

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
November 27, 2017

7:00 p.m. – Board Room

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

- I. Roll Call**
- II. Approval of Minutes – October 23, 2017**

NEW BUSINESS

- 1. Request approval of an ordinance amending the Municipal Code to include Liquor License Interview Fees and amending the Basset Certification validity period from 24 to 36 months.
- 2. Request acceptance of Finance Department Monthly Report.
- 3. Request acceptance of Information System Department Monthly Report.
- 4. Request acceptance of Sears Centre Monthly Report.

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

FINANCE COMMITTEE MEETING MINUTES

October 23, 2017

I. Roll call

Members in Attendance: Trustee Gary Pilafas, Chairman
Trustee Anna Newell, Vice Chairperson
Trustee Karen Mills
Trustee Gary Stanton
Trustee Karen Arnet
Mayor William McLeod

Members absent: Trustee Michael Gaeta

**Management Team Members
in Attendance:**

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

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

II. Approval of Minutes – September 25, 2017

Motion by Trustee Stanton, seconded by Trustee Mills, to approve the minutes of the Finance Committee meeting of September 25, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request acceptance of the Finance Department Monthly Report.

The Finance Department Monthly Report was presented to committee.

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

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

The Information System Department Monthly Report was presented to committee.

At a future Finance meeting, Trustee Pilafas would like the opportunity to discuss options to leverage the Village's fiber ring.

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

3. Request acceptance of the Sears Centre Monthly Report.

The Sears Centre Monthly Report was presented to committee.

Trustee Stanton inquired about the Pepsi Sponsorship. Mr. Gibbs provided an update.

Mr. Gibbs provided an overall update on Sears Centre Arena events and programs including the Windy City Bulls activities.

Motion by Trustee Mills, seconded by Mayor McLeod, to accept the Sears Centre Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

Trustee Pilafas provided an update on the Mayor's Challenge Grant.

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Mayor McLeod, to adjourn the meeting at 7:11 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of an ordinance amending the Municipal Code to include Liquor License Interview Fees and amending the Basset Certification validity period from 24 to 36 months

MEETING DATE: November 27, 2017

COMMITTEE: Finance

FROM: Bev Romanoff, Village Clerk

PURPOSE: Request approval of an ordinance amending the Municipal Code to include Liquor License Interview Fees and amending the Basset Certification validity period from 24 to 36 months.

BACKGROUND: In 2012, the Village passed Ordinance No. 4328-2012 amending Chapter 8 (License Fees), of the Municipal Code. At the time, the Village was not charging a fee for liquor license interviews. In addition, the Village amended Section 8-3-14, Employees, of Article 2, Alcoholic Liquors, regarding Alcohol Servers Training. The Village's certificate is valid for a period of 24 months after successful completion of the program.

DISCUSSION: The Village interviews many potential applicants a year and only a few actually apply for a license. The Village surveyed comparables of local municipalities and found they charge a fee ranging from \$200-\$500 for each interview. Also, since the State of Illinois alcohol servers training is for a period of 36 months, the Village's program should mirror that period.

RECOMMENDATION: Request approval to amend Chapter 8, Licenses, Article 2, License Fees, 8-2-1 Fees, to add Alcoholic Liquor License Interview Fees in the amount of \$200 and to amend Section 8-3-14, of the Municipal Code allowing a Basset Certificate to be valid for a period of 36 months after successful completion of the program.

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AMENDING SECTION 8-2-1, FEES,
AND 8-3-14, EMPLOYEES, OF ARTICLE 2, ALCOHOLIC LIQUORS,
OF THE HOFFMAN ESTATES MUNICIPAL CODE**

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

Section 8-2-1. FEES

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

A. Business Licenses

Alcoholic Liquors

Class "A" License	2,400.00
Class "AA" License	950.00 (additional)
Class "AC" License	1,000.00
Class "B" License	2,400.00
Class "C" License	25.00 (two days)
Class "D" License	2,400.00
Class "DD" License	1,000.00 (additional)
Class "E" License	950.00 (additional)
Class "F" License	6,000.00
Class "G" License	6,000.00
Class "H" License	40.00 (one day)
Class "I" License	1,000.00
Class "LC" License	2,600.00 (additional)
Class "J" License	2,400.00
Alcoholic Liquor License Interview Fee	200.00

Section 2: That Section 8-3-14, EMPLOYEES, of Article 8-3, ALCOHOLIC LIQUORS, of the Hoffman Estates Municipal Code be and the same is hereby amended to read as follows:

Section 8-3-14. EMPLOYEES

A. It shall be unlawful to employ in any premises used for the sale of alcoholic liquor any person who is afflicted with, or who is a carrier of, any contagious disease; and it shall be unlawful for any person who is afflicted with or is a carrier of any such disease to work in or about any premises or to engage in any way in the handling, preparation or distribution of such liquor.

B. It shall be unlawful to employ any person to sell, deliver, or give alcoholic liquor who after 30 days of employment has not attended a state certified BASSET program and received a certificate or whose certificate is under suspension or has been revoked.

C. A BASSET Certificate under sub-section B shall be considered valid for a period of 36 months after successful completion of the program. Therefore, employees will be required to attend a state-certified BASSET program.

D. Each Licensee licensed under this Article shall keep files of each employee's attendance at a state certified BASSET program and shall furnish a copy of such certificate or certificates upon the request of the Hoffman Estates Police Department.

E. Each Licensee licensed under this Article shall notify the Hoffman Estates Police Department of the name of each employee within 72 hours of employment. The Licensee shall insure that such employee completes the BASSET program within 30 days of employment.

F. Any employee certified by the state certified BASSET program may transfer such certificate from one employer to another so long as such certificate has not expired.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2017

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2017

Village President

ATTEST:

Village Clerk

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



HOFFMAN ESTATES

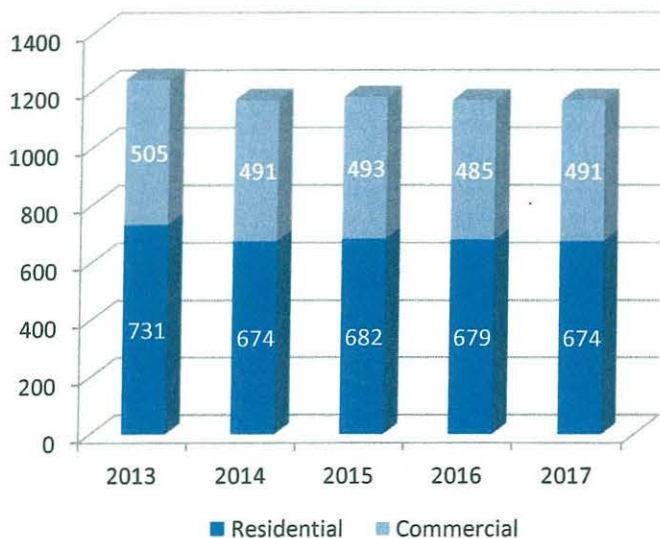
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT OCTOBER 2017

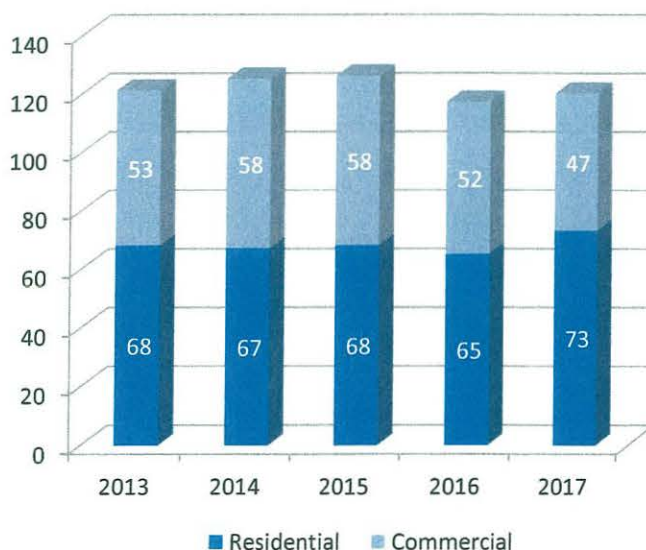
Water Billing

A total of 14,645 residential water bills were mailed on October 1st for August's water consumption. Average consumption was 5,003 gallons, resulting in an average residential water bill of \$61.75. Total consumption for all customers was 120 million gallons, with 73 million gallons attributable to residential consumption. When compared to the October 2016 billing, residential consumption increased 12.3%.

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

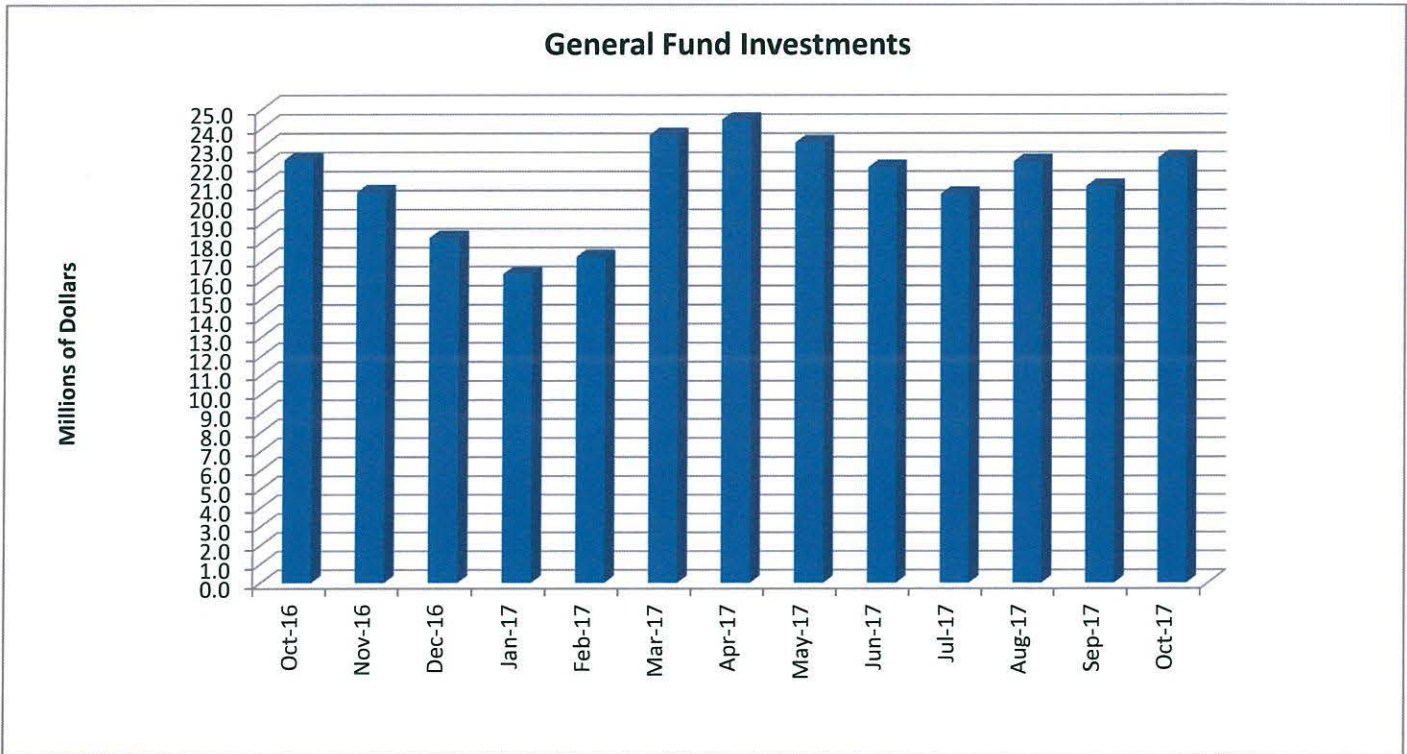
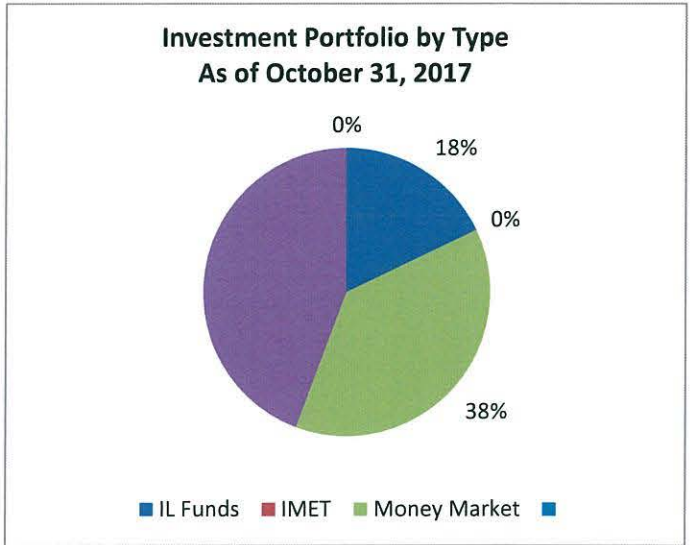
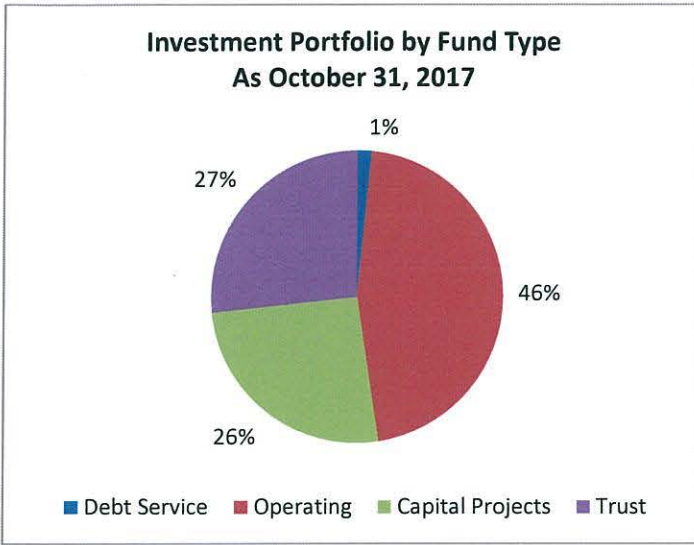


**Total Water Consumption
Month of October**



Village Investments

As of October 31, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$60 million. Of this amount, \$27.6 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$32.4 million is related to debt service, capital projects and trust funds.



