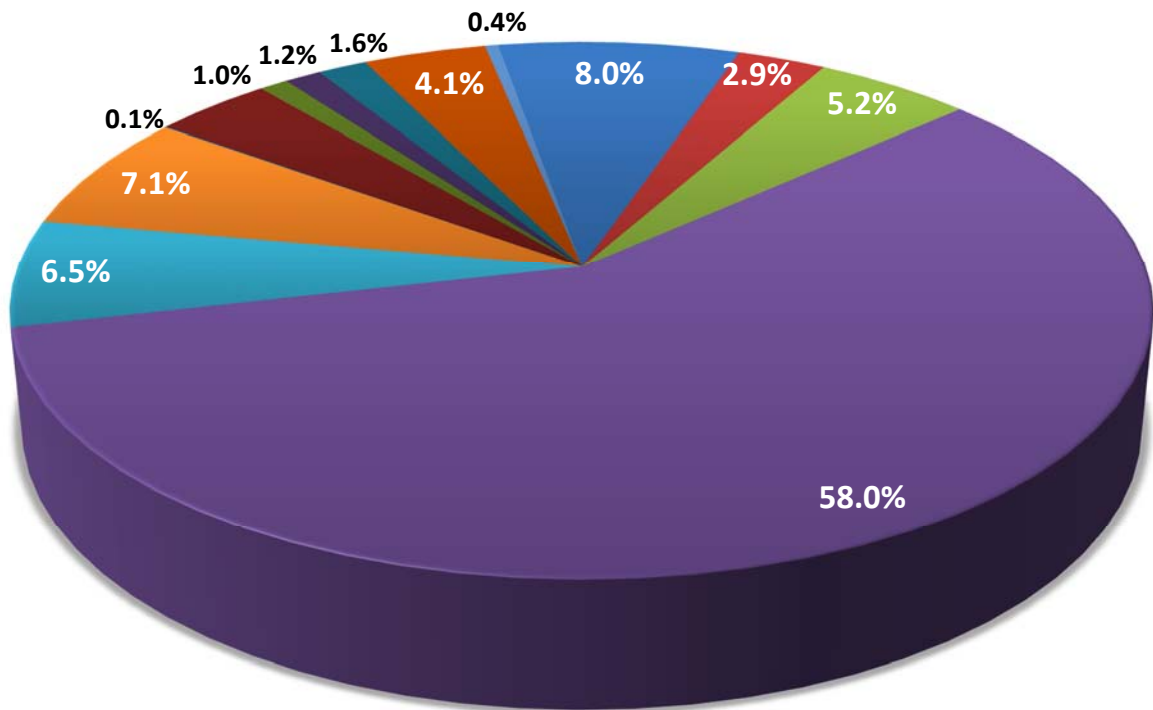
The \$1,000 will fund equipment replacement such as tripods and wireless microphones.

# POLICE DEPARTMENT

The Police Department is comprised of thirteen divisions: Police Administration, Juvenile Investigations, Tactical, Patrol & Response, Traffic, Investigations, Community Relations, Communications, Canine, Special Services, Records, Administrative Services and Emergency Operations. The mission of the Police Department is to protect and enhance the quality of life for all who live, work and visit our community by delivering the highest quality police services.

Total Budget	\$ 18,800,480
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Annual Expenses by Division



- Administration
- Patrol & Response
- Community Relations
- Special Services
- Emergency Operations
- Juvenile Investigations
- Traffic
- Communications
- Records
- Tactical
- Investigations
- Canine
- Administrative Services



# POLICE DEPARTMENT

## Annual Expenses by Division

Division	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Administration	1,320,575	1,536,280	1,525,330	1,505,640	-2.0%
Juvenile Investigations	526,636	522,150	523,330	551,570	5.6%
Tactical	754,647	752,350	916,000	976,710	29.8%
Patrol & Response	9,873,296	10,839,580	10,894,540	10,906,590	0.6%
Traffic	1,397,742	1,331,710	1,068,120	1,220,550	-8.3%
Investigations	1,334,878	1,289,490	1,346,600	1,330,170	3.2%
Community Relations	10,192	13,950	12,810	13,850	-0.7%
Communications	756,182	801,020	763,700	730,200	-8.8%
Canine	169,007	173,620	170,610	180,270	3.8%
Special Services	301,672	228,260	270,330	229,210	0.4%
Records	290,913	296,260	273,100	306,410	3.4%
Administrative Services	714,097	755,440	733,610	768,020	1.7%
Emergency Operations	51,567	79,380	66,030	81,290	2.4%
<b>Total</b>	<b>17,501,404</b>	<b>18,619,490</b>	<b>18,564,110</b>	<b>18,800,480</b>	<b>1.0%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	9,805,136	10,190,380	10,363,060	10,316,450	1.2%
Employee Benefits	5,428,043	5,682,780	5,719,560	5,998,300	5.6%
Misc. Employee Expenses	167,773	205,180	181,340	213,340	4.0%
Commodities	78,828	95,620	88,780	93,790	-1.9%
Contractual Services	2,003,353	2,430,140	2,164,560	2,166,170	-10.9%
Capital Outlay	18,270	15,390	46,810	12,430	-19.2%
<b>Total</b>	<b>17,501,404</b>	<b>18,619,490</b>	<b>18,564,110</b>	<b>18,800,480</b>	<b>1.0%</b>

# POLICE ADMINISTRATION Village of Hoffman Estates

## Description

The Police Administration Division is responsible for the development and implementation of Police Department goals and objectives, budget, research and development and various innovative programs. In addition, Police Administration sets Departmental policy, writes, reviews and updates general orders and ensures annual testing on those orders are conducted for all personnel. They are also responsible for ensuring Department personnel are appropriately trained and adequately equipped for their day-to-day operations. Risk management is also considered a priority for the Police Administration Division.

## 2017 Accomplishments

- In collaboration with the Illinois Law Enforcement Training and Standards Board, NEMRT, Northwestern University and the International Association of Chiefs of Police, we continued to bring training courses to our facility. This contributed to the training of officers from many different agencies across the northwest suburbs. Furthermore, as host agency, we're able to place our officers in the training at no cost. A total of 23 training classes have been conducted using our training facility. Many of these training classes included 40 hour certification classes for officers.
- Began a new in-service training program designed to meet the new state requirements for training. The entire department is now training in 2 days at our station on topics which the state mandates. This saves time and money in lieu of sending officers to other locations for this mandated training.
- Researched and implemented a new policy and procedures for the local cannabis ordinance and adjudication process.
- Completed and dispersed 12 training bulletins to officers and continued to revise General Orders.
- Continued to successfully administer the Administrative Adjudication program, allowing the Village to hold hearings for local ordinance violations.
- Supervised the Administrative Adjudication Tow Fee hearing program, updating paperwork and completed updates to the General Order which incorporated changes to the Village Ordinance and applicable State laws.
- Facilitated the hiring of 7 officers to replace officer retirements.
- Established a new promotional eligibility roster for the ranks of Sergeant and Lieutenant.

# POLICE ADMINISTRATION Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

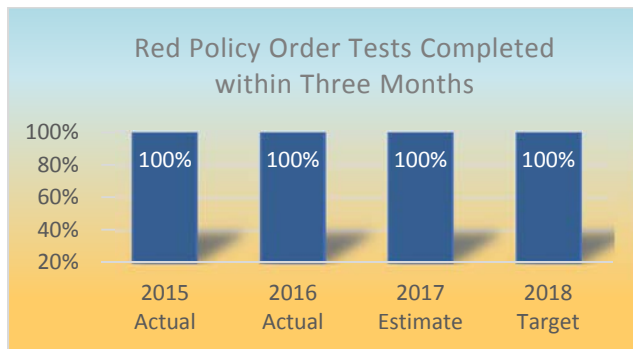
Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Train and test all staff in Red Policy General Orders every year.

### Objective

Ensure 100% of staff members receive training and are tested in Red Policy General Orders.



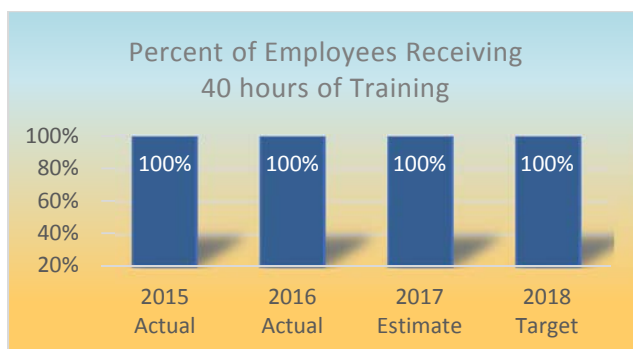
We wish to continue 100% of staff member training, development and continued review of important policies and procedures. The program focuses in areas where there is a high degree of liability, this is reviewed on an ongoing basis by all sworn police personnel.

### Department Goal

Ensure all sworn personnel receive a minimum of 40 hours of training each year.

### Objective

Utilize available training through the Illinois State Law Enforcement Training and Standards Board's mobile training unit and in-service department training to develop each employee's core skills.



We aim to maintain 100% of employees receiving a minimum of 40 hours of training. Staff member development and continual training is highly encouraged.

# POLICE ADMINISTRATION Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	622,218	642,310	641,940	668,270	4.0%
Employee Benefits	274,197	298,950	297,710	323,460	8.2%
Misc. Employee Expenses	3,081	6,510	3,970	6,110	-6.1%
Commodities	26,769	32,600	29,110	27,300	-16.3%
Contractual Services	391,770	553,710	550,400	480,500	-13.2%
Capital Outlay	2,539	2,200	2,200	-	-100.0%
<b>Total</b>	<b>1,320,575</b>	<b>1,536,280</b>	<b>1,525,330</b>	<b>1,505,640</b>	<b>-2.0%</b>

### Budget Highlights

#### *Salaries*

The 4.0% increase is due to budgeted annual salary increases.

#### *Employee Benefits*

The 8.2% increase is due to a rise in health insurance, life insurance, Medicare, IMRF and police pension contribution expenses.

#### *Misc. Employee Expenses*

The 6.1% decrease is due to one less Lieutenant uniform expense.

#### *Commodities*

The 16.3% decrease is due to decreased costs associated with credit card fees for the administrative tows.

#### *Contractual Services*

The 13.2% decrease is in part due to a decrease in administrative adjudication hearing officer fees and IS User charges.

#### *Capital Outlay*

The 100% decrease is due to a delay in the tobacco grant and expenditures associated with it.

# JUVENILE INVESTIGATIONS Village of Hoffman Estates

## Description

The Juvenile Investigations Division investigates all crimes against children, such as physical abuse and sexual abuse. The Division investigates all crimes that involve juvenile offenders and suspects. They render decisions regarding juvenile offenders to include station adjustments, social referral, peer jury or petition to Juvenile Court, and arrange for detention at the Cook County Juvenile Temporary Detention Center. High School Consultants handle the same duties and any incidents occurring on school property. The Division coordinates the Peer Jury Program and the Tobacco Enforcement Program and coordinates with other social service agencies concerning juvenile offenders and juveniles or families in crisis. The Division also coordinates meetings with school district officials concerning all issues of school safety.

## 2017 Accomplishments

- The Juvenile Division continues to assist the school districts with content, design and implementation of a uniform emergency plan, otherwise known as a Lockdown Plan. This involves meetings with school officials numerous times throughout the year to discuss, review and make improvements to emergency preparedness. The Division also conducts lockdown drills at every school in Hoffman Estates several times a year.
- One Police Sergeant coordinated the Tobacco Enforcement Grant and supervised two state mandatory enforcement checks in which plain-clothed officers accompanied underage minors in an attempt to purchase tobacco products. Any business that was found not to be in compliance with State laws were cited and provided additional training information for all their employees.
- The Hoffman Estates Peer Jury Program continued successfully in 2017. Peer Jury is a court alternative program that provides consequences and positive outcomes to youthful offenders that would otherwise be screened out of the juvenile court system or have no other consequences.
- One Police Detective, in working closely with The Bridge, identified a free counseling program that runs for 10-12 weeks for high risk juveniles. This can be used as a mandatory requirement as a Peer Jury consequence in lieu of community service for a select group of handpicked teens.
- In July we attended the annual Illinois Juvenile Officer's Association Conference in Peoria Illinois. New juvenile laws taking effect were discussed in depth. Speakers included investigators from the Sandy Hook tragedy and a victim of internet abduction.

# JUVENILE INVESTIGATIONS Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

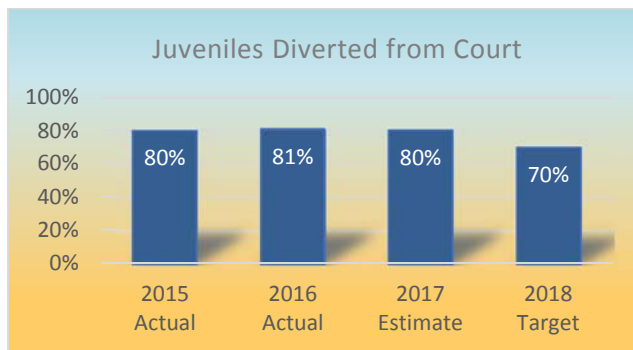
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Continue to develop offenders into non-court disposition. Divert juvenile offenders into non-court dispositions.

### Objective

Utilize the peer jury program and other community based rehabilitation programs.



We want to increase the percentage of eligible juveniles away from the criminal court system and into community based rehabilitation programs. Some of those programs include peer jury, station adjustments, community service, counseling and other social services programs.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	318,915	310,600	312,360	324,410	4.4%
Employee Benefits	189,964	192,620	192,140	207,750	7.9%
Misc. Employee Expenses	3,000	3,050	3,050	3,050	0.0%
Commodities	317	400	440	400	0.0%
Contractual Services	14,440	15,480	15,340	15,960	3.1%
<b>Total</b>	<b>526,636</b>	<b>522,150</b>	<b>523,330</b>	<b>551,570</b>	<b>5.6%</b>

# JUVENILE INVESTIGATIONS Village of Hoffman Estates

## **Budget Highlights**

### *Salaries & Wages*

The 4.4% increase is due to officer's salary increase per the collective bargaining agreement.

### *Employee Benefits*

The 7.9% increase is due to a rise in cost of health insurance, life insurance, Medicare, and police pension contributions.

### *Contractual Services*

The 3.1% increase is due to an increase in liability insurance.

### Description

The role of the Tactical Division is to identify and target problem areas within the Village and direct activities to eliminate these problems. The primary focus is "Zero Tolerance" on criminal gang activity and suppression of these activities. The Division also develops and exchanges criminal intelligence with other divisions and external agencies. It supplements other units and divisions within the Police Department with additional labor as needed.

### 2017 Accomplishments

- Tactical Division Officers participated in monthly gang intelligence meetings held throughout the area and shared information with other Divisions in our Department. The in-house electronic gang file continues to be updated and shared with other local agencies through the High Intensity Drug Traffic Area (HIDTA) and Cook County Sheriff's Police administered Regional Gang Intelligence Database (RGID). In April the Hoffman Estates Police Department Gang Contact Card was updated to include the necessary information for submission to RGID. High priority was placed on attending training regarding recent trends of local drug and gang activity.
- In March, the Tactical Division attended the Sears Headquarters' Wellness Fair to collect unwanted and expired medications. The medication collected at this event was turned over to the Drug Enforcement Agency for proper disposal. In April, the Tactical Division partnered with the Drug Enforcement Administration (DEA) to coordinate a local Take-Back Initiative of unwanted or expired medications to be turned in for safe and proper disposal. A total of approximately 200 pounds of qualified prescriptions drugs were collected and turned over to the DEA as a result of these two events.
- The Tactical Division continued community outreach by attending several homeowner's association meetings, National Night Out, The Citizen's Police Academy, and several other community functions and gatherings.



## Goals, Objectives and Performance Measures

### Village Goal

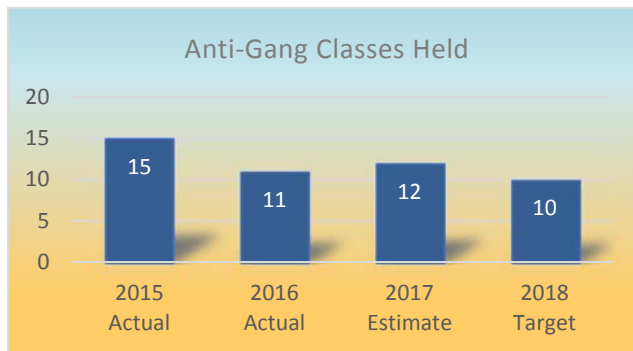
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Educate the community on gang awareness to help identify and reduce gang activity.

### Objective

Continue to teach gang awareness to teachers and parents at our local schools.



Our aim is to continue increasing the anti-gang classes provided by our Police Department. By focusing on gang activity and suppressing these activities quickly it can reduce gang activity and we can have a safer community.

### Department Goal

To ensure removal of all gang graffiti within 14 days of the report.

### Objective

Continue to identify and report gang graffiti and follow up to ensure it is removed.



By maintaining 100% removal of gang graffiti within 14 days of report, helps suppress gang activity quickly.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	453,989	481,050	587,690	637,140	32.4%
Employee Benefits	274,708	242,880	300,110	307,350	26.5%
Misc. Employee Expenses	3,750	4,500	4,500	4,500	0.0%
Commodities	-	100	100	100	0.0%
Contractual Services	22,200	23,820	23,600	27,620	16.0%
<b>Total</b>	<b>754,647</b>	<b>752,350</b>	<b>916,000</b>	<b>976,710</b>	<b>29.8%</b>

## Budget Highlights

*Salaries & Wages*

The 32.4% increase is due to re-allocation of employees resulting in one (1) employee addition to division.

*Employee Benefits*

The 26.5% increase is due to re-allocation of employees resulting in one (1) employee addition to division, thus increased health insurance, life insurance, Medicare, and police pension contribution.

*Contractual Services*

The 16% increase is due to re-allocation of employees resulting in one (1) employee addition to division, thus increased liability and workers compensation insurance expenses.

### Description

The primary objective of the Patrol & Response Division is to respond to calls for service by the public. As first responders, patrol officers have the responsibility to take immediate control of any situation with the goal of preserving life and property. They complete written reports of incidents to which they are assigned and request additional resources as needed. When not assigned to calls for service, patrol officers patrol their beats and conduct traffic law enforcement and crime prevention measures. Increased emphasis has been placed on patrolling our schools, businesses, and residential areas.

At the start of each watch, patrol officers are briefed at roll call on recent incidents that may require additional attention. Specific areas are targeted for extra patrols and officers are encouraged to use their training and experience to resolve problems with community interaction. This type of interaction between the police and community members helps to reduce repeated traffic related problems and criminal activities in various locations while building long-term relationships between members of our Police Department and our residents.

### 2017 Accomplishments

- Extra patrols in speed zones and in troubled areas were conducted regularly. Some of these extra patrols were conducted in response to specific citizen requests. Officers spent extra time addressing the concerns of our citizens through more visible patrol in residential areas.
- The Patrol Division focuses on the protection of area residences and businesses throughout the year. Officers conducted over 90,000 business and premise checks in 2017.
- The Patrol Division continues to be proactive in keeping our children safe while in school. Patrol Officers participated in Lock down drills conducted at our schools throughout the year. Additional training included updates on floor plan maps, officer responsibility, and staff expectations.
- The Patrol Division continues to place a heavy emphasis on monitoring activity in and around our schools. The Patrol Division logged over 800 hours of police presence in the areas surrounding our schools during school hours and over 2,330 hours in total.
- The Field training program was restructured to accommodate the large influx of new officers. During the 2017 calendar year 11 officers completed the Field Training Program and are now on solo patrol as probationary police officers.

## Goals, Objectives and Performance Measures

### Village Goal

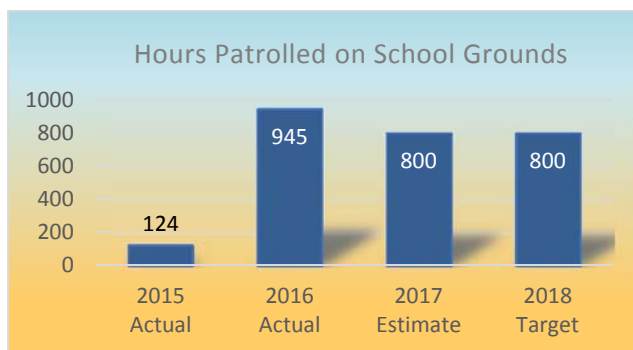
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Keep children safe and reduce the calls for service at all schools within the Village.

### Objective

Increase presence at all Village schools by utilizing focused patrols to keep children safe.



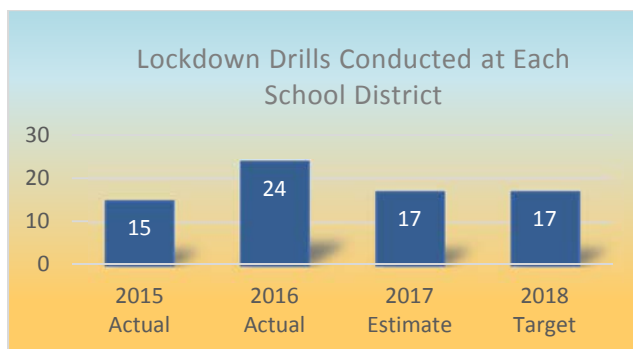
By increasing the hours of focused patrols at different times of the day on school grounds allows us to provide safety to children within the community. Making patrols highly visible helps in the efforts to suppress potential criminal activity.

### Department Goal

Keep children safe at all schools within the Village.

### Objective

Continue to develop and update action plans and lockdown drills to ensure the most effective response.



By partnering with each school district within the Village to update on sound practices for staff and police in an emergency event helps to keep our children safe. Our goal is to continue to conduct lockdown drills at each school.

# PATROL & RESPONSE

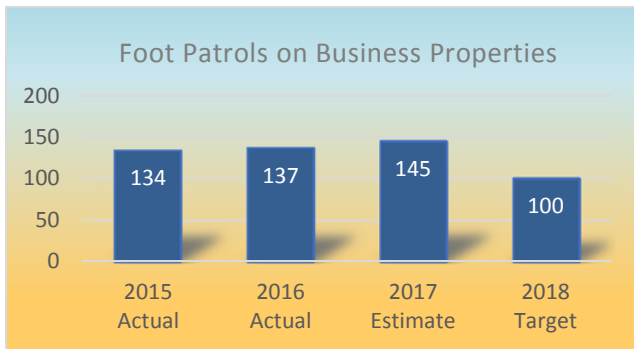
## Village of Hoffman Estates

### Department Goal

Enhance the partnership with Village business and the police department by fostering a close and cooperative working relationship to enhance safety and security.

### Objective

Utilize assigned areas and increase visibility through foot patrol to enhance partnership with Village businesses.



We aim to increase the number of foot patrols on business properties in order to provide safety to local businesses and consumers alike.

### Department Goal

Enhance the partnership with Village businesses and the police department by fostering a close and cooperative working relationship to enhance safety and security.

### Objective

Actively monitor the amount of time spent on patrol at local businesses and adjust directed patrols to maintain a level of safety at all local businesses.



We aim to focus the number of targeted extra patrols at local businesses in order to provide safety to local businesses and consumers for specific purposes.

# PATROL & RESPONSE

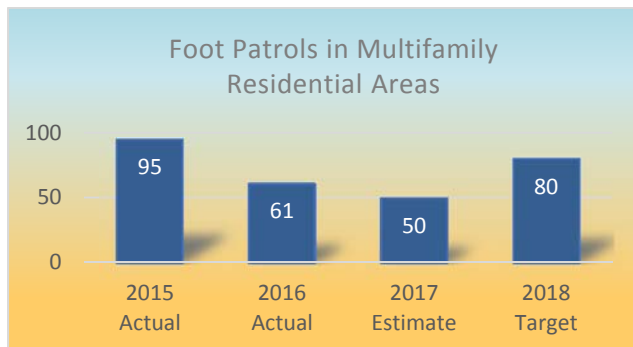
Village of Hoffman Estates

## Department Goal

Maintain a visible presence by the use of foot patrols and extra patrols targeting multifamily residential areas to enhance safety and security.

## Objective

Accurately track the amount of time spent in residential areas to ensure safety and security in all residential neighborhoods.



Our aim is to increase the number of foot patrols and extra patrols in multifamily residential areas. Making patrols highly visible will provide safety to the residents and help suppress potential criminal activity.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	5,847,913	6,332,480	6,349,940	6,235,820	-1.5%
Employee Benefits	3,514,652	3,916,120	3,941,910	4,093,400	4.5%
Misc. Employee Expenses	135,335	157,400	141,820	162,400	3.2%
Commodities	35,981	42,960	40,520	45,880	6.8%
Contractual Services	324,197	377,930	376,240	358,210	-5.2%
Capital Outlay	15,217	12,690	44,110	10,880	-14.3%
<b>Total</b>	<b>9,873,296</b>	<b>10,839,580</b>	<b>10,894,540</b>	<b>10,906,590</b>	<b>0.6%</b>

## Budget Highlights

### Salaries & Wages

The 1.5% decrease is due mainly to the reduction of court time wages.

### Employee Benefits

The 4.5% increase is due to a rise in cost of health insurance, life insurance, Medicare and police pension contributions.

### *Misc. Employee Expenses*

The 3.2% increase is due to an increase in training for Sergeants and miscellaneous training for officers.

### *Commodities*

The 6.8% increase is due to the purchase of a taser cartridge and battery renewal contract.

### *Contractual Services*

The 5.2% decrease is due to not replacing the in-car cameras in 2018.

### *Capital Outlay*

The 14.3% decrease is due to not purchasing Oleoresin Capsicum (pepper) spray and a department vehicle.

## Description

The Traffic Division coordinates all traffic safety related programs for the Police Department, which includes enforcement, education and the removal of abandoned autos. This Division also coordinates special events including numerous 5K runs. Officers are on call 24 hours a day for serious personal injury and fatality crashes.

Traffic's programs include child passenger safety, Operation Click, impaired driving enforcement, speed related violations, safety belt and child seat use, overweight truck permits and enforcement. Special efforts are coordinated during Child Passenger Safety Week, Buckle Up America Week, Click It or Ticket campaigns, You Drink–You Drive–You Lose, and National Drunk and Drugged Driving Prevention Month.

Another function of this Division is to coordinate the Northwest Fourth Fest activities, including traffic control, carnival grounds patrol, finance security and fireworks traffic direction. The Traffic Division also coordinates the logistics of traffic control during the annual 4<sup>th</sup> of July parade.

Traffic also coordinates the use of the Police Department's resources regarding traffic related extra patrol requests. Additionally, they work on special traffic projects with the Transportation and Engineering Division and the Public Works Department, which include tracking the worst crash locations and traffic flow concerns. Further, they are responsible for the Village taxi and limousine licensing, chauffeur licenses and red light camera reviews. All of the school crossing guards report directly to the Traffic Section Sergeant who is responsible for training, scheduling, payroll, etc.

## 2017 Accomplishments

- The Traffic Section participated in the National Distracted Driver Month by educating through enforcement. Thirteen TARGET enforcements were conducted throughout the month that focused specifically on driving while talking or texting on a cellphone.
- On May 9, 2017 the Traffic Section participated in traffic enforcement during Project "Rt. 59 on 5-9." Coordinated by the Naperville Police Department, all cities in Illinois that have Rt.59 going through it take part of specialized traffic enforcement on Rt. 59.
- Truck safety is a priority within the Traffic Division. Two traffic officers who are certified as truck enforcement officers work with the Illinois State Police setting up portable scale enforcement, and also conduct daily routine roaming patrols locating truck violations.
- The Traffic Section welcomed several officers during 2017 to participate in cross training with the division. This opportunity allows patrol officers to gain knowledge in the responsibilities of the traffic section as well as exposes them to in depth traffic crash investigations and hit and run investigations.
- The Hoffman Estates Police Department continued participation in the MCAT Serious Traffic Accident Reconstruction Team (STAR). Our traffic crash investigators assigned to the STAR team participated in three call outs this year providing valuable assistance to this team while gaining additional experience in serious crash reconstruction.



## Goals, Objectives and Performance Measures

### Village Goal

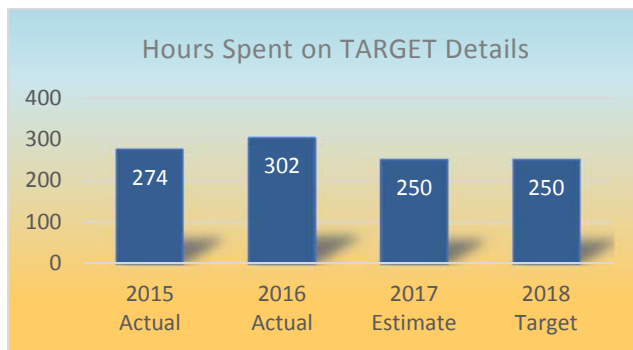
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Conduct education and enforcement through the use of Traffic Accident Reduction Goal Enforcement Team (TARGET) details in high violation areas.

### Objective

Utilize the department's resources to identify areas of high traffic violations and focus enforcement to curb violations within the Village.



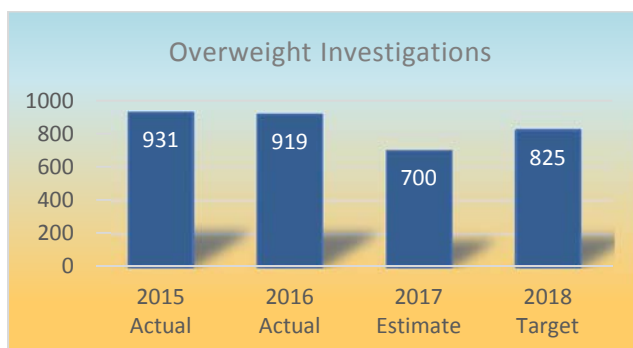
This measure maintains the police department's ability to provide traffic safety to the community by focusing on high traffic violation areas through the use of Traffic Accident Reduction Goal Enforcement Team (TARGET) details within the Village.

### Department Goal

Continue truck safety and overweight enforcement program in cooperation with the Illinois State Police in order to help improve the safety of village residents.

### Objective

Utilize the specialized training of the traffic officers and coordinate with the Illinois State Police Truck Enforcement Unit to conduct overweight truck enforcement details



This measure maintains the police department's ability to provide traffic safety, to the community, by focusing on commercial vehicle traffic.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	642,541	571,970	560,760	570,410	-0.3%
Employee Benefits	380,337	250,030	212,510	245,980	-1.6%
Misc. Employee Expenses	5,088	4,230	4,230	4,230	0.0%
Commodities	1,753	1,000	1,000	1,170	17.0%
Contractual Services	367,509	503,980	289,120	397,210	-21.2%
Capital Outlay	514	500	500	1,550	210.0%
<b>Total</b>	<b>1,397,742</b>	<b>1,331,710</b>	<b>1,068,120</b>	<b>1,220,550</b>	<b>-8.3%</b>

### Budget Highlights

#### *Salaries & Wages*

The .3% decrease is due to a reduction of NorthWest Fourth Fest overtime wages.

#### *Employee Benefits*

The 1.6% decrease is due to re-allocation of police pension contribution among divisions.

#### *Commodities*

The 17% increase is for miscellaneous traffic investigation tools and equipment.

#### *Contractual Services*

The 21.2% decrease is due to a reduction of administration costs associated with the red light cameras.

#### *Capital Outlay*

The 210.0% increase is due to the purchase of traffic wands and cones.

### Description

The Investigations Division thoroughly investigates all assigned cases to ensure the timely arrest of offenders. The Division locates and questions victims, complainants, witnesses and suspects. It keeps complete reports and updated files on each case, maintains sources of information, gathers and processes evidence, serves arrest and search warrants and conducts background investigations. The Division also conducts liquor license inspections, makes presentations to community groups, assists prosecuting attorneys in the preparation of court cases, and enforces all laws and ordinances within the Village.

### 2017 Accomplishments

- The Investigations Division continued to review all Hoffman Estates residents who applied for a concealed carry license and filed objections if necessary.
- The Division continued its participation in the Internet Crimes Against Children Task Force Program (ICAC) which was developed in response to the increasing number of children and teenagers using the Internet, the proliferation of child sexual abuse images available electronically, and heightened online activity by predators seeking unsupervised contact with potential underage victims. Members of the Division continue to receive additional training to successfully investigate internet crimes within our community.
- Submitted various articles to the Village Voice newsletter and the Village Website on how to protect yourself against Ruse Burglaries and Car Burglaries.
- This year we joined the Mid-States Organized Crime Information Center (MOCIC) as a participating agency. We have utilized MOCIC for analytical services, intelligence gathering and equipment support. They have been critical in assisting in the success of several investigations. In August we attended the MOCIC annual conference in Green Bay, Wisconsin.
- Presentation conducted by our financial crimes investigator for local dealerships on current strategies to avoid becoming a victim of fraud. This information was regarding various credit card fraud techniques.
- The Investigators recovered property relating to assigned cases totaling \$135,248.

### Goals, Objectives and Performance Measures

#### Village Goal

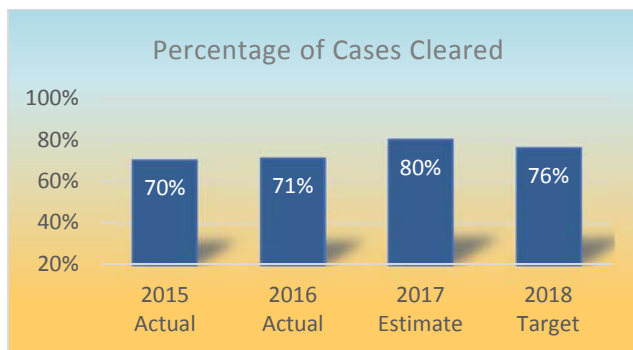
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

#### Department Goal

To achieve a case clearance of 76% or greater for all cases assigned.

#### Objective

Utilize all the Department's resources to ensure a complete investigation into all assigned cases.



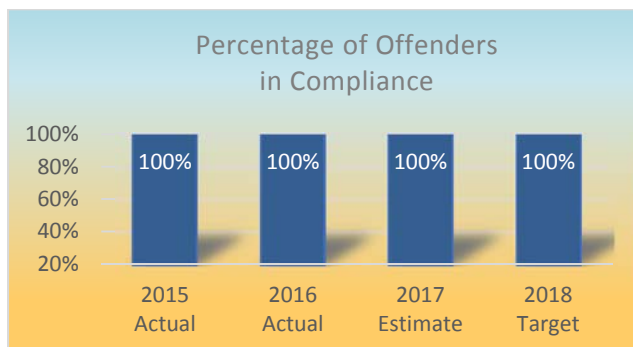
This measure maintains the police department's ability to provide resolution to the community members. Our desire is to continue to increase the percentage of cases cleared.

#### Department Goal

To ensure 100% of registered sex and violent offenders residing in the Village are in compliance with the law.

#### Objective

Complete quarterly sex offender checks by verifying residency and compliance with all State laws.



We want to maintain 100% of all registered offenders residing within the Village are in compliance with the law. This measure maintains the police department's ability to provide safety to the community.

# INVESTIGATIONS

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	848,521	815,160	872,290	822,360	0.9%
Employee Benefits	427,106	409,910	411,330	442,370	7.9%
Misc. Employee Expenses	12,075	13,030	13,310	13,970	7.2%
Commodities	1,245	1,690	1,670	1,040	-38.5%
Contractual Services	45,932	49,700	48,000	50,430	1.5%
<b>Total</b>	<b>1,334,878</b>	<b>1,289,490</b>	<b>1,346,600</b>	<b>1,330,170</b>	<b>3.2%</b>

### Budget Highlights

#### *Salaries*

The 0.9% increase is due to annual salary increases.

#### *Employee Benefits*

The 7.9% increase is due to rise in costs of health insurance, life insurance, Social Security, Medicare, IMRF expenses and police pension contributions.

#### *Miscellaneous Employee Expenses*

The 7.2% increase is due to an increase in travel and training.

#### *Commodities*

The 38.5% decrease is due to a one time purchase of GPS tracker in 2017.

#### *Contractual Services*

The 1.5% increase is due to a slight increase in liability insurance.

### Description

The officer assigned to the Community Relations Division coordinates and conducts public education programs such as Drug Abuse Resistance Education (D.A.R.E.), Personal Safety, field trips for D.A.R.E. students, and school public safety classes. This officer also coordinates and conducts crime prevention programs and security seminars for Village residents and businesses, including events for the elderly at Devonshire and Brighton Gardens. The division also coordinates the Hoffman Estates Police Explorer Post. Further, this officer teaches public safety classes for over 1,600 students and is responsible for a portion of the Bicycle Patrol Program during the summer months. Additionally, this officer conducts fingerprinting for employment, background checks, station tours, and they administer public safety programs at Park District Safety Town, Day Care Centers and School Career Days.

Currently one uniformed Patrol Officer serves as our Problem Oriented Police Officer working in the Community Relations Division. As the POP officer he continues to concentrate on specific, recurring problems in a proactive manner with a goal of devising unique methods in which to resolve these problems. This Officer also conducts numerous community relations functions, including but not limited to the management of the Community Resource Center, the Neighborhood Watch Program, Citizens Police Academy, and is instrumental in the planning and coordinating of National Night Out.

### 2017 Accomplishments

- Instructed the 10-week D.A.R.E. curriculum to eighteen 5<sup>th</sup> and 6<sup>th</sup> grade classes at local schools. Almost 450 students had the opportunity to learn about various topics, including: the dangers of drugs and alcohol, communication, peer pressure, and bullying.
- Provided presentations such as when to call 911, and safety awareness training to preschool through 5<sup>th</sup> grade students in local schools, park district day camps, and local day care centers.
- Coordinated the department fundraising initiative for the Special Olympics. Events included: The Law Enforcement Torch Run, Cop on Top, The Polar Plunge, Tip a Cop and The World's Largest Convoy. These events raised more than \$15,000 for the athletes of Special Olympics Illinois.
- Coordinated the summer Junior Police Academy Program. This program is designed to increase the knowledge of local young people on the aspects of law enforcement. Area youth participated in activities and presentations relating to the day to day responsibilities of a police officer. Topics covered handcuffing/arrest, crime scene investigation, traffic stops/radar, evidence recovery and DUI enforcement. The children were also given a tour of the police station, police vehicles and given a demonstration on the police shooting range. The academy had 35 students this year and continues to be a popular program.
- Coordinated the police partnership with communities during National Night Out. This year the event was held at Lincoln Prairie School where over 300 families attended. Residents were able to see Police and Fire vehicles, SWAT equipment and a K-9 demonstration. This event continues to grow every year. State Farm will be a partner this year as well.

# COMMUNITY RELATIONS

## Village of Hoffman Estates

- The Explorers Post 806 had a change of members due to age limitations. Seven new explorers joined the post. The explorers competed in the state competition this year participating in 10 events. The explorer post received a 2<sup>nd</sup> place finish in Team Building and a 4<sup>th</sup> place finish in traffic stop scenarios. The post is making plans for the National competition in 2018.
- Neighborhood Watch training continued which included the addition of Neighborhood Watch groups in Area 8 (Winston Knolls) and Area 7 (Beacon Pointe). Information was provided to the watch captains allowing them new ways to share ideas between groups. Training included: burglary prevention, personal security, target hardening of homes, vehicle safety, and computer safety. Residential security assessments continue to increase and are being very well received.
- The Hoffman Estates Police Department Facebook page was monitored and maintained. The Facebook page grows every week with visitors. This has proven to be an effective way of communication between the residents and the department.
- The Hoffman Estates Police Department Community Relations Division conducted an Open House for the public.

### Goals, Objectives and Performance Measures

#### Village Goal

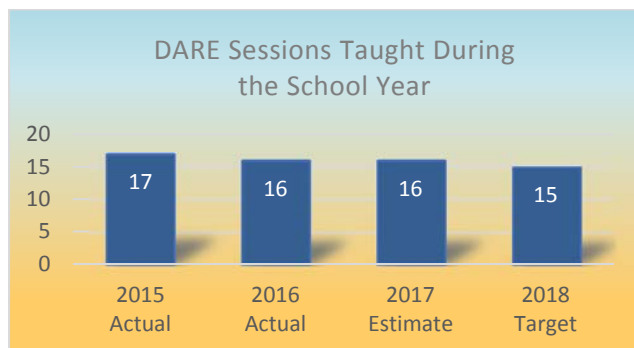
Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole (ST-5).

#### Department Goal

Teach 15 sessions of Drug Abuse Resistance Education (DARE) to students throughout the school year.

#### Objective

Schedule and coordinate DARE lessons with the schools to ensure the program is reaching all age appropriate students.



Our Police Department plans to teach 15+ sessions of Drug Abuse Resistance Education (DARE). This program helps promote the safety of children and helps them in their decision making process concerning drug and alcohol use.

# COMMUNITY RELATIONS

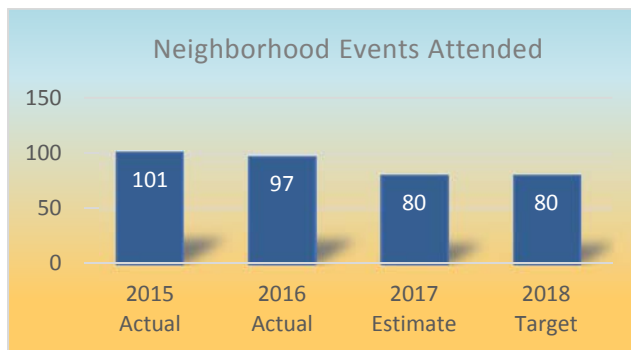
## Village of Hoffman Estates

### Department Goal

Attend 80 neighborhood events in the Village of Hoffman Estates.

### Objective

Schedule and coordinate neighborhood events to ensure maximum attendance with police personnel.



Our Police Department aims to attend 80+ community events in a positive manner. This helps foster a culture of community involvement.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	-	300	220	300	0.0%
Misc. Employee Expenses	940	3,450	2,700	3,300	-4.3%
Commodities	8,006	9,650	9,340	10,050	4.1%
Contractual Services	1,247	550	550	200	-63.6%
<b>Total</b>	<b>10,192</b>	<b>13,950</b>	<b>12,810</b>	<b>13,850</b>	<b>-0.7%</b>

### Budget Highlights

#### *Misc. Employee Expenses*

The 4.3% decrease is due to the uniform expense being transferred to the Patrol budget.

#### *Commodities*

The 4.1% increase for costs related to the Citizen Police Academy (CPA) Alumni events.

#### *Contractual Services*

The 63.6% decrease is due to CPA Alumni event expenses being moved into commodities.



# POLICE COMMUNICATIONS Village of Hoffman Estates

## Description

The Communications Division represents the annual assessment from Northwest Central Dispatch Inc. (NWCD) for police and fire dispatch services. NWCD is a private agency contracted by the Village to provide all police and fire emergency and non-emergency dispatching services. This agency, headquartered in Arlington Heights, provides this service for a total of eleven local communities (Hoffman Estates, Arlington Heights, Rolling Meadows, Buffalo Grove, Mount Prospect, Prospect Heights, Schaumburg, Palatine, Elk Grove, Inverness and Streamwood). NWCD processes over a quarter of a million 9-1-1 calls each year. The annual assessment is partially based on calls for service to each community.

## 2017 Accomplishments

- Continued to enhance our communications system by working with Northwest Central Dispatch and all other communities they service to improve radio communications.
- Evaluated the level of use by the Police department to ensure that we are efficient in communication services.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Contractual Services	756,182	801,020	763,700	730,200	-8.8%
<b>Total</b>	<b>756,182</b>	<b>801,020</b>	<b>763,700</b>	<b>730,200</b>	<b>-8.8%</b>

## Budget Highlights

### *Contractual Services*

The 8.8% decrease in this area is due to a lower Northwest Central Dispatch (NWCD) annual assessment fee for 2018.

### Description

The Canine Division currently has one canine unit consisting of one officer and one canine partner. Officer Marak and his canine partner Dozer are assigned duty hours that best suit the department's needs. Officer Marak's flexibility in scheduling has allowed the department to handle a wide range of community events. The canine program has a long time standing of success, noted for our training of not only our canine but the canines of many surrounding communities.

The maintenance training of the canine team is a priority to ensure they are ready for all required tasks. The canine program involves a certified police canine trainer. The canine team provides various services throughout the community and avails itself to surrounding communities when needed. The canine team is a focal point at various community events such as block parties, open houses and D.A.R.E. graduations.

### 2017 Accomplishments

- Continuing with our Departments focus on safe schools, K9 Dozer and Officer Marak conducted eight high school narcotic searches clearing the school parking lots and lockers of contraband.
- K9 Dozer and Officer Marak assist Patrol with a number of narcotic searches. As an example of the work being performed, one of these searches revealed approximately 5 lbs. of cannabis and several items of drug paraphernalia in a vehicle. Also located was \$1,960 in drug related currency which was later seized.
- K9 Dozer and Officer Marak appeared at 22 public relations events. This included DARE graduations, Citizens Police Academy classes, Police Explorer student classes, block parties, the Northwest Fourth Fest, charitable events and public relations at the St. Alexius Medical Center.
- Officer Marak and his K9 Dozer have responded to over 125 K9 related deployments. These included Narcotics sniffs, tracking operations, building/area searches, crowd control incidents, and the discovery of almost 9 pounds of various narcotics and the seizure of approximately \$17,197 in drug-related currency.
- K9 Dozer and Officer Marak logged over 215 hours of K9 related training in 2017.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	101,572	104,880	101,770	106,680	1.7%
Employee Benefits	58,502	59,410	59,210	64,030	7.8%
Misc. Employee Expenses	1,289	2,090	2,140	2,140	2.4%
Commodities	1,315	1,320	1,320	1,350	2.3%
Contractual Services	6,328	5,920	6,170	6,070	2.5%
<b>Total</b>	<b>169,007</b>	<b>173,620</b>	<b>170,610</b>	<b>180,270</b>	<b>3.8%</b>

## Budget Highlights

*Salaries*

The 1.7% increase is due to annual contractual salary increases.

*Employee Benefits*

The 7.8% increase is due to employee health insurance costs and police pension contributions.

*Misc. Employee Expenses*

The 2.4% increase is due to an increase for mandated narcotics certification for the canine unit.

*Commodities*

The 2.3% increase is due to an increase in food supplies for the canine.

*Contractual Services*

The 2.5% increase is due to a slight increase in liability insurance.

# SPECIAL SERVICES

Village of Hoffman Estates

## Description

The Special Services Division represents the funds utilized for Police Department approved hire back details, which are 100% reimbursable from outside entities. Typically, these hire back funds represent overtime worked by police officers and supervisors at various events within the Village. The majority of the expenses are related to Sears Centre events, but some of the costs relate to Life Changers Church traffic direction, 5K races, and other events held by outside organizations.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	297,450	225,000	265,560	225,000	0.0%
Employee Benefits	4,222	3,260	4,770	4,210	29.1%
<b>Total</b>	<b>301,672</b>	<b>228,260</b>	<b>270,330</b>	<b>229,210</b>	<b>0.4%</b>

## Budget Highlights

### *Employee Benefits*

The 29.1 % increase is due to rise in cost of Social Security, Medicare, and IMRF contributions.

## Description

The Police Records Division files, maintains and completes data entry for all police records. They prepare court files; process subpoenas; process and maintain the local warrant files; enter all police reports into a central records system (ID Networks); and provides citizens, businesses and insurance companies with copies of reports and information. Additionally, the Division prepares a variety of statistical data in different computer programs. The Division also tracks the Traffic Stop Data Sheets filed by officers on every stop and processes all citations and prepares them for court. Further, it maintains employee data for the Police Department such as payroll processing and officer activities.

## 2017 Accomplishments

- Disposed of records and microfiche in compliance with the State Records Disposal Certificate.
- Completed scanning all of 2009 and 2010 reports.
- Continued using electronic redaction software making FOIA responses more efficient.
- Maintained and updated field notification system for people who have been trespass warned allowing officers to access this information in real time on the street.
- Records Staff were cross-trained in all Records functions to improve the department's efficiency.

## Goals, Objectives and Performance Measures

### Village Goal

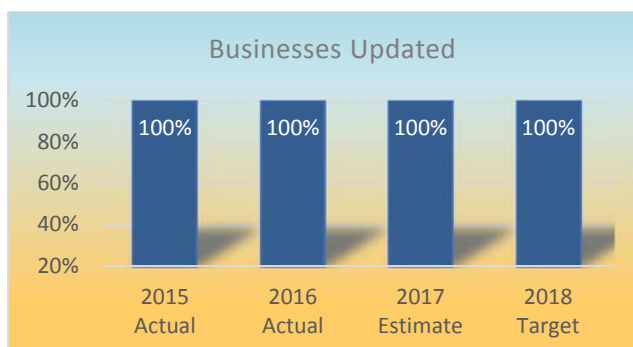
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Make contact and update business on-call and owner information annually.

### Objective

Continue to update contact information throughout the year as necessary.



This measure maintains the police department's ability to provide efficient service to local businesses. We aim to maintain 100% of owner information on file.

# POLICE RECORDS

## Village of Hoffman Estates

### Village Goal

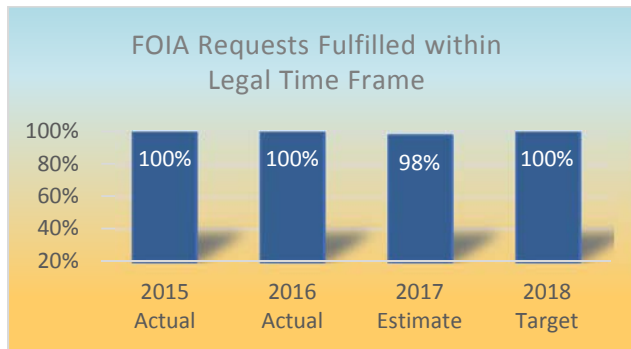
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

### Department Goal

Respond to all FOIA requests within 5 business days and all commercial requests within 21 business days.

### Objective

Increase the number of employees trained on the FOIA system to ensure Freedom of Information Act request deadlines are met.



Efficient supervision and oversight while responding to citizen and commercial request ensures expeditious response of Freedom of Information Request Act (FOIA). We plan to continue this trend, by having all request processed within the specified timeframe.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	201,176	204,250	185,460	208,870	2.3%
Employee Benefits	75,339	75,870	71,640	80,920	6.7%
Commodities	188	900	900	900	0.0%
Contractual Services	14,210	15,240	15,100	15,720	3.1%
<b>Total</b>	<b>290,913</b>	<b>296,260</b>	<b>273,100</b>	<b>306,410</b>	<b>3.4%</b>

### Budget Highlights

#### Salaries & Wages

The 2.3% increase is due to budgeted annual salary increases.

#### Employee Benefits

The 6.7% increase is due to a rise in health insurance costs, life insurance, Social Security, Medicare and IMRF expenses.

#### Contractual Services

The 3.1% increase is due to a slight increase in liability insurance.

# ADMINISTRATIVE SERVICES Village of Hoffman Estates

## Description

The majority of the Administrative Service Officers staff the front desk operation on a 24-hour basis, answering phones, greeting walk-in customers, and conducting computer processing and data entry tasks. The Court Administrative Services Officer (ASO) coordinates the court dates for all police officers. Other tasks include: pulling all of the court files from the Records Division and making them available in court; tracking case statuses; and reporting dispositions. The Property Room ASO ensures that property and evidence is properly packaged, marked and stored; locates owners; assists with the annual auction; coordinates the destruction of unclaimed property; and delivers drugs and evidence for testing at the crime lab. Further, other ASOs coordinate the maintenance of all department equipment and vehicles.

## 2017 Accomplishments

- The property and evidence room again benefited from the DEA takeback initiative for the destruction of qualified prescription drugs in the property room. This program reduced the police department's destruction costs by turning them over the DEA.
- The property room purchased a drug incinerator to dispose of all drugs including drug paraphernalia. This will reduce department costs to have an outside agency dispose of the drugs.
- The property room added a new bar coding printer for officers to inventory property. This will keep the integrity of evidence consistent.
- The vehicle maintenance unit completed the replacement of new radar units in the squad cars. The replacement of new light bars and controllers has begun and will run into 2018. This will give more functionality and options for officer safety.
- The bid and process for 8 new squad cars was completed. Squad replacement in the tactical and investigations unit will be handled with retired squad cars.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	437,766	469,110	456,200	482,920	2.9%
Employee Benefits	222,588	227,500	222,730	222,460	-2.2%
Misc. Employee Expenses	1,121	2,010	2,370	3,820	90.0%
Commodities	1,742	3,240	2,820	4,100	26.5%
Contractual Services	50,881	53,580	49,490	54,720	2.1%
<b>Total</b>	<b>714,097</b>	<b>755,440</b>	<b>733,610</b>	<b>768,020</b>	<b>1.7%</b>

# ADMINISTRATIVE SERVICES Village of Hoffman Estates

## **Budget Highlights**

### *Salaries & Wages*

The 2.9% increase is due to budgeted annual salary increases.

### *Employee Benefits*

The 2.2% decrease is due to an employee opting out of the Village's health insurance program.

### *Misc. Employee Expenses*

The 90% increase is due to an additional ASO attending training in handling property and evidence and membership in IAPEM.

### *Commodities*

The 26.5% increase is due to the purchase of a flammable storage container and hazardous materials disposal fees.

### *Contractual Services*

The 2.1% increase is due to an increase in liability and workers compensation insurance allocations.



# EMERGENCY OPERATIONS Village of Hoffman Estates

## Description

The Emergency Operations Division is staffed by a part-time Emergency Management Coordinator and budgets for the needs of the community in terms of disaster preparedness. The division facilitates the coordination of the Village's Emergency Operations Plan (EOP) and Emergency Operations Center (EOC). This function is completed in concert with all Village departments by coordinating emergency and disaster planning in a cohesive effort ensuring public safety, property preservation and full recovery of the Village in the event of disaster. Disaster planning, coordination with external agencies, EOC preparedness and updating the EOP is coordinated by the Emergency Management Coordinator. In addition, the Coordinator acts as a liaison to the County Emergency Management Association and State Emergency Management Association. The Coordinator is an active member of the Illinois Search and Rescue Counsel, the Northern Illinois Emergency Management Consortium and the Auxiliary Radio Communication Network Response Group, which enhances the overall image and preparedness level of the Village.

## 2017 Accomplishments

- Completed and submitted the Village Emergency Operations plan update for the 2018 / 2020 period to the State.
- Continued the outdoor warning siren program to upgrade the Village's Warning System to battery backed-up sirens. Upgraded one new siren at Fairview School this year.
- Trained an additional 19 citizens in Citizen Emergency Response Team training bringing the total CERT trained citizens to over 60. In addition, conducted a simulated disaster exercise for the students to practice their skills learned. Several graduate students have joined our Emergency Operations team as EMA volunteers.
- Created an Emergency Management Volunteer program with eight new members open to citizens interested in assisting the Villages emergency recovery operations.
- As part of the Illinois Search and Rescue team EMA has responded to over six activations and increased our trained search team by five members. We also hosted Cook County Forest Preserve Police Ground Search training for its officers.
- Hosted training for area Village Staff members on job specific rolls in the EOC in cooperation with the Northwest Central Dispatch communities.

# EMERGENCY OPERATIONS Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

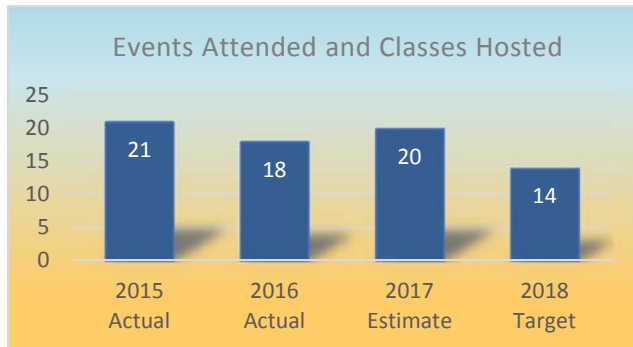
Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole (ST-5).

### Department Goal

Conduct public outreach at existing Village events and host disaster preparedness classes.

### Objective

Utilize the EMA volunteers and the safety trailer to distribute informational brochures and speak with the public at community events.



Our police department aims to increase the classes it hosts for disaster preparedness. This community program helps promote the safety of individuals and creates a safer community.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	33,075	33,270	28,870	34,270	3.0%
Employee Benefits	6,428	6,230	5,500	6,370	2.2%
Misc. Employee Expenses	2,094	8,910	3,250	9,820	10.2%
Commodities	1,512	1,760	1,560	1,500	-14.8%
Contractual Services	8,458	29,210	26,850	29,330	0.4%
<b>Total</b>	<b>51,567</b>	<b>79,380</b>	<b>66,030</b>	<b>81,290</b>	<b>2.4%</b>

## Budget Highlights

### Salaries

The 3.0% increase is due to annual salary increases.

# EMERGENCY OPERATIONS Village of Hoffman Estates

## *Employee Benefits*

The 2.2% increase is due to the rise in Social Security, Medicare and IMRF costs associated with annual salary increase.

## *Misc. Employee Expenses*

The 10.2% increase is due to uniform replacement costs for current members.

## *Commodities*

The 14.8% decrease is due to not needing to purchase additional traffic barricade batteries in 2018.

## *Contractual Services*

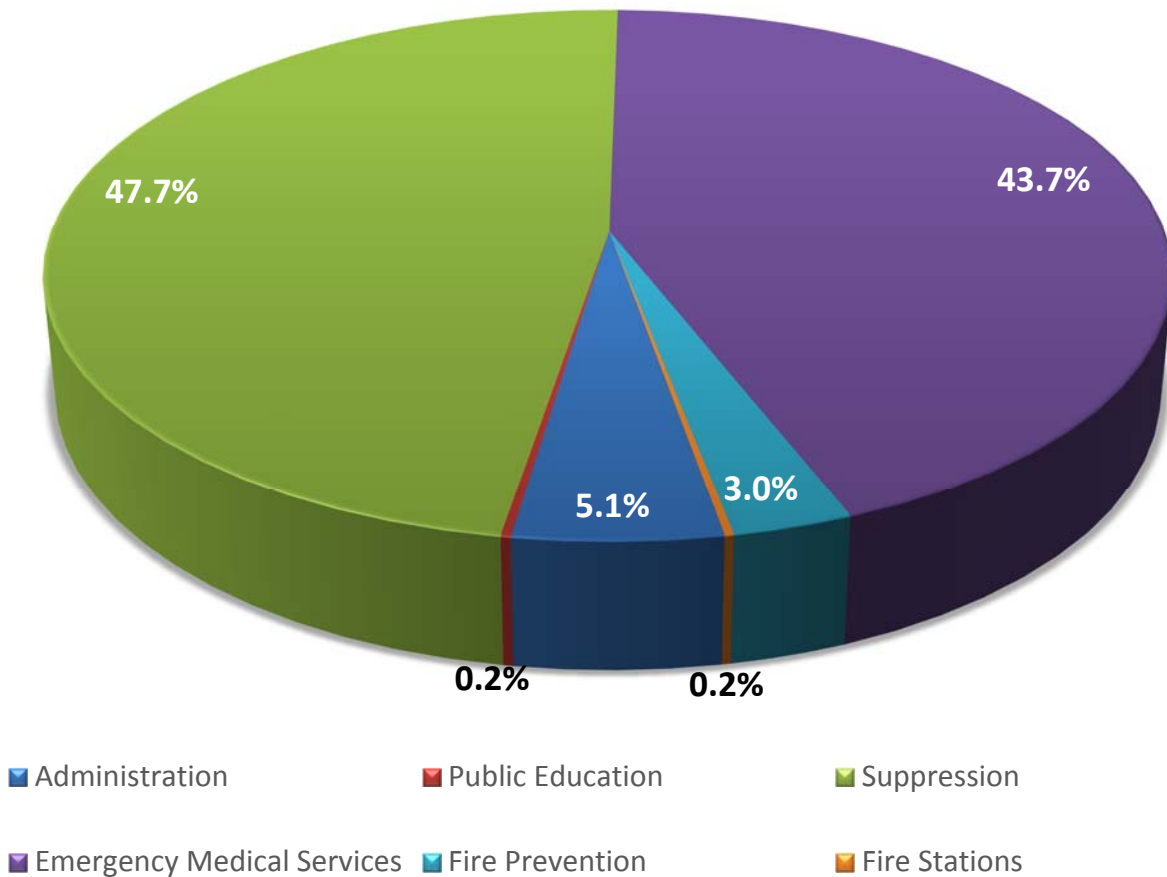
The 0.4% increase is primarily due to telephone expenses.

# FIRE DEPARTMENT

The Fire Department is comprised of six divisions: Fire Administration, Public Education, Suppression, Emergency Medical Services, Prevention and Fire Stations. The Fire Department's mission is to limit loss of life, injury and property damage to the citizens of Hoffman Estates by providing high quality fire protection, advanced life support and emergency services in the most cost effective manner.

Total Budget	\$ 17,548,760
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Annual Expenses by Division



# FIRE DEPARTMENT

## Annual Expenses by Division

Division	2016 Actual	2016 Budget	2017 Estimate	2018 Budget	% Change
Administration	777,913	819,990	859,490	902,560	10.1%
Public Education	40,562	41,450	49,160	43,450	4.8%
Suppression	8,139,494	8,246,590	8,230,840	8,365,100	1.4%
Emergency Medical Services	7,263,690	7,436,570	7,443,830	7,677,240	3.2%
Fire Prevention	478,685	536,690	500,170	521,610	-2.8%
Fire Stations	27,650	30,300	30,170	38,800	28.1%
<b>Total</b>	<b>16,727,994</b>	<b>17,111,590</b>	<b>17,113,660</b>	<b>17,548,760</b>	<b>2.6%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	10,347,441	10,322,370	10,276,130	10,265,910	-0.5%
Employee Benefits	4,879,313	5,084,780	5,103,940	5,563,030	9.4%
Misc. Employee Expenses	179,513	194,200	232,470	225,630	16.2%
Commodities	60,301	82,390	78,680	77,150	-6.4%
Contractual Services	1,205,193	1,346,020	1,339,120	1,318,430	-2.0%
Capital Outlay	56,233	81,830	83,320	98,610	20.5%
<b>Total</b>	<b>16,727,994</b>	<b>17,111,590</b>	<b>17,113,660</b>	<b>17,548,760</b>	<b>2.6%</b>

### Description

Fire Administration consists of a Fire Chief, Deputy Chief of Administration, Assistant Chief of Training and Safety and an administrative clerical support staff of one. Fire Administration is responsible for the development and implementation of the department goals and objectives, budget and oversight of all Fire Department operations.

The Deputy Chief of Administration oversees the department budget programs and personnel associated with non-emergency operations, such as public education, fire prevention, apparatus and facilities.

The Assistant Fire Chief of Training and Safety is responsible for all facets of training and safety for Fire Department personnel. There are committees of members from the department that work with the Assistant Chief to coordinate the training plans and review safety issues to keep current with requirements placed on the Fire Department by regulating agencies.

### 2017 Accomplishments

- Received one (1) grant through Firehouse Subs Grant Program in the amount of \$23,000 for a digital firefighting simulator to be used by all communities within MABAS Division One.

### Goals, Objectives and Performance Measures

#### Village Goal

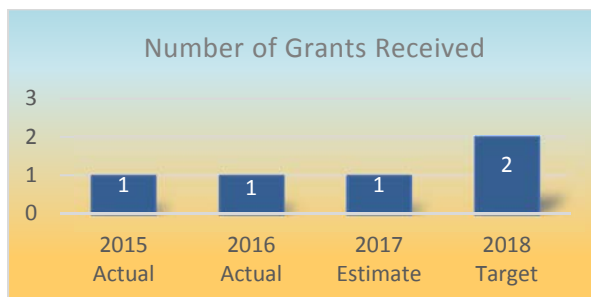
Explore grants, alternative service delivery methods and innovative practices to augment the Village's financial resources. Provide savings to residents and businesses through municipal electricity aggregation (ST-6).

#### Department Goal

Explore grants specific to fire and EMS services and use those funds to maintain or increase the service delivery to the Village residents, businesses and visitors.

#### Objective

Continue to apply for and research new funding possibilities to aid in achieving this goal to receive funding to increase the service delivery to the Village residents, businesses and visitors.



We will continue to re-apply for grants from various Federal Agencies. Also monitor grant opportunities that may provide funding that meets the needs of the department as they become available.

# FIRE ADMINISTRATION

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	318,019	325,700	363,060	372,130	14.3%
Employee Benefits	121,401	127,660	129,340	172,940	35.5%
Misc. Employee Expenses	8,889	13,450	13,500	15,450	14.9%
Commodities	4,616	4,630	4,830	4,910	6.0%
Contractual Services	285,163	313,550	313,760	302,130	-3.6%
Capital Outlay	39,825	35,000	35,000	35,000	0.0%
<b>Total</b>	<b>777,913</b>	<b>819,990</b>	<b>859,490</b>	<b>902,560</b>	<b>10.1%</b>

### Budget Highlights

#### *Salaries & Wages*

The 14.3% increase is related to addition of a full-time employee.

#### *Employee Benefits*

The 35.5% increase is related to the addition of a full-time employees in Fire Administration.

#### *Miscellaneous Employee Expenses*

The 14.9% increase is due to an increase in Dues and Memberships.

#### *Commodities*

The 6.0% increase is due to a publication needing to be renewed in FY2018 (renewed every two years).

#### *Contractual Services*

The 3.6% decrease is due to allocation of IS user charges.

## Description

Public Education is staffed by 20 shift personnel and operates under three areas: Education, Public Relations and CPR. One Lieutenant oversees all activities related to these three areas. The Public Education Division is responsible for all school safety programs from pre-school through grade 12, CPR programs for the public, extinguisher training programs for local businesses and civic groups, Citizen Fire Academy, cable television programming, business evacuation planning, smoke detector program and residential inspections. The Public Education Division also makes special presentations to various community organizations and groups, sponsors Fire Prevention Week activities and participates with other communities in various fire safety expositions and demonstrations.

## 2017 Accomplishments

- Completed the 19th annual Citizens Fire Academy. Eighteen students participated in the ten-week program. Activities included: simulated auto extrications, specialized rescue operations, emergency medical training including CPR training and live fire demonstrations.
- The Public Education Division contacted over 3,855 children and adults by participating in many events throughout the year. This included participation in business programs, block parties, tours, CPR classes and other special events throughout the village.
- CPR instructors continued to offer Heartsaver AED or Health Care Provider CPR to Village employees, Village residents and business members. To date, the Public Education division has educated 54 people in CPR through 10 classes.

## Goals, Objectives, and Performance Measures

### Village Goal

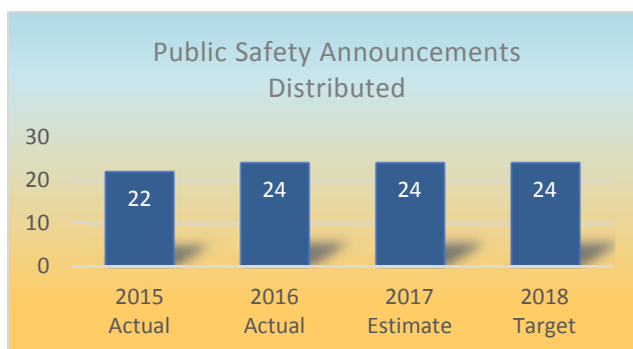
Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole (ST-5).

### Department Goal

Present a minimum of 24 public safety announcements via various media outlets.

### Objective

Distribute safety and/or educational materials on a monthly, or quarterly scheduled. The means will include, but not be limited to The Citizen, display boards, web page, social media etc.



Various public safety announcements include, but are not limited to fire safety, health safety, recalls and seasonal notifications. These notifications will continue through The Citizen, Village display boards, Village web page and social media.



## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	29,181	28,310	36,070	27,880	-1.5%
Employee Benefits	5,298	5,520	5,490	6,220	12.7%
Commodities	5,353	6,890	6,870	8,600	24.8%
Contractual Services	730	730	730	750	2.7%
<b>Total</b>	<b>40,562</b>	<b>41,450</b>	<b>49,160</b>	<b>43,450</b>	<b>4.8%</b>

### Budget Highlights

#### *Salaries & Wages*

The 1.5% decrease is related to a decrease in overtime needed for continuing education requirements for Public Education.

#### *Employee Benefits*

The 12.7% increase is due to an increase in health insurance, Medicare expenses, and pension contributions.

#### *Commodities*

The 24.8% increase is due to the costs associated with holding the two open house events held annually at Station 23 and Station 21.

#### *Contractual Services*

The 2.7% increase is due to the increase in liability insurance.

### Description

The focus of the Suppression Division is to provide emergency response operations to fires, rescues that include above and below grade, and water and hazardous material incidents. The Division's 90 shift personnel are assigned to one of three shifts and work for a 24-hour period. Each shift is staffed by one Battalion Chief, five Company Officers, and twenty-four Firefighter-Paramedics. Shift personnel are assigned to one of four fire stations.

### 2017 Accomplishments

- The Fire Department Self Contained Breathing Apparatus (SCBA) Division initiated an evaluation process in preparation for the replacement of the Department's breathing equipment. This included research of available equipment, evaluation of new technologies, live fire testing, and product demonstrations from vendors.
- The Fire Department Training Division participated in a MABAS/region wide training program that resulted in 12 members achieving Advanced Technician Firefighter Certification.
- The Fire Department has continued to work alongside the Hoffman Estates Police Department to present and train all department members in Tactical Emergency Medical Services response to potential Mass Causality Incidents. This training was completed at the former AT&T corporate training center.
- The Fire Department Training Committee presented and trained all members on Firefighter Behavioral Health.
- Continued the cooperative efforts with Public Works in utilizing Water Tower 7 and the old Fire Station 24 as a department training site.

## Goals, Objectives and Performance Measures

### Village Goal

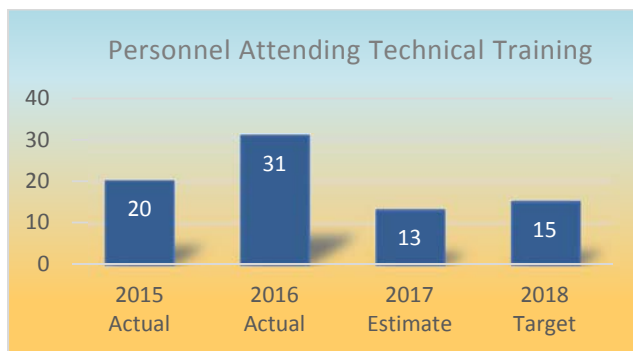
Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Enroll at least 15 employees in external, advanced level technical training classes/courses.

### Objective

Offer outside classes and courses as they are available and consistent with the CBA and within the limits of funding to meet this goal.



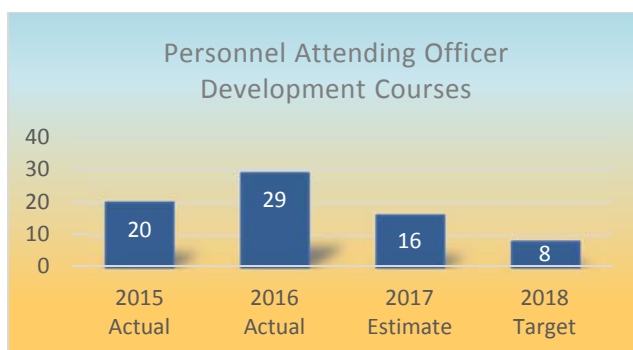
Advanced technical training includes: Hazardous Materials, Technical Rescue, Dive Rescue, Fire Investigations and Advanced Suppressions Operations. However enrollment is contingent on the available funding versus average class/course registration costs.

### Department Goal

Enroll at least 8 employees in external, officer development classes/courses.

### Objective

Offer outside classes and courses as they are available and consistent with the CBA and within the limits of funding to meet this goal.



Officer development classes include: Fire Officer, Instructor, Chief Fire Officer, Incident Command, Health & Safety Office, NIMS and Command and Control. However enrollment is contingent on the available funding versus average class/course registration costs.

# FIRE SUPPRESSION

## Village of Hoffman Estates

### Village Goal

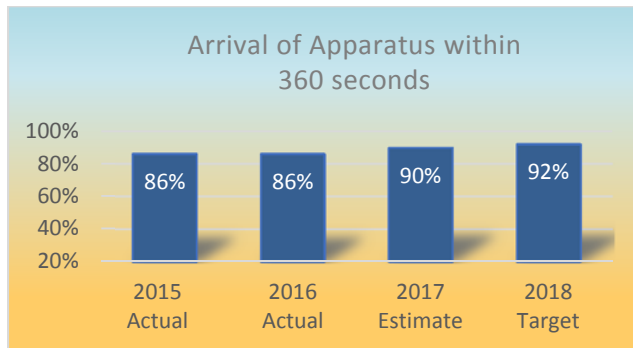
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Ensure an average response time of 360 seconds for the first arriving apparatus on ALL incidents within the Village.

### Objective

Monitor all factors that influence overall response times and determine if any adjustments on those internal factors can be made to better the times.



Several factors influence the total response times. Internal and controllable such as apparatus turnout times. Others are external and outside our control, these include travel times and distance. We aim to continue to increase this measure by improving the internal factors.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	5,187,581	5,139,150	5,089,000	5,065,440	-1.4%
Employee Benefits	2,400,047	2,477,080	2,473,330	2,678,740	8.1%
Misc. Employee Expenses	155,329	162,350	199,010	187,000	15.2%
Commodities	11,718	27,490	27,360	21,680	-21.1%
Contractual Services	378,105	424,290	417,270	396,430	-6.6%
Capital Outlay	6,714	16,230	24,870	15,810	-2.6%
<b>Total</b>	<b>8,139,494</b>	<b>8,246,590</b>	<b>8,230,840</b>	<b>8,365,100</b>	<b>1.4%</b>

### **Budget Highlights**

#### *Salaries & Wages*

The 1.4% decrease is due to a reduction in wages because of retirements.

#### *Employee Benefits*

The 8.1% increase is due to an increase in health insurance, Medicare expenses, and pension contributions.

#### *Misc. Employee Expenses*

The 15.2% increase is due to a request for additional training classes and seminars.

#### *Commodities*

The 21.1% decrease is due to a decrease in requests from the tools and equipment division.

#### *Contractual Services*

The 6.6% decrease is due to a reduction in equipment maintenance.

#### *Capital Outlay*

The 2.6% decrease is due to fewer requests of new gear & equipment.

# EMERGENCY MEDICAL SERVICES

Village of Hoffman Estates

## Description

The purpose of the Emergency Medical Services (EMS) Division is to provide response to medical emergency incidents. EMS emergency response is provided by shift paramedics assigned to three shifts, with each shift working a 24-hour period. The Division is currently staffed with nine front-line advanced life support units, four of which are transport units. Currently, 89 of our 90 shift personnel are state-certified paramedics.

## 2017 Accomplishments

- Participated in the Northwest Community Hospital non-affiliated paramedic field internship program.
- Began evaluating a new tablet style computer for the EMS report writing system. This is a lower cost more durable option than the devices currently used in the field.
- Began evaluating security systems for apparatus that allow for the safe storage of controlled substances, yet provide quick access by paramedics when needed
- Secured an annual maintenance agreement for the departments Stryker Stretcher lift system. The agreement has an annual fee and is good for 3 years.

## Goals, Objectives and Performance Measures

### Village Goal

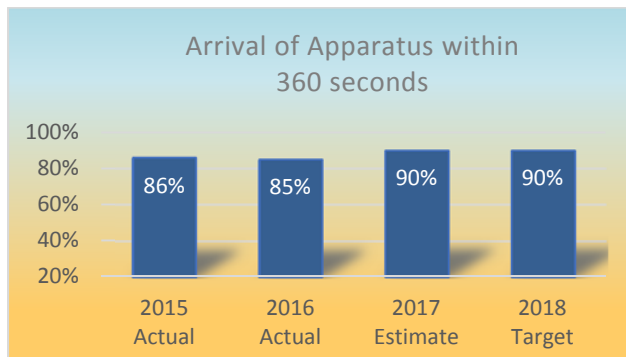
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Ensure an average response time of 360 seconds for the first arriving apparatus on ALL incidents within the Village.

### Objective

Monitor all factors that influence overall response times and determine if any adjustments on those internal factors can be made to better the times.



Several factors influence the total response times. Internal and controllable such as apparatus turnout times. Others are external and outside our control, these include travel times and distance. We aim to continue to increase this measure by improving the internal factors.

# EMERGENCY MEDICAL SERVICES

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	4,637,279	4,674,110	4,652,040	4,657,510	-0.4%
Employee Benefits	2,292,307	2,406,260	2,434,560	2,637,880	9.6%
Misc. Employee Expenses	13,584	13,560	15,150	15,750	16.2%
Commodities	18,609	18,550	18,800	21,050	13.5%
Contractual Services	299,689	317,290	317,100	329,050	3.7%
Capital Outlay	2,222	6,800	6,180	16,000	135.3%
<b>Total</b>	<b>7,263,690</b>	<b>7,436,570</b>	<b>7,443,830</b>	<b>7,677,240</b>	<b>3.2%</b>

### Budget Highlights

#### *Salaries & Wages*

The 0.4% decrease is due to reduction of employees allocated to the division.