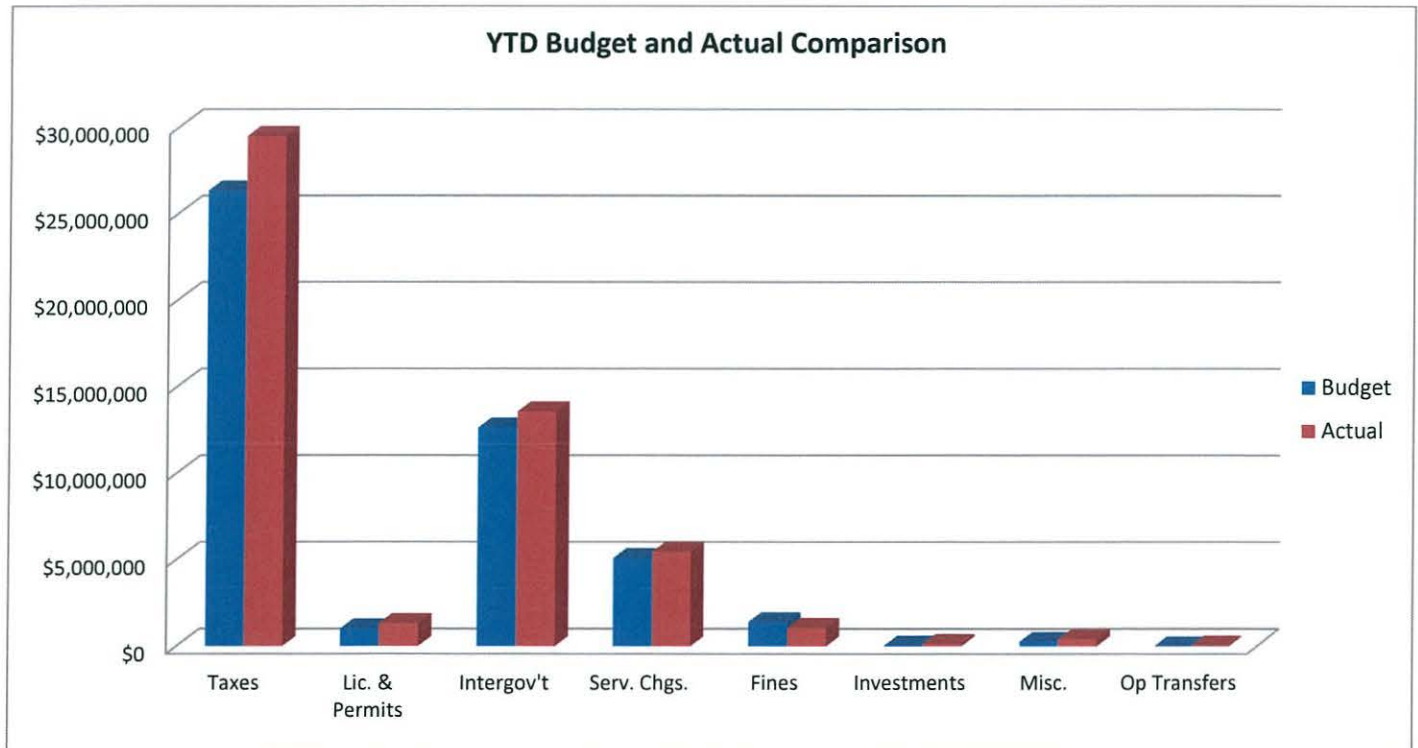
Operating Funds

General Fund

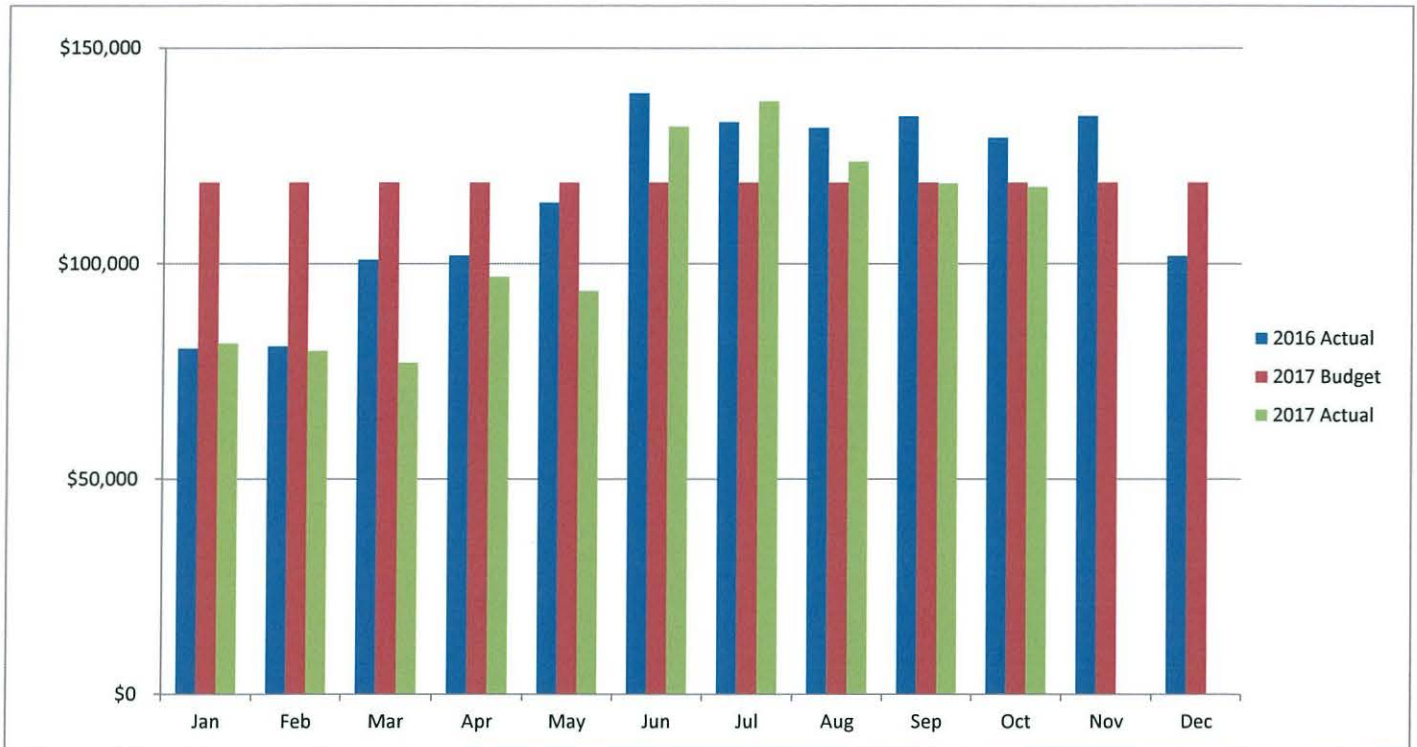
For the month of October, General Fund revenues totaled \$2,572,126 and expenditures totaled \$3,453,929 resulting in a deficit of \$881,802.

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

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 26,302,642	\$ 29,466,505	12.0%
Licenses & Permits	1,015,833	1,329,665	30.9%
Intergovernmental	12,607,333	13,530,531	7.3%
Charges for Services	5,083,639	5,447,498	7.2%
Fines & Forfeits	1,395,833	1,061,063	-24.0%
Investments	50,000	148,919	197.8%
Miscellaneous	257,842	408,815	58.6%
Operating Transfers	-	50,000	0.0%
TOTAL	\$ 46,713,122	\$ 51,442,996	10.1%

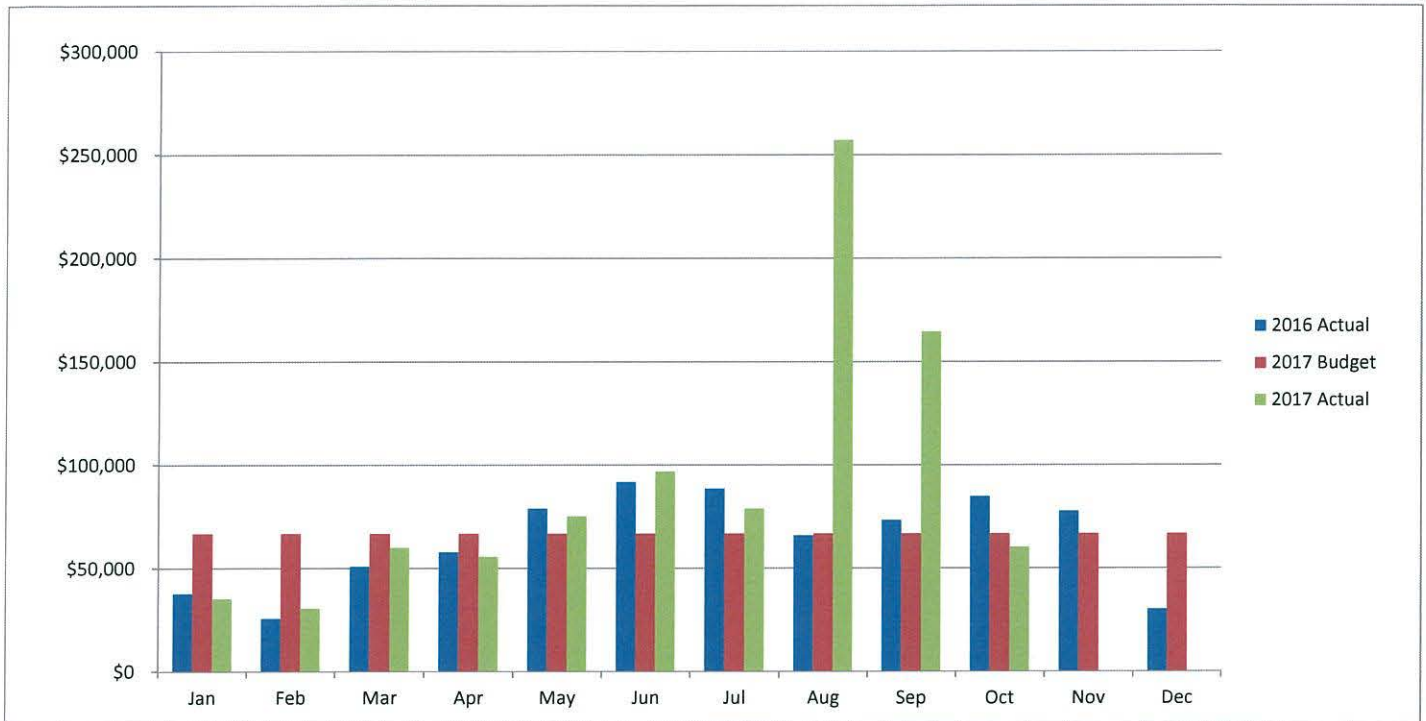


Hotel Tax



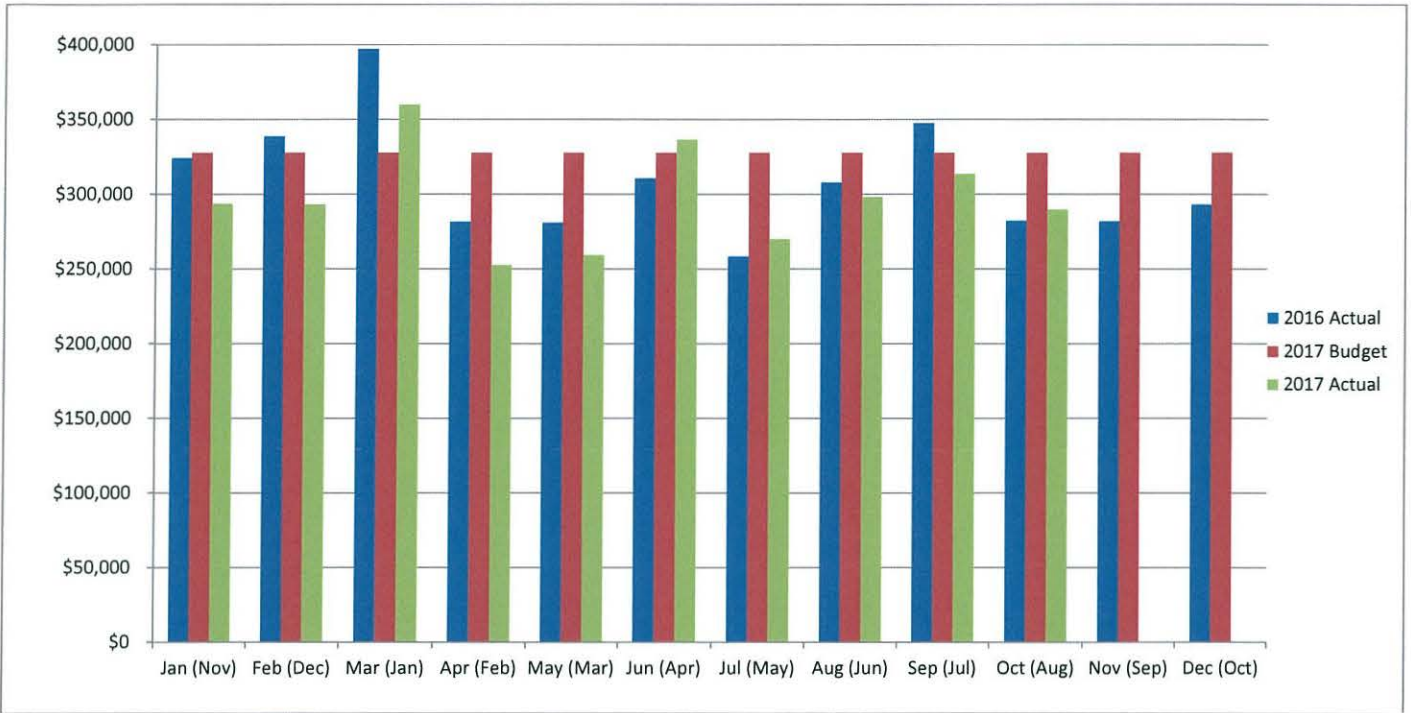
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750	76,961	(118,152)
Apr	101,748	118,750	96,865	(140,037)
May	114,092	118,750	93,566	(165,221)
Jun	139,424	118,750	131,686	(152,285)
Jul	132,709	118,750	137,580	(133,455)
Aug	131,370	118,750	123,587	(128,618)
Sep	134,103	118,750	118,499	(128,869)
Oct	129,073	118,750	117,732	(129,887)
Nov	134,179	118,750		
Dec	101,700	118,750		
YTD Totals	<u>\$ 1,380,205</u>	<u>\$ 1,425,000</u>	<u>\$ 1,057,613</u>	

Real Estate Transfer Tax



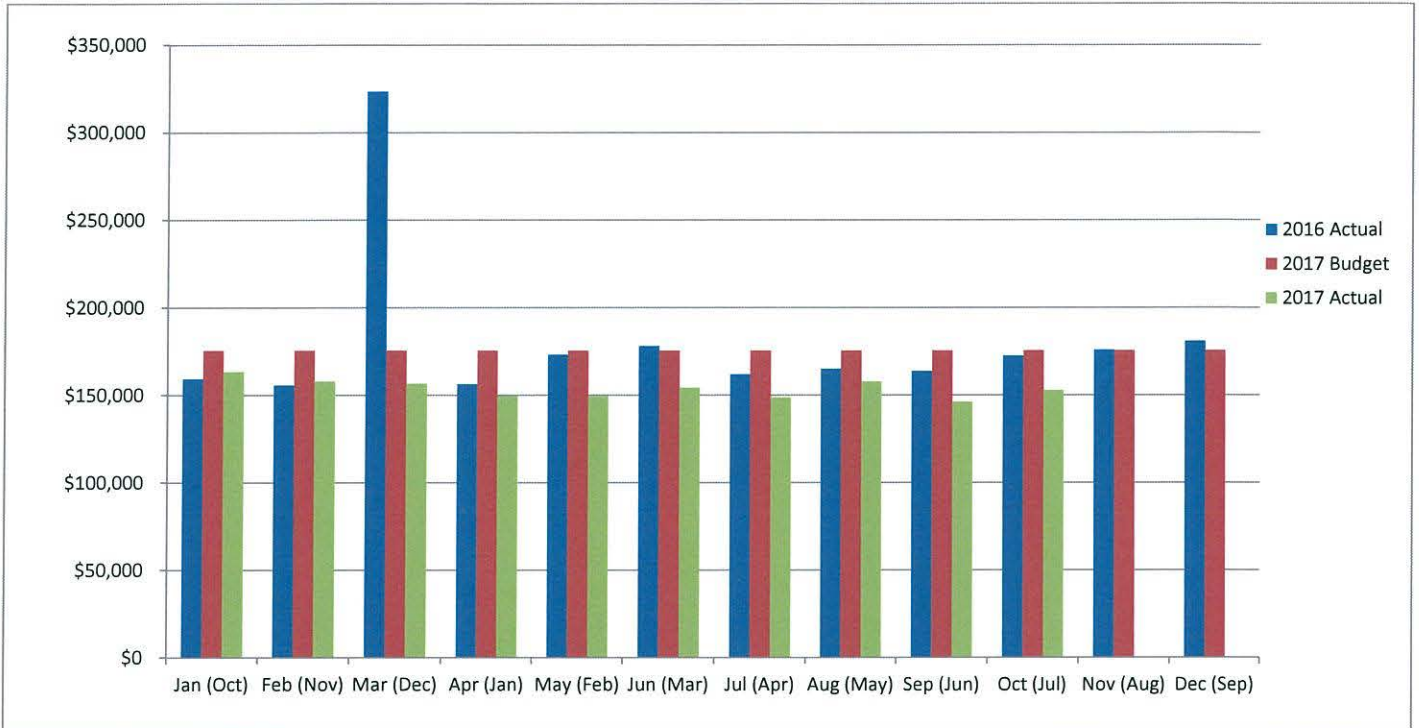
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667	59,905	(74,405)
Apr	57,748	66,667	55,537	(85,535)
May	78,831	66,667	75,058	(77,143)
Jun	91,689	66,667	96,733	(47,077)
Jul	88,395	66,667	78,722	(35,022)
Aug	65,713	66,667	256,935	155,247
Sep	73,215	66,667	164,363	252,943
Oct	84,706	66,667	60,086	246,362
Nov	77,469	66,667		
Dec	30,041	66,667		
YTD Totals	<u>\$ 761,732</u>	<u>\$ 800,000</u>	<u>\$ 913,029</u>	

Home Rule Sales Tax



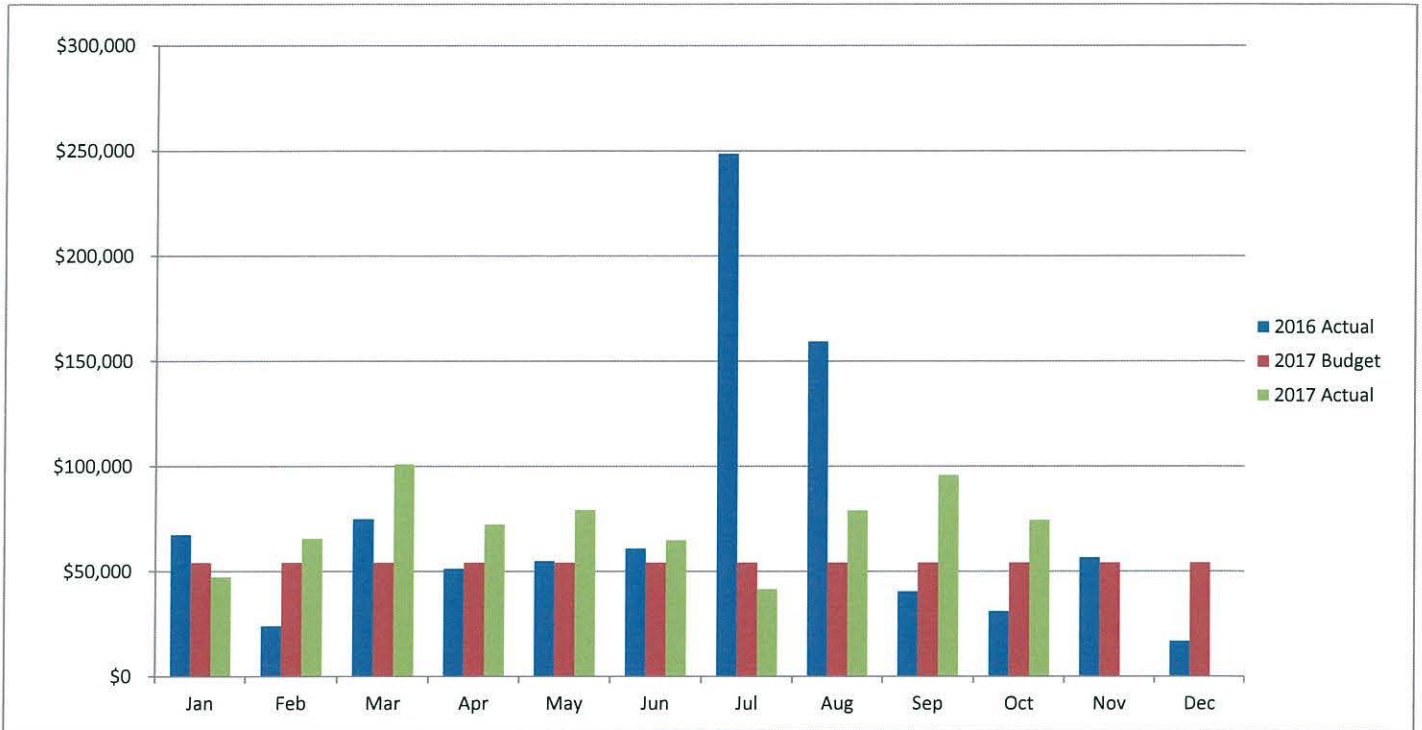
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500	292,978	(68,684)
Mar (Jan)	396,849	327,500	359,794	(36,390)
Apr (Feb)	281,321	327,500	252,424	(111,466)
May (Mar)	280,742	327,500	259,148	(179,818)
Jun (Apr)	310,457	327,500	336,344	(170,974)
Jul (May)	258,142	327,500	269,843	(228,631)
Aug (Jun)	307,548	327,500	297,839	(258,292)
Sep (Jul)	347,224	327,500	313,282	(272,510)
Oct (Aug)	281,986	327,500	289,460	(310,550)
Nov (Sep)	281,527	327,500		
Dec (Oct)	292,680	327,500		
YTD Totals	<u>\$ 3,700,852</u>	<u>\$ 3,930,000</u>	<u>\$ 2,964,450</u>	