#### *Employee Benefits*

The 9.6% increase is due to an increase in pension contributions.

#### *Misc. Employee Expenses*

The 16.2% increase is due to increased costs for paramedic continuing education classes delivered by the EMS system and an increase in Paramedic License Fees.

#### *Commodities*

The 13.5% increase is due to cost increases in paramedic supplies.

#### *Contractual Services*

The 3.7% increase is due to upgrading all cellular phones on ambulances to smart phones.

#### *Capital Outlay*

The 135.3% increase is due to the purchase of Narcotic Safes and True CPR Devices.

## Description

The Fire Prevention Division is responsible for managing the activities of the Fire Prevention Bureau (FPB). The mission of the FPB is to create a safe environment for the residents and business community through education, prevention, investigations and enforcement of codes and ordinances.

## 2017 Accomplishments

- Maintained department fire investigator continuing education and met annual re-education requirements.
- With the hiring of two part-time fire inspectors assigned to Code Enforcement, the number of annual fire inspections is expected to reach 1,594 during 2017.
- Sprinkler ordinance compliance information was sent to the remaining non-compliant business occupancies and/or owners. Met with several merchants and/or building owners to assist them in meeting the ordinance deadline.

## Goals, Objectives and Performance Measures

### Village Goal

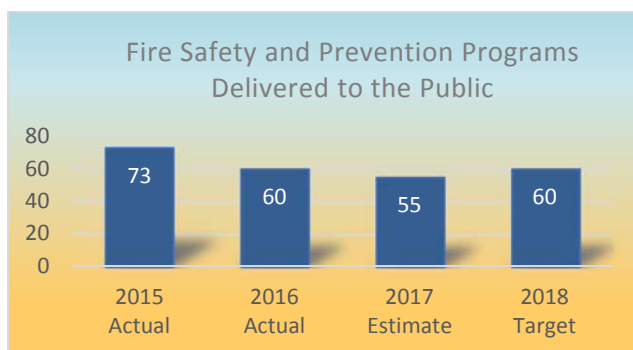
Maintain existing public safety programs, including school outreach, public education, citizen academies and neighborhood watch programs, that promote the safety of individuals, neighborhoods and the Village as a whole (ST-5).

### Department Goal

Present 50 Fire Safety and Prevention programs and/or demonstrations through various means.

### Objective

The Fire Department will continue to present Fire Safety and Prevention programs through various means. These programs will include, but not be limited to: school programs, block parties, senior programs, Village events etcetera.



We will continue to promote fire safety and prevention programs and demonstrations throughout the year. These include school programs, block parties, fire programs, station tours Village Events and HE Pert District events amount others.



# FIRE PREVENTION

## Village of Hoffman Estates

### Village Goal

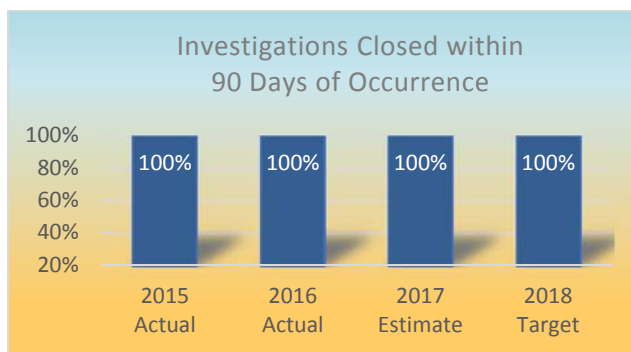
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Determine the cause and origin of all structure fires that occur within the Village within 90 days from the occurrence.

### Objective

The Fire Department will investigate and attempt to determine origin and cause of any fire in the Village within the stated time period.



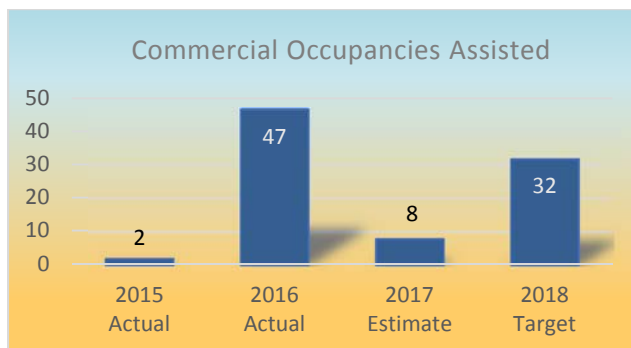
Our current investigation procedures allow us to determine the cause and origin of a fire within 90 days. We plan to continue this trend however our investigation may be delayed when outside agencies such insurance adjusters or the State Fire Marshal need to do additional investigations/reports.

### Department Goal

Ensure all commercial occupancies comply with the Village Ordinance on the installation of fire suppression sprinkler systems.

### Objective

The Fire Prevention Bureau will attempt to assist when possible to aid business and building owner become compliant with the Village ordinance. The Fire prevention Bureau will track progress through plan review and permit application.



This measure represents the remaining 47 structures within the Village that remain non-compliant. By making multiple contacts we have established compliance date and are able to track the issuance of permit request for the installation of the systems needed to become compliant.

# FIRE PREVENTION

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	175,381	155,100	135,960	142,950	-7.8%
Employee Benefits	60,261	68,260	61,220	67,250	-1.5%
Misc. Employee Expenses	1,711	4,840	4,810	7,430	53.5%
Commodities	4,774	9,330	5,320	4,910	-47.4%
Contractual Services	236,558	286,160	286,360	286,070	0.0%
Capital Outlay	-	13,000	6,500	13,000	0.0%
<b>Total</b>	<b>478,685</b>	<b>536,690</b>	<b>500,170</b>	<b>521,610</b>	<b>-2.8%</b>

### Budget Highlights

#### *Salaries & Wages*

The 7.8% decrease is due to the reallocation of full-time employees in Fire Prevention.

#### *Employee Benefits*

The 1.5% decrease is due to the reallocation in pension contributions, health insurance and benefits for full time employees in Fire Prevention.

#### *Employee Expenses*

The 53.5% increase is due to funding new Fire/Arson Investigator training.

#### *Commodities*

The 47.4% decrease is due to the elimination Fire Equipment Boxes.

### Description

The Fire Department maintains four fully staffed fire stations within the Village:

Station 21: 225 Flagstaff Lane is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and MICU ambulance. The station also houses 1 reserve ambulance and 1 reserve engine. This building was originally constructed in 1960 and the most recent addition was completed in 1998.

Station 22: 1700 Moon Lake Boulevard is staffed with 1 Battalion Chief (Shift Commander), 2 Company Officers and a minimum of 6 firefighters operating 1 command vehicle, 1 ALS engine and 1 ALS truck. The station also houses 1 reserve command vehicle and 1 MICU reserve ambulance. This building was constructed in 1974 and underwent extensive remodeling in 1993 and 1994. Due to the recent increase in the number of personnel assigned to this station, consideration of a renovation or replacement of this building is a high priority.

Station 23: 1300 Westbury Drive is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. The station also houses 1 reserve ambulance and 1 reserve engine and 1 brush truck. This building was constructed in 1975 and underwent an extensive addition and remodel in 2004 and 2005.

Station 24: 5775 Beacon Point Drive, our newest station, is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. The station also houses 1 reserve truck, 1 reserve heavy rescue squad, 1 MICU reserve ambulance, 1 dive boat, 1 hazardous materials trailer and 1 utility/tow vehicle. This building was constructed in 2008 and 2009 and was designed to meet the LEEDS "Gold" standard. Occupancy and operations began in June of 2009.

### 2017 Accomplishments

- During 2017, work was completed on installing a sprinkler system at Fire Station 22. The project was coordinated by Public Works with input given through the Fire Prevention Division.
- During 2017, multiple projects were completed at Fire Station 22. These include the installation of new overhead doors on the front of the station, replacement of the front driveway, painting of the exterior of the station and the installation of storage racks for protective clothing.

# FIRE STATIONS

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Commodities	15,231	15,500	15,500	16,000	3.2%
Contractual Services	4,948	4,000	3,900	4,000	0.0%
Capital Outlay	7,471	10,800	10,770	18,800	74.1%
<b>Total</b>	<b>27,650</b>	<b>30,300</b>	<b>30,170</b>	<b>38,800</b>	<b>28.1%</b>

## Budget Highlights

### *Commodities*

The 3.2% increase is due to increased maintenance repairs and replacement parts.

### *Capital Outlay*

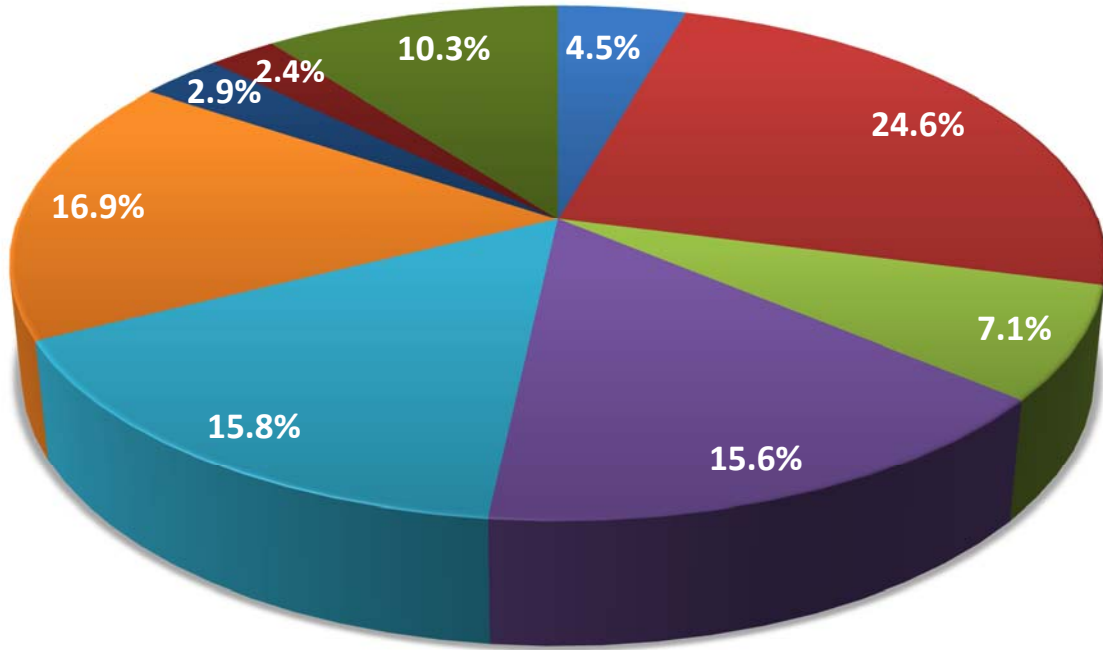
The 74.1% increase is due to the need to replace mattresses at Station 24, as well as, chairs for Station 22 and Station 24.

# PUBLIC WORKS DEPARTMENT

The Public Works Department is comprised of nine divisions: Public Works Administration, Snow & Ice, Pavement Maintenance, Forestry, Facilities, Fleet Services, Fast Action Service Team, Storm Sewers and Traffic Control. The Public Works Department is responsible for the maintenance and repairs of Hoffman Estates infrastructure, which includes streets, parkways, water and sewer systems, creeks and drainage swales, municipal grounds, traffic control signs and roadway lighting.

Total Budget	\$7,350,260
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Annual Expenses by Division



- Administration
- Forestry
- Fast Action Service Team
- Snow & Ice
- Facilities
- Storm Sewers
- Pavement Maintenance
- Fleet Services
- Traffic Control

# PUBLIC WORKS DEPARTMENT

## Annual Expenses by Division

Division	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Administration	258,413	310,210	294,080	327,380	5.5%
Snow & Ice	1,561,622	1,872,930	1,437,970	1,811,400	-3.3%
Pavement Maintenance	411,720	393,880	384,330	518,570	31.7%
Forestry	1,340,732	1,195,860	1,080,570	1,143,940	-4.3%
Facilities	946,013	1,160,870	1,103,700	1,164,450	0.3%
Fleet Services	1,064,895	1,249,560	1,125,570	1,242,270	-0.6%
Fast Action Service Team	312,632	315,360	322,650	210,420	-33.3%
Storm Sewers	160,320	158,890	158,050	175,430	10.4%
Traffic Control	716,730	751,070	716,390	756,790	0.8%
<b>Total</b>	<b>6,773,077</b>	<b>7,408,630</b>	<b>6,623,310</b>	<b>7,350,650</b>	<b>-0.8%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	3,051,428	3,265,680	2,893,710	3,310,200	1.4%
Employee Benefits	1,293,265	1,344,520	1,241,650	1,422,570	5.8%
Misc. Employee Expenses	41,492	44,900	46,620	50,790	13.1%
Commodities	604,966	926,690	758,580	828,810	-10.6%
Contractual Services	1,868,202	2,161,720	2,059,150	2,105,910	-2.6%
Capital Outlay	392,104	181,610	127,210	115,970	-36.1%
Cost Allocation	(478,380)	(516,490)	(503,610)	(483,600)	-6.4%
<b>Total</b>	<b>6,773,077</b>	<b>7,408,630</b>	<b>6,623,310</b>	<b>7,350,650</b>	<b>-0.8%</b>

# PUBLIC WORKS ADMINISTRATION

Village of Hoffman Estates

## Description

The Public Works Administration provides management, planning, support, coordination of programs and activities for the Department's sixty-six (66) full-time and four (4) part-time positions. Administration coordinates responses to customer service requests; provides support in areas of payroll, recordkeeping, accounting, clerical assistance, front counter and phone customer service; and budgets for Department-wide programs, projects and activities.

## 2017 Accomplishments

- Prepared the Department's 2018 Budget and Capital Improvement proposals for Village Board consideration;
- Provided safety training by coordinating efforts with the Village's Fire Department and supplied training to all required Public Works personnel;
- Provided monthly progress reports to the Village's Public Works and Utility Committee outlining accomplishments, material usage, and related labor efforts;
- Accepted a proposal from American Backflow and Fire Prevention to provide residential cross-connection control device inspections for Village residents at a set reduced rate;
- Received, entered, and resolved over two thousand two hundred (2,200) customer service requests through the GovQA system in 2017;
- Tracked the annual re-certification dates and provided notification to property owners for over three thousand (3,000) commercial and residential backflow prevention devices;
- Scheduled and coordinated over one hundred ten (110) water meter change-out appointments. The water meter replacement program has replaced over seven hundred fifty (750) meters since its inception.

# PUBLIC WORKS ADMINISTRATION

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	115,186	119,700	121,500	121,450	1.5%
Employee Benefits	54,465	49,350	49,330	59,240	20.0%
Misc. Employee Expenses	1,958	6,780	6,930	9,280	36.9%
Commodities	3,264	3,860	3,610	3,860	0.0%
Contractual Services	246,589	268,400	268,090	242,240	-9.7%
Cost Allocation	(163,050)	(137,880)	(155,380)	(108,690)	-21.2%
<b>Total</b>	<b>258,413</b>	<b>310,210</b>	<b>294,080</b>	<b>327,380</b>	<b>5.5%</b>

## Budget Highlights

### *Salaries & Wages*

The 1.5% increase is due to annual salary increases.

### *Employee Benefits*

The 20.0% increase is due to an increase in health insurance costs, as well as, an employee opting in to the Village's insurance program.

### *Miscellaneous Employee Expenses*

The 36.9% increase is due to an increase in the number of individuals scheduled to attend IPSI supervisory training. Additional training is necessary due to recent employee turnover of public works supervisors.

### *Contractual Services*

The 9.7% decrease is due to a reduction in GIS plotter supplies following reassignment of the Department's GIS technician to the Information Systems Department.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.



### Description

The Public Works Department's Snow and Ice Control Division provides snow removal and ice control for one hundred fifty-eight (158) center lane miles, three hundred sixty-seven (367) cul-de-sacs, eleven (11) parking lots, and sidewalks adjacent to all Village buildings. Staffing includes forty-six (46) full-time primary assigned drivers, four (4) supporting mechanics, four (4) individuals responsible for clearing sidewalks at public facilities, four (4) clerical staff, and up to seven (7) supervisors. Auxiliary drivers are also hired annually to help support the program as needed.

### 2017 Accomplishments

- Responded to nine inches of snowfall during the first four months of 2017, requiring two (2) plowing operations and nine (9) salting operations, utilizing eight hundred twenty-three (823) tons of salt and one thousand four hundred seventy-nine (1,479) hours of labor;
- Hired and trained two (2) winter seasonal positions as snow plow drivers to augment cul-de-sac and parking lot snow plowing operations;
- The use of liquids to pretreat roadway salt during snow and ice operations continued in 2017 in an effort to help further reduce the overall usage of salt. A total of eight thousand two hundred (8,200) gallons was used in the first four months of 2017;
- Installed an additional four thousand eight hundred (4,800) gallon storage tank to permit an increased capacity of stored deicing liquids;
- Continued a review of policies and procedures to further streamline necessary paperwork following snow and ice events, continuing efforts from the 2016 snow and ice season.

## Goals, Objectives and Performance Measures

### Village Goal

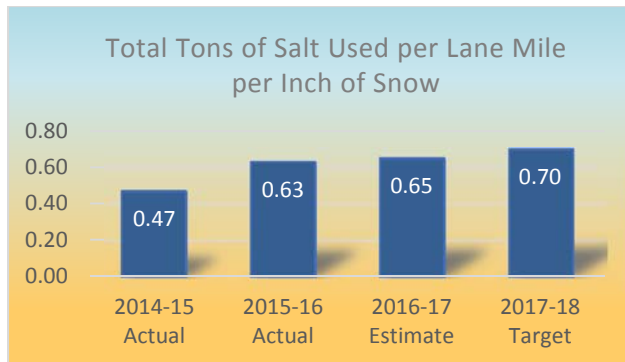
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Maintain safe and accessible roadways before, during, and following winter weather events efficiently and effectively.

### Objective

Maintain the amount of road salt used per lane mile per inch of snow at or below .75 tons to ensure efficient, financially responsible snow and ice operations.



A reduction in the amount of road salt used per lane mile per inch of snow can reduce the amount of chlorides introduced into the environment and the overall costs of the Village's snow and ice program.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	911,690	1,043,270	761,490	1,048,330	0.5%
Employee Benefits	332,066	369,130	311,230	383,760	4.0%
Misc. Employee Expenses	2,187	2,450	4,050	5,950	142.9%
Commodities	238,450	375,900	285,650	285,700	-24.0%
Contractual Services	77,230	82,180	75,550	87,660	6.7%
<b>Total</b>	<b>1,561,622</b>	<b>1,872,930</b>	<b>1,437,970</b>	<b>1,811,400</b>	<b>-3.3%</b>

### **Budget Highlights**

#### *Salaries & Wages*

The 0.5% increase is due to annual salary increases.

#### *Employee Benefits*

The 4.0% increase is due to an increase health insurance costs.

#### *Miscellaneous Employee Expenses*

The 142.9% increase is due to added funds for Public Works employees to attend an annual snow and ice conference and the expected number of outerwear garments that will be purchased for uniforms.

#### *Commodities*

The 24.0% decrease is due to projected reduction in the quantity and price per ton of salt for winter weather operations.

#### *Contractual Services*

The 6.7% increase is due to an anticipated increase in rental and delivery costs associated with obtaining additional end-loaders for use during winter weather operations.

# PAVEMENT MAINTENANCE Village of Hoffman Estates

## Description

The Pavement Maintenance Division provides for the maintenance of approximately one hundred fifty-eight (158) center lane miles of Village pavement. This is accomplished by four (4) full-time maintenance personnel and a shared supervisor. This Division addresses small scale asphalt repairs resulting from utility excavations, pavement failures, and inlet rehabilitation. The Division also oversees the annual re-stripping of roadway markings and contractual street sweeping within the Village.

## 2017 Accomplishments

- Installed three hundred sixty (360) tons of hot asphalt material and sixty-five (65) tons of cold patch material during regular operations;
- Supervised contractor installation of one hundred seventy-five thousand (175,000) lineal feet of roadway pavement re-stripping throughout the village;
- Completed two hundred fifty (250) in-house pavement repairs to date, including storm sewer sites, water/sewer utility crossings, storm inlet repairs, and edge line patching;
- Completed five thousand (5,000) square feet of edge line patching at various locations within the Village, and over eleven thousand (11,000) square feet of asphalt repairs.

## Goals, Objectives and Performance Measures

### Village Goal

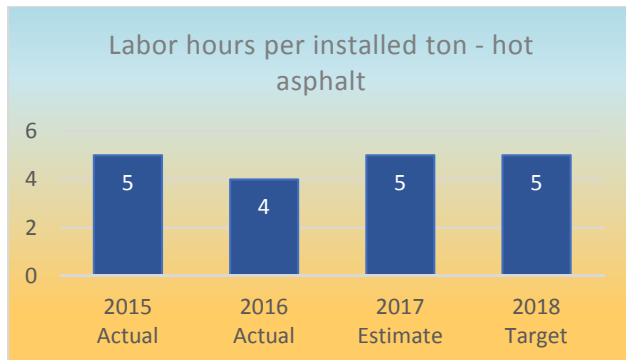
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

### Department Goal

Maintain safe and accessible roadways via timely and targeted asphalt repair while following industry standard safety standards and guidelines.

### Objective

Reduce or maintain the number of labor hours per ton of hot asphalt material installed to fewer than 6 hours.



The Street department is using this measure to help maintain the length of time it is taking to apply hot asphalt. Specialized equipment was purchased in 2013 which has improved labor efficiencies.

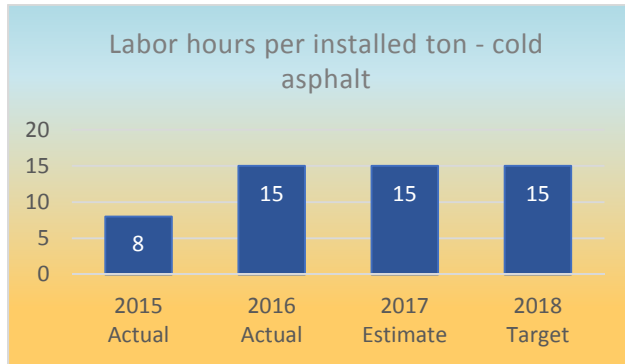
# PAVEMENT MAINTENANCE Village of Hoffman Estates

## Department Goal

Maintain safe and accessible roadways via timely and targeted asphalt repair while following industry standard safety standards and guidelines.

## Objective

Reduce or maintain the number of labor hours per ton of cold asphalt material installed to fewer than 15 hours.



The Street department is using this measure to help maintain the length of time it is taking to patch and repair asphalt failures. Specialized equipment was purchased in 2013 which has improved labor efficiencies.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	261,502	246,250	237,010	248,420	0.9%
Employee Benefits	106,046	101,810	99,920	110,170	8.2%
Misc. Employee Expenses	3,199	3,420	3,410	3,420	0.0%
Commodities	2,003	2,220	2,000	2,200	-0.9%
Contractual Services	38,970	37,480	39,640	154,060	311.0%
Capital Outlay	-	2,700	2,350	300	-88.9%
<b>Total</b>	<b>411,720</b>	<b>393,880</b>	<b>384,330</b>	<b>518,570</b>	<b>31.7%</b>

## Budget Highlights

### Salaries & Wages

The 0.9% increase is due to annual salary increases.

### Employee Benefits

The 8.2% increase is due to an increase in health insurance and IMRF costs.

### Commodities

The 0.9% decrease is due to a reduction in other supplies.

# PAVEMENT MAINTENANCE Village of Hoffman Estates

## *Contractual Services*

The 311.0% increase is primarily due to the addition of the Contracted Street Sweeping to this division from F.A.S.T. division.

## *Capital Outlay*

The 88.9% decrease is due to the elimination of a one-time purchase of a replacement plate compactor.

### Description

The Forestry and Grounds Division provides maintenance and care of approximately seventeen thousand (17,000) Village owned trees and one hundred fifty (150) acres of turf. Presently, all turf acres are maintained through contractual services, with staff overseeing and scheduling these operations. The Division is comprised of one Village Forester and nine (9) full-time staff members, including four (4) certified arborists.

### 2017 Accomplishments

- The division was awarded Tree City USA recognition. This is the 26th consecutive year the Village has received this honor;
- Assisted in the coordination of volunteers from Sears Holdings in a beautification effort at Arbor Day park in preparation of the annual Arbor Day celebration;
- Continued the annual Arbor Day Program with the 3rd grade class from Whitely Elementary School, Village officials, and Village staff. This was the 26<sup>th</sup> consecutive tree planting at Arbor Day Park in honor of Arbor Day;
- Completed the Emerald Ash Borer recovery program. A total of one hundred (100) replacement plantings were made in 2017. All Village-owned Ash trees have been removed, and a total of five thousand two hundred (5,200) replacement plantings have been made since the inception of the program;
- Oversaw and performed trimming on over one thousand seven hundred (1,700) parkway trees via a combination of in-house and contract trimming services.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	473,472	486,490	443,360	500,820	2.9%
Employee Benefits	239,097	229,720	220,800	233,730	1.7%
Misc. Employee Expenses	13,764	11,350	11,360	11,470	1.1%
Commodities	2,965	4,250	4,030	4,050	-4.7%
Contractual Services	237,374	300,440	290,870	297,300	-1.0%
Capital Outlay	374,059	163,610	110,150	96,570	-41.0%
<b>Total</b>	<b>1,340,732</b>	<b>1,195,860</b>	<b>1,080,570</b>	<b>1,143,940</b>	<b>-4.3%</b>

### **Budget Highlights**

#### *Salaries & Wages*

The 2.9% increase is due to annual salary increases.

#### *Employee Benefits*

The 1.7% increase is due to an increase in IMRF costs.

#### *Miscellaneous Employee Expenses*

The 1.1% increase is due to an increase in travel & training expenses.

#### *Commodities*

The 4.7%, or \$200, decrease is due to a reduction in chemicals and other supplies.

#### *Contractual Services*

The 1.0% decrease is due primarily to an adjustment in the anticipated contractual assistance for tree removals and restoration.

#### *Capital Outlay*

The 41.0% is primarily the result of a reduction in the number of Emerald Ash Borer (EAB) replacement plantings and the postponement of Village Hall and Police Department landscaping renovations.



### Description

The Facilities Maintenance Division provides for custodial and mechanical system maintenance and repairs at the Village's ten principal buildings, totaling approximately two hundred fifty thousand (250,000) square feet. Planning and management functions also provide support for various Village construction and improvement projects to ensure functionality and quality. Technical assistance to the Sears Centre Arena operations staff is provided on a regular basis. The Division is comprised of four (4) full-time maintenance personnel, a facilities supervisor, and the Facilities Manager.

### 2017 Accomplishments

- Provided facilities support for all Village buildings with a view toward continuous improvement of preventative maintenance programs and equipment repair schedules.
- Coordinated and oversaw contract re-leveling of the front glass-curtain wall at the Sears Centre Arena. Seventeen (17) helical piers were installed to stabilize and lift the main entrance to the facility;
- Conducted the first half of a Village-wide security camera installation. One hundred two (102) cameras are to be installed by the end of 2017, with an additional one hundred six (106) cameras planned for 2018;
- Made significant improvements to the Village facility located on Aster Lane, including a new roof, and siding and masonry repairs;
- Installed a new pneumatic air drier and retrofit LED lighting fixtures at the Fleet Services facility located on Pembroke Avenue;
- Made improvements to the Village Hall HVAC system via installation of a new filter chamber vessel;
- Completed the remodel of the administrative office area at the Public Works facility by replacing all ceiling tiles.

# FACILITIES MAINTENANCE

## Village of Hoffman Estates

### Goals, Objectives and Performance Measures

#### Village Goal

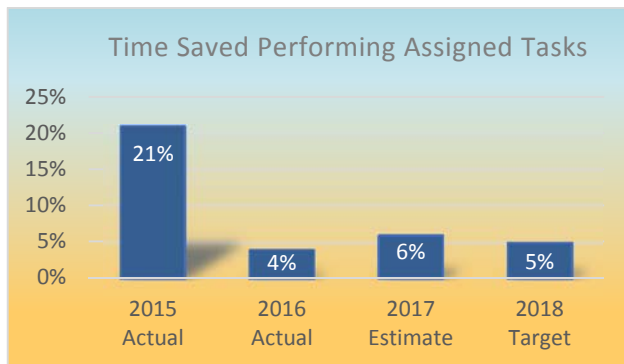
Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible (OG-1).

#### Department Goal

Provide safe, clean, energy efficient, and well maintained facilities via economic, and accountable use of resources.

#### Objective

Maintain an overall preventative maintenance productivity level at or below the established task time frames.



Preventive maintenance tasks related to Village facilities are analyzed annually for potential cost and efficiency savings. More efficient utilization of staff time in performing preventive maintenance jobs lowers costs as well as improves facility care.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	354,667	416,760	400,010	436,490	4.7%
Employee Benefits	159,716	191,540	187,960	206,860	8.0%
Misc. Employee Expenses	4,054	4,700	5,460	5,340	13.6%
Commodities	22,383	25,500	24,700	27,000	5.9%
Contractual Services	516,218	661,460	619,400	625,550	-5.4%
Capital Outlay	1,465	1,500	-	1,500	0.0%
Cost Allocation	(112,490)	(140,590)	(133,830)	(138,680)	-1.4%
<b>Total</b>	<b>946,013</b>	<b>1,160,870</b>	<b>1,103,700</b>	<b>1,164,060</b>	<b>0.3%</b>

### **Budget Highlights**

#### *Salaries & Wages*

The 4.7% decrease is due to a projected decrease in the overtime hours required for events held at Village Hall.

#### *Employee Benefits*

The 8.0% increase is due to an increase in health insurance & IMRF costs.

#### *Miscellaneous Employee Expenses*

The 13.6% increase is due to uniform allowance allocation.

#### *Commodities*

The 5.9% increase is for the purchase of additional snow and ice melt for the Barrington Road/I-90 Park and Ride sidewalks.

#### *Contractual Services*

The 5.4% decrease is primarily due to a projected reduction in utility costs and maintenance at public buildings.

#### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

### Description

The Fleet Services Division provides routine and emergency maintenance and repair for over two hundred fifty (250) Village vehicles and equipment. Preventative maintenance is the key to lowering downtime, road calls, and non-scheduled repairs. The Division is comprised of four (4) full-time mechanics, one (1) part time staff assistant, and one (1) supervisor.

### 2017 Accomplishments

- Received the Automotive Service Excellence (ASE) Blue Seal Award. This is the 18<sup>th</sup> consecutive year this award has been received by the Village;
- Received the Top 100 Best Fleets in the Americas Award, ranked number ninety-eight (98) in 2016-17. This award identifies outstanding service, promotes increasing productivity and effectiveness, and recognizes efficiency in public fleet operations;
- Purchased two (2) new heavy duty replacement dump trucks, one (1) new 40' hybrid aerial truck, and one (1) backhoe loader for Public Works;
- Continued inventory reduction plan efforts to reduce overhead costs by stocking fewer parts and making a larger percentage of purchases on an as-needed basis;
- Auctioned fourteen (14) used Village vehicles that had been replaced or were no longer needed;
- Equipped seven (7) Police patrol units with wireless automotive information modules (AIMs) for enhanced fueling operations and reduction of data entry errors.

## Goals, Objectives and Performance Measures

### Village Goal

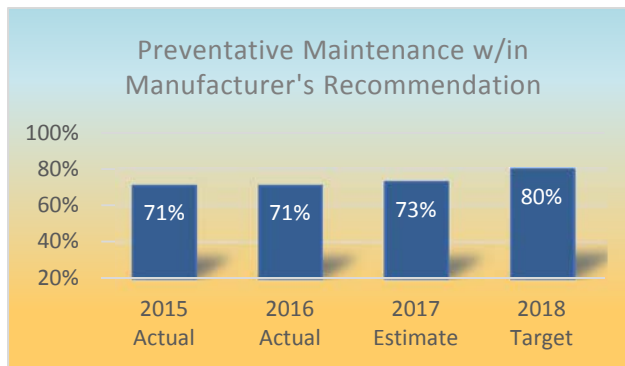
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Provide safe, dependable, road-worthy vehicles and equipment to all departments.

### Objective

Perform preventative maintenance on the Village Fleet within an average of 300 miles over the manufacturer's recommendation at least 80% of the time.



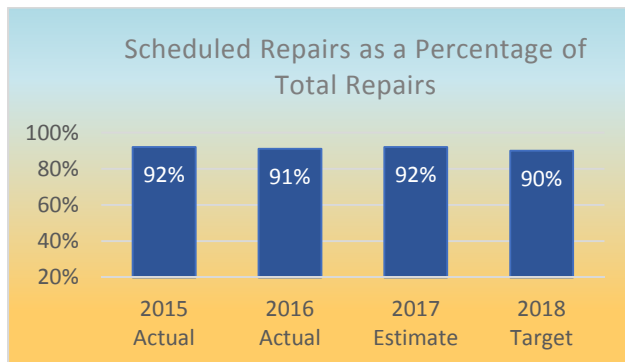
Vehicles maintained per manufacturer's recommended intervals are more reliable, experience fewer unscheduled repairs and have higher resale values.

### Department Goal

Provide safe, dependable, road-worthy vehicles and equipment to all departments.

### Objective

Maintain scheduled repairs equivalent to 90% of the total number of vehicles repairs.



Vehicles maintained per manufacturer's recommended intervals are more reliable, experience fewer unscheduled repairs and have higher resale values. Fleet services strives to schedule preventive maintenance according to manufacturer's recommendations on 90% of Village EMS, Fire, Police and Emergency Management equipment each year.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	431,333	452,310	443,090	460,290	1.8%
Employee Benefits	178,996	183,040	180,350	195,830	7.0%
Misc. Employee Expenses	4,269	5,650	5,670	5,570	-1.4%
Commodities	318,183	496,160	421,470	481,070	-3.0%
Contractual Services	318,373	345,420	283,390	320,030	-7.4%
Capital Outlay	16,580	5,000	6,000	16,100	222.0%
Cost Allocation	(202,840)	(238,020)	(214,400)	(236,620)	-0.6%
<b>Total</b>	<b>1,064,895</b>	<b>1,249,560</b>	<b>1,125,570</b>	<b>1,242,270</b>	<b>-0.6%</b>

### Budget Highlights

#### *Salaries & Wages*

The 1.8% increase is due from annual salary increases.

#### *Employee Benefits*

The 7.0% increase is due to an increase in health insurance and IMRF costs.

#### *Miscellaneous Employee Expenses*

The 1.4% decrease is due to a reduction in travel & training expenses.

#### *Commodities*

The 3.0% decrease is due to an adjustment in diesel fuel projections.

#### *Contractual Services*

The 7.4% decrease is due to lower cost projections for vehicle replacements.

#### *Capital Outlay*

The 222.0% is due to one-time purchase of a transmission jack, an AC service machine, and additional PC workstation.

#### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

# FAST ACTION SERVICE TEAM

Village of Hoffman Estates

## Description

The Department's Fast Action Service Team (FAST) is designed to respond quickly to smaller scope activities and projects from citizens and internal Village staff. The Division has been in operation for nineteen (19) years and has minimized the need to interrupt work activities of other Public Works crews. When available, members also augment other internal work unit labor needs. This Division is comprised of three (3) full time personnel and a shared supervisor.

## 2017 Accomplishments

- Inspected fifty-nine (59) miles of sidewalk for annual sidewalk inspection program;
- Supervised contractor mud-jacking of over seven hundred twenty-five (725) sidewalk deviations located throughout the Village;
- Prioritized and supervised contractor replacement of over six hundred (600) sidewalk squares;
- Responded to over six hundred twenty-five (625) residential GovQA requests for service and delivered over one hundred (100) truckloads of wood chips to residents;
- Set up portable message board signs on twenty-three (23) separate occasions for the Police Department, Sears Arena events, and other special events;
- Performed set up and take down duties for weekly SWANCC electronic recycling events held at Village Hall;
- Performed set up and take down of signs and clean up needs for special events including the Northwest Fourth Fest, Platzkonzert, and the Summer Sounds on the Green concerts;
- Installed an additional four thousand eight hundred (4,800) gallon above ground anti-icing liquid storage tank with containment system at the Fleet Services facility for snow and ice operations.

# FAST ACTION SERVICE TEAM

Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

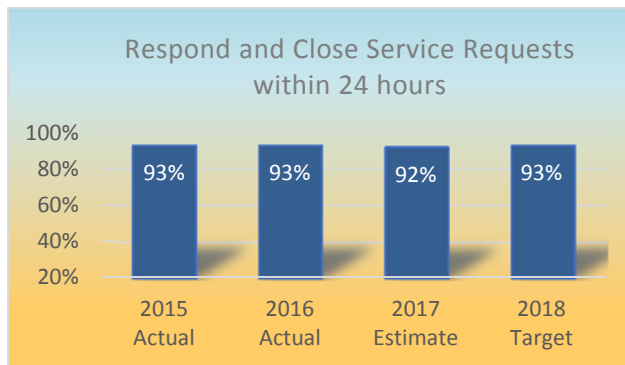
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

### Department Goal

Provide exceptional and timely service to internal and external customers.

### Objective

Respond and close external customer service requests within 24 hours at least 93% of the time.



Responding to service requests in 24 hours or less provides quality customer service to residents as well as maintains a safe environment. The Village FAST team strives to resolve resident requests in a timely manner consistent with high standards of exceptional service.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	130,193	118,830	127,670	112,460	-5.4%
Employee Benefits	47,271	41,790	41,880	42,800	2.4%
Misc. Employee Expenses	814	850	930	850	0.0%
Commodities	4,943	5,750	4,450	4,450	-22.6%
Contractual Services	129,411	148,140	147,720	49,860	-66.3%
<b>Total</b>	<b>312,632</b>	<b>315,360</b>	<b>322,650</b>	<b>210,420</b>	<b>-33.3%</b>

## Budget Highlights

### Salaries & Wages

The 5.4% decrease is due to a savings in wages because of retirements.

### Employee Benefits

The 2.4% increase is due to an increase in health insurance and IMRF costs.



# FAST ACTION SERVICE TEAM

Village of Hoffman Estates

## *Commodities*

The 22.6% decrease is due to a reduction in anticipated miscellaneous concrete replacement.

## *Contractual Services*

The 66.3% decrease is primarily due to moving of the Contracted Street Sweeping from this division to the Pavement Maintenance division.