Telecommunications Tax



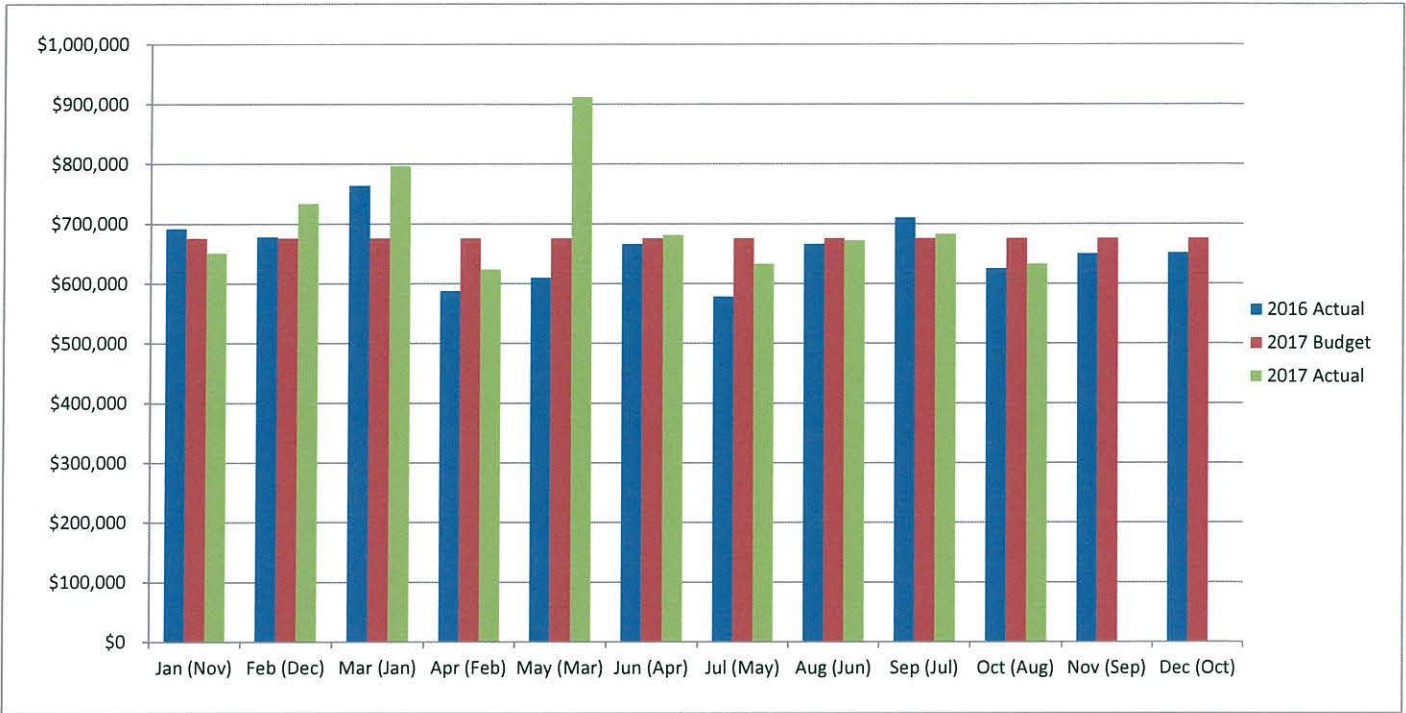
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583	156,644	(48,712)
Apr (Jan)	156,336	175,583	149,435	(74,860)
May (Feb)	173,101	175,583	149,407	(101,037)
Jun (Mar)	178,092	175,583	154,229	(122,391)
Jul (Apr)	161,911	175,583	148,853	(149,121)
Aug (May)	165,011	175,583	157,762	(166,943)
Sep (Jun)	163,710	175,583	146,211	(196,315)
Oct (Jul)	172,526	175,583	152,804	(219,094)
Nov (Aug)	175,963	175,583		
Dec (Sep)	180,915	175,583		
YTD Totals	<u>\$ 2,166,002</u>	<u>\$ 2,107,000</u>	<u>\$ 1,536,739</u>	

Building Permits



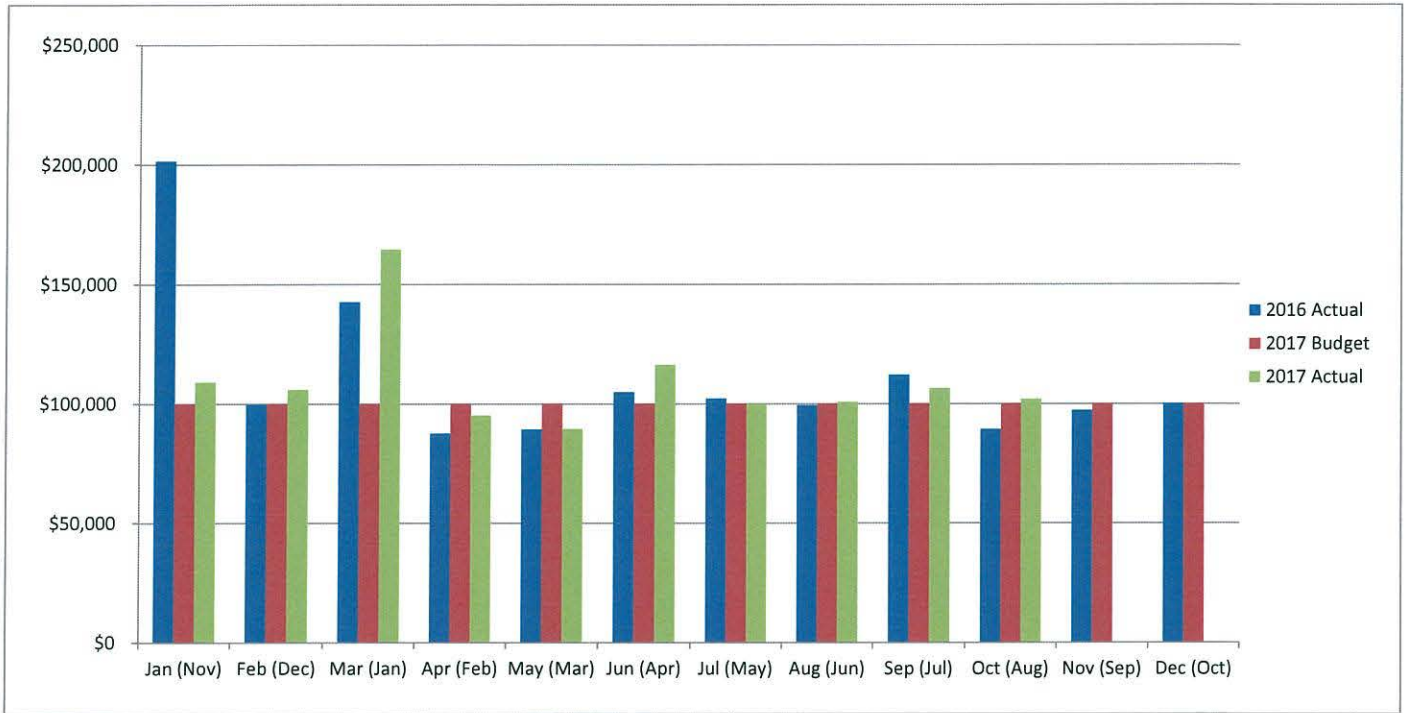
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167	65,665	4,575
Mar	74,953	54,167	100,988	51,396
Apr	51,338	54,167	72,363	69,592
May	54,967	54,167	79,342	94,768
Jun	60,943	54,167	64,910	105,511
Jul	248,608	54,167	41,452	92,796
Aug	159,312	54,167	79,087	117,717
Sep	40,480	54,167	95,819	159,369
Oct	31,035	54,167	74,432	179,634
Nov	56,610	54,167		
Dec	16,886	54,167		
YTD Totals	<u><u>\$ 886,617</u></u>	<u><u>\$ 650,000</u></u>	<u><u>\$ 721,301</u></u>	

State Sales Tax



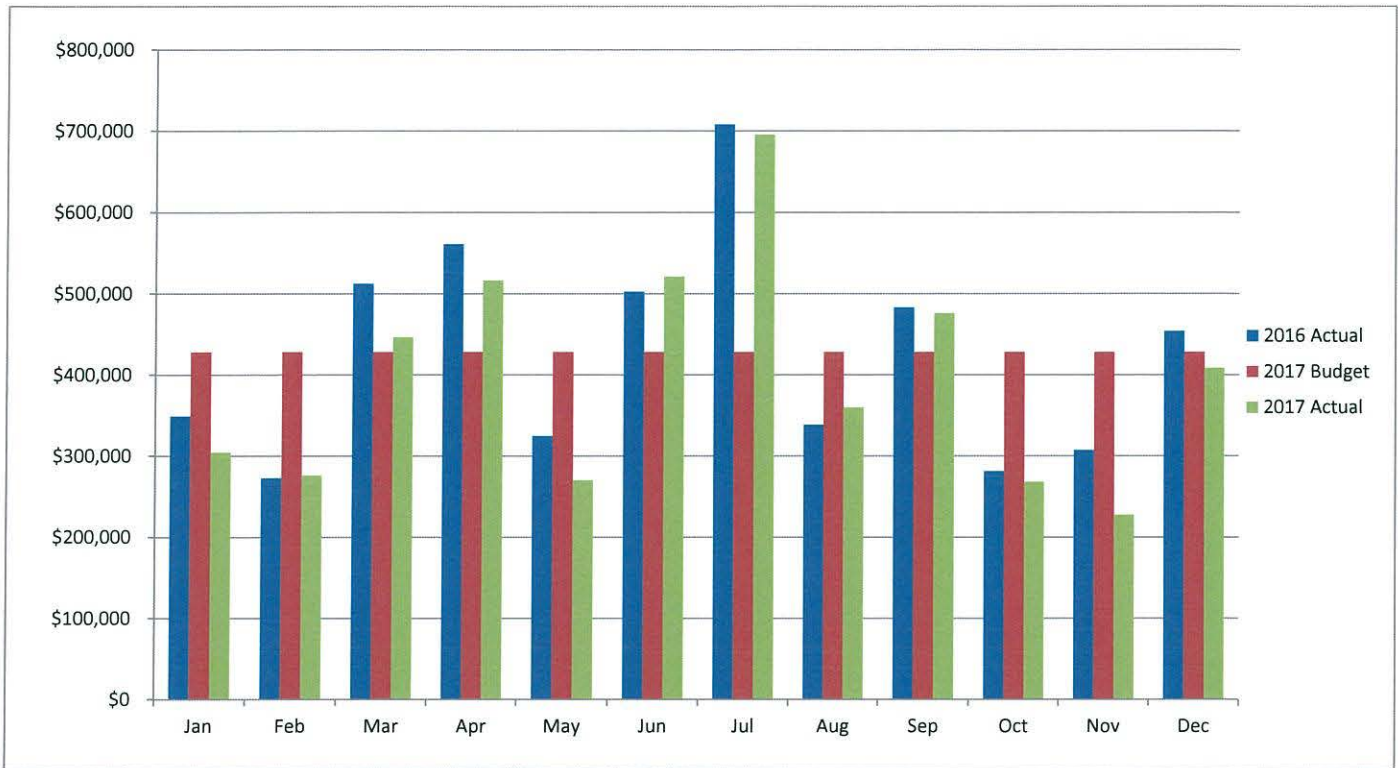
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000	732,873	33,200
Mar (Jan)	762,823	675,000	795,543	153,743
Apr (Feb)	587,241	675,000	623,246	101,989
May (Mar)	609,066	675,000	911,242	338,231
Jun (Apr)	665,338	675,000	680,702	343,933
Jul (May)	577,603	675,000	632,257	301,190
Aug (Jun)	665,403	675,000	671,209	297,399
Sep (Jul)	709,575	675,000	682,286	304,685
Oct (Aug)	624,390	675,000	632,185	261,870
Nov (Sep)	649,353	675,000		
Dec (Oct)	650,911	675,000		
YTD Totals	<u>\$ 7,869,894</u>	<u>\$ 8,100,000</u>	<u>\$ 7,011,870</u>	

Local Use Tax



Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 201,408	\$ 100,000	\$ 108,978	\$ 8,978
Feb (Dec)	99,592	100,000	105,805	14,783
Mar (Jan)	142,417	100,000	164,414	79,197
Apr (Feb)	87,500	100,000	94,978	74,175
May (Mar)	89,193	100,000	89,385	63,560
Jun (Apr)	104,808	100,000	116,238	79,798
Jul (May)	102,085	100,000	99,818	79,616
Aug (Jun)	99,336	100,000	100,570	80,186
Sep (Jul)	112,036	100,000	106,373	86,559
Oct (Aug)	89,165	100,000	101,838	88,397
Nov (Sep)	97,204	100,000		
Dec (Oct)	99,922	100,000		
YTD Totals	<u>\$ 1,324,663</u>	<u>\$ 1,200,000</u>	<u>\$ 1,088,397</u>	

Income Tax

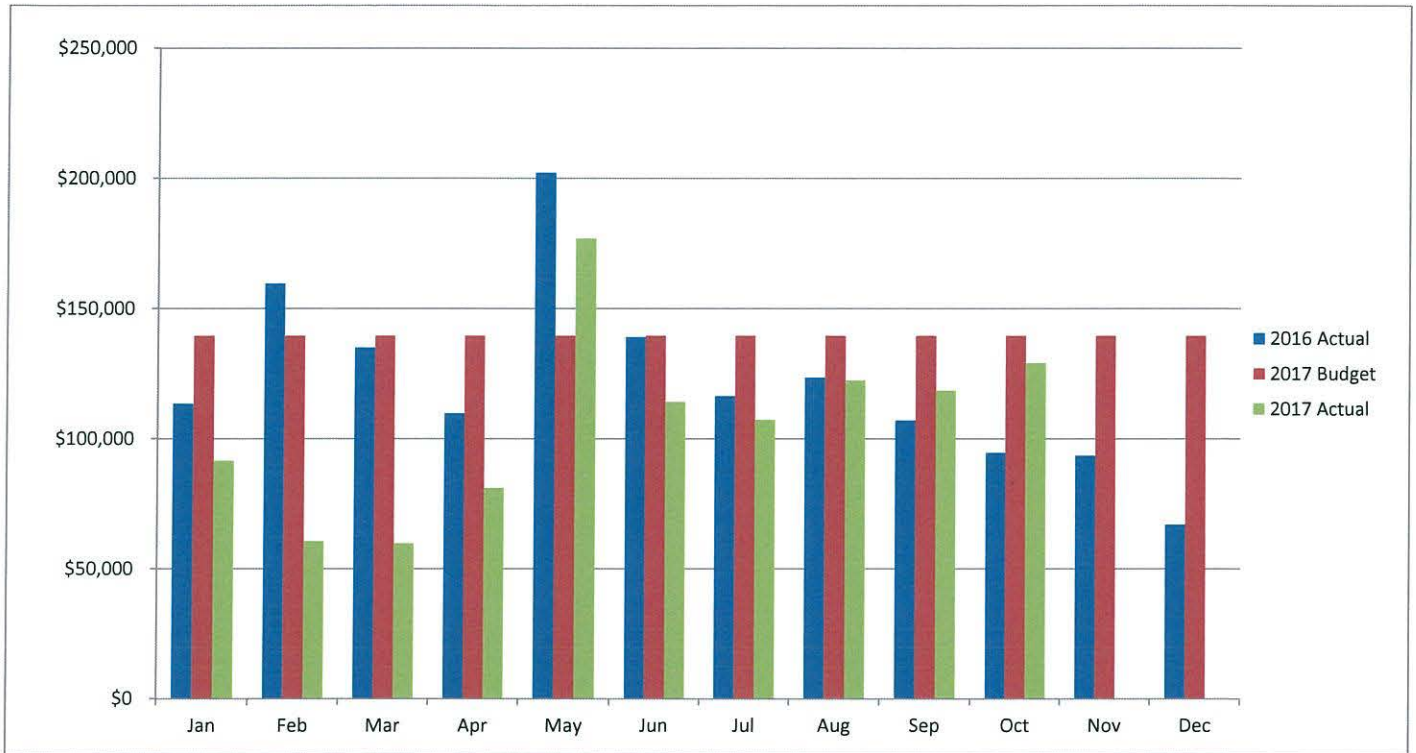


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894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

2016-2017			
Month			
<u>Received</u>	<u>2017 Budget</u>	<u>Liab Pd</u>	<u>2017 Actual</u>
Jan	\$ 428,133	Oct-16	\$ 304,644
Feb	428,133	Nov-16	276,000
Mar	428,133	Dec-16	446,231
Apr	428,133	Jan-17	516,095
May	428,133	Feb-17	270,127
Jun	428,133	Mar-17	520,933
Jul	428,133	Apr-17	695,546
Aug	428,133	May-17	359,714
Sep	428,133	Jun-17	475,857
Oct	428,133	Jul-17	268,236
Nov	428,133	Aug-17	227,411
Dec	428,133	Sep-17	408,405
	<u>\$ 5,137,600</u>		<u>\$ 4,769,198</u>

Cumulative Variance 2017 Actual vs. Budget
\$ (123,489)
(275,623)
(257,525)
(169,563)
(327,569)
(234,770)
32,643
(35,777)
11,947
(147,951)
(348,674)
(368,402)

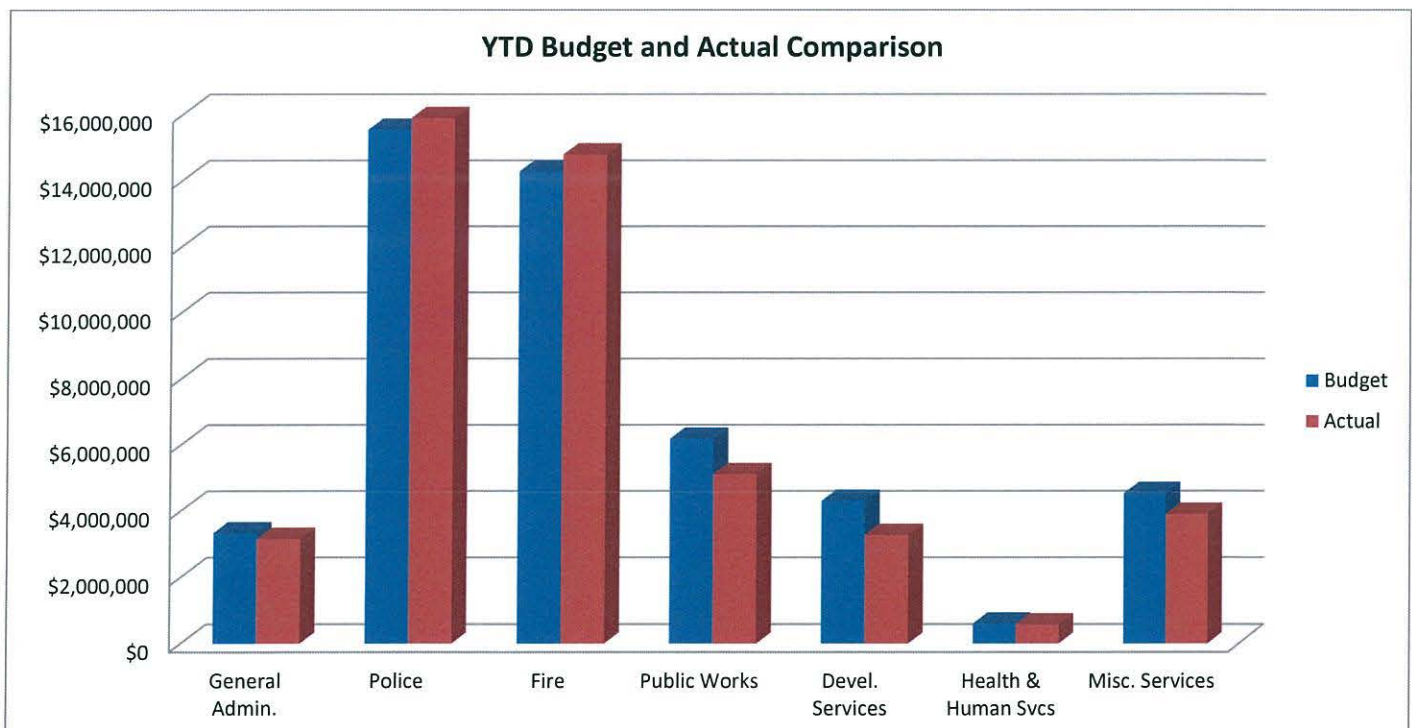
Fines



<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 113,441	\$ 139,583	\$ 91,503	\$ (48,080)
Feb	159,572	139,583	60,552	(127,112)
Mar	135,006	139,583	59,724	(206,971)
Apr	109,782	139,583	81,067	(265,487)
May	202,175	139,583	176,866	(228,205)
Jun	139,017	139,583	114,176	(253,612)
Jul	116,339	139,583	107,239	(285,956)
Aug	123,580	139,583	122,441	(303,099)
Sep	107,009	139,583	118,445	(324,237)
Oct	94,528	139,583	129,049	(334,771)
Nov	93,418	139,583		
Dec	66,914	139,583		
YTD Totals	<u>\$ 1,460,781</u>	<u>\$ 1,675,000</u>	<u>\$ 1,061,062</u>	

Expenditures: General Fund expenditures in October were \$1,400,120 below the budgeted figure of \$4,854,048. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Police and Fire are over budget due to their pension contribution expenses, which are directly tied to the Village's receipt of property taxes. When property taxes are received, the pension contribution expense (transfer of property tax revenue to the Pension Funds) occurs.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 309,342	\$ 292,596	5.4%
Administration	593,025	583,668	1.6%
Legal	473,617	381,301	19.5%
Finance	984,058	958,766	2.6%
Village Clerk	167,833	165,299	1.5%
HRM	467,325	454,250	2.8%
Communications	198,533	189,912	4.3%
Cable TV	136,567	128,352	6.0%
Police	15,516,242	15,874,786	-2.3%
Fire	14,259,658	14,767,370	-3.6%
Public Works	6,173,858	5,097,536	17.4%
Development Services	4,288,575	3,267,842	23.8%
H&HS	600,867	579,955	3.5%
Miscellaneous	4,525,450	3,896,521	13.9%
TOTAL	\$ 48,694,950	\$ 46,638,153	4.2%



Department News

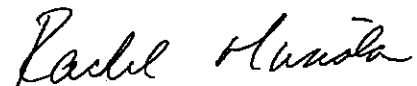
During the month of October, the following training sessions were attended by Finance staff:

- Participated in the IGFOA 1st Thursday Webinar entitled "To Borrow or Not to Borrow (Debt)". (Finance Director, Assistant Director, Fiscal Operations Manager, Accounting Assistant)
- Attended the IGFOA year-end Payroll Seminar. Topics covered included police and fire pensions, IMRF status update, ACA reporting, and what happens during an IRS audit. (Payroll Coordinator, Fiscal Operations Manager)

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

- Participated in the annual Capital Improvements Board Meeting (Finance Director, Assistant Director, other Village staff).
- Continued working on the preparation of the FY2018 operating budgets.
- Attended the quarterly Fire Pension Board meeting (Village Treasurer, Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer, Finance Director).
- Attended one IGFOA Professional Education Committee planning meeting.
- Attended Coffee with the Board (Finance Director).
- Attended the Platzkonzert planning meeting to recap the annual Platzkonzert Festival (Finance Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

October-17

	<u>Oct-17</u>	<u>YTD Oct-17</u>	<u>Oct-16</u>	<u>YTD Oct-16</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<u>Credit Card Transactions</u>						
Finance and Code Front Counter						
Number	733	6,106	689	6,306	6.4%	-3.2%
Amount	\$ 107,874	1,009,952	\$ 107,874	952,197	0.0%	6.1%
Internet Sales						
Number	2,559	24,352	2,353	22,079	8.8%	10.3%
Amount	\$ 247,788	2,274,003	\$ 291,777	2,406,854	-15.1%	-5.5%
Total						
Number	3,292	30,458	3,042	28,385	8.2%	7.3%
Amount	\$ 355,661	3,283,955	\$ 399,651	\$ 3,359,051	-11.0%	-2.2%
Credit Card Company Fees						
General Fund	\$ 2,078	20,901	\$ 1,863	16,760	11.5%	24.7%
Municipal Waste Fund	816	895	2	16	40685.0%	5492.6%
Water Fund	7,332	69,258	9,286	78,465	-21.0%	-11.7%
Total Fees	\$ 10,226	\$ 91,054	\$ 11,151	\$ 95,241	-8.3%	-4.4%
<u>Accounts Receivable</u>						
Invoices Mailed						
Number	42	675	50	684	-16.0%	-1.3%
Amount	\$ 115,402	1,640,747	\$ 420,904	2,476,835	-72.6%	-33.8%
Invoices Paid						
Number	76	738	46	695	65.2%	6.2%
Amount	\$ 159,337	1,659,415	\$ 234,448	2,361,874	-32.0%	-29.7%
Reminders Sent						
Number	17	201	4	127	325.0%	58.3%
Amount	\$ 21,252	129,081	\$ 10,437	184,555	103.6%	-30.1%
<u>Accounts Payable</u>						
Checks Issued						
Number	293	3,646	306	3,505	-4.2%	4.0%
Amount	\$ 2,192,458	29,596,652	\$ 2,274,727	27,577,814	-3.6%	7.3%
Manual Checks Issued						
Number	17	333	35	369	-51.4%	-9.8%
As % of Total Checks	5.80%	9.13%	11.44%	10.53%	-49.3%	-13.2%
Amount	\$ 16,206	10,882,057	\$ 45,203	11,259,457	-64.1%	-3.4%
As % of Total Checks	0.74%	36.77%	1.99%	40.83%	-62.8%	-9.9%
<u>Utility Billing</u>						
New Utility Accounts	114	1,392	156	1,646	-26.9%	-15.4%
Bills Mailed / Active Accounts	15,561	155,546	15,540	155,182	0.1%	0.2%
Final Bills Mailed	114	1,405	156	1,646	-26.9%	-14.6%
Shut-Off Notices	1,440	13,123	1,383	13,346	4.1%	-1.7%
Actual Shut-Offs	109	982	112	940	-2.7%	4.5%
Total Billings	\$ 1,848,886	18,135,002	\$ 1,739,638	17,251,199	6.3%	5.1%
Direct Debit (ACH) Program						
New Accounts	26	235	33	451	-21.2%	-47.9%
Closed Accounts	25	249	27	457	-7.4%	-45.5%
Total Accounts	2,645	26,523	2,665	26,700	-0.8%	-0.7%
As % of Active Accounts	17.00%	17.05%	17.15%	17.21%	-0.2%	-0.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,561	155,546	15,540	155,182	0.1%	0.2%
ACH Payments	2,645	26,523	2,665	26,695	-0.8%	-0.6%
ACH Payments-% of Total Bills	17.00%	17.05%	17.15%	17.20%	-0.9%	-0.9%
On-line Payments (Internet Sales)	2,312	21,602	2,180	20,542	6.1%	5.2%
On-line Payments-% of Total Bills	14.86%	13.89%	14.03%	13.24%	5.9%	4.9%
Over-the-phone Payments	1,058	9,495	N/A	N/A	N/A	N/A
Over-the-phone Payments-% of Total Bills	6.80%	6.10%	N/A	N/A	N/A	N/A
Mail-in Payments	9,517	95,242	12,714	125,853	-25.1%	-24.3%
Mail-in Payments-% of Total Bills	61.16%	61.23%	81.81%	81.10%	-25.2%	-24.5%