### Description

The Storm Sewer Division is responsible for the maintenance and repair of all Village owned storm sewer infrastructure and storm drainage ways. The Village currently maintains 224 miles of storm sewer pipe ranging between four and seventy-two inches in diameter, over sixty (60) miles of creek lines, four thousand one hundred (4,100) catch-basins, one thousand one hundred (1,100) outlets, and six thousand five hundred (6,479) street inlets. Monthly inspections are performed on all Village drainage ways and lake/pond outfall pipes to reduce the risk of flooding during heavy rain events. This Division consists of three (3) full-time personnel and a shared supervisor.

### 2017 Accomplishments

- Completed creek line cleaning in the Concord Lane flow area;
- Rebuilt and repair of storm sewer catch basins/inlets various sizes of failed storm sewer pipes at over forty (40) sites, the most notable of which is the repair of a twenty-seven inch elliptical storm sewer at Northview Lane;
- Installation of drain tiles at six (6) sites to improve local drainage;
- Flushed/cleaned over ten thousand (10,000) feet of storm sewer pipe.

### Goals, Objectives and Performance Measures

#### Village Goal

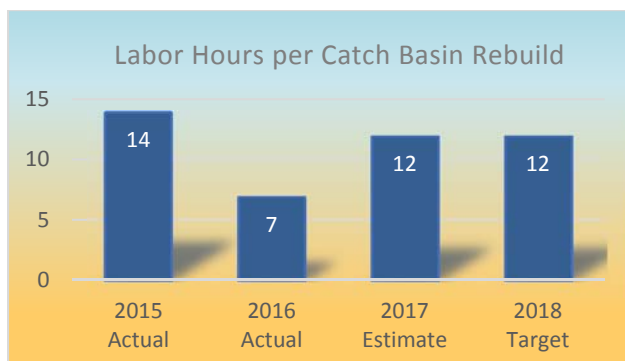
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

#### Department Goal

Efficiently and effectively maintain a storm sewer system that adequately and effectively manages and removes storm water to reduce flooding and other hazards presented by excess storm water.

#### Objective

Reduce or maintain the number of labor hours used per catch basin rebuild to 12 hours or fewer (non-consecutive).



This measure reduces or maintains the number of labor hours used per rebuild for catch basins. Catch basin rebuilding improves roadway safety and contributes to the reduction of street flooding. during major storms.

# STORM SEWERS

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	68,783	77,290	76,540	79,530	2.9%
Employee Benefits	45,766	33,280	32,330	35,990	8.1%
Misc. Employee Expenses	5,754	4,220	3,360	3,410	-19.2%
Commodities	4,218	4,150	3,870	11,780	183.9%
Contractual Services	35,799	39,950	41,950	44,720	11.9%
<b>Total</b>	<b>160,320</b>	<b>158,890</b>	<b>158,050</b>	<b>175,430</b>	<b>10.4%</b>

## Budget Highlights

### *Salaries & Wages*

The 2.9% increase is due to annual salary increases.

### *Employee Benefits*

The 8.1% increase is due to an increase in health insurance costs.

### *Miscellaneous Employee Expenses*

The 19.2% decrease is due to a reduction in uniforms.

### *Commodities*

The 183.9% increase is due to the purchase of replacement equipment and new equipment including a sewer flushing head and large pipe skid.

### *Contractual Services*

The 11.9% increase is due primarily to an increase in the cost of beaver removal from Village waterways and the anticipated increase in use of a rental track utility loader.

## Description

The Traffic Control Division provides maintenance on over nine thousand (9,000) Village street signs and over two thousand five hundred (2,500) street parking lot lights. This team also installs and maintains one hundred twenty (120) seasonal banners four times annually. Other responsibilities include sign fabrication for other departments and sign visibility clearing. This division is comprised of five (5) full-time maintenance personnel and a shared supervisor.

## 2017 Accomplishments

- Repaired or replaced over three hundred eighty (380) street lights throughout the Village;
- Fabricated and installed seven hundred fifty (750) traffic and event signs;
- Completed seventeen (17) streets under the sign re-posting program;
- Managed and inspected four (4) cycles of contractual street sweeping of two hundred ninety-seven (297) curb lane miles of roadway.

## Goals, Objectives and Performance Measures

### Village Goal

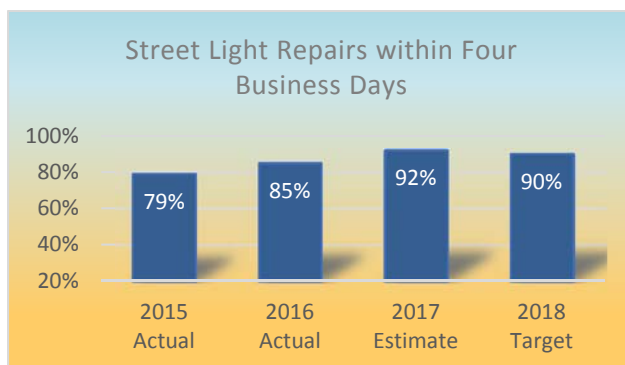
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

### Department Goal

Maintain safe and accessible roadways and pedestrian pathways via adequate and reliable street lighting.

### Objective

Correct reported street light outages of Village owned lights (excluding those requiring contractor services) within 4 business days from the date the outage is reported at least 90% of the time.



We are using this measure to improve the response time of correcting reported street light outages of Village owned lights, in order to improve customer service, and increase Village resident safety via adequate and reliable street lighting.

# TRAFFIC CONTROL

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	304,602	304,780	283,040	302,410	-0.8%
Employee Benefits	129,843	144,860	117,850	154,190	6.4%
Misc. Employee Expenses	5,492	5,480	5,450	5,500	0.4%
Commodities	8,555	8,900	8,800	8,700	-2.2%
Contractual Services	268,238	278,250	292,540	284,490	2.2%
Capital Outlay	-	8,800	8,710	1,500	-83.0%
<b>Total</b>	<b>716,730</b>	<b>751,070</b>	<b>716,390</b>	<b>756,790</b>	<b>0.8%</b>

### Budget Highlights

#### *Salaries & Wages*

The 0.8% decrease is due to a savings in wages because of retirements.

#### *Employee Benefits*

The 6.4% increase is due to an increase in health insurance costs.

#### *Miscellaneous Employee Expenses*

The 0.4% increase is due to an increase in travel & training expenses.

#### *Commodities*

The 2.2% decrease is due to a projected reduction of replacement of small tools & equipment.

#### *Contractual Services*

The 2.2% increase is due the anticipated increase of the installation of new and replacement street and bike path signs.

#### *Capital Outlay*

The 83.0% decrease is due to the purchase of a replacement plotter and topping saw in the previous budget.

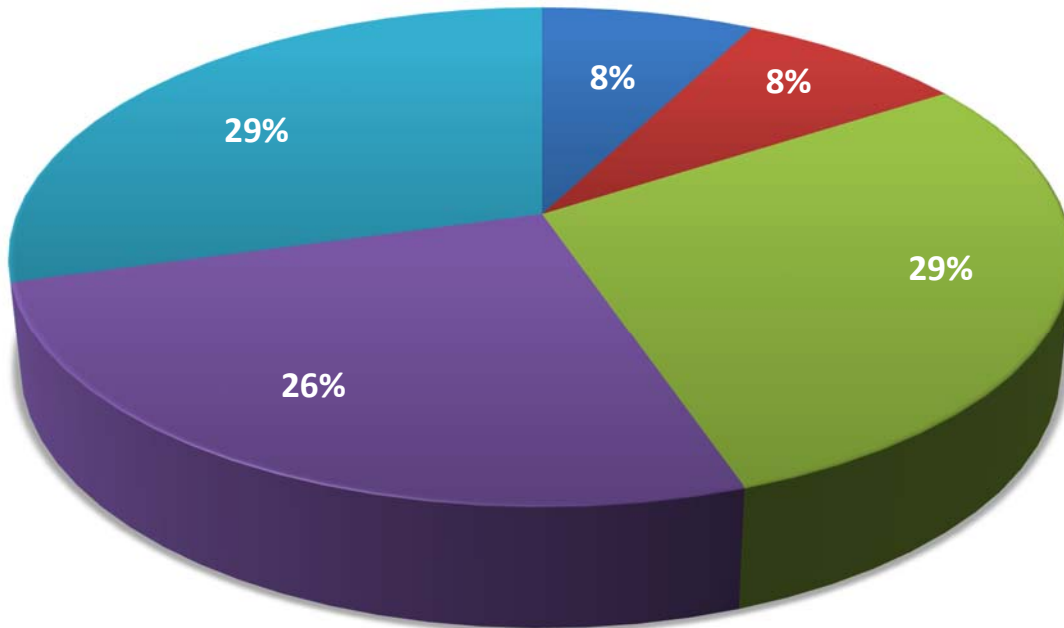
# DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department includes five divisions: Administration, Planning, Code Enforcement, Transportation & Engineering, and Economic Development. These divisions coordinate all aspects of commercial and residential development in Hoffman Estates. They work with residents and existing businesses on improvements to their property, and work with the development community to bring new businesses to Hoffman Estates. The Department also directs improvements to Village infrastructure, including the annual street rehabilitation project, drainage improvements, and utility projects. The Department provides information and professional services to residents, developers, realtors, contractors, other governmental agencies, and other interested parties on a wide variety of topics.

Total Budget

\$5,164,080

Annual Expenses by Division



Administration

Planning

Code Enforcement

Transportation & Engineering

Economic Development

# DEVELOPMENT SERVICES DEPARTMENT

## Annual Expenses by Division

Division	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Administration	365,853	394,730	397,870	395,090	0.1%
Planning	502,738	405,830	363,500	423,360	4.3%
Code Enforcement	1,160,090	1,495,350	1,379,730	1,493,470	-0.1%
Trans. & Engineering	1,189,481	1,303,820	1,292,290	1,338,420	2.7%
Economic Development	1,196,467	1,546,560	1,327,120	1,513,850	-2.1%
<b>Total</b>	<b>4,414,629</b>	<b>5,146,290</b>	<b>4,760,510</b>	<b>5,164,190</b>	<b>0.3%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	2,217,317	2,516,850	2,363,750	2,512,510	-0.2%
Employee Benefits	959,853	1,076,660	1,041,890	1,075,980	-0.1%
Misc. Employee Expenses	35,337	48,000	46,430	56,610	17.9%
Commodities	20,254	24,960	23,640	23,250	-6.9%
Contractual Services	1,254,389	1,552,080	1,367,450	1,573,620	1.4%
Capital Outlay	1,741	6,450	5,300	7,940	23.1%
Cost Allocation	(74,263)	(78,710)	(87,950)	(85,720)	8.9%
<b>Total</b>	<b>4,414,629</b>	<b>5,146,290</b>	<b>4,760,510</b>	<b>5,164,190</b>	<b>0.3%</b>

#### Description

Development Services Administration coordinates and provides assistance to the Economic Development, Planning, Transportation & Engineering, and Code Enforcement Divisions in developing new programs and implementing all programs. The department works with developers and land owners to attract businesses, navigate through the approval process, obtain construction permits, and inspect residential and commercial construction projects, as well as streets and public utilities. Among other duties, the department oversees the Annual Street Revitalization Project, enforces Property Maintenance Code and manages the Single Family Rental Registration & Inspection Program, with the goal of maintaining property values and neighborhood quality. The department also collaborates and provides support to other Village departments on a variety of projects.

For the year ahead, efforts will continue to focus on economic development opportunities throughout the Village, with emphasis on implementing the Roselle Road Business District Plan, in addition to retail in the 59-90 Entertainment District, office and light industrial, and reviewing development projects throughout the Village. Ongoing activities include efforts to complete the Pace Park and Ride at the new Barrington Road Interchange, as well as increased attention to code enforcement and property maintenance. The Annual Street Project remains a prime focus to reconstruct and resurface aging streets to improve neighborhoods.

In 2018, efforts will continue to build upon 2017 success on improving customer service and productivity through improving systems and processes. Also, Administration will continue to mentor new personnel.

#### 2017 Accomplishments

- In 2013, the Village partnered with the Illinois Tollway and Illinois Department of Transportation in improving the Barrington Road interchange on I-90 to provide full access (from east and west bound). Design began in 2014 with construction beginning in 2015 in conjunction with the rebuilding and widening of I-90. Village staff worked with Pace to incorporate a Park-n-Ride at the interchange. Tollway construction activity on the Tollway Interchange took place throughout 2017, with completion at the end of the year. Construction of the Park-N-Ride pedestrian bridge over I-90 was also completed in 2017, with Pace bus service set to begin in early 2018, ultimately connecting to the CTA blue line station in Rosemont and to downtown Chicago.
- Coordinated the permitting and inspections for a number of large scale commercial and industrial projects were under construction with many completed in 2017, including the Trumpf Technology Center, Adesa Auto Auction, Woodfield Acura, and Barrington Square Animal Hospital.
- Transportation and Engineering Division staff oversaw completion of \$5.68 million annual street project using a combination of federal and local funding sources to reconstruct and resurface twenty-one streets across the Village. Reconstruction of Glen Lake Boulevard was completed in late summer, while reconstruction of Cardigan Place and Crescent Circle were reconstructed by mid-summer, making use of \$200,000 of federal Community Development Block Grant funding.



# DEVELOPMENT SERVICES

## ADMINISTRATION

### Village of Hoffman Estates

- The Economic Development Division worked on a new booth design and promotional materials for the ICSC RECon show in Las Vegas. Twenty-five meetings were scheduled and another 20 walk-up meetings occurred at the booth. Staff also attended and exhibited at the Chicago and New York Deal Making shows. Staff was appointed to the ICSC State Committee to guide the P3 initiatives of the organization.
- Formed, sponsored and participated with Next Level Northwest, a non-profit organization, to promote manufacturing workforce development in the local high schools and community colleges. The non-profit provides resources to help area businesses grow, and fosters collaboration between businesses and the community.
- The Code Enforcement Division continued implementation of the rental Housing Registration and Inspection Program for approximately 2,200 registered properties. In 2017, renewal payments were accepted online for the first time and roughly 45% of owners took advantage of this option, significantly reducing staff time needed to take payments. The Division conducted inspections, renewed registrations, managed the adjudication court process, gained compliance on code and safety issues on behalf of tenants, and collected past due amounts.
- Negotiated a redevelopment agreement and sale agreement with the Sterling Organization to redevelop the Hoffman Plaza Shopping Center, located within the Roselle Road TIF. The project includes the installation of public infrastructure and purchase of 75 & 85 Golf Road for subsequent redevelopment.
- Performed site plan inspections, plan review and building inspection for the demolition and construction work at Hoffman Plaza Shopping Center, with completion of the popular Burlington store in October.
- Coordinated meetings, reviews and public meetings with the designated project manager representing three separate ownership groups regarding the development of 185 acres at the northwest corner of Routes 72 and 59. The area is slated for compact multi-family and single-family residential and commercial mixed-use development. Also continued to coordinate plan reviews for the Bergman Farm residential development and perform building inspections.
- The Planning Division continued to see post-Recession activity in the residential and retail sectors. Planning staff performed site plan reviews on several new restaurants, a hotel, several small retail buildings, a gas station, and more. Residential development included planning and construction activity in Bergman Estates, Devonshire Woods, Amber Meadows, and Airdrie Estates.
- Department staff served as liaison to the Platzkonzert Commission, coordinating the growing two-day event in September. Department staff also served as liaison to the Arts Commission, and facilitated six successful Summer Sounds on the Green concerts which took place on Thursday evenings. Staff maintained event information on the Platzkonzert webpage and on the new Arts Commission website.
- Coordinated the site plan creation, plan review and building inspections for the Rotary Butterfly Garden, installed at the Children's Advocacy Center (CAC). Department staff also facilitated a lease extension to the non-profit CAC organization until December 2030. The lease extension will help to secure regional Community Development Block Grant (CDBG) funding.

# DEVELOPMENT SERVICES ADMINISTRATION

Village of Hoffman Estates

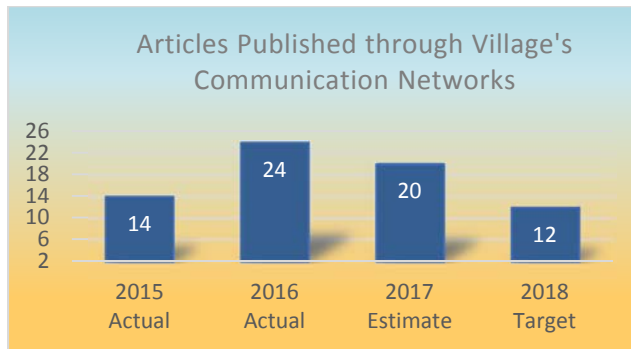
## Goals, Objectives and Performance Measures

### Department Goal

Promote awareness of development projects, programs, and new businesses twelve times to the public through the use of press, social media, website, and Citizen articles.

### Objective

Publish at least twelve articles regarding Department projects and programs, as well as new developments and businesses within the Village, by the end of the year.



The department uses local press, social media, Village website and Citizen newsletter articles to make residents and business owners aware of development, programs and new businesses within the Village. There is a concerted effort to communicate with all residents in their preferred communication medium. We will continue to meet or exceed publishing 12 relevant and interesting articles in all available medium per year.

### Village Goal

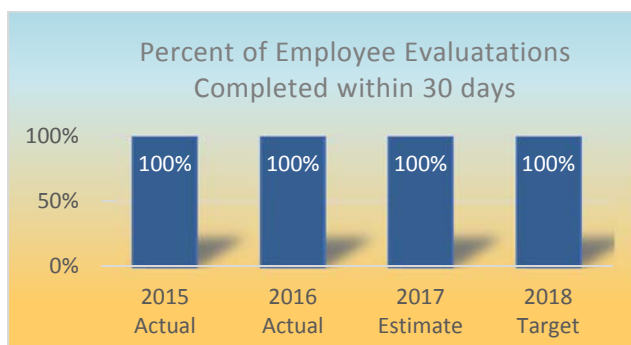
Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Continue to encourage staff development and performance through effective evaluation and review by completing 100% of employee evaluations in a timely manner.

### Objective

Complete 100% of employee evaluations within 30 days of the close of the performance evaluation period.



Annual formal performance evaluations are used as a staff development assessment tool as well as a means of providing performance feedback to employees. We will continue to perform regular employee evaluations within 30 days of the close of the performance evaluation period.

# DEVELOPMENT SERVICES

## ADMINISTRATION

Village of Hoffman Estates

### Village Goal

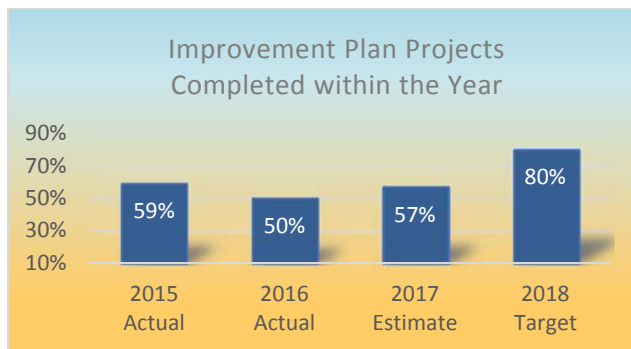
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

### Department Goal

Improve Village infrastructure including the design and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks, and stormwater management projects.

### Objective

Complete at least 80% of budgeted improvements plan projects by the end of the year.



Administration monitors the annual infrastructure projects, most of which are coordinated in the Transportation and Engineering Division. These projects are contingent on available funding and coordination of other governmental agencies. We are continually striving to complete 80% or better of projects budgeted within one year.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	223,630	249,870	252,200	253,290	1.4%
Employee Benefits	74,659	103,850	103,920	110,210	6.1%
Misc. Employee Expenses	1,494	4,030	4,390	4,340	7.7%
Commodities	4,276	4,040	4,300	4,050	0.2%
Contractual Services	61,795	32,940	33,060	23,200	-29.6%
<b>Total</b>	<b>365,853</b>	<b>394,730</b>	<b>397,870</b>	<b>395,090</b>	<b>0.1%</b>

### Budget Highlights

#### Salaries & Wages

The 1.4% increase is due to budgeted annual salary increases and changes in salary allocations in the Development Services department.

#### Employee Benefits

The 6.1% increase is due to an increase in health insurance costs and reallocation of employees in the department.

# DEVELOPMENT SERVICES

## ADMINISTRATION

Village of Hoffman Estates

### *Miscellaneous Employee Expenses*

The 7.7% increase is due to an increase in travel & training expenses.

### *Commodities*

The 0.2% increase is due to an increase in photocopy expenses.

### *Contractual Services*

The 29.6% decrease is due to a decrease in the IS User Charges allocation.

### Description

The Planning Division works with developers, businesses and residents to guide them through the process of requesting approvals from the Planning and Zoning Commission, the Planning, Building, & Zoning Committee and the Village Board, among a variety of other tasks. The Division coordinates the development review process within the Village, assists with economic development and marketing efforts, and maintains contacts with outside agencies. The Planning Division is involved in various long-term planning studies and the implementation of the Comprehensive Plan. The Division also manages the Community Development Block Grant (CDBG) Program. Development, demographic and other information is provided to business owners, developers, the general public and other interested parties. The Division drafts Zoning, Subdivision and other Municipal Code text amendments, as needed.

### 2017 Accomplishments

- The level of new development requests has remained steady through 2017 as the commercial real estate market continues its recovery from the recession. Planning staff performed site plan reviews on several new restaurants, a hotel, several small retail buildings, a gas station, etc. Residential development has been also been steady with planning and construction activity in Bergman Estates, Devonshire Woods, Amber Meadows, Airdrie Estates, and renovations at the Enclave Apartments.
- Division staff worked extensively with developers on site plan changes made in the field for several construction projects, including Hoffman Plaza/Burlington, Trumpf, Adesa Vehicle Auction, Woodfield Acura, Barrington Square Animal Hospital, 1305 Barrington Road restaurant, and numerous new residential lots.
- Planning staff worked with other Divisions to support economic development efforts, transportation initiatives, and various stand-alone projects. These have included Pace transit planning for the I-90 Park and Ride project, local area transit planning, 59-90 Entertainment District signage, and others.
- During the early part of 2017, Division staff worked with developers to review conceptual plans and agreements for the mixed use Plum Farms project on 185+ acre development northwest of State Routes 59 and 72. Discussions later in the year centered on the specific development plans for individual subdivisions within the Plum Farms project.

## Goals, Objectives and Performance Measures

### Village Goal

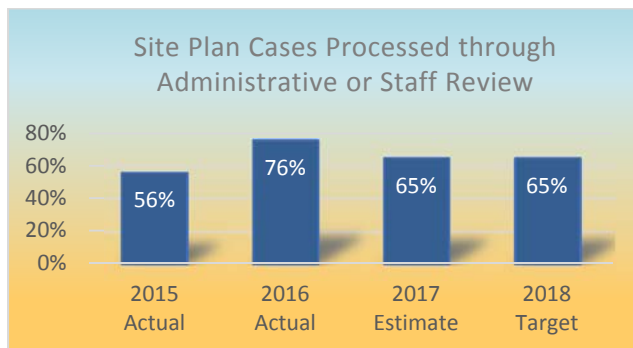
Create a thriving and vital local economy with a strong blend of retail office, clean-industrial, commercial and residential properties (OG-6).

### Department Goal

Promote development or redevelopment of underutilized properties in the Village in a manner that enhances long term fiscal sustainability and provides a high quality of life for Village residents and businesses by processing a minimum of 65% of site plan cases through the administrative or staff review process.

### Objective

Review 65% or more site plan cases administratively throughout the year.



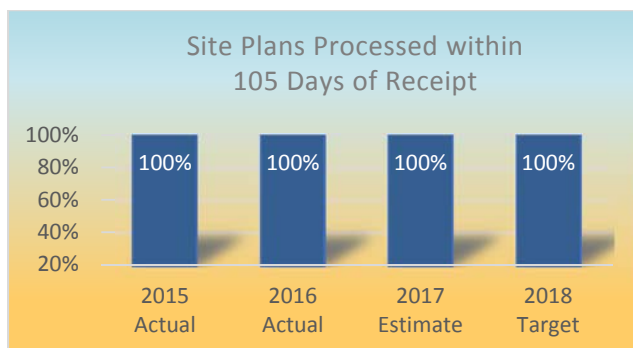
By having staff review straightforward projects based on approved policies and development standards, it allows the Planning and Zoning Commission to focus on more unique projects. We strive to have 65% or more site plan cases reviewed by our administrative staff members.

### Department Goal

Promote development or redevelopment of underutilized properties in a manner that enhances long term fiscal sustainability and provides a high quality of life for Village residents and businesses by processing site plan requests for new developments within 105 days of receipt for new developments.

### Objective

Process all new development requests within 105 days of receipt.



Due to the extensive site plan review from various departments and divisions including Public Works, Fire, Transportation, Engineering, Code Enforcement, Economic Development and Planning the turnaround for projects can be up to 105 days. We aim to have all new development requests processed within 105 days in order to maintain an efficient and development friendly community.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	359,661	278,890	250,080	246,550	-11.6%
Employee Benefits	175,759	132,370	126,120	123,590	-6.6%
Misc. Employee Expenses	3,242	3,700	3,200	3,700	0.0%
Commodities	1,168	4,180	3,080	2,230	-46.7%
Contractual Services	1,980	26,690	30,520	94,790	255.2%
Cost Allocation	(39,073)	(40,000)	(49,500)	(47,500)	18.8%
<b>Total</b>	<b>502,738</b>	<b>405,830</b>	<b>363,500</b>	<b>423,360</b>	<b>4.3%</b>

### Budget Highlights

#### *Salaries & Wages*

The 11.6% decrease is due to a reallocation of employees within the department.

#### *Employee Benefits*

The 6.6% decrease is due to a reallocation of employees within the department.

#### *Commodities*

The 46.7% decrease is due to the elimination of the cost of printing an updated Village Street Map which was completed last year.

#### *Contractual Services*

The 255.2% increase is largely due to IS User Charges.

#### *Cost Allocation*

The increase in this amount is due to an adjustment in the amount of Community Development Block Grant (CDBG) funds allocated to the Village by the Federal Government. These funds are used for administration of the program, primarily salary costs. The final amount can also increase as a result of program income, such as returned home rehabilitation loans.

### Description

The Code Enforcement Division is responsible for ensuring compliance with all Village codes relating to building construction, property maintenance, environmental health regulations, fire inspections and zoning requirements in order to safeguard and protect the health, safety and general welfare of the residents of Hoffman Estates. The Division performs this responsibility by managing the building permit and inspection process, health and fire inspections, the rental housing registration and inspection program, property maintenance inspections, and other activities. Division staff also assist with many of the unusual and varied requests that are presented at the front counter.

### 2017 Accomplishments

- Building permit activity for 2017 has remained steady as construction work continues to rebound from the recession several years ago. Permit volumes and revenues were similar to 2016. The increase in new home construction (Bergman Farms, Devonshire Woods, Amber Meadows) has contributed significantly to the increase in building permit plan reviews and inspections.
- Building inspectors worked closely with several commercial architects, contractors and property owners who presented very challenging construction situations that required significant staff involvement, including Hoffman Plaza/Burlington, Country Inn & Suites (former La Quinta), Silesia Flavors, 1300 Higgins Road, Barrington Square Animal Hospital and others. In many cases, Village staff used its expertise and experience to provide detailed guidance on how codes could be met, while being sensitive to construction costs and deadlines.
- Adopted the International Code Council's (ICC) most current building codes, replacing prior codes adopted in 2011. The update included a substantial revision to the Village's building code amendments, resulting in more clear and concise descriptions of Village requirements, which will benefit code enforcement and permit applicants in the coming years.
- The Rental Housing Registration and Inspection Program continued with the number of registered owners at roughly 2,200. In 2017, renewal payments were accepted online for the first time and roughly 45% of owners took advantage of this option, significantly reducing staff time needed to take payments. Other adjustments were made to ensure staff resources are focused foremost on the core purposes of the program - registration and inspections. Staff continues to monitor various resources to ensure unregistered or new rental properties become aware of and comply with the program.
- The Division continued to perform new business and annual fire inspections. The Code Division hired two part time Fire Inspectors during 2017 to fill prior vacancies and allow inspection volumes to return to normal. Division staff is working to improve operational aspects of the program such as electronic records management, inspection tracking, document filing, etc.



- During 2017, Code Enforcement performed commercial property maintenance inspections at most locations in the Village and worked with property owners to correct a variety of minor issues involving pavement condition, dumpster enclosures, landscaping, etc.
- Health Inspections have continued based the new State of Illinois Food Code requirements, which are dramatically different than the past Code and will become fully required by July of 2018. The Village Health Officer has been ahead of many other communities with proactive educational work which has allowed local food facilities to be generally successful during this transition period.
- During 2017, the Health Officer began using new electronic reporting software for all public pool inspections.
- The Village Health Officer has expanded his knowledge base by achieving new certifications related to the position including; Certified Pool Operator, Healthy Homes Specialist and Food Safety Manager.

### Goals, Objectives and Performance Measures

#### Village Goal

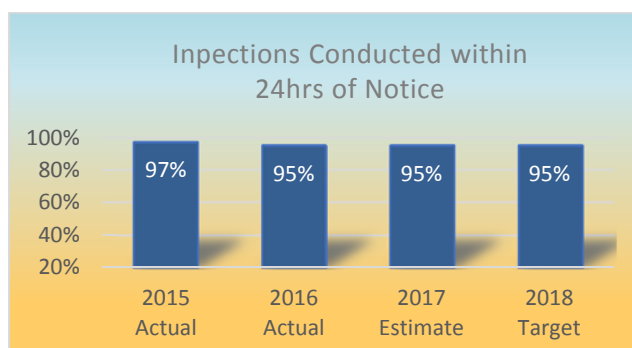
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

#### Department Goal

Ensure the health, safety and welfare of Village residents and businesses through a responsive building inspection program by conducting 95% of building inspections within 24 hours of notice.

#### Objective

Conduct at least 95% of building inspections within 24 hours of notice throughout the year.



This division consistently conducts building inspections within 24 hours of notice 95% of the time or better. This will ensure that construction that conflicts with the Village Code does not present an extended threat to the health, safety, and welfare of residents.

# CODE ENFORCEMENT

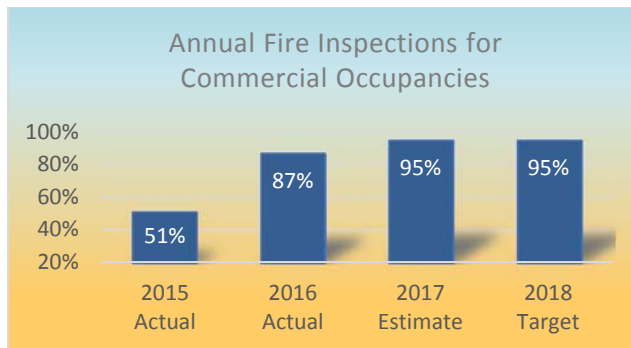
## Village of Hoffman Estates

### Department Goal

Conduct annual fire inspections for at least 95% of all commercial occupancies.

### Objective

Conduct fire inspections on at least 95% of the Village's occupied commercial properties by the end of the year.



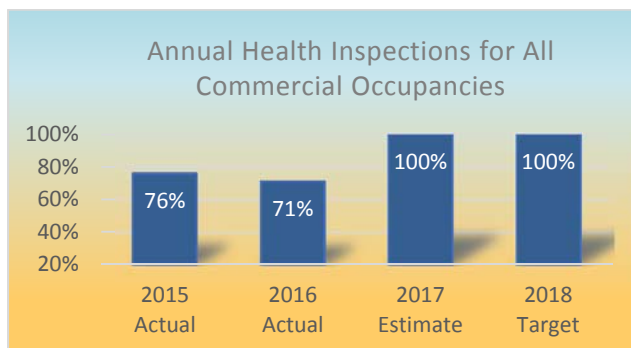
There are approximately 2,010 commercial properties required to have an annual fire inspection. Added inspection staff in 2017 will ensure that 95% of those businesses can be inspected regularly each year.

### Department Goal

Conduct annual health inspections for 100% of all commercial occupancies.

### Objective

Conduct health inspections on 100% of the Village's commercial occupancies by the end of the year.



Code Enforcement conducts plans roughly 480 inspections during the year for about 265 facilities that produce food for public consumption. This division is committed to maintaining regular annual health inspections for 100% of these facilities to ensure public safety.

# CODE ENFORCEMENT

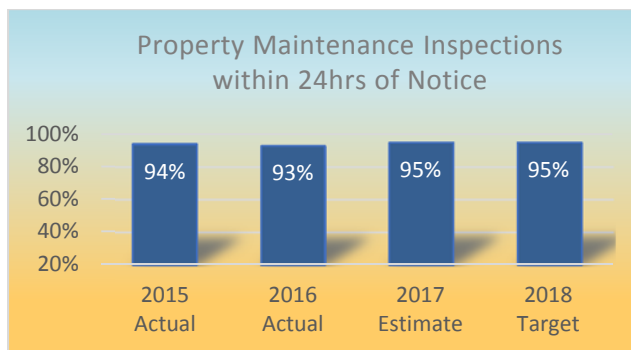
## Village of Hoffman Estates

### Department Goal

Conduct 95% of property maintenance inspections within 24 hours of notice.

### Objective

Conduct at least 95% of property maintenance inspections within 24 hours of notice throughout the year.



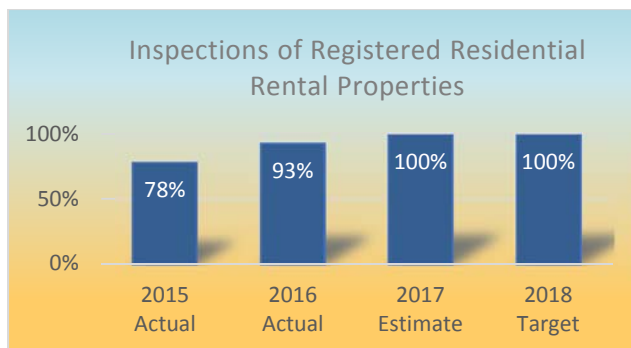
There is a high volume of property maintenance in the Village that requires quick and effective response from the Code Enforcement staff to ensure a safe environment and preservation of property values. This division consistently conducts inspections within 24 hours of notice 95% of the time or better.

### Department Goal

Through a responsive rental housing licensing and inspection program, conduct inspections on 100% of residential rental properties registered in the program.

### Objective

Conduct inspections on 100% of the Village's registered residential rental properties by the end of the year.



Initiated in 2014, the rental housing licensing inspection program has over 2,200 properties licensed. Annual inspections are vital to ensure a safe environment and maintain property values in the Village. Staff has been successful completing an annual inspection for each property licensed in the program.

# CODE ENFORCEMENT

## Village of Hoffman Estates

### Village Goal

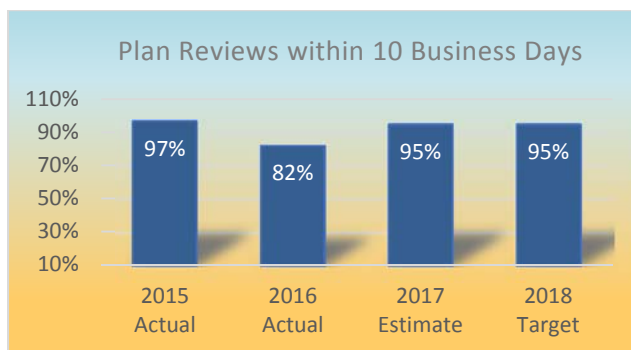
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

### Department Goal

Provide high quality and efficient customer service by processing building permit applications within 10 business days.

### Objective

Process at least 95% of building permit applications within 10 business days of receipt throughout the year.



Utilizing SunGard software for tracking, staff is able to process at least 95% of received building permit applications within 10 days or less. The highest volume of these permit applications are received during the months in late spring through early fall.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	751,404	966,480	867,380	973,930	0.8%
Employee Benefits	309,388	412,680	392,000	404,510	-2.0%
Misc. Employee Expenses	6,901	8,970	9,310	9,010	0.4%
Commodities	9,550	10,000	10,260	10,200	2.0%
Contractual Services	82,847	97,220	100,780	95,820	-1.4%
<b>Total</b>	<b>1,160,090</b>	<b>1,495,350</b>	<b>1,379,730</b>	<b>1,493,470</b>	<b>-0.1%</b>

### Budget Highlights

#### Salaries & Wages

The 0.8% increase is due to annual salary increases.

### *Employee Benefits*

The 2.0% decrease is due to the reallocation of employees to other divisions.

### *Miscellaneous Employee Expenses*

The 0.4% increase is primarily due to increase in uniform.

### *Commodities*

The 2.0% increase is due to an increase in printing & binding costs.

### *Contractual Services*

The 1.4% decrease is primarily due to the reduction of IS User Charges.

# TRANSPORTATION & ENGINEERING

## Village of Hoffman Estates

### Description

The Transportation & Engineering Division is responsible for the planning, design, construction, and operation of various components of the Village infrastructure system. Responsibilities include: review of commercial and residential site plans, private and public construction inspections, traffic engineering studies and investigations, review of traffic impact analyses prepared for new development, monitor traffic operations and coordination with other agencies for local and regional projects, seek funding opportunities, bicycle and pedestrian infrastructure, and coordination with Pace and other agencies for public transit services. The Division also directs project design, inspection services, and all project management for Village projects such as the annual street revitalization project, sidewalk improvements, drainage improvements, crack sealing, and utility projects. The Division consists of nine full time and one part time position. Coordination with other Village Departments such as Public Works, Police, as well as the Planning Division occurs on a regular basis to accomplish the tasks managed by Division staff.

The Division has a number of projects which are managed in house. Examples include the annual street revitalization project, acting as the lead agency for design of the Barrington Road full interchange project, lead agency for the Shoe Factory / Beverly Road project, administration of the Stormwater Utility Fee program, preparation of grant applications for transportation and storm water projects, site development review and construction inspection among many others. Most of these projects require a significant level of coordination with other agencies such as IDOT, Cook County, the Illinois Tollway, Pace Suburban Bus, Regional Transportation Authority, MWRD, and others.