WATER BILLING ANALYSIS
October 31, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
October	4,595	4,643	4,474
November	4,818	4,590	4,330
December	3,978	4,036	4,214
January	5,288	4,916	4,897
February	4,347	4,175	4,177
March	4,126	4,169	3,914
April	4,327	4,276	4,242
May	4,601	4,437	4,257
June	4,434	4,595	4,595
July	4,597	5,010	5,214
August	5,376	5,431	4,965
September	5,073	5,068	4,951
October	4,643	4,474	5,003
13 Month Average -	4,631	4,602	4,556
% Change -	-0.7%	-0.6%	-1.0%

Total Water Customers

<u>Customer Type</u>	<u>Oct-16</u>	<u>Oct-17</u>	<u>% Change</u>
Residential	14,621	14,645	0.2%
Commercial	919	916	-0.3%
Total	15,540	15,561	0.1%

Average Bill

<u>Customer Type</u>	<u>Oct-16</u>	<u>Oct-17</u>	<u>% Change</u>
Residential	\$ 52.75	\$ 61.75	17.1%

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>		
	<u>Oct-16</u>	<u>Oct-17</u>	<u>% Change</u>	<u>Oct-16</u>	<u>Oct-17</u>	<u>% Change</u>
Residential	65	73	11.0%	679	674	-0.7%
Commercial	52	47	-10.6%	485	491	1.2%
Total	117	120	2.6%	1,164	1,165	0.1%

STATEMENT OF INVESTMENTS-VILLAGE
As of October 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		7,723,138.60			1.069
Illinois Funds - Veterans Memorial	05/01/92		297.39			1.069
IMET Convenience Fund	10/20/05		2,733.90			1.160
Citibank SDA	11/07/08		1,172,562.07			0.100
CD with PMA	08/22/13		13,544,123.24	13,532,982.89	13,678,857.36	0.375
			<u>22,442,855.20</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		506,948.55			1.069
Citibank SDA	11/07/08		12,259.03			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>572,476.38</u>			
<u>E-911</u>						
Citibank SDA	11/07/08		1,487.71			0.100
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,162.94			1.069
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		53,309.74			1.069
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		10,028.07			1.069
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		6,595.33			1.069
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		295,094.21			1.069
<u>2009 G.O. Debt Serv.</u>						
Citibank SDA	02/10/11		645,344.75			

STATEMENT OF INVESTMENTS-VILLAGE
As of October 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,196.11			1.069
Citibank SDA	11/07/08		118,177.77			0.100
			132,373.88			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,662.08			1.069
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		122,934.70			0.100
			315,032.82			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,545.66			1.069
CD with PMA	08/22/13		2,451,235.17	2,451,335.17	2,488,695.25	0.100
Citibank SDA	01/07/09		70,130.23			0.100
			2,557,911.06			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,744.98			1.069
Citibank SDA	01/07/09		4,880.67			1.069
			18,625.65			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,170,871.46			1.069
Citibank SDA	02/10/11		231,166.74			-
			1,402,038.20			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		303,118.04			1.160
Citibank SDA			736,117.19			1.160
			1,039,235.23			
<u>Central Area Road Improvement Impact Fee</u>						
CD with PMA			244,241.72	244,241.72	246,689.62	0.100
Citibank SDA	02/10/11		762.81			0.100
			245,004.53			
<u>Western Area Traffic Improvement</u>						
Illinois Funds	11/01/92		12,422.96			1.069
Citibank SDA	01/07/09		16,407.65			0.100
			28,830.61			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		99,392.56			1.069
Citibank SDA	01/07/09		337,703.85			0.100
			437,096.41			

STATEMENT OF INVESTMENTS-VILLAGE
As of October 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		22,223.06			1.069
Citibank SDA	01/07/09		68,203.26			0.100
			90,426.32			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,140.43			1.069
Citibank SDA	11/07/08		296,360.88			0.100
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			789,016.03			
<u>2015 Capital Project</u>						
Citibank SDA - 2015 Bond Projects	08/12/15		26,417.12			-
Citibank SDA - 2017 Bond Projects	09/13/17		577,489.89			
			603,907.01			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,712.67			1.069
Citibank SDA	11/07/08		220,474.05			0.100
CD with PMA			492,900.00	492,900.00	499,850.04	
			723,086.72			
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank SDA	08/12/15		1,129,853.19			0.100
CD with PMA	08/12/15		993,800.00	993,800.00	999,807.04	
			2,123,653.19			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		223,344.17			1.000
CD with PMA	09/13/17		5,427,630.00	5,427,630.00	5,538,467.97	
			5,650,974.17			
<u>Sears Operating</u>						
Illinois Funds			2,446.65			
Citibank SDA			428,288.35			
			430,735.00			
<u>Stormwater</u>						
Citibank SDA	08/12/15		3,423.62			0.100

STATEMENT OF INVESTMENTS-VILLAGE
As of October 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Insurance</u>						
Illinois Funds	11/10/87		13,723.70			1.069
Citibank SDA	11/07/08		145,652.41			0.100
CD with PMA	08/22/13		2,096,818.13	2,096,412.99	2,127,608.47	0.375
			<u>2,256,194.24</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		175,282.29			1.069
Citibank SDA	11/07/08		89,516.95			
CD with PMA			490,741.72	490,741.72	496,642.57	
			<u>755,540.96</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		16,019,156.07			
			<u>16,019,156.07</u>			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,216.71			1.069
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,601.31			0.100
			<u>117,473.87</u>			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		242,513.18			1.069
Total Investments			<u>\$ 60,013,603.10</u>			
Total Invested Per Institution					Percent Invested	
Illinois Funds			10,736,787.37		17.89	
IMET Convenience Fund			2,733.90		0.00	
CD with PMA			26,558,365.39		44.25	
Citibank at PMA			22,715,716.44		37.85	
			<u>\$60,013,603.10</u>		100.00	
Total Invested Per Institution Excluding all Trust and EDA Funds					Percent Invested	
Illinois Funds			9,565,915.91		22.46	
IMET			2,733.90		0.01	
CD with PMA			26,558,365.39		62.35	
Citibank at PMA			6,465,393.63		15.18	
			<u>\$42,592,408.83</u>		100.00	

STATEMENT OF INVESTMENTS-VILLAGE
As of October 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Fund						
Total Investments - Operating Funds				\$27,616,459.34		
Total Investments - Debt Service Funds				\$940,438.96		
Total Investments - Trust Funds				\$16,019,156.07		
Total Investments - Capital Projects Funds				\$15,437,548.73		
Total Investments - All Funds				<u>\$60,013,603.10</u>		

OPERATING REPORT SUMMARY
REVENUES
October 31, 2017

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH- MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	1,363,709	7,475	13,637,092	16,255,419	16,364,510	99.3%	
Hotel Tax	118,750	117,732	1,187,500	1,057,611	1,425,000	74.2%	
Real Estate Transfer Tax	66,667	60,086	666,667	913,028	800,000	114.1%	
Home Rule Sales Tax	327,500	289,460	3,275,000	2,964,450	3,930,000	75.4%	
Telecommunications Tax	175,583	152,804	1,755,833	1,536,739	2,107,000	72.9%	
Property Tax - Fire	258,696	2,047	2,586,958	3,096,349	3,104,350	99.7%	
Property Tax - Police	282,283	2,235	2,822,825	3,381,729	3,387,390	99.8%	
Other Taxes	37,077	24,804	370,767	261,179	444,920	58.7%	
Total Taxes	2,630,264	656,643	26,302,642	29,466,505	31,563,170	93.4%	
Business Licenses	25,833	10,010	258,333	347,473	310,000	112.1%	
Liquor Licenses	20,000	1	200,000	249,817	240,000	104.1%	
Building Permits	54,167	74,432	541,667	721,302	650,000	111.0%	
Other Licenses & Permits	1,583	6,836	15,833	11,074	19,000	58.3%	
Total Licenses & Permits	101,583	91,278	1,015,833	1,329,665	1,219,000	109.1%	
Sales Tax	675,000	632,185	6,750,000	7,011,871	8,100,000	86.6%	
Local Use Tax	100,000	101,838	1,000,000	1,088,398	1,200,000	90.7%	
State Income Tax	428,133	408,405	4,281,333	4,769,199	5,137,600	92.8%	
Replacement Tax	18,900	33,211	189,000	279,823	226,800	123.4%	
Other Intergovernmental	38,700	1,785	387,000	381,239	464,400	82.1%	
Total Intergovernmental	1,260,733	1,177,424	12,607,333	13,530,531	15,128,800	89.4%	
Engineering Fees	8,333	10,749	83,333	276,584	100,000	276.6%	
Ambulance Fees	104,167	113,684	1,041,667	1,054,221	1,250,000	84.3%	
Police Hireback	35,417	40,102	354,167	351,366	425,000	82.7%	
Lease Payments	71,506	74,326	715,058	694,757	858,070	81.0%	
Cable TV Fees	69,417	53,168	694,167	696,091	833,000	83.6%	
4th of July Proceeds	-	-	130,247	130,247	136,700	95.3%	
Employee Payments	91,667	91,373	916,667	979,838	1,100,000	89.1%	
Hireback - Arena	13,333	-	133,333	187,049	160,000	116.9%	
Rental Inspection Fees	24,167	3,319	241,667	311,513	290,000	107.4%	
Other Charges for Services	77,333	71,337	773,333	765,832	928,000	82.5%	
Total Charges for Services	495,339	458,058	5,083,639	5,447,498	6,080,770	89.6%	
Court Fines-County	18,333	29,521	183,333	154,555	220,000	70.3%	
Ticket Fines-Village	41,667	57,840	416,667	378,596	500,000	75.7%	
Overweight Truck Fines	417	870	4,167	6,250	5,000	125.0%	
Red Light Camera Revenue	66,667	35,621	666,667	329,817	800,000	41.2%	
Local Debt Recovery	12,500	5,197	125,000	191,846	150,000	127.9%	
Total Fines & Forfeits	139,583	129,049	1,395,833	1,061,063	1,675,000	63.3%	
Total Investment Earnings	5,000	20,952	50,000	148,919	60,000	248.2%	
Reimburse/Recoveries	10,000	4,746	100,000	118,264	120,000	98.6%	
S.Barrington Fuel Reimbursement	2,333	2,457	23,333	26,571	28,000	94.9%	
Tollway Payments	2,917	4,700	29,167	26,900	35,000	76.9%	
Other Miscellaneous	10,534	26,820	105,342	237,080	126,410	187.5%	
Total Miscellaneous	25,784	38,722	257,842	408,815	309,410	132.1%	
Total Operating Transfers In	-	-	-	50,000	-	N/A	
Total General Fund	4,658,288	2,572,126	46,713,122	51,442,996	56,036,150	91.8%	83.3%