### 2017 Accomplishments

- Construction is nearing completion for the Barrington Road full interchange. All interchange ramps were opened in 2017 and road work continues on Barrington Road. The Tollway's target for substantial completion of the primary interchange work is the end of 2017, meaning all traffic lanes are planned to be open. Other project elements such as restoration and landscaping are likely to continue into 2018.
- Pace awarded a contract for construction of the Park-n-Ride and Kiss-n-Ride facilities on I-90 at Barrington Road. Construction is underway with the potential for the Park-n-Ride to open by early 2018, followed by the Kiss-n-Ride. These areas support the new express bus stops built on I-90 at Barrington Road. The transit access design is the first of its kind in the Chicago metropolitan area, which allows express buses to access the station areas via connecting ramp roadways adjacent to the mainline lanes instead of having to exit the Tollway entirely.
- Pace moved ahead with construction of the pedestrian overpass of I-90 to connect their Park-n-Ride and Kiss-n-Ride facilities. The overpass will open once new express bus services at Barrington Road are running.
- Using a federal Surface Transportation Program grant, resurfacing on Bode Road from Woodlawn Street to Roselle Road and on Harmon from Golf Road to Bode Road was completed. In addition, punchlist items on the STP resurfacing project on Moon Lake and Hillcrest Boulevards from 2016 were addressed.

# TRANSPORTATION & ENGINEERING

## Village of Hoffman Estates

- Through a partnership with Cook County, Phase I engineering was started for a new bicycle path on Central Road. The path will connect the new Pace Park-n-Ride on Central Road with the Paul Douglas Forest Preserve path system. The Village is funding the cost of the preliminary engineering for the path as part of a larger County roadway reconstruction project in this area.
- The 2017 Street Revitalization project completed reconstruction of eight streets and resurfacing of another eighteen streets.
- Preventative maintenance contracts – Separate surface patching and crack sealing projects were completed under the respective budget amounts as part of 2017 street revitalization project.
- Plans and construction were completed for the West Berkley Lane Storm Sewer Replacement project. This type of work is an example of the projects which will be completed in coming years with funding through the Stormwater Utility Fee program.

### Goals, Objectives and Performance Measures

#### Village Goal

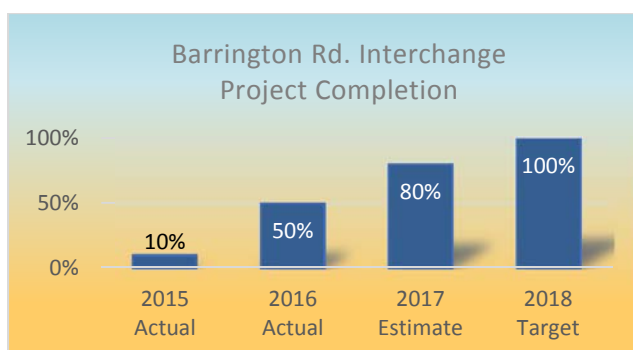
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

#### Department Goal

Maintain high-quality road infrastructure through completing the design and construction of projects on time and within project budgets by monitoring progress of the Barrington Road Interchange.

#### Objective

Ensure 100% completion of the Village's portion of the Barrington Road Interchange Project by the end of the year.



In 2014, the Village partnered with the Illinois Tollway and the State of Illinois by committing \$5 million of the \$72 million cost to reconstruct and expand the interchange. As the Barrington Road Interchange is the largest capital improvement project currently underway our department is tracking the construction to achieve substantial completion by the end of 2017. Full access is now available at the interchange, reducing emergency vehicle response times and strengthening new development opportunities to for the Village.

#### Department Goal

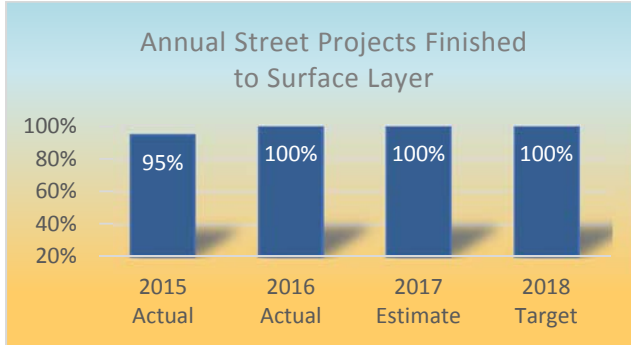
Maintain high-quality road infrastructure through completing the design and construction of projects on time and within project budgets.

#### Objective

# TRANSPORTATION & ENGINEERING

## Village of Hoffman Estates

Complete 100% of Annual Street Projects to the surface layer by the end of the year.



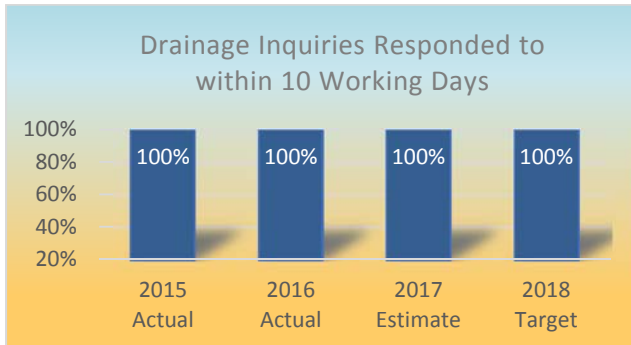
Continuing to complete over \$5 million of budgeted street reconstruction and resurfacing projects each year, on time and within budget, ensures that the Village's infrastructure is maintained and improved according to the 8-year plan set forth in the Capital Improvements Plan.

### Department Goal

Improve efficiency of drainage investigations by responding to drainage inquiries within 10 working days.

### Objective

Respond to 100% of drainage inquiries within 10 working days throughout the year.



Prompt investigation of resident inquiries regarding drainage issues reduces the likelihood of flooding. Staff is committed to exploring and responding to residents within 10 working days of initial inquiry.



# TRANSPORTATION & ENGINEERING

## Village of Hoffman Estates

### Village Goal

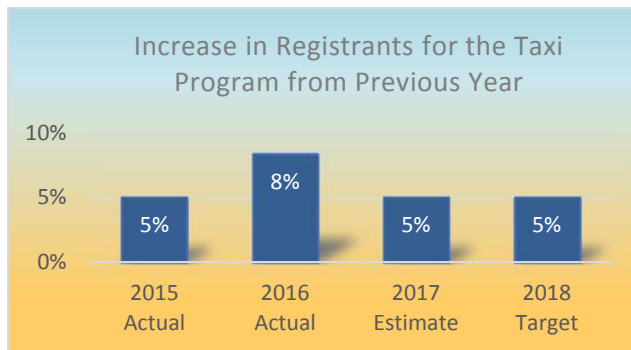
Cooperate with local, regional, state and national agencies to identify and implement initiatives to improve all modes of public transit, including vehicle, bicycle and pedestrian travel, throughout the Village (OG-2).

### Department Goal

Improve transit and mode choice options for individuals that live and work in Hoffman Estates by increasing registration in the Taxi Coupon Discount Program.

### Objective

Cooperate with local agencies to increase participant registration in the Taxi Discount Program by 5% by the end of the year.



Increasing the registration of participants in the Taxi Coupon Discount Program each year by 5%, improves public transit choices for individuals who live and work in the Village. New registrations in 2017 are predicted to exceed the target of 5%.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	708,817	837,460	812,290	856,090	2.2%
Employee Benefits	315,751	339,540	332,050	345,690	1.8%
Misc. Employee Expenses	2,972	6,850	5,570	5,870	-14.3%
Commodities	4,954	5,920	5,300	5,920	0.0%
Contractual Services	155,245	107,600	131,780	116,910	8.7%
Capital Outlay	1,741	6,450	5,300	7,940	23.1%
<b>Total</b>	<b>1,189,481</b>	<b>1,303,820</b>	<b>1,292,290</b>	<b>1,338,420</b>	<b>2.7%</b>

### Budget Highlights

#### Salaries & Wages

The 2.2% increase is due to annual salary increases.

# TRANSPORTATION & ENGINEERING

Village of Hoffman Estates

## *Employee Benefits*

The 1.8% increase is primarily due to the increase in IMRF costs.

## *Misc. Employee Expenses*

The 14.3% decrease is due to professional engineer license fees due every other year with the next cycle in FY2019.

## *Contractual Services*

The 8.7% increase is due to higher use of the Taxi Discount Program.

## *Capital Outlay*

The 23.1% increase is due to replacement of office furniture along with an increase from software purchase and subscription costs.

# ECONOMIC DEVELOPMENT

## Village of Hoffman Estates

### Description

The Economic Development Division is responsible for improving the wealth of the local economy through business attraction and retention; workforce development; real estate development and marketing. The Division seeks to enhance the community through increased livability and new retailer development. Over the past couple of years, efforts focused on sustainability of the high tech industrial manufacturing sector, which lead to the formation of the Golden Corridor Manufacturing Group and a regional effort to enhance the industrial workforce.

### 2017 Accomplishments

- Negotiated a redevelopment agreement and sale agreement with the Sterling Organization to redevelop the Hoffman Plaza Shopping Center, install public infrastructure and buy 75 & 85 Golf Road for redevelopment.
- Continued the Business Retention and Expansion program to connect with the major business investors in the community.
- Worked on a new booth design and promotional materials for the ICSC RECon show in Las Vegas. Twenty-five meetings were scheduled and another 20 walk-up meetings occurred at the booth. Also attended and exhibited at the Chicago and New York Deal Making shows. Staff was appointed to the ICSC State Committee to guide the P3 initiatives of the organization.
- Assisted several small businesses, including the Hoffman Estates Beer Garden which amended a leased for the concession building at the Village Green and shared revenues with the Village.
- Worked within the Department to further the vision and development of Plum Farms on the 185 acres at the northwest corner of Rt. 72 and Rt. 59 by assisting with the development plan.
- Sponsored and participated with the Golden Corridor Advanced Manufacturing Partnership, a non-profit organization, to promote manufacturing workforce development in the local high schools and community colleges.
- Formed, sponsored and participated with Next Level Northwest, a regional business accelerator aimed at helping stage two companies grow and expand here. The non-profit organization promotes manufacturing workforce development in the local high schools and community colleges, and fosters collaboration between our local businesses and the community.
- Completed an RFP for an architectural firm to design a new Village Green amphitheater stage for the Ad Hoc Village Green Committee.
- Planned and hosted an event with ICSC during a Windy City Bulls game. The event promoted and toured the 59-90 Entertainment District and Sears Centre Arena.
- Presented at the annual Illinois Economic Development Association conference.

# ECONOMIC DEVELOPMENT

## Village of Hoffman Estates

### Goals, Objectives and Performance Measures

#### Village Goal

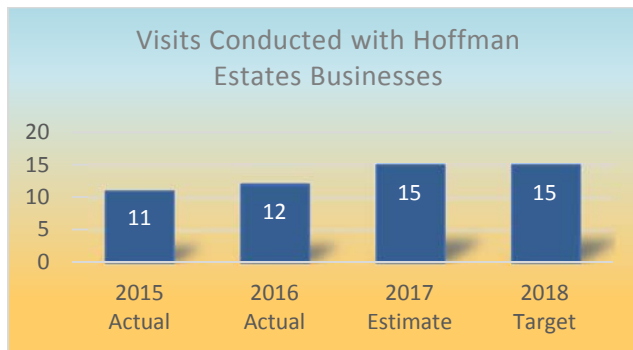
Create a thriving and vital local economy with a strong blend of retail office, clean-industrial, commercial and residential properties (OG-6).

#### Department Goal

As part of retention efforts, conduct formal visits to at least 15 Hoffman Estates businesses.

#### Objective

Conduct formal visits to 15 Village businesses by the end of the year.



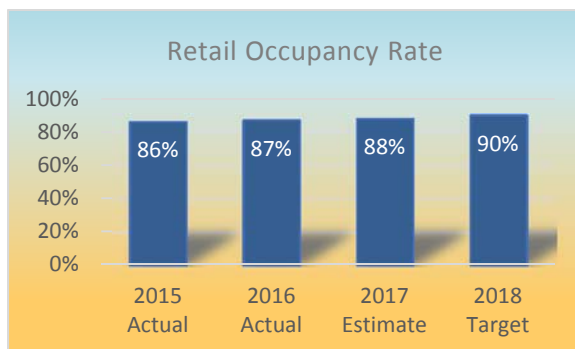
In an effort to retain and maintain a strong blend of commercial development, Economic Development staff is committed to reaching out annually to 15 existing businesses located in the Village. These visits can be a formal interview and tour at an initial contact or an informal lunch meeting for an ongoing connection.

#### Department Goal

Maintain a reasonable annual Village retail occupancy rate.

#### Objective

Recruit retail business in order to maintain an occupancy rate of 90% or above throughout the year.



Economic Development staff analyzes data from Village records to target recruiting efforts at maintaining a minimum 90% retail occupancy rate within the Village. This 90% benchmark is established based on professional analyses for the Northwest suburbs and current market trends.

# ECONOMIC DEVELOPMENT

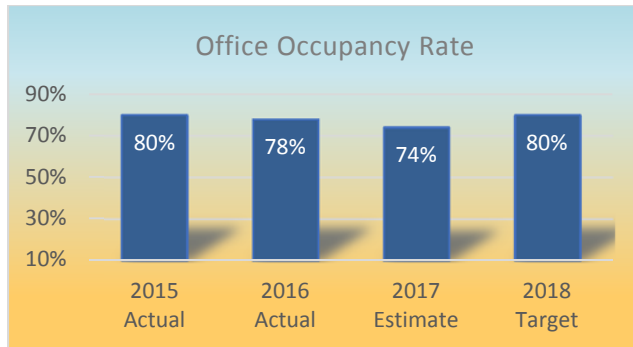
## Village of Hoffman Estates

### Department Goal

Maintain a reasonable annual Village office/industrial occupancy rate.

### Objective

Recruit office/industrial businesses in order to increase the occupancy rate to 80% by the end of the year.



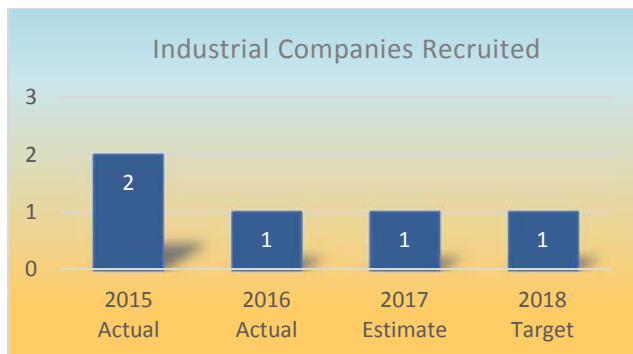
Economic Development staff analyzes data from Village records to target recruiting efforts to attain an ideal occupancy rate. Given the large vacancies of the former AT&T campus and vacancies at Sears Holdings and specialized office buildings. This 80% benchmark would be an ideal occupancy rate for Hoffman Estates in 2018 based on professional analyses for the Northwest suburbs.

### Department Goal

Attract new industrial companies to the Village of Hoffman Estates.

### Objective

Recruit at least one industrial company to the Village by the end of the year.



Economic Development staff efforts at conferences, trade shows and networking events aims to create relationships with brokers and developers to promote the Village as a great place to locate an industrial business. Attracting one new industrial type business to the Village is a reasonable and attainable goal that will boost the local economy and create jobs.

# ECONOMIC DEVELOPMENT

## Village of Hoffman Estates

### Village Goal

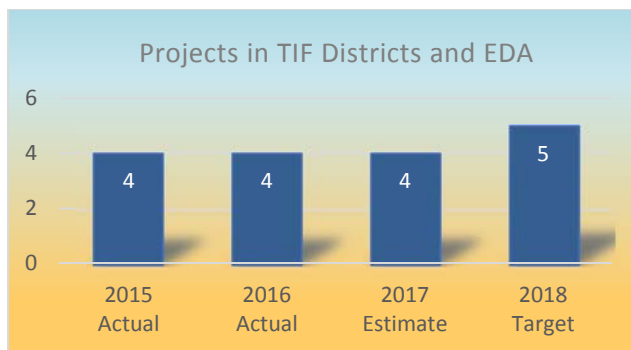
Revitalize aging shopping centers through innovative redevelopment strategies, including public-private partnerships impacting Barrington Square, Hoffman Village, the Roselle Road Business District and other centers (ST-8).

### Department Goal

Promote development and redevelopment through private and public expenditures within TIF districts and the EDA.

### Objective

Assist in the realization of at least 5 public-private partnership projects within TIF districts and the EDA by the end of the year.



Both public and private investments are used to revitalize the EDA and TIF districts. Public investments planned for the 2018 budget year include improvements to the Village Green, signage for Prairie Stone and bridge repairs on Hoffman Blvd. Roselle TIF funds are budgeted for redevelopment opportunities with owners in the district while the Higgins/Hassell TIF is seeing positive returns for the first time. The private investments are dependent upon the time, money of the private sector as well as other market variables.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	173,804	184,150	181,800	182,650	-0.8%
Employee Benefits	84,296	88,220	87,800	91,980	4.3%
Misc. Employee Expenses	20,729	24,450	23,960	33,690	37.8%
Commodities	306	820	700	850	3.7%
Contractual Services	952,522	1,287,630	1,071,310	1,242,900	-3.5%
Cost Allocation	(35,190)	(38,710)	(38,450)	(38,330)	-1.0%
<b>Total</b>	<b>1,196,467</b>	<b>1,546,560</b>	<b>1,327,120</b>	<b>1,513,740</b>	<b>-2.1%</b>

# ECONOMIC DEVELOPMENT

## Village of Hoffman Estates

### **Budget Highlights**

#### *Salaries & Wages*

The 0.8% decrease is due to a reallocation of salaries in the Development Services department.

#### *Employee Benefits*

The 4.3% increase is due to an increase in health insurance costs and the reallocation of personnel costs in the Development Services department.

#### *Misc. Employee Expenses*

The 37.8% increase is due to additional conference costs related ICSC and Tourism.

#### *Commodities*

The 3.7% increase is due to membership dues increasing, as well as, a slight increase in telephone expenses.

#### *Contractual Services*

The 3.5% decrease is primarily due to a savings in the redesign of VisitHoffman.com and reduced funding to GCAMP.

#### *Cost Allocation*

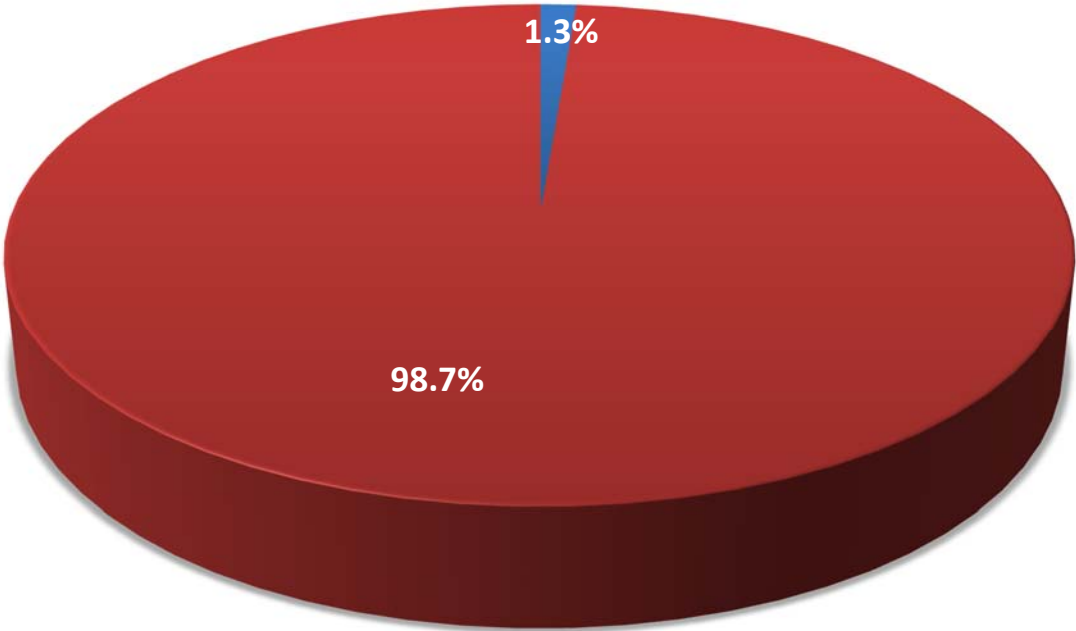
Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as an expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

# HEALTH & HUMAN SERVICES DEPARTMENT

The Health and Human Services Department provides the following services: immunizations, health screening, counseling services and community education. The Department's mission is to serve the community by providing high quality preventative health and mental health services via coordination with Village departments and community partners. There are no divisions within this department.

Total Budget	\$ 732,760
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DEPARTMENT EXPENDITURES  
TO GENERAL FUND EXPENDITURES



■ Health and Human Services    ■ General Fund



### Description

The Department of Health and Human Services (HHS) provides affordable and accessible healthcare for the residents and employees of Hoffman Estates. The Department's mission is to serve the community by providing high quality preventative health and mental health services via community outreach, collaboration with community partners, and coordination of services with Village Departments. Through these collaborative relationships, which include healthcare providers, schools, and social service agencies, HHS is able to provide needed care to members of the community.

Staff for HHS includes two full-time Clinical Psychologists, two part-time Registered Nurses, two full-time paid doctoral interns, three part-time clinical supervisors, and five part-time unpaid externs. Administrative support is provided by one full-time Administrative Assistant and one part-time Medical Records Clerk. The department's program and services include: infant and child immunizations, adult and senior health clinics and immunizations, individual counseling, family counseling, couples counseling and psychological assessments. Community based services include: prevention and educational programming for youth, as well as community outreach programs. Additional activities include providing supervision and training for graduate level Clinical Psychology students and advance degree nursing students.

### 2017 Accomplishments

- Health and Human Services has been a training site for psychology students for over 30 years. In 2017, HHS was proud to submit the self-study for APA (American Psychological Association) Accreditation to the consultant for review prior to final submission in December 2017.
- Nursing staff provided 3,000 patient visits which includes administering 1,000 vaccinations for youth, 1,500 preventive health screens (blood pressure, hemoglobin, glucose, heart rate), and 1,191 preschool vision and hearing screens.
- Provided 120 flu vaccinations to Village Employees and the community.
- Clinical psychology staff served 950 clients, and provided 2,000 hours of individual counseling, 35 hours of couples counseling, 40 hours of family therapy, 80 hours of intake and 10 completed psychological testing batteries.
- Maintained partnership with School District 54 to provide counseling services for underserved families. Thirteen families received services.
- Worked with the Hoffman Estates Opportunity Center (HEOC) to implement mental health services at the Hoffman Education Center. Developed monthly workshops for community members facilitated in Spanish including positive discipline and parenting, setting goals through vision boards, self-care for parents, healthy self-esteem and healthy relationships. In addition, HHS completed a year-long psychoeducational book club for women which focused on various women's issues, identity, and empowerment.

- Provided community workshops and outreach programs including a Couples Workshop, Parenting Workshop for young children, PTSD and Yoga workshop, Women's Empowerment Art Event, Community Drumming Circle, and an Art and Emotions Workshop for Young Children. Outreach materials were provided to the community on Developmental Disabilities with a focus on Autism Awareness as well as general health and wellness information at local health fairs throughout the year.
- HHS launched Therapy Dog Thursday events for clients of Health and Human Services. In partnership with Therapy Dogs International, HHS hosted therapy dogs to promote awareness about therapy dogs and to give clients an opportunity to interact with the dogs. Health and Human Services Department hosted therapy dog events on a monthly basis starting in April 2017.
- Facilitated the Rally for Respect at Eisenhower Junior High in Hoffman Estates which addressed issues of diversity and ways to build respect for diversity. Health and Human Services discussed diversity issues related to gender, sexual orientation, religion, ability status, race, and mental illness. Over 200 students attended this event.
- HHS partnered with Rutgers University to provide a Social-Emotional Certification Training for educators. This training provided education regarding the development of social emotional learning in children and adolescents and addressed the skills educators need in order to be effective in providing services. Over 65 educators and mental health providers attended the event.
- Through the department's prevention and outreach services at area schools and Vogelei Teen Center, HHS provide more than 339 client contacts. HHS staff facilitated four psychoeducational groups for children focused on social-emotional skills, self-esteem building, anti-bullying, and leadership. Health and Human Services staff hosted an Employee Coat Drive in which coats, donated by Village employees, were provided to Health and Human Services clients, including youth that attend Vogelei Teen Center, Higgins Education Center, and WINGS. 80 coats were collected and distributed to community members.
- Health and Human Services continues to develop and implement services for Village Employees. In 2017, HHS implemented a health initiative which focused on a Nutrition Challenge and a Fitness Challenge. In addition, HHS hosted brown bag educational lunches and the annual Employee Heart Health Cook-off.
- Health and Human Services Nursing Supervisor participated in Community Emergency Response Team (CERT) training as an evaluator for the final exercise for participants and presented in this year's CERT Training for various sessions providing instruction on the Medical Disaster Portion of the training. Seventy-five participants completed the training.

# HEALTH & HUMAN SERVICES

## Village of Hoffman Estates

- Health and Human Services psychological staff provided crisis intervention to the community including assisting 6 residents who are facing homelessness with an evening stay at a local hotel and follow up resources as well as assisting families who are facing code violations due to hoarding.
- Assisted 25 residents with financial assistance through the Salvation Army Extension program.
- Assisted 10 individuals with signing up for the Nicor Gas Sharing program.
- Collected 46 pints of blood through two blood drives.

### Goals, Objectives and Performance Measures

#### Village Goal

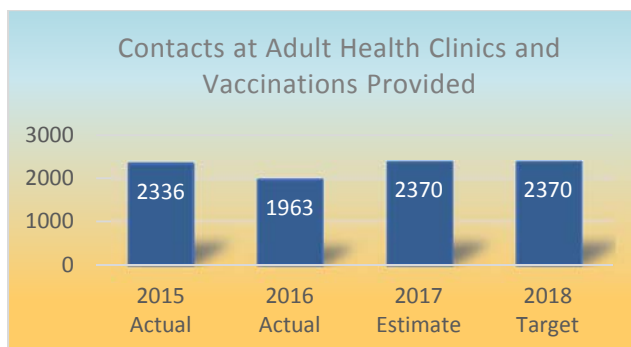
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services (OG-4).

#### Department Goal

Maintain a minimum of 2370 affordable prevention services for adults--vaccines and adult health clinics.

#### Objective

Nursing staff will provide 4 adult clinics per month which will provide vaccines and preventative screenings.



This measure is to maintain the number of community contacts for monthly immunizations and screenings, for adults, to minimize vaccine preventable diseases within the community.

# HEALTH & HUMAN SERVICES

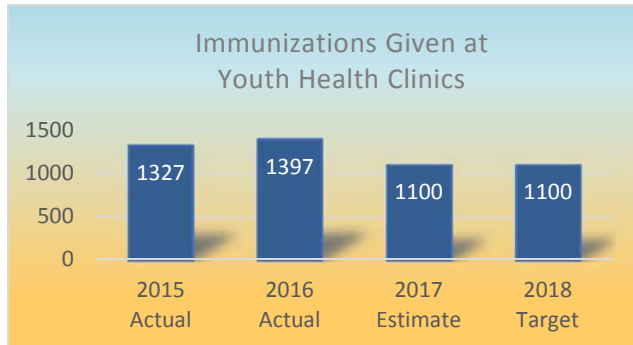
Village of Hoffman Estates

## Department Goal

Maintain a minimum vaccination completion rate of 1100 immunizations.

## Objective

Nursing staff will provide 2 monthly clinics for infants, children and adolescents with a maximum of 65 appointments accepted per clinic.



This measure maintains the immunization completion rate, for children, to ensure proper immunizations and vaccines are administered to minimize vaccine preventable diseases and reduce number of children unable to attend the first day of school due to not having required vaccinations.

## Department Goal

Maintain a minimum of 2100 mental health treatment service contacts.

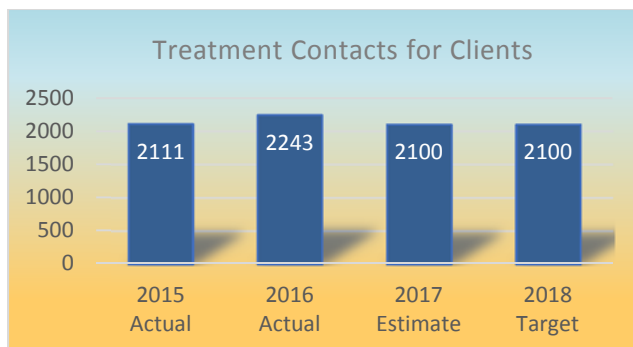
## Objective

Clinical interns (x2) will maintain a caseload of 16-18 client contacts per week, advanced externs (x2) will maintain a caseload of 10-12 contacts per week, and practicum externs (x3) will maintain a caseload of 6-8 contacts per week.

Department Director, Assistant Director and Part time Staff Therapist will maintain caseloads throughout the year.

A minimum of 4 school-based groups will be completed over a 7 week period of time.

Psychological assessments will continue to be offered to clients and the community.



This measure is to maintain mental health treatment session numbers to ensure services available by the Health & Human Services department are being utilized by the community.

# HEALTH & HUMAN SERVICES

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	408,249	443,890	429,320	444,960	0.2%
Employee Benefits	182,557	187,190	185,280	200,470	7.1%
Misc. Employee Expenses	2,924	3,750	4,350	5,220	39.2%
Commodities	22,582	29,610	30,310	32,810	10.8%
Contractual Services	47,537	56,600	58,100	49,300	-12.9%
<b>Total</b>	<b>663,849</b>	<b>721,040</b>	<b>707,360</b>	<b>732,760</b>	<b>1.6%</b>

## Budget Highlights

### *Salaries & Wages*

The 0.2% increase is due to annual salary increases.

### *Employee Benefits*

The 7.1% increase is due to an increase in health insurance and IMRF costs.

### *Misc. Employee Expenses*

The 39.2% increase is due to licensing fees for IL Department of Nursing registration, IL Department of Regulations for Psychologists, and CLIA (Certificate of Waiver-Federal) which renew every two years. These renew again in FY2020.

### *Commodities*

The 10.8% increase is due to costs increases for medical supplies like testing supplies, equipment and vaccines. Also, included in the budget is the purchase of new work group printer for the department.

### *Contractual Services*

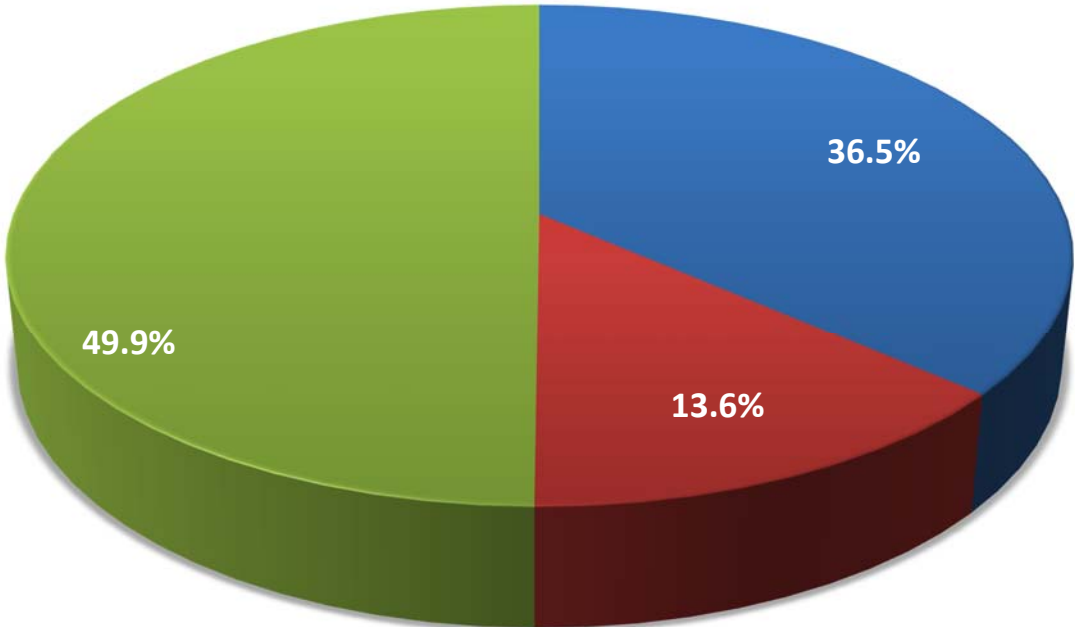
The 12.9% decrease is due to a decrease in professional services and allocation of IS User Charges.

# BOARDS & COMMISSIONS

Boards & Commissions consists of the Fourth of July Commission, Fire & Police Commission and Miscellaneous Boards & Commissions, which is comprised of sixteen volunteer commissions. Each board and commission represents an opportunity for residents to volunteer their time and play an active role in their community.

Total Budget	\$466,960
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Annual Expenses by Commission



■ Fourth of July Commission ■ Fire & Police Commission ■ Misc. Boards & Commissions

# BOARDS & COMMISSIONS

## Annual Expenses by Commission

Commission	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Fourth of July Commission	159,838	164,910	155,130	170,540	3.4%
Fire & Police Commission	54,123	64,380	66,130	63,520	-1.3%
Misc. Boards & Commissions	195,686	213,590	188,370	232,900	9.0%
<b>Total</b>	<b>409,647</b>	<b>442,880</b>	<b>409,630</b>	<b>466,960</b>	<b>5.4%</b>

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	41,778	52,630	51,040	43,760	-16.9%
Employee Benefits	29,145	30,370	30,050	32,440	6.8%
Misc. Employee Expenses	1,856	1,580	1,580	1,580	0.0%
Commodities	1,711	2,050	1,700	2,050	0.0%
Contractual Services	335,157	356,250	325,260	387,130	8.7%
<b>Total</b>	<b>409,647</b>	<b>442,880</b>	<b>409,630</b>	<b>466,960</b>	<b>5.4%</b>

# FOURTH OF JULY COMMISSION

Village of Hoffman Estates

## Description

This Commission plans and conducts the annual Village celebration for the Fourth of July, the Northwest 4<sup>th</sup> Fest. The celebration includes entertainment, food, fireworks, a carnival, a parade, and an arts and crafts fair.

## Annual Expenses by Class

Class	2017 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Contractual Services	159,838	164,910	155,130	170,540	3.4%
<b>Total</b>	<b>159,838</b>	<b>164,910</b>	<b>155,130</b>	<b>170,540</b>	<b>3.4%</b>

## Budget Highlights

### *Contractual Services*

The 3.4% increase is a reflection of some miscellaneous activities that were added and an increase in grounds and facilities expenses.



# FIRE & POLICE COMMISSION

Village of Hoffman Estates

## Description

The Fire and Police Commission consists of three civilians appointed by the Village Board. This commission is responsible for administering Fire and Police entry-level testing and promotional testing for Police Sergeant, Police Lieutenant, Fire Lieutenant and Fire Captain. In addition, the commission is also responsible for conducting disciplinary hearings.

## 2017 Accomplishments

- Hired 7 new probationary police officers in 2017.
- The promotional eligibility list was established for the police department which will be effective through July 2019. A Lieutenant and a Sergeant were promoted from this eligibility list.
- Hired 8 new probationary firefighters in 2017 to replace personnel who had retired.
- Completed the promotional process for Lieutenant and Captain establishing an eligibility list that will be effective through November 2019
- Two Captains and three Lieutenants are slated to be promoted in December 2017.
- Battalion Chief Patrick Fortunato was promoted to Deputy Fire Chief in May after the retirement of Deputy Chief Greg Schuldt
- Captain Michael Buckel was promoted to Battalion Chief in May to fill the vacancy created by the Deputy Chief promotion.
- Fire Chief Jeffrey Jorian retired on November 21, 2017 after completing 35 years of service with the Fire Department

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	-	10,000	8,500	-	-100.0%
Employee Benefits	-	770	680	-	-100.0%
Misc. Employee Expenses	1,856	1,580	1,580	1,580	0.0%
Commodities	644	550	250	550	0.0%
Contractual Services	51,623	51,480	55,120	61,390	19.3%
<b>Total</b>	<b>54,123</b>	<b>64,380</b>	<b>66,130</b>	<b>63,520</b>	<b>-1.3%</b>

# FIRE & POLICE COMMISSION

Village of Hoffman Estates

## **Budget Highlights**

### *Salaries & Employee Benefits*

The 100.0% decrease is mainly attributed to the reduction of overtime for new hire testing.

### *Contractual Services*

The 19.3% increase is due to the Fire and Police Departments both conducting new hire testing in FY2018.

# MISCELLANEOUS BOARDS & COMMISSIONS

## Village of Hoffman Estates

### Description

The Miscellaneous Boards and Commissions include all of the commissions, with the exception of the Fourth of July and Fire and Police Commissions. This division accounts for the various commission's costs, as well as the Boards and Commissions Secretary.

### Annual Commission Budgets

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Sister Cities	25,851	20,800	10,770	21,210	2.0%
Commission for Seniors	12,445	16,760	16,520	16,760	0.0%
Youth	860	2,500	2,450	2,900	16.0%
Emerging Technologies	-	200	100	100	-50.0%
Historical Sites	1,095	1,900	1,500	1,450	-23.7%
Cultural Awareness	4,397	8,000	5,700	8,000	0.0%
Arts	25,279	25,810	27,490	28,210	9.3%
Utilities	400	500	500	250	-50.0%
Sustainability	123	370	270	270	-27.0%
Local Historian	-	250	130	130	-48.0%
Celebration	9,920	10,450	6,450	26,450	153.1%
Economic Development	5,426	5,000	4,550	2,000	-60.0%
Children's Memorial	30	100	-	-	-100.0%
Comm. for the Disabled	2,736	4,200	3,900	4,400	4.8%
Celtic Festival	7,944	8,750	8,000	8,750	0.0%
Platzkonzert Commission	27,070	34,150	21,940	25,150	-26.4%
<b>Total</b>	<b>123,575</b>	<b>139,740</b>	<b>110,270</b>	<b>146,030</b>	<b>4.5%</b>

### Annual Expenses by Class

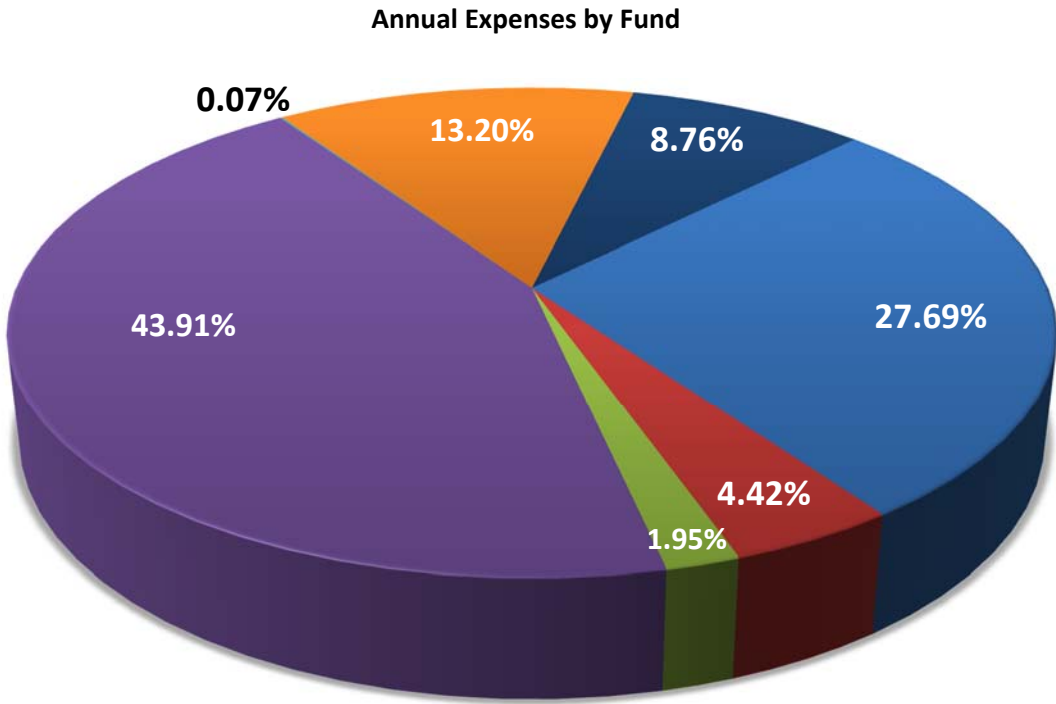
Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	41,778	42,630	42,540	43,760	2.7%
Employee Benefits	29,145	29,600	29,370	32,440	9.6%
Commodities	1,068	1,500	1,450	1,500	0.0%
Contractual Services	123,695	139,860	115,010	155,200	11.0%
<b>Total</b>	<b>195,686</b>	<b>213,590</b>	<b>188,370</b>	<b>232,900</b>	<b>9.0%</b>

# SPECIAL REVENUE FUNDS

Special Revenue Funds include the following funds: Motor Fuel Tax Fund, Community Development Block Grant Fund, Asset Seizure Fund, Municipal Waste System Fund, Roselle Road TIF Fund, Higgins Hassell TIF Fund, and Barrington Higgins TIF Fund. These funds are defined as those used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

E-911 Fund was closed in FY2017, so it is not included in the chart below. The Sears EDA General Account Fund is not included in the chart below because distributions from this fund is based on property tax payments received and are undetermined at this time.

<b>Total Budget</b>	<b>\$6,915,440</b>
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- Motor Fuel Tax Fund
- Community Development Block Grant Fund
- Asset Seizure Fund
- Municipal Waste Fund
- Higgins/Hassell Roads TIF Fund
- Roselle Road TIF Fund
- Barrington/Higgins TIF Fund

# MOTOR FUEL TAX FUND

Village of Hoffman Estates

## Description

The Motor Fuel Tax (MFT) Fund accounts for resources received from the MFT allotments the Village receives monthly from the Illinois Department of Transportation. These funds are used for road improvements and street light installations.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
MFT Allotments	1,359,174	1,275,000	1,355,000	1,355,000	6.3%
Investment Earnings	2,197	2,000	2,000	2,000	0.0%
<b>Total Revenues</b>	<b>1,361,371</b>	<b>1,277,000</b>	<b>1,357,000</b>	<b>1,357,000</b>	<b>6.3%</b>
<b>Expenditures</b>					
Contractual Services	90,621	105,000	92,000	105,000	0.0%
Transfers Out	1,160,000	1,170,000	1,170,000	1,810,000	54.7%
<b>Total Expenditures</b>	<b>1,250,621</b>	<b>1,275,000</b>	<b>1,262,000</b>	<b>1,915,000</b>	<b>50.2%</b>
<b>Net Revenues over Expenditures</b>	<b>110,749</b>	<b>2,000</b>	<b>95,000</b>	<b>(558,000)</b>	<b>-2800.0%</b>

## Budget Highlights

### *Transfers Out*

The 54.7% increase is due to the Village planning to spend down accumulated fund balance on capital projects, specifically the street revitalization project.

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Village of Hoffman Estates

## Description

Community Development Block Grant (CDBG) funding is provided to the Village from the US Department of Housing and Urban Development (HUD). To ensure compliance with the Village's five-year CDBG Consolidated Plan, HUD requires the Village to complete an Annual Action Plan stipulating how funding will be spent. The Village's CDBG program year runs from October 1 through September 30.

A total of \$47,500 is budgeted for administrative costs for the current program year, which equals the maximum amount allowed by HUD (20%). It is expected that most of this cost will reimburse the Village for staff time to manage the program. The remainder will be available for reimbursement of publication, mailing, and other administrative costs.

## 2017 Accomplishments

- Continued participation in the Cook County HOME Consortium, granting the Village's HOME fund allocation to Cook County and potentially making low to moderate income Hoffman Estates residents eligible for County programs. The County uses these funds for home rehabilitation, rental assistance, first time homebuyer, and other housing related programs.
- Updated and submitted the Village's Annual Action Plan for Program Year 2017, setting the CDBG funding activities of the coming program year. The Annual Action Plan follows the goals and objectives set forth in the 2015-2019 CDBG Consolidated Plan.
- Two homes were rehabilitated through the housing rehabilitation program in partnership with the North West Housing Partnership (NWHP). Several more homes were qualified for the program during the program year and construction bids were submitted.
- CDBG funding was utilized to cover the cost of road reconstruction entirely at Cardigan Place and Crescent Court as part of the Village's 2017 street revitalization program.
- CDBG funding was used to address exterior lead remediation at the Children's Advocacy Center (CAC) facility, the former Village Hall building that is still Village-owned. The Village also used CDBG funds in late December 2016 to replace the facility's flat roof.
- Staff coordinated a joint project to fund large-scale infrastructure improvements at the CAC building through the use of CDBG funds. Several neighboring CDBG Entitlement Communities and Cook County will contribute their CDBG funds towards roof, window and siding replacement in 2018. CDBG funds from the Village and the participating jurisdictions will also be used to improve accessibility inside the building. At HUD's request, staff presented the Joint CAC Project at the 2017 Regional CDBG Entitlement Conference in April 2017.
- The Village's lease with the CAC was extended to 2030 to ensure that the Joint CAC Project would remain eligible for HUD's CDBG funding, and to promote CDBG funding from neighboring jurisdictions.

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

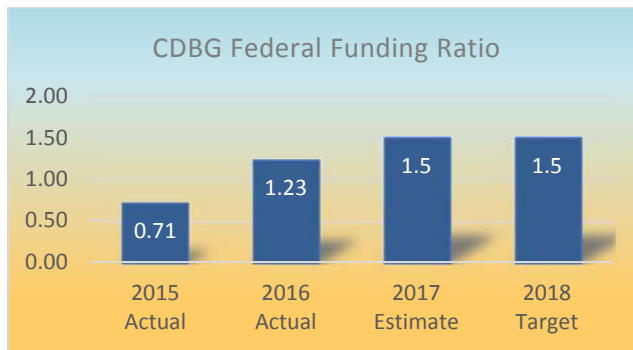
Explore grants, alternative service delivery methods and innovative practices to augment the Village's financial resources. Provide savings to residents and businesses through municipal electricity aggregation (ST-6).

### Department Goal

Utilize Community Development Block Grant Funding for eligible projects that aid existing Village needs by ensuring their timely expenditure.

### Objective

Allocate CDBG funds to eligible projects in a timely manner in order to maintain a fund balance of 1.5 or less of the grant allocation, throughout the year.



The Village will maintain the percentage of the fund balance requirement by the US Department of Housing and Urban Development which is to regularly maintain a balance of 1.5 or less of the grants allocation. Staying below this benchmark is an important component to receiving grant funds.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Grant Revenue	289,461	320,900	285,250	305,800	-4.7%
Reimbursements	24,997	-	-	-	N/A
<b>Total Revenues</b>	<b>314,458</b>	<b>320,900</b>	<b>285,250</b>	<b>305,800</b>	<b>-4.7%</b>
<b>Expenditures</b>					
Contractual Services	38,713	58,200	34,750	97,300	67.2%
Capital Outlay	16,300	24,700	3,000	30,000	21.5%
Operating Transfers	220,372	198,000	198,000	131,000	-33.8%
Cost Allocation	39,073	40,000	49,500	47,500	18.8%
<b>Total Expenditures</b>	<b>314,458</b>	<b>320,900</b>	<b>285,250</b>	<b>305,800</b>	<b>-4.7%</b>
<b>Net Revenues over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

# ECONOMIC DEVELOPMENT AREA

## ADMINISTRATION

Village of Hoffman Estates

### Description

With the extension of the Economic Development Area (EDA) approved by the General Assembly in December 2011, separate budgets for Village departments providing services supporting development in the EDA are no longer required. This fund was closed by the Village in FY2016.

### Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	887	-	-	-	N/A
<b>Total Revenues</b>	<b>887</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Expenditures</b>					
Police	515,432	-	-	-	N/A
<b>Total Expenditures</b>	<b>515,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>(514,545)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>



# EMERGENCY 911 FUND

Village of Hoffman Estates

## Description

The Village of Hoffman Estates used to host its own 911 dispatch center. In 1997, the Northwest Central Dispatch System (NWCD) was created, which combined several municipalities into one dispatch center. Since then, this fund was used to account for the 911 surcharge that the Village received. These revenues were restricted funds that were used for expenses related to public safety. This fund was closed in FY2017.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Intergovernmental	-	-	-	-	N/A
Investment Earnings	186	-	100	-	N/A
<b>Total Revenues</b>	<b>186</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>N/A</b>
<b>Expenditures</b>					
Contractual Services	-	-	-	-	N/A
Operating Transfers	-	70,000	67,080	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>70,000</b>	<b>67,080</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>186</b>	<b>(70,000)</b>	<b>(66,980)</b>	<b>-</b>	<b>N/A</b>

# ASSET SEIZURE FUND

Village of Hoffman Estates

## Description

The Asset Seizure Accounts consist of funds awarded to the Police Department by the courts relating to monies seized in conjunction with narcotic arrests and seizures. We have one patrol officer assigned to the Department of Treasury, United States Customs Service. The officer participates in a Narcotics Task Force.

## 2017 Accomplishments

- The Police Department estimates \$200,000 dollars in seizure funds earmarked to the Village Police Department.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Federal Seizures	247,778	320,830	169,310	-	-100.0%
U.S. Marshall Seizures	-	-	30,900	-	N/A
BATTLE	-	-	58,240	-	N/A
State Seizures	178,339	-	11,670	-	N/A
Interest	183	200	300	200	0.0%
Reimbursements	-	-	15,710	-	N/A
Miscellaneous	4,550	-	-	-	N/A
Transfers In	-	-	381,250	-	N/A
<b>Total Revenues</b>	<b>430,850</b>	<b>321,030</b>	<b>667,380</b>	<b>200</b>	<b>-99.9%</b>
<b>Expenditures</b>					
Salaries	132,527	137,630	-	-	-100.0%
Employee Benefits	18,289	18,610	-	-	-100.0%
Misc. Employee Expenses	-	52,200	44,200	10,250	-80.4%
Contractual Services	7,831	21,260	13,000	13,000	-38.9%
Commodities	-	4,300	300	3,500	-18.6%
Capital Outlay	-	7,500	6,700	3,500	-53.3%
Transfers Out	89,130	177,210	610,610	104,530	-41.0%
<b>Total Expenditures</b>	<b>247,778</b>	<b>418,710</b>	<b>674,810</b>	<b>134,780</b>	<b>-67.8%</b>
<b>Net Revenues over Expenditures</b>	<b>183,072</b>	<b>(97,680)</b>	<b>(7,430)</b>	<b>(134,580)</b>	<b>37.8%</b>

For FY2018, the Village is no longer anticipating funds to be received from the Federal or State governments. Any monies received will be recorded as revenue upon receipt. Along with that, the Village has re-allocated the budget for the officer assigned to the Asset Seizure program.

# MUNICIPAL WASTE SYSTEM FUND

Village of Hoffman Estates

## Description

The Municipal Waste System Fund accounts for the Village's garbage collection program. The primary revenue source for this fund is the garbage fees paid by residents. On January 1, 2004, the Village switched from the former pay-as-you-throw method to a flat fee alternative. The Village has absorbed the annual \$0.25 rate increase since 2005. In 2015 the Village renegotiated a new contract with our garbage hauler that will be effective through 2020. At the same time, a new commercial garbage contract was established.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Charges for Services	2,478,989	2,658,000	2,668,500	2,652,000	-0.2%
Investments Earnings	19	-	30	-	N/A
Miscellaneous	290,497	285,560	271,850	274,490	-3.9%
<b>Total Revenues</b>	<b>2,769,505</b>	<b>2,943,560</b>	<b>2,940,380</b>	<b>2,926,490</b>	<b>-0.6%</b>
<b>Expenditures</b>					
Salaries	33,332	34,750	33,960	35,650	2.6%
Employee Benefits	7,116	7,110	7,090	7,380	3.8%
Contractual Services	2,836,280	2,905,400	2,878,040	2,943,550	1.3%
Transfers Out	-	-	50,000	50,000	N/A
<b>Total Expenditures</b>	<b>2,876,728</b>	<b>2,947,260</b>	<b>2,969,090</b>	<b>3,036,580</b>	<b>3.0%</b>
<b>Net Revenues over Expenditures</b>	<b>(107,223)</b>	<b>(3,700)</b>	<b>(28,710)</b>	<b>(110,090)</b>	<b>2875.4%</b>

# SEARS EDA GENERAL ACCOUNT

Village of Hoffman Estates

## Description

The Sears EDA General Account has historically been used to record the EDA note payments based on the availability of incremental property tax revenue. This amount was never definite, so it was never budgeted for in the past, only recorded when actually paid. For FY2017, this fund will be used for the distributions required under the new EDA legislation approved by the State of Illinois in 2012. Since the amounts are based on property tax payments received and are unknown at this time, we do not budget for these distributions.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Incremental Property Taxes	12,079,693	-	-	-	N/A
<b>Total Revenues</b>	<b>12,079,693</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Expenditures</b>					
Bond Payments	12,079,693	-	-	-	N/A
<b>Total Expenditures</b>	<b>12,079,693</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

# ROSELLE ROAD TIF FUND

Village of Hoffman Estates

## Description

The Roselle Road TIF Fund was created in 2003 to account for the project costs and resources related to the Golf/Higgins/Roselle Roads Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

## 2017 Accomplishments

- Progress on TIF goals, as Village staff continued to work with the Sterling Organization on redevelopment opportunities at the southeast corner of Golf and Roselle roads. Staff took part in negotiating an agreement with Sterling to redevelop the Hoffman Plaza Shopping Center, including the installation of public infrastructure and a sale agreement for the purchase 75 & 85 Golf Road for redevelopment purposes.
- In spring 2017, demolition and construction work began at Hoffman Plaza Shopping Center, with tenant occupancies beginning in late 2017 and continuing into early 2018. The reconstructed plaza will be anchored by the popular Burlington store. This projects follows the successful McDonald's and Wendy's reconstruction projects that took place on the opposite side of Roselle Road and were completed in late 2016.
- The Village RDA was instrumental to fund replacement of the two critical 54" drainage pipes, which will be installed in 2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	196,875	202,880	200,590	200,000	-1.4%
Investment Earnings	1,008	1,000	500	500	-50.0%
Reimbursements	-	890,000	-	-	-100.0%
<b>Total Revenues</b>	<b>197,883</b>	<b>1,093,880</b>	<b>201,090</b>	<b>200,500</b>	<b>-81.7%</b>
<b>Expenditures</b>					
Contractual Services	378,268	1,792,860	14,690	912,940	-49.1%
<b>Total Expenditures</b>	<b>378,268</b>	<b>1,792,860</b>	<b>14,690</b>	<b>912,940</b>	<b>-49.1%</b>
<b>Net Revenues over Expenditures</b>	<b>(180,385)</b>	<b>(698,980)</b>	<b>186,400</b>	<b>(712,440)</b>	<b>1.9%</b>

## Budget Highlights

### *Contractual Services*

The decrease is due to the elimination of redevelopment of private properties in FY2018.

# HIGGINS/HASSELL ROADS TIF FUND

Village of Hoffman Estates

## Description

The Higgins/Hassell Roads TIF Fund was created in 2013 to account for the project costs and resources related to the Higgins and Hassell Roads Tax Increment Financing (TIF) District that is related to the Barrington Square Town Center. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

Reimbursement of expenditures will occur only after redevelopment causes an increase in equalized assessed valuation resulting in incremental revenues.

## 2017 Accomplishments

- Staff engaged in marketing activities designed to draw attention and drive investment to the Barrington Square Center, including the promotion of the available space and TIF status of the shopping center at various ICSC events, including the national show in Las Vegas.
- Staff reviewed several applications for construction and site redevelopment, projects which will move into construction in 2018. One of these projects included the site and plan reviews for construction of a new Buona Beef restaurant, which is slated to open in 2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	193,334	193,330	98,400	98,400	-49.1%
Note Proceeds	1,104,803	-	-	-	N/A
<b>Total Revenues</b>	<b>1,298,137</b>	<b>193,330</b>	<b>98,400</b>	<b>98,400</b>	<b>-49.1%</b>
<b>Expenditures</b>					
Contractual Services	6,369	4,610	174,910	4,690	1.7%
Capital Outlay	1,104,803	-	-	-	N/A
<b>Total Expenditures</b>	<b>1,111,172</b>	<b>4,610</b>	<b>174,910</b>	<b>4,690</b>	<b>1.7%</b>
<b>Net Revenues over Expenditures</b>	<b>186,965</b>	<b>188,720</b>	<b>(76,510)</b>	<b>93,710</b>	<b>-50.3%</b>

## Budget Highlights

After several years of little or no TIF revenue, increment from 2016 and 2016 allowed payments to Village for expenses incurred from 2013-17, and a note payment to the shopping center owner, in accordance with the redevelopment agreement approved in 2013.

# BARRINGTON/HIGGINS ROADS TIF FUND

Village of Hoffman Estates

## Description

The Barrington/Higgins Roads TIF Fund was created in 1986 to account for the project costs and resources related to the Barrington and Higgins Roads Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village.

## 2017 Accomplishments

- The more recent additions of Moretti's and Sweet Caroline's restaurants continue to do well. The same owner purchased the vacant TGIF restaurant site and is working on plans to reoccupy that space. The Macaroni Grill closed its doors mid-2017 and Economic development staff is working with brokers and restaurateurs to find a replacement.
- The Village hired a consultant to look at the retention pond between the Stonegate Conference Center and the restaurants to improve aesthetics.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	691,033	-	603,850	603,850	N/A
Investment Earnings	1,476	-	1,800	1,800	N/A
Note Proceeds	541,447	-	-	-	N/A
<b>Total Revenues</b>	<b>1,233,956</b>	<b>-</b>	<b>605,650</b>	<b>605,650</b>	<b>N/A</b>
<b>Expenditures</b>					
Misc. Employee Benefits	400	-	400	400	N/A
Contractual Services	1,401,980	-	605,250	605,250	N/A
<b>Total Expenditures</b>	<b>1,402,380</b>	<b>-</b>	<b>605,650</b>	<b>605,650</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>(168,424)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

# DEBT SERVICE FUNDS

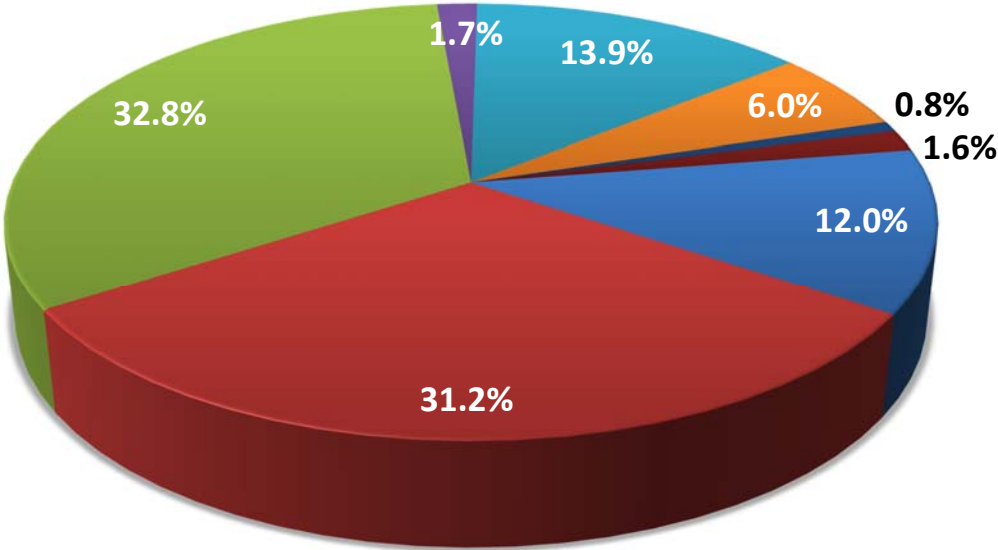
Debt Service Funds are established to account for the accumulation of resources for, and the payment of, long-term principal and interest. These obligations represent the Village’s annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has eight outstanding bond issues:

- 2008A General Obligation Bonds
- 2009A General Obligation Bonds
- 2015A Taxable General Obligation Bonds
- 2015B General Obligation Bonds
- 2015C Taxable General Obligation Bonds
- 2016 General Obligation Bonds
- 2017A General Obligation Bonds
- 2017B General Obligation Bonds

**LEGAL DEBT MARGIN:** Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.

<b>Total Budget</b>	<b>\$7,289,530</b>
---------------------	--------------------

**Annual Expenses by Fund**



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><span style="color: blue;">■</span> 2008A General Obligation Fund</li> <li><span style="color: green;">■</span> 2015A Taxable General Obligation Bond Fund</li> <li><span style="color: cyan;">■</span> 2015C Taxable General Obligation Bond Fund</li> <li><span style="color: blue;">■</span> 2017A General Obligation Bond Fund</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: red;">■</span> 2009A General Obligation Fund</li> <li><span style="color: purple;">■</span> 2015B General Obligation Bond Fund</li> <li><span style="color: orange;">■</span> 2016 Taxable General Obligation Bond Fund</li> <li><span style="color: darkred;">■</span> 2017B General Obligation Bond Fund</li> </ul> |
|--|--|



# DEBT SERVICE FUNDS

In July 2017, Standard and Poor's affirmed the Village of Hoffman Estates' Bond Rating at AA+



# AA+

**The Village's AA+ Bond Rating saves Village residents thousands of dollars annually.**

Quoted below are excerpts from the Standard and Poor's July 2017 rating:

*"Standard and Poor's Ratings Services assigned its 'AA+' long-term rating to Hoffman Estates, Ill.'s series 2017A general obligation (GO) refunding bonds and series 2017B GO refunding bonds. At the same time, Standard & Poor's affirmed its 'AA+' long-term rating on the village's existing GO Bonds. The outlook is stable."*

*"The rating reflects the following credit characteristics of the village:*

- *Strong economy,*
- *Strong management,*
- *Strong budgetary performance,*
- *Very strong budgetary flexibility,*
- *Very strong liquidity,*
- *Very weak debt and contingent liability position, and*
- *Strong institutional framework score."*

*"Outlook - The stable outlook reflects our expectation that we will not change the rating in the next two years because we expect the village to maintain its very strong budgetary flexibility and strong management financial policies and practices. The village's participation in the broad and diverse economy of the Chicago MSA provides additional support to the rating."*

# DEBT SERVICE FUNDS

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	2,165,914	2,289,120	2,334,160	2,330,120	1.8%
Tow Fees	248,600	300,000	250,000	250,000	-16.7%
Investment Earnings	2,970	750	4,000	3,000	300.0%
Miscellaneous	600,000	600,000	600,000	1,100,000	83.3%
Bond Proceeds	8,975,000	-	-	-	N/A
Premium/Discount on Bonds	866,916	-	-	-	N/A
Transfers In	4,403,609	4,049,520	4,049,520	3,606,410	-10.9%
<b>Total Revenues</b>	<b>17,263,009</b>	<b>7,239,390</b>	<b>7,237,680</b>	<b>7,289,530</b>	<b>0.7%</b>
<b>Expenditures</b>					
Paying Agent Fees	1,975	1,500	1,500	2,000	33.3%
Trustee Fees	950	2,000	2,000	2,000	0.0%
Principal Expense	3,695,000	3,300,000	3,300,000	3,445,000	4.4%
Interest Expense	3,884,859	3,926,390	3,926,390	3,840,530	-2.2%
Cost of Issuance	168,518	-	-	-	N/A
Payment to Escrow Agent	9,673,407	-	-	-	N/A
Transfers Out	388,328	-	-	-	N/A
<b>Total Expenditures</b>	<b>17,813,038</b>	<b>7,229,890</b>	<b>7,229,890</b>	<b>7,289,530</b>	<b>0.8%</b>
<b>Net Revenue over Expenditures</b>	<b>(550,029)</b>	<b>9,500</b>	<b>7,790</b>	<b>-</b>	<b>-100.0%</b>

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2008A General Obligation Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	-	1,170,500	1,170,500
2019	-	1,170,500	1,170,500
2020	-	1,170,500	1,170,500
2021	-	1,170,500	1,170,500
2022	-	1,170,500	1,170,500
2023	-	1,170,500	1,170,500
2024	-	1,170,500	1,170,500
2025	-	1,170,500	1,170,500
2026	-	1,170,500	1,170,500
2027	-	1,170,500	1,170,500
2028	-	1,170,500	1,170,500
2029	-	1,170,500	1,170,500
2030	2,415,000	1,170,500	3,585,500
2031	2,540,000	1,049,750	3,589,750
2032	2,665,000	922,750	3,587,750
2033	2,795,000	789,500	3,584,500
2034	2,350,000	649,750	2,999,750
2035	2,470,000	532,250	3,002,250
2036	2,595,000	408,750	3,003,750
2037	2,720,000	279,000	2,999,000
2038	2,860,000	143,000	3,003,000
	<b>\$ 23,410,000</b>	<b>\$ 19,991,250</b>	<b>\$ 43,401,250</b>

<p><b>Purpose of Issue:</b> Design and construction of Village Hall remodeling, new Fire Station, new Police Station, and new water tower</p>	<p><b>Original Principal Amount:</b> \$26,645,000</p>
<p><b>Date of Issue:</b> March 20, 2008</p>	<p><b>Interest Dates:</b> June and December</p>
<p><b>Financial Classification:</b> General Obligation</p>	<p><b>Interest Rate:</b> 5.00%</p>
<p><b>Funding Sources:</b> General Fund, Water and Sewer Revenues</p>	<p><b>Payoff Date:</b> December 1, 2038</p>
	<p><b>Paying Agent:</b> Wells Fargo Bank</p>

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2009A General Obligation Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	1,485,000	791,813	2,276,813
2019	1,555,000	717,563	2,272,563
2020	1,640,000	635,925	2,275,925
2021	1,725,000	549,825	2,274,825
2022	1,815,000	459,263	2,274,263
2023	1,910,000	363,975	2,273,975
2024	2,010,000	263,700	2,273,700
2025	915,000	158,175	1,073,175
2026	2,225,000	110,138	2,335,138
	<b>\$ 15,280,000</b>	<b>\$ 4,050,375</b>	<b>\$ 19,330,375</b>

**Purpose of Issue:**

Construction of new Village Police  
Headquarters and Village street work

**Date of Issue:**

April 1, 2009

**Financial Classification:**

General Obligation

**Funding Sources:**

Property Tax, Food and Beverage Tax, Towing  
Fees, General Fund

**Original Principal Amount:**

\$30,355,000

**Interest Dates:**

June and December

**Interest Rate:**

4.00% - 5.25%

**Payoff Date:**

December 1, 2026

**Paying Agent:**

Wells Fargo Bank

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2015A General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	1,740,000	650,499	2,390,499
2019	1,825,000	615,699	2,440,699
2020	1,915,000	576,918	2,491,918
2021	1,955,000	533,830	2,488,830
2022	2,165,000	475,180	2,640,180
2023	2,335,000	404,818	2,739,818
2024	2,425,000	317,255	2,742,255
2025	2,515,000	220,255	2,735,255
2026	2,620,000	114,625	2,734,625
	<b>\$ 19,495,000</b>	<b>\$ 3,909,078</b>	<b>\$ 23,404,078</b>

**Purpose of Issue:**

Refund part of the 2005A Taxable General  
Obligation Bonds

**Date of Issue:**

December 1, 2015

**Financial Classification:**

General Obligation Taxable

**Funding Sources:**

Food and Beverage Tax, Entertainment Tax,  
General Fund

**Original Principal Amount:**

\$23,415,000

**Interest Dates:**

June and December

**Interest Rate:**

1.00% - 4.375%

**Payoff Date:**

December 1, 2026

**Paying Agent:**

Amalgamated Bank of Chicago

### 2015B General Obligation Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	390,000	196,450	586,450
2019	405,000	188,650	593,650
2020	410,000	176,500	586,500
2021	425,000	164,200	589,200
2022	440,000	147,200	587,200
2023	460,000	129,600	589,600
2024	475,000	115,800	590,800
2025	495,000	96,800	591,800
2026	515,000	77,000	592,000
2027	530,000	56,400	586,400
2028	430,000	35,200	465,200
2029	450,000	18,000	468,000
	<b>\$ 5,425,000</b>	<b>\$ 1,401,800</b>	<b>\$ 6,826,800</b>

<p><b>Purpose of Issue:</b> Finance a new Fire Truck and construction of water, sewer, and stormwater capital projects.</p>	<p><b>Original Principal Amount:</b> \$6,125,000</p>
<p><b>Date of Issue:</b> August 12, 2015</p>	<p><b>Interest Dates:</b> June and December</p>
<p><b>Financial Classification:</b> General Obligation</p>	<p><b>Interest Rate:</b> 2.00% - 4.00%</p>
<p><b>Funding Sources:</b> General Fund, Stormwater Fund, Water and Sewer Fund</p>	<p><b>Payoff Date:</b> December 1, 2029</p>
	<p><b>Paying Agent:</b> Amalgamated Bank of Chicago</p>

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2015C General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	-	1,011,813	1,011,813
2019	-	1,011,813	1,011,813
2020	-	1,011,813	1,011,813
2021	-	1,011,813	1,011,813
2022	-	1,011,813	1,011,813
2023	-	1,011,813	1,011,813
2024	-	1,011,813	1,011,813
2025	-	1,011,813	1,011,813
2026	110,000	1,011,813	1,121,813
2027	2,855,000	1,007,138	3,862,138
2028	2,975,000	885,800	3,860,800
2029	3,105,000	755,644	3,860,644
2030	3,240,000	619,800	3,859,800
2031	3,390,000	474,000	3,864,000
2032	3,555,000	304,500	3,859,500
2033	2,535,000	126,750	2,661,750
	<b>\$ 21,765,000</b>	<b>\$ 13,279,944</b>	<b>\$ 35,044,944</b>

<b>Purpose of Issue:</b> Refund balance of the 2005A Taxable General Obligation Bonds	<b>Original Principal Amount:</b> \$21,905,000
<b>Date of Issue:</b> December 1, 2015	<b>Interest Dates:</b> June and December
<b>Financial Classification:</b> General Obligation Taxable	<b>Interest Rate:</b> 1.00% - 5.00%
<b>Funding Sources:</b> Food and Beverage Tax, Entertainment Tax, General Fund	<b>Payoff Date:</b> December 1, 2033
	<b>Paying Agent:</b> Amalgamated Bank of Chicago

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2016 General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	100,000	337,800	437,800
2019	100,000	335,800	435,800
2020	105,000	333,800	438,800
2021	105,000	331,700	436,700
2022	-	329,600	329,600
2023	-	329,600	329,600
2024	-	329,600	329,600
2025	1,150,000	329,600	1,479,600
2026	-	283,600	283,600
2027	2,270,000	283,600	2,553,600
2028	2,355,000	192,800	2,547,800
2029	2,465,000	98,600	2,563,600
	<b>\$ 8,650,000</b>	<b>\$ 3,516,100</b>	<b>\$ 12,166,100</b>

<b>Purpose of Issue:</b> Refund portion of the 2009A Taxable General Obligation Bonds	<b>Original Principal Amount:</b> \$8,975,000
<b>Date of Issue:</b> April 21, 2016	<b>Interest Dates:</b> June and December
<b>Financial Classification:</b> General Obligation Refunding	<b>Interest Rate:</b> 1.00% - 4.375%
<b>Funding Sources:</b> Property Tax, Food and Beverage Tax, Towing Fees, General Fund	<b>Payoff Date:</b> December 1, 2029
	<b>Paying Agent:</b> Amalgamated Bank of Chicago



# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2017A General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	35,000	238,234	273,234
2019	310,000	194,663	504,663
2020	320,000	188,463	508,463
2021	325,000	178,863	503,863
2022	340,000	169,113	509,113
2023	345,000	158,913	503,913
2024	355,000	148,563	503,563
2025	375,000	137,913	512,913
2026	380,000	126,663	506,663
2027	390,000	115,263	505,263
2028	410,000	99,663	509,663
2029	425,000	83,263	508,263
2030	200,000	66,263	266,263
2031	210,000	58,263	268,263
2032	215,000	51,963	266,963
2033	225,000	45,513	270,513
2034	230,000	38,763	268,763
2035	235,000	31,575	266,575
2036	245,000	24,231	269,231
2037	250,000	16,575	266,575
2038	260,000	8,450	268,450
	<b>\$ 6,080,000</b>	<b>\$ 2,181,165</b>	<b>\$ 8,261,165</b>

**Purpose of Issue:**

Finance a new Fire Truck and construction of water and sewer capital projects.