**OPERATING REPORT SUMMARY
REVENUES**

October 31, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,503,583	1,926,034	15,035,833	15,153,558	18,043,000	84.0%	
Connection Fees	4,167	8,604	41,667	104,926	50,000	209.9%	
Cross Connection Fees	3,104	3,231	31,042	32,190	37,250	86.4%	
Penalties	6,250	9,229	62,500	95,878	75,000	127.8%	
Investment Earnings	2,542	9,763	25,417	28,675	30,500	94.0%	
Other Revenue Sources	32,333	37,237	323,333	457,191	388,000	117.8%	
Capital Projects	-	-	-	5,739,023	2,794,130	205.4%	
Total Water Fund	1,551,979	1,994,098	15,519,792	21,611,440	21,417,880	100.9%	83.3%
Motor Fuel Tax Fund	106,417	100,718	1,064,167	1,122,946	1,277,000	87.9%	
Community Dev. Block Grant Fund	26,742	-	267,417	45,002	320,900	14.0%	
E-911 Surcharge	-	1	-	135	-	N/A	
Asset Seizure Fund	26,753	16,830	267,525	790,935	321,030	246.4%	
Municipal Waste System Fund	245,297	230,849	2,452,967	2,449,985	2,943,560	83.2%	
Sears Centre Operating Fund	270,089	366,504	2,700,892	2,259,775	3,241,070	69.7%	
Sears Centre Activity Fund	522,605	330,691	5,226,050	5,805,274	6,271,260	92.6%	
Stormwater Management	47,900	50,029	479,000	496,577	574,800	86.4%	
Insurance Fund	135,358	283,839	1,353,583	1,455,350	1,624,300	89.6%	
Roselle Road TIF	91,157	168	911,567	146,948	1,093,880	13.4%	
Barrington/Higgins TIF	-	317	-	605,938	-	N/A	
Higgins/Hassell TIF	16,111	77	161,108	2,799,324	193,330	1448.0%	
Information Systems	137,648	137,568	1,376,483	1,489,250	1,651,780	90.2%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	1,517,592	16,260,758	19,467,439	19,512,910	99.8%	
TOTAL OPERATING FUNDS	7,836,343	6,083,816	78,493,672	92,521,875	96,966,940	95.4%	83.3%
2015A & C G.O. Debt Service	531	531	1,446,265	1,446,265	3,393,880	42.6%	
2015B G.O. Debt Service	10,225	-	102,250	19,075	122,700	0.0%	
2016 G.O. Debt Service	36,733	38,435	367,333	416,533	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	250	832,658	3,936,172	999,190	393.9%	
2009 G.O.D.S. Fund	190,235	57,591	1,902,350	2,036,319	2,282,820	89.2%	
TOTAL DEBT SERV. FUNDS	320,990	96,807	4,650,856	7,854,364	7,239,390	108.5%	83.3%
Central Rd. Corridor Fund	50	138	500	747	600	124.5%	
Hoffman Blvd Bridge Maintenance	117	311	1,167	1,755	1,400	125.3%	
Western Corridor Fund	417	5,181	4,167	42,392	5,000	847.8%	
Traffic Improvement Fund	25	42	250	355	300	0.0%	
EDA Series 1991 Project	333	7,769	3,333	70,654	4,000	1766.4%	
Central Area Rd. Impr. Imp. Fee	-	256	-	1,852	-	0.0%	
Western Area Traffic Impr.	17	27	167	272	200	135.9%	
Western Area Traffic Impr. Impact Fee	72,517	12	725,167	73	870,200	0.0%	
Capital Improvements Fund	149,733	70,224	1,497,333	1,285,113	1,796,800	71.5%	
Capital Vehicle & Equipment Fund	140,626	102,713	1,406,258	1,144,285	1,687,510	67.8%	
Capital Replacement Fund	333	917	3,333	325,738	4,000	8143.5%	
2015 Project Fund	17	512	167	585,940	200	292970.1%	
Road Improvement Fund	863,586	570,927	8,635,858	6,458,281	10,363,030	62.3%	
TOTAL CAP. PROJECT FUNDS	1,227,770	759,030	12,277,700	9,917,457	14,733,240	67.3%	83.3%
Police Pension Fund	462,053	1,685,425	4,620,525	10,884,411	5,544,630	196.3%	
Fire Pension Fund	438,007	1,249,348	4,380,067	11,265,307	5,256,080	214.3%	
EDA Special Tax Allocation Fund	-	132	-	132	-	N/A	
TOTAL TRUST FUNDS	900,059	2,934,905	9,000,592	22,149,850	10,800,710	205.1%	83.3%
TOTAL ALL FUNDS	10,285,162	9,874,558	104,422,820	132,443,545	129,740,280	102.1%	83.3%

OPERATING REPORT SUMMARY
EXPENDITURES
October 31, 2017

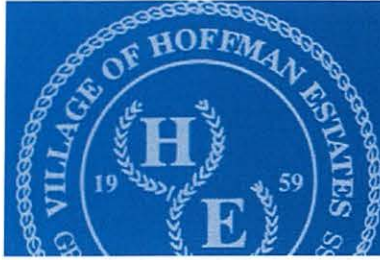
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	21,403	309,342	292,596	371,210	78.8%	
Administration	59,303	55,214	593,025	583,668	711,630	82.0%	
Legal	47,362	36,476	473,617	381,301	568,340	67.1%	
Finance	98,406	84,930	984,058	958,766	1,180,870	81.2%	
Village Clerk	16,783	15,397	167,833	165,299	201,400	82.1%	
Human Resource Mgmt.	46,733	42,029	467,325	454,250	560,790	81.0%	
Communications	19,853	14,824	198,533	189,912	238,240	79.7%	
Cable TV	13,657	12,992	136,567	128,352	163,880	78.3%	
Total General Admin.	333,030	283,266	3,330,300	3,154,144	3,996,360	78.9%	83.3%
Police Department							
Administration	128,023	109,815	1,280,233	1,346,959	1,536,280	87.7%	
Juvenile Investigations	43,513	32,509	435,125	457,442	522,150	87.6%	
Tactical	62,696	56,365	626,958	770,059	752,350	102.4%	
Patrol and Response	903,298	618,278	9,032,983	9,419,949	10,839,580	86.9%	
Traffic	110,976	74,206	1,109,758	898,156	1,331,710	67.4%	
Investigations	107,458	69,159	1,074,575	1,143,255	1,289,490	88.7%	
Community Relations	1,163	3,900	11,625	11,443	13,950	82.0%	
Communications	66,752	-	667,517	572,772	801,020	71.5%	
Canine	14,468	10,498	144,683	148,506	173,620	85.5%	
Special Services	19,022	13,238	190,217	206,797	228,260	90.6%	
Records	24,688	21,233	246,883	231,414	296,260	78.1%	
Administrative Services	62,953	58,396	629,533	616,351	755,440	81.6%	
Emergency Operations	6,615	3,528	66,150	51,682	79,380	65.1%	
Total Police	1,551,624	1,071,124	15,516,242	15,874,786	18,619,490	85.3%	83.3%
Fire Department							
Administration	68,333	57,268	683,325	703,290	819,990	85.8%	
Public Education	3,454	7,741	34,542	39,476	41,450	95.2%	
Suppression	687,216	510,747	6,872,158	7,167,484	8,246,590	86.9%	
Emer. Med. Serv.	619,714	452,047	6,197,142	6,429,030	7,436,570	86.5%	
Prevention	44,724	18,314	447,242	402,982	536,690	75.1%	
Fire Stations	2,525	2,236	25,250	25,108	30,300	82.9%	
Total Fire	1,425,966	1,048,353	14,259,658	14,767,370	17,111,590	86.3%	83.3%
Public Works Department							
Administration	25,851	24,713	258,508	256,175	310,210	82.6%	
Snow/Ice Control	156,078	72,795	1,560,775	1,158,038	1,872,930	61.8%	
Pavement Maintenance	32,823	31,198	328,233	318,738	393,880	80.9%	
Forestry	99,655	125,937	996,550	806,652	1,195,860	67.5%	
Facilities	96,739	80,695	967,392	788,219	1,160,870	67.9%	
Fleet Services	104,130	69,132	1,041,300	807,717	1,249,560	64.6%	
F.A.S.T.	26,280	8,199	262,800	228,872	315,360	72.6%	
Storm Sewers	13,241	11,754	132,408	123,643	158,890	77.8%	
Traffic Control	62,589	43,579	625,892	609,481	751,070	81.1%	
Total Public Works	617,386	468,002	6,173,858	5,097,536	7,408,630	68.8%	83.3%

OPERATING REPORT SUMMARY
EXPENDITURES
October 31, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Development Services							
Administration	32,894	30,368	328,942	334,110	394,730	84.6%	
Planning	33,819	31,045	338,192	334,631	405,830	82.5%	
Code Enforcement	124,613	97,743	1,246,125	1,107,854	1,495,350	74.1%	
Transportation & Engineering	108,652	97,966	1,086,517	1,087,454	1,303,820	83.4%	
Economic Development	128,880	20,745	1,288,800	403,792	1,546,560	26.1%	
Total Development Services	428,858	277,866	4,288,575	3,267,842	5,146,290	63.5%	83.3%
Health & Human Services	60,087	54,574	600,867	579,955	721,040	80.4%	83.3%
Miscellaneous							
4th of July	72	72	155,191	155,191	164,910	94.1%	
Police & Fire Comm.	5,365	5,423	53,650	25,797	64,380	40.1%	
Misc. Boards & Comm.	17,799	19,919	177,992	140,738	213,590	65.9%	
Misc. Public Improvements	413,862	225,330	4,138,617	3,574,794	4,966,340	72.0%	
Total Miscellaneous	437,098	250,744	4,525,450	3,896,521	5,409,220	72.0%	83.3%
Total General Fund	4,854,048	3,453,929	48,694,950	46,638,153	58,412,620	79.8%	83.3%
Water & Sewer Fund							
Water Department	1,070,362	1,068,251	10,703,617	10,660,864	12,844,340	83.0%	
Sewer Department	174,601	153,401	1,746,008	1,693,493	2,095,210	80.8%	
Billing Division	60,553	58,202	605,525	598,083	726,630	82.3%	
Debt Service Division	-	-	166,531	166,531	333,070	50.0%	
Capital Projects Division	-	-	75,350	75,350	1,171,830	6.4%	
2015 Bond Capital Projects	175,906	175,906	1,055,973	1,355,910	2,410,000	56.3%	
2017 Bond Capital Projects	(3,260)	(3,260)	85,133	85,133	-	N/A	
Total Water & Sewer	1,478,161	1,452,500	14,438,138	14,635,364	19,581,080	74.7%	83.3%
Motor Fuel Tax	99,482	99,482	1,045,676	1,045,676	1,275,000	82.0%	
Community Dev. Block Grant Fund	88	88	27,900	27,900	320,900	8.7%	
E-911 Fund	5,833	5,833	58,333	58,330	70,000	83.3%	
Asset Seizure Fund	34,893	15,134	348,925	526,613	418,710	125.8%	
Municipal Waste System	245,605	243,803	2,456,050	2,140,894	2,947,260	72.6%	
Sears Centre Operating Fund	282,084	57	2,820,842	1,223,782	3,385,010	36.2%	
Sears Centre Activity Fund	522,605	476,816	5,226,050	5,773,420	6,271,260	92.1%	
Stormwater Management	106,354	300,586	1,063,542	478,334	1,276,250	37.5%	
Insurance	138,025	141,590	1,380,250	1,223,340	1,656,300	73.9%	
Information Systems	164,732	345,874	1,647,317	1,319,912	1,976,780	66.8%	
Roselle Road TIF	149,405	-	1,494,050	15,761	1,792,860	0.9%	
Barrington/Higgins TIF	-	-	-	285,600	-	0.0%	
Higgins/Hassell TIF	384	-	3,842	2,704,502	4,610	58666.0%	
TOTAL OPERATING FUNDS	8,081,698	6,535,690	80,705,863	78,097,583	99,388,640	78.6%	83.3%
2015A G.O. Debt Service	282,823	475	1,692,403	844,883	3,393,880	24.9%	
2015 G.O. Debt Service	10,225	-	49,275	19,075	122,700	15.5%	
2016 G.O. Debt Service	36,733	-	280,575	170,375	440,800	38.7%	
2008 G.O.D.S. Fund	83,308	250	749,766	4,003,395	999,690	400.5%	
2009 G.O.D.S. Fund	189,402	250	999,611	431,656	2,272,820	19.0%	
TOTAL DEBT SERV. FUNDS	602,491	975	3,771,631	5,469,385	7,229,890	75.6%	83.3%

OPERATING REPORT SUMMARY
EXPENDITURES
October 31, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Central Road Corridor Improvement	8,333	8,333	83,333	83,330	100,000	83.3%	
Hoffman Blvd Bridge Maintenance	26,667	-	266,667	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	208,333	208,330	250,000	83.3%	
EDA Series 1991 Project	101,386	49,879	1,013,858	622,586	1,216,630	51.2%	
Western Area Traffic Imp.	12,500	12,500	125,000	125,000	150,000	83.3%	
Western Area Rd Improve Imp. Fee	72,500	-	725,000	435,331	870,000	50.0%	
Capital Improvements Fund	148,058	146,389	1,480,583	1,385,812	1,776,700	78.0%	
Capital Vehicle & Equipment Fund	140,584	28,108	1,405,842	1,136,821	1,687,010	67.4%	
Capital Replacement Fund	27,343	10,191	273,433	69,859	328,120	21.3%	
2015 Project Fund	-	-	-	8,318	-	N/A	
Road Improvement Fund	871,836	815,270	8,718,358	5,414,464	10,462,030	51.8%	
TOTAL CAP. PROJECT FUNDS	1,430,041	1,091,503	14,300,408	9,489,850	17,160,490	55.3%	83.3%
Police Pension Fund	425,875	464,264	4,258,750	4,496,903	5,110,500	88.0%	
Fire Pension Fund	406,982	413,355	4,069,817	4,224,809	4,883,780	86.5%	
TOTAL TRUST FUNDS	832,857	877,619	8,328,567	8,721,712	9,994,280	87.3%	83.3%
TOTAL ALL FUNDS	10,947,087	8,505,788	107,106,469	101,778,530	133,773,300	76.1%	83.3%



Village of Hoffman Estates Information Systems Department

2017 OCTOBER MONTHLY REPORT

Contents

<i>Superior/GovQA Monthly Review</i>	2
<i>Training</i>	3
<i>Meetings</i>	3
<i>Geographic Information System Review</i>	4
<i>Training</i>	5
<i>Meetings</i>	5
<i>Technical Support, Hardware & Software Review</i>	6
<i>Meetings</i>	7
<i>Director Summary</i>	8
<i>Total Work Orders by Priority by Month</i>	9
<i>Completed Work Orders by Location</i>	10
<i>Work Order Trends by Type</i>	10
<i>Savings on Printer Repairs</i>	11
<i>System and Data Functions</i>	11
<i>Sentinel IPS Attack Report</i>	12
<i>Email Spam Report</i>	13

Superion/GovQA Monthly Review

September Synopsis

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

Superion/GovQA Support Cases

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

Work Orders

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

Administration

- Prepared monthly report.
- Processed Payroll for department employees on October 9 and 23, 2017.