**Date of Issue:**

September 12, 2017

**Financial Classification:**

General Obligation

**Funding Sources:**

General Fund, Water and Sewer Fund

**Original Principal Amount:**

\$6,080,000

**Interest Dates:**

June and December

**Interest Rate:**

2.00% - 3.25%

**Payoff Date:**

December 1, 2038

**Paying Agent:**

Amalgamated Bank of Chicago

# DEBT SERVICE FUNDS

Village of Hoffman Estates

## 2017B General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2018	-	152,065	152,065
2019	35,000	124,700	159,700
2020	35,000	124,000	159,000
2021	35,000	123,300	158,300
2022	35,000	122,600	157,600
2023	35,000	121,900	156,900
2024	35,000	120,850	155,850
2025	40,000	119,800	159,800
2026	40,000	118,600	158,600
2027	40,000	117,400	157,400
2028	45,000	115,800	160,800
2029	45,000	114,000	159,000
2030	45,000	112,200	157,200
2031	50,000	110,400	160,400
2032	50,000	108,400	158,400
2033	50,000	106,400	156,400
2034	480,000	104,400	584,400
2035	500,000	85,200	585,200
2036	520,000	65,200	585,200
2037	545,000	44,400	589,400
2038	565,000	22,600	587,600
	<b>\$ 3,225,000</b>	<b>\$ 2,234,215</b>	<b>\$ 5,459,215</b>

**Purpose of Issue:**  
Refund portion of the 2008A General  
Obligation Bonds

**Date of Issue:**  
September 12, 2017

**Financial Classification:**  
General Obligation Refunding

**Funding Sources:**  
General Fund

**Original Principal Amount:**  
\$3,225,000

**Interest Dates:**  
June and December

**Interest Rate:**  
2.00% - 4.00%

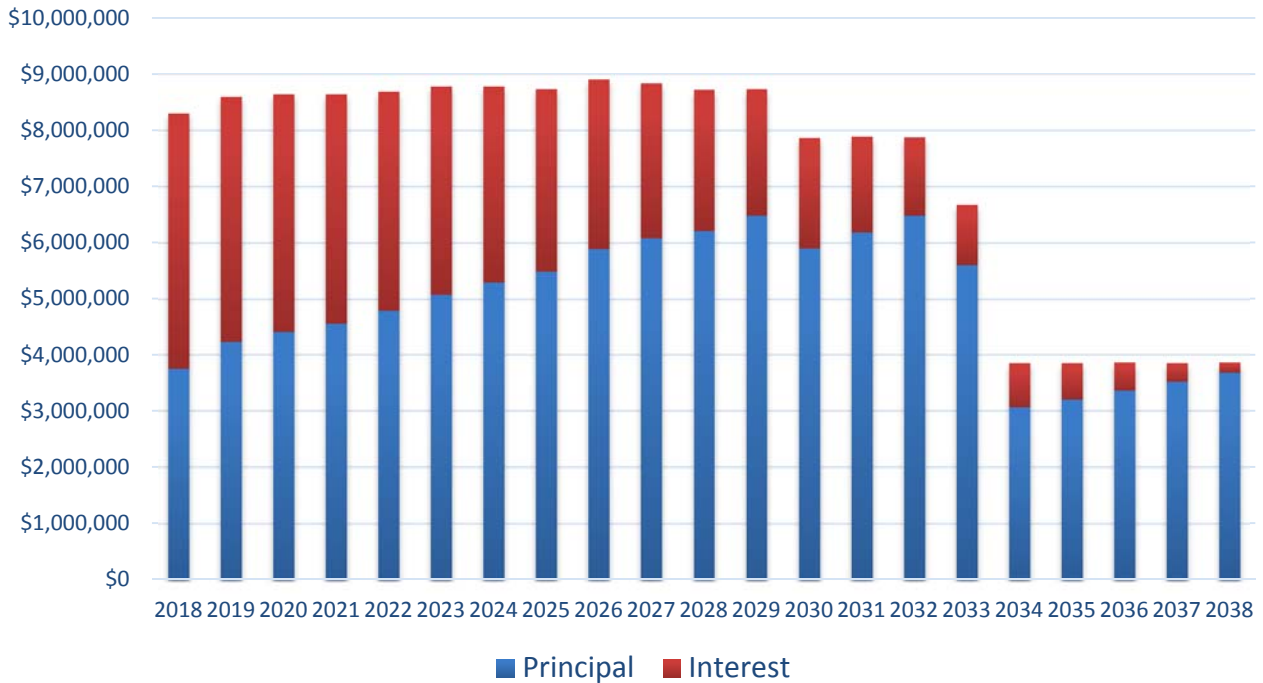
**Payoff Date:**  
December 1, 2038

**Paying Agent:**  
Amalgamated Bank of Chicago

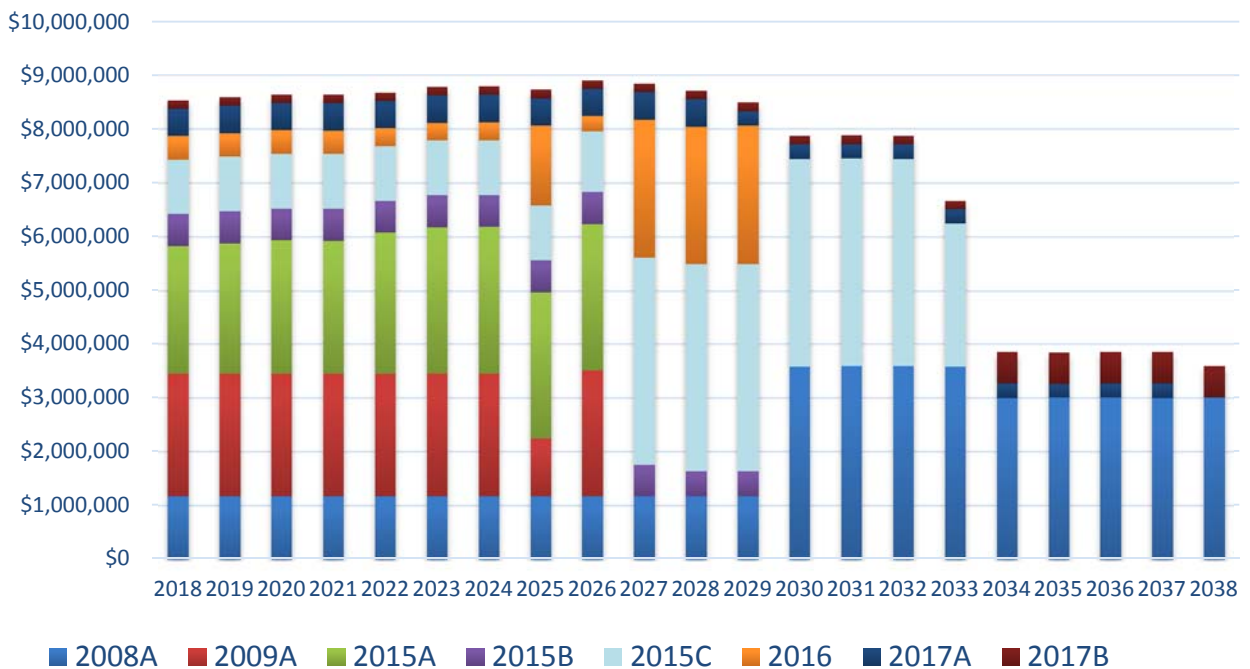
# DEBT SERVICE FUNDS

Village of Hoffman Estates

## Schedule of Future Principal and Interest Payments



## Annual Debt Service, by Fund



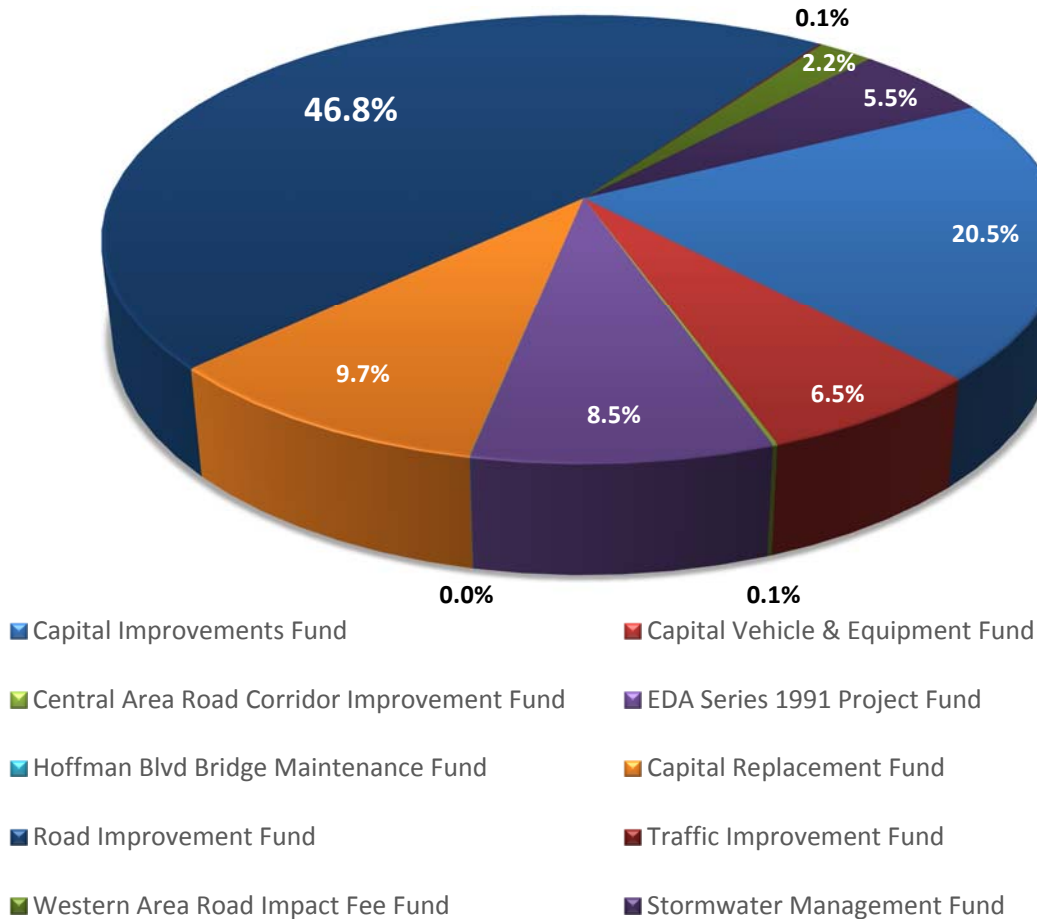
# CAPITAL PROJECTS FUNDS

The Capital Projects Funds include the following: Central Road Corridor Improvement Fund, Hoffman Boulevard Bridge Maintenance Fund, Western Corridor Fund, Traffic Improvement Fund, EDA Series 1991 Project Fund, Central Area Road Improvement Impact Fee Fund, Western Area Traffic Improvement Fund, 2009 Project Fund, Western Area Road Improvement Impact Fee Fund, Capital Improvements Fund, Capital Vehicle and Equipment Fund, Capital Replacement Fund, Road Improvement Fund, Stormwater Management Fund, and 2015 Project Fund. These funds are used to accumulate and expend funds for the purchase of capital improvements and equipment.

The Western Corridor Fund, Western Area Traffic Improvement Fund, Central Area Road Improvement Impact Fee Fund, 2009 Project Fund, and 2015 Project Fund are not included in the chart below because they are not projected to expend funds in 2018.

<b>Total Budget</b>	<b>\$14,483,240</b>
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**Annual Expenses by Fund**



# CAPITAL IMPROVEMENTS FUND Village of Hoffman Estates

## Description

The Capital Improvements Fund accounts for capital projects of a non-vehicle or equipment nature. Buildings and sidewalk improvements are examples of the types of projects shown in this fund. In 2015, street revitalization projects were moved from Capital Improvements Funds accounts to the Road Improvements Fund. Revenues include a municipal gas use tax of \$0.05 per therm and a packaged liquor tax of 2%.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	1,386,328	1,515,000	1,420,000	1,456,000	-3.9%
Grant Revenue	-	-	-	896,000	N/A
Investment Earnings	1,641	1,000	1,800	1,000	0.0%
Miscellaneous	48,000	48,000	78,000	159,940	233.2%
Transfers In	117,610	232,800	267,310	164,500	-29.3%
<b>Total Revenues</b>	<b>1,553,579</b>	<b>1,796,800</b>	<b>1,767,110</b>	<b>2,677,440</b>	<b>49.0%</b>
<b>Expenditures</b>					
Building Improvements	148,730	40,000	47,110	23,500	-41.3%
Other Capital Improvements	-	97,800	85,200	10,000	-89.8%
Sidewalk Improvements	76,302	95,000	165,000	1,150,000	1110.5%
Transfers Out	1,444,670	1,543,900	1,563,900	1,779,460	15.3%
<b>Total Expenditures</b>	<b>1,669,702</b>	<b>1,776,700</b>	<b>1,861,210</b>	<b>2,962,960</b>	<b>66.8%</b>
<b>Net Revenues over Expenditures</b>	<b>(116,123)</b>	<b>20,100</b>	<b>(94,100)</b>	<b>(285,520)</b>	<b>-1520.5%</b>

# ROAD IMPROVEMENT FUND Village of Hoffman Estates

## Description

The Road Improvement Fund was created in FY2015 to manage funds related to the Village's Street Revitalization Project. The revenue sources include Electric Utility Tax, Municipal Motor Fuel Tax and Grant Revenue, as well as, transfers from the Motor Fuel Tax Fund and Community Development Block Grant Fund. These funds are strictly used to support the costs of street reconstruction and resurfacing throughout the Village. The electric utility tax and Municipal Motor Fuel Tax went into effect in October 2013.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Electric Utility Tax	1,861,754	1,800,000	1,800,000	1,800,000	0.0%
Municipal Motor Fuel Tax	448,780	470,000	420,000	460,000	-2.1%
Grant Revenue	279,427	1,176,000	1,400,000	-	N/A
Investment Earnings	2,393	1,000	8,500	1,000	0.0%
Reimbursements	497,920	830,000	664,100	840,000	1.2%
Transfers In	4,073,203	6,086,030	5,162,000	3,641,000	-40.2%
<b>Total Revenues</b>	<b>7,163,478</b>	<b>10,363,030</b>	<b>9,454,600</b>	<b>6,742,000</b>	<b>-34.9%</b>
<b>Expenditures</b>					
Road Improvements	6,236,787	8,262,030	7,807,000	5,628,970	-31.9%
Other Capital Improvements	819,754	2,200,000	1,639,100	1,155,000	-47.5%
<b>Total Expenditures</b>	<b>7,056,541</b>	<b>10,462,030</b>	<b>9,446,100</b>	<b>6,783,970</b>	<b>-35.2%</b>
<b>Net Revenues over Expenditures</b>	<b>106,937</b>	<b>(99,000)</b>	<b>8,500</b>	<b>(41,970)</b>	<b>-57.6%</b>

# CAPITAL VEHICLE & EQUIPMENT FUND

Village of Hoffman Estates

## Description

The Capital Vehicle & Equipment Fund accounts for the purchase of all vehicles and equipment over \$25,000. Since the Capital Vehicle & Equipment Fund does not have a dedicated revenue source, funding sources must come from other funds, including the Federal Asset Seizure and the Water and Sewer Fund in 2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	1,052	500	800	500	0.0%
Bond Proceeds	-	576,600	-	-	N/A
Transfers In	900,870	1,110,410	1,286,350	729,450	-34.3%
<b>Total Revenues</b>	<b>901,922</b>	<b>1,687,510</b>	<b>1,287,150</b>	<b>729,950</b>	<b>-56.7%</b>
<b>Expenditures</b>					
Department Equipment	214,716	455,890	447,290	230,940	-49.3%
Motor Vehicles	378,761	654,520	827,020	716,430	9.5%
Fire Apparatus	-	576,600	67,500	-	-100.0%
<b>Total Expenditures</b>	<b>593,477</b>	<b>1,687,010</b>	<b>1,341,810</b>	<b>947,370</b>	<b>-43.8%</b>
<b>Net Revenues over Expenditures</b>	<b>308,445</b>	<b>500</b>	<b>(54,660)</b>	<b>(217,420)</b>	<b>-43584.0%</b>

# CAPITAL REPLACEMENT FUND Village of Hoffman Estates

## Description

The Capital Replacement Fund was created in 1997 for the purpose of setting aside resources to be used to acquire and replace capital vehicles and equipment in accordance with an approved replacement schedule, subject to the annual budget. When a vehicle or piece of equipment is purchased, the item is added to the replacement schedule. A replacement cost for the item is estimated and this cost is allocated over the useful life. Then every year, the user department transfers the annual portion into the Capital Replacement Fund. When the time of replacement gets close and the item appears in the 8<sup>th</sup> year of the capital budget, adjustments can be made to the funding if necessary. It is the intent of this fund that, as time goes on and more equipment is added to the replacement schedule, large amounts needed from the General Fund for purchases of replacement equipment would be kept to a minimum. However, since 2008, no funds have been set aside here due to the economic downturn.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	4,859	4,000	4,000	4,000	0.0%
Transfers In	-	-	320,700	574,330	N/A
<b>Total Revenues</b>	<b>4,859</b>	<b>4,000</b>	<b>324,700</b>	<b>578,330</b>	<b>14358.3%</b>
<b>Expenditures</b>					
Department Equipment	39,572	110,000	-	895,030	713.7%
Motor Vehicles	114,368	218,120	185,740	153,910	-29.4%
Transfers Out	-	-	10,000	-	N/A
<b>Total Expenditures</b>	<b>153,940</b>	<b>328,120</b>	<b>195,740</b>	<b>1,407,290</b>	<b>328.9%</b>
<b>Net Revenues over Expenditures</b>	<b>(149,081)</b>	<b>(324,120)</b>	<b>128,960</b>	<b>(828,960)</b>	<b>155.8%</b>



# STORMWATER MANAGEMENT FUND

Village of Hoffman Estates

## Description

The Stormwater Management Fund was created in 2014 to pay for stormwater improvements of all types, but mostly replacements of older storm sewers in poor condition. The revenue source includes stormwater utility fees, a tier based fee determined by lot size and included on monthly utility bills. These funds are strictly used to support the costs of improving and maintaining stormwater drainage facilities throughout the Village. The stormwater utility fee generates annual revenue estimated at \$535,000.

## 2017 Accomplishments

- The West Berkley Lane Storm Sewer Replacement project was completed in 2017. The project consisted of replacement of an aging 54 inch corrugated metal pipe (CMP) on West Berkley Lane between Washington Boulevard and Spring Mill Drive. The existing CMP was exhibiting deformations that caused flow restrictions. A new 54 inch reinforced concrete pipe (RCP) was installed to replace the existing CMP and allows for improved flow capacity.
- As part of the Surface Transportation Program (STP) funded Bode Road resurfacing project, a portion of aging 42 inch CMP was replaced in the intersection of Bode Road and Washington Boulevard. The existing CMP was deforming under the roadway and was replaced with 42 inch RCP with improved flow capacity. This portion of pipe was identified in the storm sewer assessment as part of the scope of the West Berkley Lane Storm Sewer Replacement but was included in the Bode Road street project which received federal STP dollars for 80% of the cost of the project.
- As part of the 2017 Street Revitalization Project multiple stormwater improvements were completed. A portion of aging 36 inch CMP on Chandler Lane was replaced with the street reconstruction project. This section was identified for replacement in the storm sewer assessment. Grading of portions of the roadside swales on Ash Road was included in the Ash Road resurfacing. Drainage improvements at Whispering Trails Drive and Ridgewood Lane were completed as part of the Ridgewood Drive reconstruction. This location was one of three locations that were approved for inclusion of the Annual Drainage Improvement project. The inclusion of these drainage improvement within the scope of the 2017 Street Revitalization Project provided significant cost savings to completing stand-alone projects per location.
- Along with the drainage improvement at Whispering Trails Drive and Ridgewood Lane, drainage improvements were complete at two additional locations (Westbury Drive/Lombardy Lane and Aster Lane/Apricot Lane) were completed in 2017. These locations were included in the Annual Drainage Improvements project and made improvements to areas experiencing winter icing and overland drainage erosion.

# STORMWATER MANAGEMENT FUND

Village of Hoffman Estates

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Utility Fee	521,927	514,000	535,000	535,000	4.1%
Interest	616	800	200	200	-75.0%
Reimbursements	10,112	-	-	-	N/A
Transfers In	-	60,000	60,000	-	-100.0%
<b>Total Revenues</b>	<b>532,654</b>	<b>574,800</b>	<b>595,200</b>	<b>535,200</b>	<b>-6.9%</b>
<b>Expenditures</b>					
Capital Outlay	481,768	1,230,000	1,040,000	750,000	-39.0%
Debt Service	46,822	46,250	46,250	45,650	-1.3%
<b>Total Expenditures</b>	<b>528,590</b>	<b>1,276,250</b>	<b>1,086,250</b>	<b>795,650</b>	<b>-37.7%</b>
<b>Net Revenues over Expenditures</b>	<b>4,064</b>	<b>(701,450)</b>	<b>(491,050)</b>	<b>(260,450)</b>	<b>-62.9%</b>

## Budget Highlights

### *Capital Outlay*

Oakmont Road storm sewer replacement and overland flow improvements on Northview Lane and Crimson Drive are to be completed in 2018.

### *Debt Service*

This is the principal and interest payment for the stormwater portion of the 2015B bond issue.

# CENTRAL AREA ROAD CORRIDOR IMPROVEMENT FUND

Village of Hoffman Estates

## Description

The Central Area Road Corridor Improvement Fund is used to account for resources that were paid by developers for the construction of public improvements such as streets, storm sewers and street lighting in the Central Road area. There are no projects planned for FY2018 in this fund, however, there is a transfer out to the Road Improvement Fund to assist with funding the engineering of a new bicycle path project.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	614	600	1,000	600	0.0%
<b>Total Revenues</b>	<b>614</b>	<b>600</b>	<b>1,000</b>	<b>600</b>	<b>0.0%</b>
<b>Expenditures</b>					
Transfers Out	-	100,000	115,000	20,000	-80.0%
<b>Total Expenditures</b>	<b>-</b>	<b>100,000</b>	<b>115,000</b>	<b>20,000</b>	<b>-80.0%</b>
<b>Net Revenues over Expenditures</b>	<b>614</b>	<b>(99,400)</b>	<b>(114,000)</b>	<b>(19,400)</b>	<b>-80.5%</b>

# HOFFMAN BOULEVARD BRIDGE

## MAINTENANCE FUND

Village of Hoffman Estates

### Description

The Hoffman Boulevard Bridge Maintenance Fund is used to account for the maintenance of the Hoffman Boulevard Bridge in accordance with the maintenance agreement (approved in 1998). The only project planned for FY2018 is a bridge inspection.

### Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	1,343	1,400	1,000	500	-64.3%
Transfer	-	-	320,000	-	N/A
<b>Total Revenues</b>	<b>1,343</b>	<b>1,400</b>	<b>321,000</b>	<b>500</b>	<b>-64.3%</b>
<b>Expenditures</b>					
Contractual Services	3,000	320,000	320,000	3,000	-99.1%
<b>Total Expenditures</b>	<b>3,000</b>	<b>320,000</b>	<b>320,000</b>	<b>3,000</b>	<b>-99.1%</b>
<b>Net Revenues over Expenditures</b>	<b>(1,657)</b>	<b>(318,600)</b>	<b>1,000</b>	<b>(2,500)</b>	<b>-99.2%</b>

## Description

The Western Corridor Fund is used to account for financial resources to be used for the reconstruction of the new alignment of Shoe Factory Road. There are no projects planned for FY2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	14,312	5,000	20,000	10,000	100.0%
<b>Total Revenues</b>	<b>14,312</b>	<b>5,000</b>	<b>20,000</b>	<b>10,000</b>	<b>100.0%</b>
<b>Expenditures</b>					
Transfers	-	-	40,000	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>14,312</b>	<b>5,000</b>	<b>(20,000)</b>	<b>10,000</b>	<b>100.0%</b>

**TRAFFIC IMPROVEMENT FUND****Village of Hoffman Estates****Description**

The Traffic Improvement Fund is used to account for financial resources arising from developer donations that are to be used for various infrastructure improvements. There are no projects planned for FY2018 in this fund, however, there is a transfer out to the Capital Improvements Fund to assist with funding the engineering of a new bicycle path project.

**Annual Revenues and Expenditures by Class**

<b>Class</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Estimate</b>	<b>2018 Budget</b>	<b>% Change</b>
<b>Revenues</b>					
Investment Earnings	837	300	900	400	33.3%
<b>Total Revenues</b>	<b>837</b>	<b>300</b>	<b>900</b>	<b>400</b>	<b>33.3%</b>
<b>Expenditures</b>					
Transfers Out	-	250,000	265,000	15,000	-94.0%
<b>Total Expenditures</b>	<b>-</b>	<b>250,000</b>	<b>265,000</b>	<b>15,000</b>	<b>-94.0%</b>
<b>Net Revenues over Expenditures</b>	<b>837</b>	<b>(249,700)</b>	<b>(264,100)</b>	<b>(14,600)</b>	<b>-94.2%</b>

# EDA SERIES 1991 PROJECT FUND

Village of Hoffman Estates

## Description

The EDA Series 1991 Project Fund is used to account for EDA bond proceeds used to pay qualified project costs related to the Village's Economic Development Area. Projects planned for FY2018 include permanent electronic signs and designing & constructing a new Village Green Amphitheater.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Sanitary Sewer Recapture	6,714	-	43,050	-	N/A
Investment Earnings	6,127	4,000	9,000	5,000	25.0%
<b>Total Revenues</b>	<b>12,841</b>	<b>4,000</b>	<b>52,050</b>	<b>5,000</b>	<b>25.0%</b>
<b>Expenditures</b>					
Professional Services	20,000	-	-	-	N/A
Prairie Stone	-	639,630	10,000	890,000	39.1%
Transfers Out	900,000	577,000	466,000	343,000	-40.6%
<b>Total Expenditures</b>	<b>920,000</b>	<b>1,216,630</b>	<b>476,000</b>	<b>1,233,000</b>	<b>1.3%</b>
<b>Net Revenues over Expenditures</b>	<b>(907,159)</b>	<b>(1,212,630)</b>	<b>(423,950)</b>	<b>(1,228,000)</b>	<b>1.3%</b>

# CENTRAL AREA ROAD IMPROVEMENT IMPACT FEE FUND

Village of Hoffman Estates

## Description

The Central Area Road Improvement Impact Fee Fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources accumulated are to be used for specific street improvements required due to development along the Barrington Road/Central Road corridors. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. There are no projects planned for FY2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	284	-	-	-	N/A
<b>Total Revenues</b>	<b>284</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Expenditures</b>					
Transfers Out	-	-	-	-	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>284</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>



# WESTERN AREA TRAFFIC IMPROVEMENT FUND

Village of Hoffman Estates

## Description

The Western Area Traffic Improvement Fund is used to account for resources arising from donations by developers building within the Village's western area. Such donations are to be used for needed infrastructure improvements. There are no projects planned for FY2018.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Investment Earnings	400	200	400	300	50.0%
<b>Total Revenues</b>	<b>400</b>	<b>200</b>	<b>400</b>	<b>300</b>	<b>50.0%</b>
<b>Expenditures</b>					
Transfer Out	-	150,000	150,000	-	-100.0%
<b>Total Expenditures</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>-100.0%</b>
<b>Net Revenues over Expenditures</b>	<b>400</b>	<b>(149,800)</b>	<b>(149,600)</b>	<b>300</b>	<b>-100.2%</b>

# WESTERN AREA ROAD IMPROVEMENT IMPACT FEE FUND

Village of Hoffman Estates

## Description

The Western Area Road Improvement Impact Fee Fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources are to be used for specific street improvements within the Village's western area. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. There are no projects planned for FY2018 in this fund, however, there is a transfer out to the Road Improvement Fund to assist with funding construction of the Barrington Road Interchange.

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Road Usage Fees	-	870,000	-	870,000	0.0%
Investment Earnings	418	200	-	-	-100.0%
<b>Total Revenues</b>	<b>418</b>	<b>870,200</b>	<b>-</b>	<b>870,000</b>	<b>0.0%</b>
<b>Expenditures</b>					
Professional Services	223	-	-	-	N/A
Transfers Out	-	870,000	435,000	315,000	-63.8%
<b>Total Expenditures</b>	<b>223</b>	<b>870,000</b>	<b>435,000</b>	<b>315,000</b>	<b>-63.8%</b>
<b>Net Revenues over Expenditures</b>	<b>195</b>	<b>200</b>	<b>(435,000)</b>	<b>555,000</b>	<b>277400.0%</b>

# 2015/2017 CAPITAL PROJECT FUND

## Village of Hoffman Estates

### Description

The 2015 Capital Project Fund was created in FY2015 to account for the bond proceeds resulting from the issuance of the 2015B General Obligation Bonds. These funds were used for the purchase of a new Fire Truck in FY2016.

The entire 2015B bond issue totaled \$6.1 million. The rest of the bond proceeds are accounted for in the Water & Sewer Fund and the Stormwater Management Fund.

In 2017, the Village issued new bonds in the amount of \$6.1 million. \$576,600 of those proceeds were placed in this fund for the purchase of a new Fire Engine in FY2017. The remaining proceeds are accounted for in the Water & Sewer Fund.

### Annual Revenues and Expenditures by Class

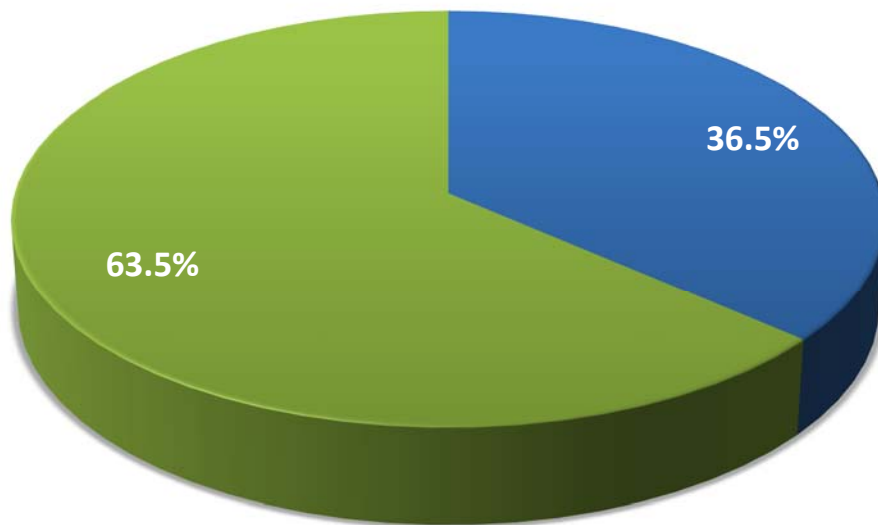
Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Interest Earnings	136	200	130	150	-25.0%
Bond Proceeds	-	-	576,600	-	N/A
<b>Total Revenues</b>	<b>136</b>	<b>200</b>	<b>576,730</b>	<b>150</b>	<b>-25.0%</b>
<b>Expenditures</b>					
Fire Aparatus	1,174,887	-	580,460	-	N/A
<b>Total Expenditures</b>	<b>1,174,887</b>	<b>-</b>	<b>580,460</b>	<b>-</b>	<b>N/A</b>
<b>Net Revenues over Expenditures</b>	<b>(1,174,751)</b>	<b>200</b>	<b>(3,730)</b>	<b>150</b>	<b>-25.0%</b>

# ENTERPRISE FUNDS

The Village's Enterprise Funds include the Water and Sewerage Fund and the Sears Centre Operating Fund. The Sears Centre Operating Fund was added in 2009 with the transfer of ownership of the Sears Centre Arena to the Village. The Water and Sewerage Fund includes the following divisions: Water, Sewer, Water Billing, and Water Capital.

<b>Total Budget</b>	<b>\$31,158,340</b>
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**Annual Expenses by Fund**



■ Sears Centre Operating Fund    ■ Water & Sewer Fund

# WATER AND SEWERAGE FUND

Village of Hoffman Estates

CLASS	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Operating Revenue</b>					
User Charges	17,460,743	18,236,250	18,239,000	18,271,700	0.2%
<b>Total Operating Revenue</b>	<b>17,460,743</b>	<b>18,236,250</b>	<b>18,239,000</b>	<b>18,271,700</b>	<b>0.2%</b>
<b>Operating Expenditures</b>					
Salaries	2,962,117	3,012,500	2,965,310	2,886,980	-4.2%
Employee Benefits	1,160,252	1,135,840	1,125,590	1,208,030	6.4%
Misc. Employee Expenses	49,085	35,520	35,520	34,880	-1.8%
Commodities	217,004	315,460	320,500	351,310	11.4%
Contractual Services	9,941,905	10,191,680	9,851,530	10,674,540	4.7%
Capital Outlay	486,818	2,649,830	2,021,760	2,003,430	-24.4%
Cost Allocation	1,537,237	1,359,680	1,413,970	1,645,960	21.1%
<b>Total Expenditures</b>	<b>16,354,418</b>	<b>18,700,510</b>	<b>17,734,180</b>	<b>18,805,130</b>	<b>0.6%</b>
<b>Operating Income (Loss)</b>					
<b>Before Depreciation</b>	<b>1,106,325</b>	<b>(464,260)</b>	<b>504,820</b>	<b>(533,430)</b>	<b>14.9%</b>
<b>Depreciation Expense</b>	<b>(1,391,276)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Non-Operating Revenue</b>					
Investment Earnings	23,257	30,500	20,500	21,000	-31.1%
Miscellaneous	94,873	30,000	15,000	27,500	-8.3%
Bond Proceeds	-	2,410,000	2,089,710	2,110,730	N/A
Loan Proceeds	-	384,130	-	575,000	49.7%
Operating Transfers In	40,260	327,000	-	327,000	0.0%
<b>Total Non-Operating Revenue</b>	<b>158,390</b>	<b>3,181,630</b>	<b>2,125,210</b>	<b>3,061,230</b>	<b>-3.8%</b>
<b>Non-Operating Expenses</b>					
Debt Service	516,097	483,770	483,770	693,030	43.3%
Principal Expense	-	270,000	270,000	275,000	1.9%
Operating Transfers Out	54,961	126,800	126,800	25,500	-79.9%
<b>Total Non-Operating Expenses</b>	<b>571,058</b>	<b>880,570</b>	<b>880,570</b>	<b>993,530</b>	<b>12.8%</b>
<b>Net Income (Loss)</b>	<b>(697,618)</b>	<b>1,836,800</b>	<b>1,749,460</b>	<b>1,534,270</b>	<b>-16.5%</b>

### Description

The Water Division's responsibilities include the supply, distribution, and quality assurance of water within the Village, and complying with all Federal and State of Illinois Environmental Protection Agency standards. Water infrastructure includes seven (7) elevated towers, four (4) reservoirs, two (2) high-service pumping stations, two (2) booster stations, seven (7) emergency supply wells, three thousand (3,040) fire hydrants, two hundred forty (240) miles of water main, three thousand three hundred (3,280) valves, and over fifteen thousand (15,000) water meters.

### 2017 Accomplishments

- Replaced over nine hundred (900) feet of 10" water main at Ela Road & Route 62 with added corrosion protection in addition to replacement of four (4) valves that have restored the integrity of the primary feed water line;
- Completed an investigation and engineering study on a section of 16" water main at Poplar Creek to ensure the safety and well-being of residents living near this site;
- Continued efforts to maintain and improve the water distribution system. As of June 21, 2017, the team has replaced or repaired: ten (10) fire hydrants; eighteen (18) water main valves including installation of new valves to correct system deficiencies; eighteen (18) system leaks on water mains and service lines; one hundred sixty-nine (169) aged or failing water meters; and twenty (20) B-boxes;
- Power washed and painted four hundred eighty (480) fire hydrants;
- Initiated and completed a feasibility study for a water system interconnect with the Village of Palatine;
- Exercised, assessed, and GPS verified seven hundred fifty (750) water valves via contractual services as a continuation of the leak detection program.

## Goals, Objectives and Performance Measures

### Village Goal

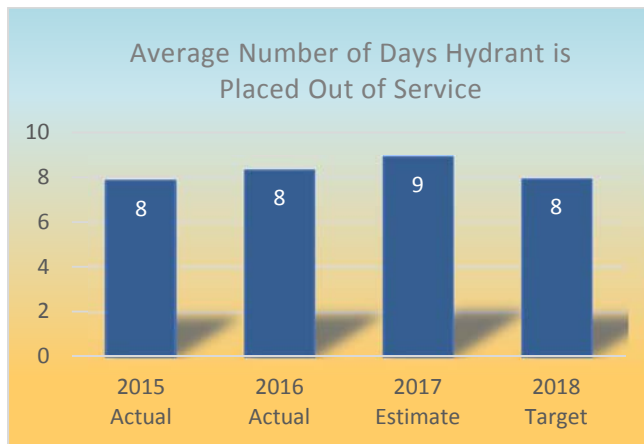
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks, and stormwater management projects (OG-3).

### Department Goal

Efficiently and effectively maintain a water distribution system to provide a reliable water source.

### Objective

Reduce the number of days a fire hydrant is out of service from 12 days to fewer than 8 days.



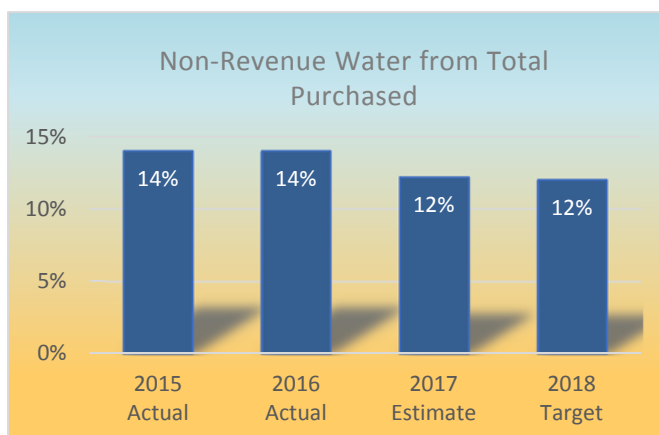
This measure is to decrease the length of time a fire hydrant is placed out of service. Functioning hydrants are an essential aspect of public safety.

### Department Goal

Efficiently and effectively maintain a water distribution system to provide a reliable water source.

### Objective

Achieve and maintain compliance with IDNR's standards for non-revenue water.



This measure is to reduce the Village's percentage of unaccounted water to meet Illinois Department of Natural Resources (IDNR) standards of 12%. This is determined as the percentage of water purchased from Northwest Suburban Municipal Joint Action Water Agency (JAWA) that is not sold through to customers.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	1,871,982	1,908,920	1,889,420	1,815,830	-4.9%
Employee Benefits	710,795	704,640	701,900	743,190	5.5%
Misc. Employee Expenses	49,085	35,520	35,520	34,880	-1.8%
Commodities	92,390	47,060	43,040	48,660	3.4%
Contractual Services	9,383,721	9,323,580	9,284,490	9,551,280	2.4%
Capital Outlay	10,732	22,300	21,950	52,500	135.4%
Cost Allocation	948,357	675,520	691,450	741,380	9.7%
<b>Total</b>	<b>13,067,062</b>	<b>12,717,540</b>	<b>12,667,770</b>	<b>12,987,720</b>	<b>2.1%</b>

## Budget Highlights

### *Salaries*

The 4.9% decrease is due to a reduction of part-time wages and savings in full-time wages due to retirements.

### *Employee Benefits*

The 5.5% increase is due to an increase in health insurance costs.

### *Miscellaneous Employee Expenses*

The 1.8% decrease is due to a reduction in travel and training expenses.

### *Commodities*

The 3.4% increase is due to an increase in the cost of water meters.

### *Contractual Services*

The 2.4% increase is primarily due to the increase in JAWA payments.

### *Capital Outlay*

The 135.4% increase is due to requests for new and replacement equipment, including a new hydro-excavation suction hose, air shoring equipment, leak detection loggers, and ground microphone.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above are the expenses that pertain to the water billing function of the Village that originate in other divisions. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.



## Description

The Village's Sanitary Sewer Division's responsibilities include preventative maintenance and repairs of one hundred eighty-seven (187) miles of sanitary sewer mains, over five thousand two hundred (5,200) manholes, and sixteen (16) sanitary lift stations. Other maintenance activities include routine televising, flushing, root cutting, and the maintenance and repair of pumps, motors and electrical components.

## 2017 Accomplishments

- Installed fifteen (15) standard manholes to replace lamp holes for system maintenance control and access;
- Replaced five hundred (500) feet of deteriorated 8" sanitary sewer on Highland Blvd and Newport Rd and upgraded ten (10) feet of 4" sanitary sewer at Washington Blvd;
- Coordinated contract rehabilitation of ten (10) manholes and twenty thousand (20,000) feet of sanitary sewer main by cured in-place pipe (CIPP) lining;
- Coordinated additional contract sanitary sewer rehabilitation with the Village Engineering Department at location designated for road reconstruction;
- Flushed and cleaned over one hundred thousand (100,000) feet of sanitary sewer main line, conducted root cutting on over twenty thousand (20,000) feet of pipe, and inspected over two hundred (200) manholes per National Association of Sewer Service Companies' (NASSCO) Manhole Assessment Certification Program (MACP) standards;
- Assessed sixty thousand (60,000) feet of sanitary sewer via closed circuit television (CCTV) inspection per NASSCO's Pipeline Assessment Certification Program (PACP) standards. The Village achieved its second year of compliance under Metropolitan Water Reclamation District of Greater Chicago's (MWRDGC) new rule on infiltration and inflow;
- Supervised the construction of a system to reduce hydrogen sulfide within Western Development Area (WDA) force main discharge;
- Completed extension of the casing pipe for an essential lift station force main south of the I-90 Tollway crossing.

## Goals, Objectives and Performance Measures

### Village Goal

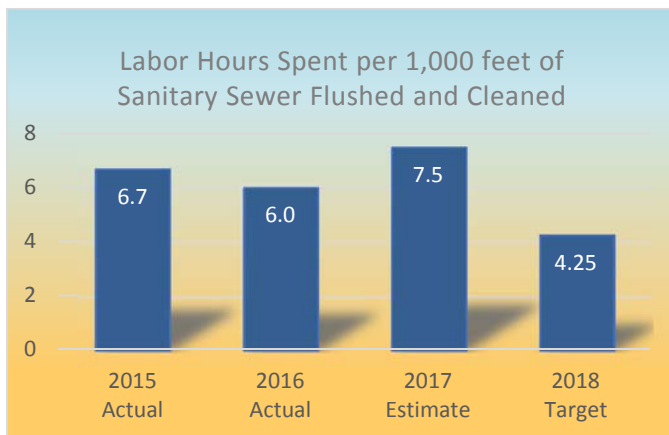
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, sidewalks and stormwater management projects (OG-3).

### Department Goal

Efficiently and effectively maintain a sewer system that adequately and effectively manages and conveys waste water for treatment.

### Objective

Maintain the number of labor hours per 1,000 feet of sanitary sewer mainline flushed to 4.25 hours or fewer.



This measure is to decrease the number of hours spent on flushing and cleaning sanitary sewer mains. Routine flushing and cleaning of the sanitary sewer mains reduces the probability of debris related surcharging and backups. As a regularly occurring task, this measure ensures the Department is striving to be efficient in all aspects of operation.

## Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	943,478	951,530	928,710	913,180	-4.0%
Employee Benefits	401,471	374,940	368,700	404,100	7.8%
Commodities	2,113	2,370	2,370	2,370	0.0%
Contractual Services	291,218	354,440	337,870	346,600	-2.2%
Capital Outlay	47,242	35,100	142,800	25,300	-27.9%
Cost Allocation	304,670	376,830	388,560	446,150	18.4%
<b>Total</b>	<b>1,990,192</b>	<b>2,095,210</b>	<b>2,169,010</b>	<b>2,137,700</b>	<b>2.0%</b>

## **Budget Highlights**

### *Salaries*

The 4.0% decrease is due to a savings in full-time wages due to recent retirements.

### *Employee Benefits*

The 7.8% increase is due to an increase in health insurance costs.

### *Contractual Services*

The 2.2% decrease is due to a savings in electricity costs.

### *Capital Outlay*

The 27.9% decrease is due to the purchase of a service line camera last year, now removed from this year's budget.

### *Cost Allocation*

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

### Description

The Water Billing Division, which is a subdivision of the Finance Division, includes 1 full-time and 3 part-time budgeted employees that are responsible for the water and refuse billing for the Village. The Water Billing Division maintains approximately 15,500 water accounts and takes care of all the billing and collections on a monthly basis.

A water rate study was presented to the Village Board in 2015. The results of the study included recommended routine rate increases to the Village's water rates to adequately fund operations of the Water & Sewer Fund. A water rate study is planned every five years.

### 2017 Accomplishments

- Continued efforts to provide a variety of methods for our customers to pay their utility bills. The Interactive Voice Response (IVR) system allow customers to make payment over the phone with a credit card or check. In 2017 we had a monthly average of over 900 customers using the IVR system to process payments, increased from 600 customers in 2016.
- All Water Billing staff attended Customer Service training offered by the Human Resources Department. This training provided an excellent reminder of why we work for the Village and how we can provide the best possible customer service.
- Participated in the procedure optimization workshop for Water Billing Processes. Internal controls were examined to streamline procedures, identify areas of potential vulnerability and improve the overall process.
- Implemented scanning and storing rental property information electronically. Paperless efforts will continue in the next year.

## Goals, Objectives and Performance Measures

### Village Goal

Enhance the Village's operations through employee development and training in customer service, leadership and other core skill sets that will develop our employees and create a cadre of future leaders for the organization (OG-8).

### Department Goal

Efficiently resolve customer issues.

### Objective

Resolve customer issues within 24 hours of first contact



This measure is to maintain the exceptional level of customer service and resolve customers and business owners concerns in a timely manner.

### Department Goal

Continue providing an excellent level of customer service to all utility customers.

### Objective

Reduce the number of customer escalated incidences to 12 per year.



This measure is to decrease the number of escalated incidents by continuing to provide an exceptional level of customer service to all utility customers which results in a satisfactory resolution.

# WATER BILLING

## Village of Hoffman Estates

### Village Goal

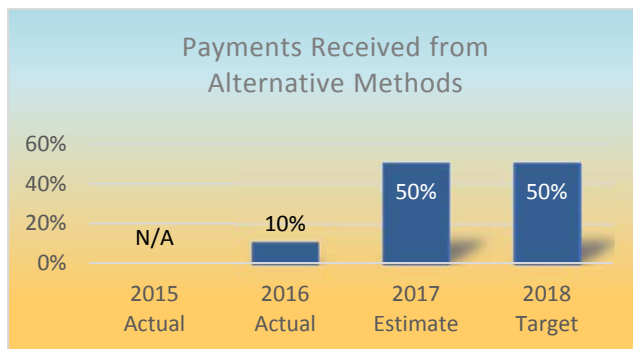
Explore grants, alternative service delivery methods and innovative practices to augment the Village's financial resources. Provide savings to residents and businesses through municipal electricity aggregation (ST-6).

### Department Goal

Increase the ease and ability for customers to pay their utility bills in order to increase the number and timeliness of payments.

### Objective

Offer customers multiple sources to pay their utility bills, including online, over the phone, and ACH.



This measure is to increase the number of utility payments made alternative ways. (Other than the mail in or walk in options). This will resolve customer request for additional payment methods and is increasing the timeliness of utility payments.

### Annual Expenses by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Salaries	146,657	152,050	147,180	157,970	3.9%
Employee Benefits	47,986	56,260	54,990	60,740	8.0%
Commodities	82,079	86,030	85,090	85,280	-0.9%
Contractual Services	118,886	124,660	144,170	63,160	-49.3%
Capital Outlay	284	300	300	400	33.3%
Cost Allocation	284,210	307,330	333,960	458,360	49.1%
<b>Total</b>	<b>680,102</b>	<b>726,630</b>	<b>765,690</b>	<b>825,910</b>	<b>13.7%</b>

### Budget Highlights

#### Salaries & Wages

The 3.9% increase is due to budgeted annual salary increases.

#### Employee Benefits

The 8.0% increase is due to the increase in costs for health insurance.

### *Commodities*

The 0.9% decrease is savings in printing & binding supplies.

### *Contractual Services*

The 49.3% decrease is due to the Village no longer collecting credit card fees, which are being passed along to the users as of early FY2018

### *Capital Outlay*

The 33.3% increase is due to increased costs for miscellaneous equipment needed for Utility Billing.

### *Cost Allocation*

Cost allocations are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund, which is reflected in the Water Billing Division.

# WATER AND SEWERAGE CAPITAL

Village of Hoffman Estates

## Annual Expenses by Class - Capital Summary

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Contractual Services	2,725	329,000	-	30,000	-90.9%
Capital Outlay	16,977	422,130	40,000	487,000	15.4%
<b>Total</b>	<b>19,702</b>	<b>751,130</b>	<b>40,000</b>	<b>517,000</b>	<b>-31.2%</b>

## Annual Expenses by Class - 2015 Bond Capital Summary

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Commodities	40,422	180,000	150,000	-	-100.0%
Contractual Services	145,355	60,000	85,000	30,000	-50.0%
Capital Outlay	411,584	2,170,000	1,762,210	63,600	-97.1%
<b>Total</b>	<b>597,360</b>	<b>2,410,000</b>	<b>1,997,210</b>	<b>93,600</b>	<b>-96.1%</b>

## Annual Expenses by Class - 2017 Bond Capital Summary

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
Commodities	-	-	40,000	215,000	N/A
Contractual Services	-	-	-	653,500	N/A
Capital Outlay	-	-	54,500	1,374,630	N/A
<b>Total</b>	<b>-</b>	<b>-</b>	<b>94,500</b>	<b>2,243,130</b>	<b>N/A</b>



# SEARS CENTRE OPERATING FUND

Village of Hoffman Estates

## Description

The Sears Centre Operating Fund was set up in 2009 to handle all operations within the Sears Centre Arena due to the Village taking over ownership. Since 2011, the budget from the arena management company has been included under Arena Operating Expenses, as well as Net Event Income and Premium/Other Income. The arena is operated by Spectra, a management company hired by the Village and owned by Comcast.

## 2017 Accomplishments

- The Sears Centre Arena attracted upwards of 96 total events in the past year, which is similar to 2016. New events included a craft beer festival, Windy City Bulls basketball, Outcry Tour, Salvation Army national meetings, USA Gymnastics, USA Volleyball, TobyMac, Cirque Du Soleil and Midlands Wrestling.
- Hosted the inaugural season of the Windy City Bulls, NBA G-League basketball team in partnership with the Chicago Bulls, which exceeded all expectations. Addition of the team generated ten new annual suite holders and increased sponsorship sales.
- Continued to attract local and national sporting events including, USA Gymnastics, IHSA Super Sectional, USA Men's Volleyball, Ken Kraft Midlands Wrestling (promoted by Northwestern University), Glory Kickboxing, Cheerleading US Finals, and the Chicago Mustangs Soccer Team.
- Building on the past success of ethnic events, met goal of bringing back large-scale Hispanic (Bull Riding) and Indian (Rahat Fateh Ali Khan, Arjit Singh and Shreya concerts) events.
- Community events again played a significant role in the event calendar, with Celtic Fest, Chamber of Commerce annual State of the Village breakfast, Northwest Fourth-Fest, Daily Herald Prep Awards along with 75,000 total attendance at 17 graduation ceremonies.
- Achieved record attendance for various shows including: Professional Championship Bull Riding (Saturday show sold out), IHSA Super Sectional (sold out), TobyMac and Arijit Singh (largest Indian event).
- Capital projects included replacement of the 125 sport lights to LED fixtures and repair of the Arena's front lobby foundation.

# SEARS CENTRE OPERATING FUND

Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

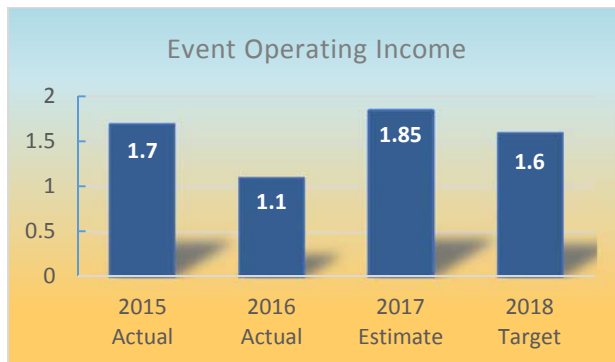
Continually improve the Sears Centre Arena's performance by increasing events, paid attendance, concession commissions and sponsorship/premium seating revenue across all areas (ST-7).

### Department Goal

To achieve an event operating income of \$1.6M annually.

### Objective

Work with event promoters to achieve a net event income at or above a multi-year benchmark average of \$1.6M per year.



The goal of the Village is to work with the operator of the venue to identify the most prosperous event promoters from previous years and attract new event promoters to ensure there is continual revenue generating activities at and around the Sears Centre Arena.

# SEARS CENTRE OPERATING FUND

Village of Hoffman Estates

## Annual Revenues and Expenditures by Class-Operating Summary

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Operating Revenues</b>					
Taxes	2,285,045	2,126,900	2,316,000	2,222,000	4.5%
Charges for Services	62,302	64,170	64,170	66,020	2.9%
Miscellaneous	205,057	50,000	65,000	65,000	30.0%
<b>Total Operating Revenues</b>	<b>2,552,404</b>	<b>2,241,070</b>	<b>2,555,170</b>	<b>2,353,020</b>	<b>5.0%</b>
<b>Operating Expenses</b>					
Village Operating Expenses	71,198	2,200	356,200	2,200	0.0%
<b>Total Operating Expenses</b>	<b>71,198</b>	<b>2,200</b>	<b>356,200</b>	<b>2,200</b>	<b>0.0%</b>
<b>Operating Income (Loss) Before Depreciation</b>	<b>2,481,205</b>	<b>2,238,870</b>	<b>2,198,970</b>	<b>2,350,820</b>	<b>5.0%</b>
<b>Depreciation Expense</b>	<b>(2,396,401)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Operating Income (Loss)</b>	<b>84,804</b>	<b>2,238,870</b>	<b>2,198,970</b>	<b>2,350,820</b>	<b>5.0%</b>
<b>Non-Operating Revenues</b>					
Investment Earnings	1	-	1,800	1,800	N/A
Gain/(loss) on Sale of Equipment	(504,669)	-	-	-	N/A
Bond Expense	2,041,700	-	-	-	N/A
Amortization Expense	(113,325)	-	-	-	N/A
<b>Total Non-Operating Revenues</b>	<b>1,423,706</b>	<b>-</b>	<b>1,800</b>	<b>1,800</b>	<b>N/A</b>
<b>Non-Operating Expenses</b>					
Operating Transfers In	2,067,727	1,000,000	1,000,000	800,000	-20.0%
Operating Transfers Out	(2,761,331)	(3,382,810)	(3,348,340)	(3,393,490)	0.3%
<b>Total Non-Operating Expenses</b>	<b>(693,603)</b>	<b>(2,382,810)</b>	<b>(2,348,340)</b>	<b>(2,593,490)</b>	<b>8.8%</b>
<b>Net Income (Loss)</b>	<b>814,907</b>	<b>(143,940)</b>	<b>(147,570)</b>	<b>(240,870)</b>	<b>67.3%</b>

Note: Other revenues and ancillary revenues from the Sears Centre over the past eight years more than offsets the loss shown above. Such revenues include Entertainment Taxes, Food and Beverage Taxes, Sales taxes generated by Sears Centre events and other revenues directly resulting from the Sears Centre.

# SEARS CENTRE OPERATING FUND

Village of Hoffman Estates

## Annual Revenues and Expenditures by Class-Activity Summary

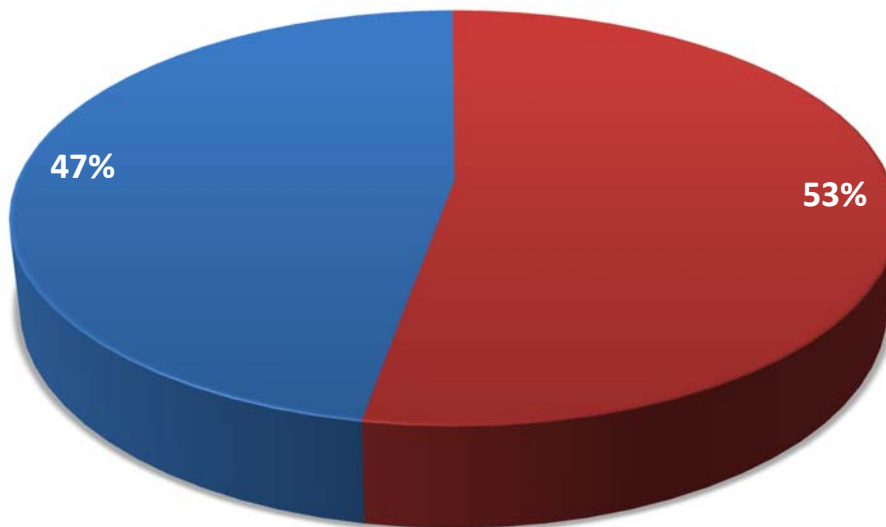
Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Operating Revenues</b>					
Net Event Income	6,614,103	5,395,640	7,249,270	6,874,850	27.4%
Premium/Other Income	270,127	286,440	336,730	488,140	70.4%
<b>Total Operating Revenues</b>	<b>6,884,230</b>	<b>5,682,080</b>	<b>7,586,000</b>	<b>7,362,990</b>	<b>29.6%</b>
<b>Operating Expenses</b>					
Arena Operating Expenses	7,665,363	6,271,260	8,140,710	7,954,160	26.8%
<b>Total Operating Expenses</b>	<b>7,665,363</b>	<b>6,271,260</b>	<b>8,140,710</b>	<b>7,954,160</b>	<b>26.8%</b>
<b>Operating Income (Loss)</b>	<b>(781,134)</b>	<b>(589,180)</b>	<b>(554,710)</b>	<b>(591,170)</b>	<b>0.3%</b>
<b>Transfers</b>					
Transfer from Sears Centre Optg	-	589,180	554,710	591,170	0.3%
<b>Total Transfers</b>	<b>-</b>	<b>589,180</b>	<b>554,710</b>	<b>591,170</b>	<b>0.3%</b>
<b>Net Income (Loss)</b>	<b>(781,134)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

# INTERNAL SERVICE FUNDS Village of Hoffman Estates

Internal Service Funds include the Insurance Fund and the Information Systems Fund. These funds are used by state and local governments to account for the financing of goods and services provided by one department to other departments within the organization on a cost-reimbursement basis. The Insurance Fund accounts for the servicing and payment of claims for the Village's self-insurance programs including Workers' Compensation and Liability Insurance. The Information Systems Fund accounts for the operation of the Information Systems Department (technology) of the Village. Financing for both of these funds is provided through billings to various Village Departments.

Total Budget	\$3,862,890
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Annual Expenses by Fund



■ Insurance Fund    ■ Information Systems Fund

# INSURANCE FUND

## Village of Hoffman Estates

### Description

The Insurance Fund accounts for liability and workman's compensation insurance coverage and activity for the Village, as well as unemployment benefits and excess liability coverage. It is overseen by the Risk Manager who is part of the Human Resources Management Division.

### 2017 Accomplishments

- Completed a market evaluation for excess workers' compensation and property casualty insurance and recommended an insurance renewal package to the Village Board.
- Participated in meetings related to the potential creation of a new intergovernmental municipal risk pool. The pool is likely to be created in 2018. The Village's participation is still being reviewed.
- Reviewed the feasibility of the Village continuing to participate in the fourth term of the High Excess Liability Pool (HELP).
- Promoted the Village's commitment to safety by conducting the Safety Lunch for all Village employees.
- Brought several workers' compensation and liability claims to an amicable conclusion.
- Reduced the severity of workers' compensation claims by 90%.
- Reduced claim frequency of workers' compensation claims by 49%.

### Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Charges for Services	1,461,060	1,527,460	1,527,530	1,558,460	2.0%
Investment Earnings	11,373	10,000	25,000	25,000	150.0%
Miscellaneous	146,783	86,840	159,530	163,680	88.5%
<b>Total Revenues</b>	<b>1,619,216</b>	<b>1,624,300</b>	<b>1,712,060</b>	<b>1,747,140</b>	<b>7.6%</b>
<b>Expenditures</b>					
Salaries	-	-	-	39,440	N/A
Employee Benefits	92,441	101,840	182,750	94,300	-7.4%
Contractual Services	1,690,882	1,554,460	1,534,500	1,587,460	2.1%
Operating Transfers	-	-	-	100,000	N/A
<b>Total Expenditures</b>	<b>1,783,323</b>	<b>1,656,300</b>	<b>1,717,250</b>	<b>1,821,200</b>	<b>10.0%</b>
<b>Net Revenues over Expenditures</b>	<b>(164,107)</b>	<b>(32,000)</b>	<b>(5,190)</b>	<b>(74,060)</b>	<b>131.4%</b>

### Description

The Information Systems department is responsible for administration, implementation and maintenance of all Village computer operations, hardware and software. The Information Systems staff comprises the following teams:

- The Network and Technical Support Team provides support and maintenance for over five miles of Village owned Fiber Optic cabling, eight licensed band microwave links, numerous wireless access points, 1,000 individual devices, approximately 380 active directory accounts and 451 Microsoft Exchange email accounts dispersed between nine Village facilities. This team is the central point of contact and escalation for system outages and technical support requests, as well as having responsibilities for operational/technical legacy system support, Village-wide network host communications, security administration and data recovery. Software and technical support is provided to evaluate, procure, develop or modify software programs to the specified needs of various operating units. Hardware and technical support is provided for Village-wide, remote and local area operating platforms. Networked automation support is available to all Village staff including a trouble call hotline. Centralized computer processing services are provided on all major systems, including system backups and data recovery.
- The Business Applications Team is responsible for application support and data integrity for all PLUS series software suites that are comprised of applications for licensing of businesses, pets and vehicles, permits, code enforcement, inspections, utility billing, as well as cash receipts, fund accounting, human resources, benefits and payroll. These responsibilities include: employee training, software customization, report writing and data extraction (business intelligence), Software as a Service (SaaS) implementation, compliance, and acting liaison between users and the software vendor.
- Geographic Information Systems (GIS) is the hardware, software and data that are used to create and maintain maps. Clients for these maps in the Village include every department. The Police Department and Emergency Management Agency use large wall maps that allow ready identification of accident and crime locations, as well as disaster and recovery operations. Each Fire Department vehicle carries a detailed map atlas that helps them to get to a fire quickly, and to identify emergency locations, such as numbered school entrances and available fire hydrants. Development Services uses standard and ad hoc maps for planning and zoning issues, and for attracting new businesses to the Village. Public works uses the maps for identifying utility infrastructure components.

### 2017 Accomplishments

- Completed the upgrade of CommunityPLUS and FinancePLUS databases to the HTML5 environment. This required Beta testing of the CP 9.1 version and upgrade testing of FP 5.1, and reporting of issues found, and then making sure that all the issues were resolved before going live. Training was provided to all staff who use the applications in CommunityPLUS and FinancePLUS. ASP upgraded our eGov server and that required the testing of the SunGard applications accessed by our residents using eGov to confirm their usability. Tested our Cognos production reports in the new environment to verify that they would run as expected. There were

many issues needing resolution after the upgrade. The most critical issues were with our customs and IMRF state reporting, and resolving those were the primary focus of our efforts for the last six months of 2016 and the first quarter of 2017.

- Due to the sale of SunGard Public Sector to Vista, our data and applications moved from the ASP center in Bethlehem, PA, to Voorhees, NJ. This required testing of all the databases and applications to ensure that they were operational in the new environment.
- Implemented Business License access and online payment through eGovPLUS. This was accomplished by modification of the PayPal payment process, changes to the web pages to make them user-friendly, and testing and resolving issues found with the payment process. The Residential Rental License renewals were the first category offered for online payment beginning in December of 2016. More than 47% of the license payments were made through eGov, resulting in a significant savings in staff time needed to process payments.

In April of 2017, we also offered this method of payment for renewals of regular Business License categories and Home Businesses and resulted in 12% of renewal payments made through eGov.

- The FinancePLUS Optimization project resulted in the implementation of decentralized paperless Requisitions, paperless POs, and the electronic Approval Process for all steps in these processes. We contracted for training by Superion, and then we worked through testing and tweaking the processes and the PO document itself. Developed a number of Cognos reports for staff to utilize to keep track of the processes.
- Completed the implementation of the EFT processing for AP payments. This included setting up the approvals and associated workflow after participating in training in all necessary set up and processing.
- Several manual tasks identified for potential process improvement during the Optimization were analyzed to determine if any efficiencies were possible. We were able to improve the data gathering for Credit Card reconciliation and several other processes.
- Created electronic Citations for unpaid Ambulance bills, utilizing Citations and Cognos reports to create the ticket for mailing to the person responsible for the Ambulance bill. Created court documents for use during the Adjudication Court process.
- HR decided to begin using the Benefits application, which will allow the use of Employee Access Center for electronic Annual Benefits Enrollment. In preparation, converted dependent data from insurers to allow for insertion in our Benefits application. This data is required for ACA reporting and Benefits enrollment.
- The Village ArcGIS licenses were several versions behind, so with the influx of new hardware it was determined we would upgrade to a newer version. The new GIS server, I.S. and Planning desktops were updated to ArcGIS 10.4.1.



- The Village receives numerous requests throughout the year for utility maps. These are initiated through both Village and non-Village projects. To facilitate this process, we've established a Utility map template, which incorporates common utilities, Village logo and additional cartographic information. The template allows for quick turnaround, as well as consistent output.
- The Fire Mapbook was built using third party software, utilizing tools now available in ArcGIS for Desktop. It was determined that we would eliminate the additional software and recreate the Fire Mapbook using data driven pages in ArcGIS. Data driven pages allows the text on each map page to update according to the features within the map. This aids in maintaining a consistent output, improves efficiency and cuts the cost of maintaining an additional software license.
- The Village's GIS field collection process was operating inefficiently in two major areas, the first being our GPS equipment. The Village GPS receiver's technology has been surpassed by modern GNSS devices. Today's GNSS device can pair to a multitude of devices via Bluetooth, collect positions using free applications and access multiple satellite constellations in addition to GPS. The accuracy and precision of GNSS devices with available Real Time Kinematic (RTK) are vastly improved when compared to the Village's Trimble GeoExplorer. By upgrading our device, we've improved our overall accuracy and precision, while vastly reducing the amount of time formerly required to collect positions. This will also allow us to phase out the multiple ArcPad software licenses required of the old workflow.
- The second area in which the Village GIS field collection was operating inefficiently was the data edit workflow. GIS personnel would save a copy of a particular dataset to ArcGIS Online, where field crews could access and manipulate the data. However, those edits were not immediately accessible to other departments and often weren't updated in the source database except at monthly (and often longer) intervals. Appending the field crew manipulated data to the original source also required multiple steps on the part of the GIS staff. Utilizing VPN and ArcGIS for Server, we've configured a workflow that allows for field editing directly to our GIS database via the ESRI Collector app. This greatly reduces the time and effort required to manage field data and makes field updates available in real time.
- Some of our datasets being published as a service for consumption over the web were only available to view within our network due to firewall settings. As we continue to expand our web services, certain datasets will need to be accessible by the public. A significant investment of time was spent working with ESRI support to safely post our services for public viewing via our GIS Portal page on the Village website. We're now configured to allow public viewing of data via ArcGIS Online and ArcGIS for Server. This will allow maps, like our Road Construction Map, to be updated via service by Transportation & Engineering and accessible to the public via the Village website.
- Village employees want access to our GIS data so that they can share it with the public, co-workers and/or use it for reporting purposes. To facilitate this, we're moving away from GIS personnel being in charge of entering data for the thousands of fields we currently maintain and moving toward managing users, groups and roles. By placing the data back in the hands of the staff that

oversee them, we'll be able to keep our GIS up to date and ensure that only necessary information will be collected. GIS personnel can focus on building data, services, and templates and managing user and group access. We've begun this transition via ArcGIS Online and ArcGIS for Server. We currently have groups and users for DS Transportation & Engineering and PW Forestry. We look to continue to expand our user base in the coming months.

- The contract for the Camera System replacement project was awarded to PACE Systems from Naperville Illinois. Work began on replacing the interview room system at the police department followed by the cameras and wiring at the Police Department, Vehicle Maintenance building, and Village Hall. Two additional storage servers were configured and installed as well. The remainder of the cameras/facilities will be completed in 2018.
- Began a multiphase/multiyear project to digitize all microfilm, microfiche and paper records within the Village. Phase one, digitizing all of the Village Clerk's microfilm has been completed. Phase two, configuration of the Laser Fiche software, training of a select group of Village staff and finally implementation of the program has also been completed. Using the Laser Fiche software staff can now begin digitizing paper records as time permits. In addition, all network files can be converted to the Laser Fiche format (without losing the document's original formatting). The third phase of the project will begin in 2018 and include the digitization of the entire catalogue of microfiche in inventory.
- With the installation of the new storage system I.S. Department staff has worked toward enhancing and improving access to user files. As a result, File Failover Clustering was implemented. One of the main benefits of failover cluster is the ability to maintain file access to the storage system in the event of routine server updates or in hardware/software failure. This system will greatly minimize downtime to village employees and will add redundancy to the storage system village wide.
- Staff replaced 75 iPhone 6, 16GB devices with the iPhone 7, 32GB version. This is in line with the Village's two year replacement cycle. As has been past practice, the iPhone replaced 6 will be sold to a recycler and the funds obtained from that used to offset the cost of the new phones.
- Completed the annual desktop replacements; this year 60 computers were identified as surpassing their warranties and were subsequently replaced.
- Completed the annual replacements and deployment of mobile units for the Fire Department.
- Created a new, streamlined Activity Sheet Report document for all officers to use. This required lengthy and intensive JavaScript programming. The updated file will improve the efficiency and productivity of our officers.
- Continued quarterly Technology User Group meetings.

# INFORMATION SYSTEMS FUND

Village of Hoffman Estates

## Goals, Objectives and Performance Measures

### Village Goal

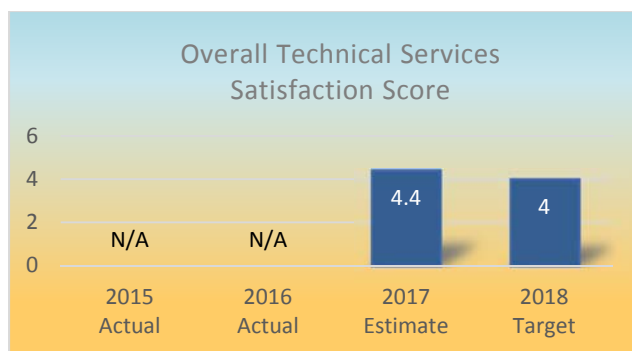
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses (OG-7).

### Department Goal

For level of overall end-user satisfaction with technical services, maintain a score of 4 or better.

### Objective

Survey employees quarterly to measure satisfaction using a scale of 1 to 5.



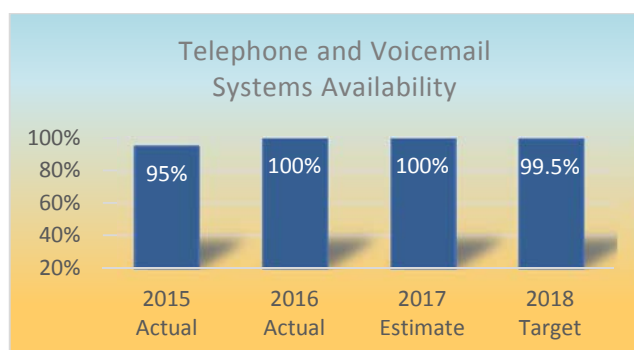
Our department moved from an auto-generated survey to a quarterly performance survey in mid-2016. The five question survey seeks feedback on the level and quality of services provided by our department which include system availability, technical knowledge, and communication. Although the survey is optional employees are encouraged to participate and provide feedback. The survey is based on a scale of 1 to 5, we strive to maintain an average score of 4 or better.

### Department Goal

Maintain telephone and voicemail systems availability at 99.5%.

### Objective

On a regular basis, test and monitor the telephone and voicemail system to ensure functionality and accessibility.



This measure is to maintain the percentage of availability for the telephone and voicemail systems. The potential available time, for a 24/7x365 system, is 8760 hours per year. An uptime of 99.5% represents a system that is unavailable for 1.83 days per year or 3.60 hours per week or 50.4 minutes per week.

# INFORMATION SYSTEMS FUND

Village of Hoffman Estates

## Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
User Charges	1,301,240	1,522,660	1,522,660	1,264,250	-17.0%
Interest Income	2,253	2,000	3,500	3,000	50.0%
Misc. Revenue	34,660	-	19,320	50,000	N/A
Transfers In	64,966	127,120	232,380	404,440	218.2%
<b>Total Revenues</b>	<b>1,403,119</b>	<b>1,651,780</b>	<b>1,777,860</b>	<b>1,721,690</b>	<b>4.2%</b>
<b>Expenditures</b>					
<b>ADMINISTRATION</b>					
Salaries	474,123	594,270	562,620	620,550	4.4%
Employee Benefits	199,965	230,070	222,850	243,880	6.0%
Misc. Employee Benefits	9,407	27,750	21,810	17,750	-36.0%
Commodities	13,283	15,620	15,750	15,700	0.5%
Contractual Services	56,617	40,070	40,080	52,770	31.7%
Cost Allocation	56,158	-	-	-	N/A
<b>OPERATIONS</b>					
Contractual Services	157,267	262,120	236,910	270,700	3.3%
Capital Outlay	148,351	204,650	187,950	209,980	2.6%
Depreciation	25,588	-	-	-	N/A
<b>CAPITAL ASSETS</b>					
Capital Outlay	348,436	875,000	960,100	968,960	10.7%
Cost Allocation	(189,910)	(272,770)	(320,610)	(358,600)	31.5%
<b>Total Expenditures</b>	<b>1,299,283</b>	<b>1,976,780</b>	<b>1,927,460</b>	<b>2,041,690</b>	<b>3.3%</b>
<b>Net Revenues over Expenditures</b>	<b>103,835</b>	<b>(325,000)</b>	<b>(149,600)</b>	<b>(320,000)</b>	<b>-1.5%</b>

### Budget Highlights

#### *Salaries & Wages*

The 4.4% increase is due to merit increases and two new employees that started at slightly higher salaries than expected.

#### *Employee Benefits*

The 6.0% increase is due to an increase in employee health insurance.

# INFORMATION SYSTEMS FUND

Village of Hoffman Estates

## *Misc. Employee Expenses*

The 36.0% decrease is due to the elimination of attendance to the annual GMIS conference, a reduction in training funds and the money allocated in 2017 for the Village staff Security Awareness training.

## *Commodities-Administration*

The 0.5% is the result of the increase in photocopy expenses.

## *Contractual Services-Administration*

The 31.7% increase reflects new equipment requested by other departments.

## *Contractual Services-Operations*

The 3.3% increase reflects services which in previous years had been allocated to other accounts reallocated to accounts that are more closely aligned with their descriptions. It also reflects the increase of existing service agreements, new service agreements and hosting charges.

## *Capital Outlay-Operations*

The 2.6% increase in the Operations Capital Outlay is due primarily computer hardware and software application upgrades.

## *Capital Outlay-Capital Assets*

The 10.7% increase in Capital Outlay in the Capital Assets division is due to Phase II of the Camera System replacement for municipal facilities started in 2017, new wireless access points (internal and external) and Phase III of the Document Management and Digitization system.

## *Cost Allocation*

Cost allocations are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditures in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Information Systems Fund, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These expenses are then being shown in the Water & Sewer Fund.

# PENSION TRUST FUNDS

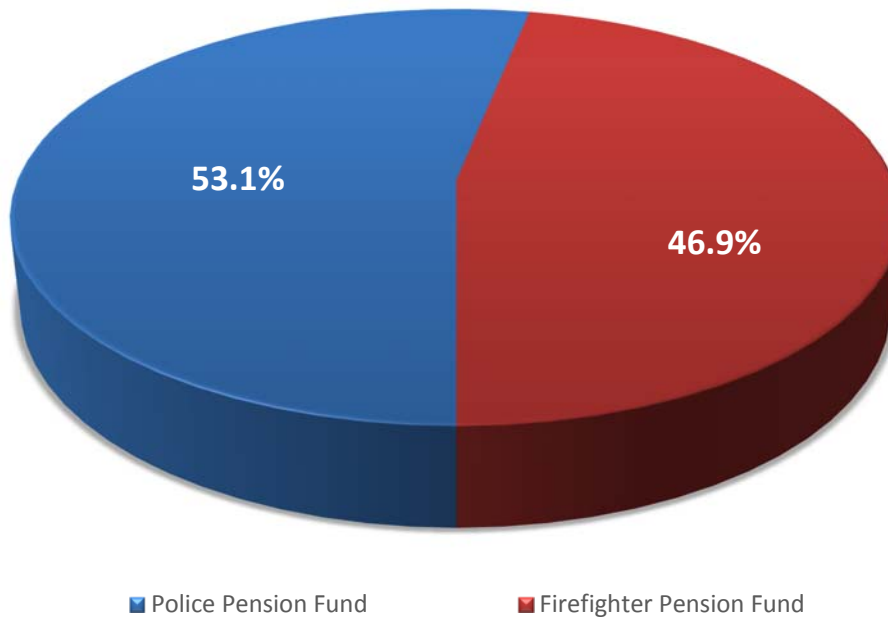
## Village of Hoffman Estates

Pension Trust Funds are used to account for assets held by the Village as trustee or agent for individuals, private organizations or other governmental units. The Village's Police and Firefighters Pension Funds provide pension benefits for all retired Police and Fire personnel.

The Village's Police Pension System (PPS) participants and Fire Pension System (FPS) participants are obligated to fund all PPS and FPS costs, respectively, based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. The PPS and FPS are reported as pension trust funds because of the Village's fiduciary responsibility.

Total 2018 Budget	\$11,134,250
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Annual Expenses by Fund



# POLICE PENSION

## Village of Hoffman Estates

### Description

The Village's sworn police employees participate in the Police Pension System (PPS) which is a defined-benefit, single-employer pension plan. The PPS functions are governed by a five-member pension board. Two members are appointed by the Village President, one member is an elected pension beneficiary, and the final two members are elected police officers. There are currently 92 participants in the Fund receiving approximately \$5.8 million in benefit payments annually. Property tax, corporate replacement tax, police officer contributions and investment earnings provide the fund with sufficient revenues to meet state mandated pension benefits. The Village hires an independent actuary to calculate the property tax levy required for the Police pension fund for the upcoming year.

### Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	3,214,272	3,394,390	3,402,700	3,607,030	6.3%
Replacement Tax	14,187	13,400	13,400	13,400	0.0%
Charges for Services	813,215	861,840	847,200	889,670	3.2%
Investment Earnings	6,153,016	1,275,000	3,700,000	1,275,000	0.0%
Miscellaneous	150	-	-	-	N/A
<b>Total Revenues</b>	<b>10,194,839</b>	<b>5,544,630</b>	<b>7,963,300</b>	<b>5,785,100</b>	<b>4.3%</b>
<b>Expenditures</b>					
Salaries	3,000	2,400	2,400	2,400	0.0%
Employee Benefits	4,823,140	5,014,760	5,336,230	5,802,580	15.7%
Misc. Employee Expenses	2,615	2,500	2,500	2,500	0.0%
Contractual Services	51,035	40,840	38,940	39,850	-2.4%
Trustees Fees	70,771	50,000	70,000	70,000	40.0%
<b>Total Expenditures</b>	<b>4,950,561</b>	<b>5,110,500</b>	<b>5,450,070</b>	<b>5,917,330</b>	<b>15.8%</b>
<b>Net Revenues over Expenditures</b>	<b>5,244,278</b>	<b>434,130</b>	<b>2,513,230</b>	<b>(132,230)</b>	<b>-130.5%</b>

# FIRE PENSION

## Village of Hoffman Estates

### Description

The Village's sworn fire employees participate in the Firefighters Pension System (FPS) which is a defined-benefit, single-employer pension plan. The FPS functions are governed by a five-member board. Two members are appointed by the Village President, one member is an elected pension beneficiary, and the final two members are elected firefighters. There are currently 73 participants in the Fund receiving approximately \$4.9 million in benefit payments annually. Property tax, corporate replacement tax, firefighter contributions and investment earnings provide the fund with sufficient revenues to meet state mandated pension benefits. The Village hires an independent actuary to calculate the property tax levy required for the Fire pension fund for the upcoming year.

### Annual Revenues and Expenditures by Class

Class	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	% Change
<b>Revenues</b>					
Taxes	2,853,074	3,111,350	3,119,660	3,317,550	6.6%
Replacement Tax	14,187	13,400	13,400	13,400	0.0%
Charges for Services	919,802	881,330	838,290	901,020	2.2%
Investment Earnings	4,121,320	1,250,000	4,900,000	1,250,000	0.0%
Miscellaneous	53,989	-	-	-	N/A
Reimbursements	-	-	-	-	N/A
<b>Total Revenues</b>	<b>7,962,371</b>	<b>5,256,080</b>	<b>8,871,350</b>	<b>5,481,970</b>	<b>4.3%</b>
<b>Expenditures</b>					
Salaries	816	-	-	-	N/A
Employee Benefits	4,072,544	4,611,900	4,848,100	4,940,420	7.1%
Misc. Employee Expenses	3,867	3,530	3,530	3,530	0.0%
Contractual Services	65,756	53,350	51,420	52,970	-0.7%
Trustees Fees	222,985	215,000	220,000	220,000	2.3%
<b>Total Expenditures</b>	<b>4,365,967</b>	<b>4,883,780</b>	<b>5,123,050</b>	<b>5,216,920</b>	<b>6.8%</b>
<b>Net Revenues over Expenditures</b>	<b>3,596,404</b>	<b>372,300</b>	<b>3,748,300</b>	<b>265,050</b>	<b>-28.8%</b>