Training

- Continued application training for Angela in Superior applications and databases.

Meetings

- Participated in the monthly SUGA Board meeting.

Geographic Information System Review

October Synopsis

- The Fire Department needed additional pdf & hard copy maps for their ISO review. The water distribution maps created for the review will also serve as updates to existing hard copy maps in Fire Department vehicles (which were last updated around 2000). The maps, which show water main locations/sizes and hydrants, cover the entire Village in eight 2'x3' sections. The last map created for the ISO was a basic figure detailing Fire Department boundaries and resources.
- Two drafts of the Village Street Map were provided to the planning department in October. After digitizing new subdivisions, roads and buildings, many of the edits were label related. The symbology and labels were heavily edited to make the map clearer, simpler and more organized than the 2013 version. Once complete, each of the drafts sat in Planning for a week for employees to view, make recommendations, and locate errors. All the updates were applicable to our existing maps on Hoffnet, the Village website, and will affect all future maps. Additional effort, therefore, was placed on these edits.
- While updating building structures for the Village Street Map, several "building footprint" features were located with overlapping amounts of data. To remedy this, we have been consolidating the data into one building footprint layer. Many of the footprints, however, were "heads-up digitized" or essentially traced freehand by using an aerial backdrop. For vector maps (like a google street or gps navigational map), digitizing freehand creates an unprofessional and cluttered look. We've been working on updating our buildings to replace these types of features, as well as adding many of the new residential homes that have been constructed. This will be an ongoing task as time allows.
- November tasks to complete include PW field collection, 2017 aerial service, 2020 Census data preparation and the ongoing building & parcel re-digitization.

Work Orders

- Map Request: Update 2013 Village Street Map (DS-P)
- Map Request: Water main & hydrant 24x36 maps (FD)
- Map Request: Fire Protection District map (FD)
- Map Request: Valve exercise maps for contractor (PW)
- Map Request: Fire Mapbook pg 27 updated (FD)
- Data Request: Edits to water distribution layers (PW)

- Data Request: Update building footprints and digitize new residential areas (IS)
- Data Request: add Visu-sewer lining data (PW)
- Data Request: calculate fiber length between Village properties (IS)
- GPS Request: storm sewer valve updates (PW)

Administration

- NWCDS 2017 aerial cropped to 750' within the Village's municipal boundary
- 1st draft IS Conference room map update

Training

- Web map training for PW Water Dept (10/11)
- Building footprint project: digitizing using horizontal rectangle tool (10/16)
- Remote access to Sanitary TV truck laptop (10/20)

Meetings

- Bi-weekly updates w/ F. Besenhoffer (10/16, 10/30)
- Monthly PW-GIS (10/3)
- Valve Assessment Project kickoff (10/4)
- Building footprint project details (10/16)
- 2020 Census prep (10/26) w/ R. Johnson

Project Activities

Project – Wireless Upgrade

- I.S. Staff continues to work with Entre Solution II on upgrading the current microwave wireless links. Furthermore, I.S. staff configured and installed new switching equipment for Sears Centre Arena and migrated Fire Station 23 to the new Cambium wireless connection.

Project – Arbitrator Upgrade

- I.S. Staff upgraded and migrated Panasonic Arbitrator Video System. The purpose of this upgrade was to install the newest version of the software as well as migrate the system to the new server. Old server was over five years old and was no longer covered by manufacturer's warranty.

Project – Barracuda Firmware Upgrade

- I.S. Staff installed the newest firmware on our Barracuda web filter system. The main purpose of this upgrade was to fix issues with exporting web browser logs. This upgrade was performed after hours with minimal impact on staff's productivity.

Project – WSUS System Migration

- I.S. staff migrated Windows Server Update Service to our new virtual environment. The intention of this project was to better utilize existing servers as well as improve performance of the WSUS system.

Project – CCTV Project

- Village staff continues to work with PACE Systems on upgrading and replacing current cameras throughout the Village. All cameras at the Police Department have been replaced and new server have been installed. The addition of the new server greatly improved performance and accessibility to the Milestone System.

Project – Comcast Connection Upgrade

- I.S. Staff worked with service representative from Comcast on upgrading our public internet connection. This connection is utilized only by public and it is available in all main Village buildings.

Project – LaserFiche Document Management

- I.S. Staff worked with LaserFiche representative on installing and configuring LaserFiche Document Management System. This system will greatly improve efficiency and streamline processing of FOIA requests.

Project – FitPro for Police Department

- FitPro system is primarily used by Fire Department in order to ensure proper respirator fit. I.S. staff reconfigured FitPro application for use in the Police Department. This application automatically leads users through the fit test protocol and the fit test results are stored in a database for easy report generation, retrieval and regulatory compliance.

Meetings

- I.S. staff meet with representatives from Entrée Solutions II.
- I.S. staff meet with representatives from PACE to discuss ongoing CCTV upgrade project at Police Department.
- I.S. staff meet with NWCD RFP Selection Committee.

Technical Support, Hardware & Software Activities

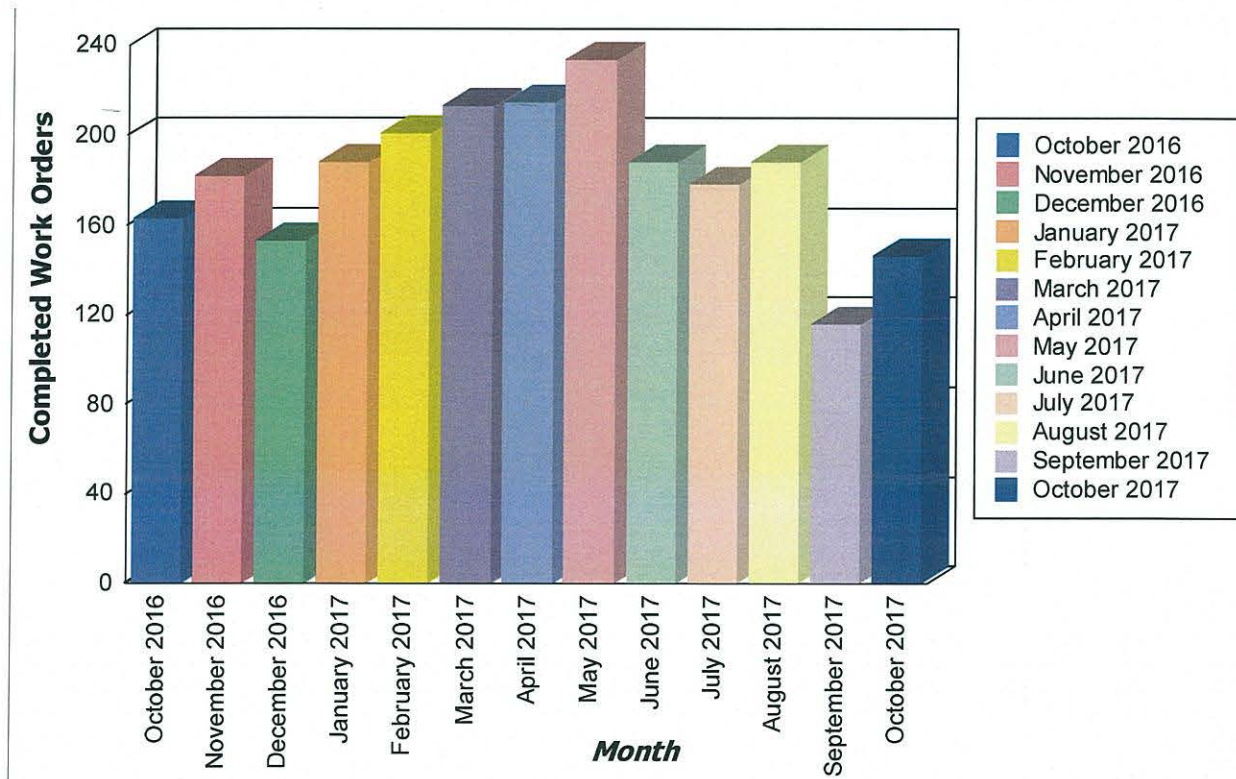
- Applied necessary software updates as needed.
- 148 help desk requests were opened during the month of October.
- 146 help desk requests were closed during the month of October.
- 4 Self Service Password Resets or Account Unlocks:
- Email passwords reset: 0
- SunGard passwords reset: 3
- Voicemail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

Director Summary

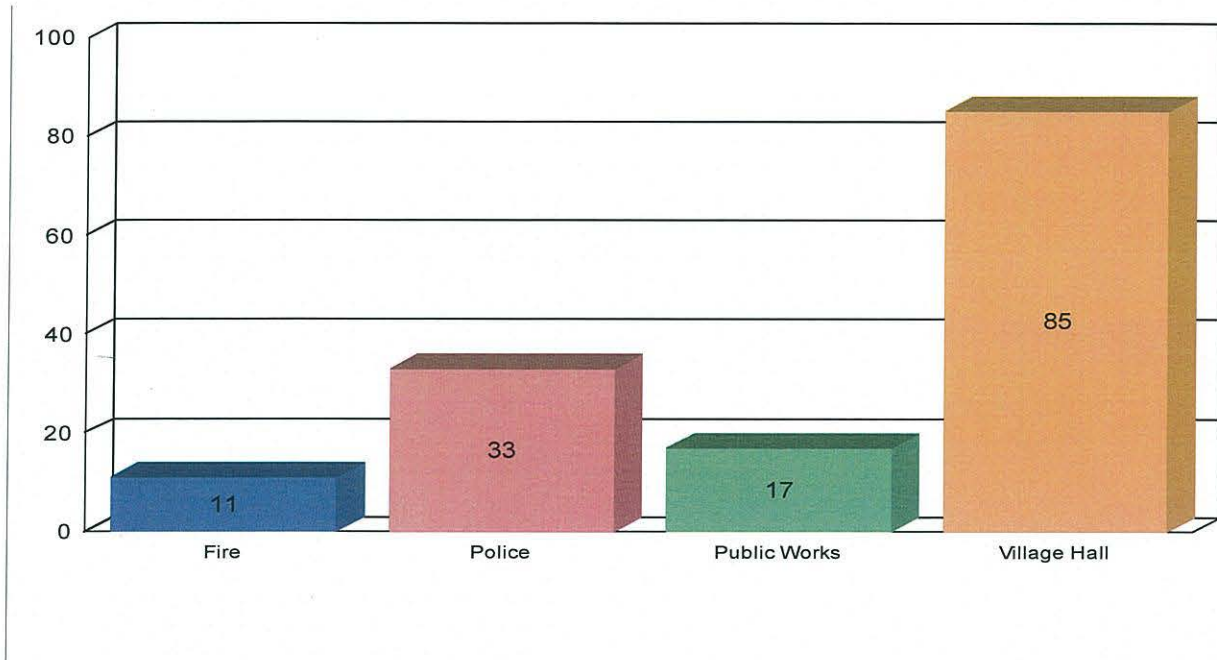
- Project status meeting with PACE Systems, attended by Chris Sweeney, Rusty Winchel, Paul Petrneko Darek Raszka and myself.
 - Project timelines and SoW reviewed and accepted.
 - New camera housing prototype for P.D.
- Project status meeting with Entre Solutions II to discuss the final plans for the installations at the water towers.
- Status calls with Superior.
 - JAC/JAV
 - Migration
- 360 review in the manager's office
- Began department consultations for the LaserFiche document management project.
 - Clerk's office
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions.
- Monthly meeting with the Manager's office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.

Total Work Orders by Priority by Month

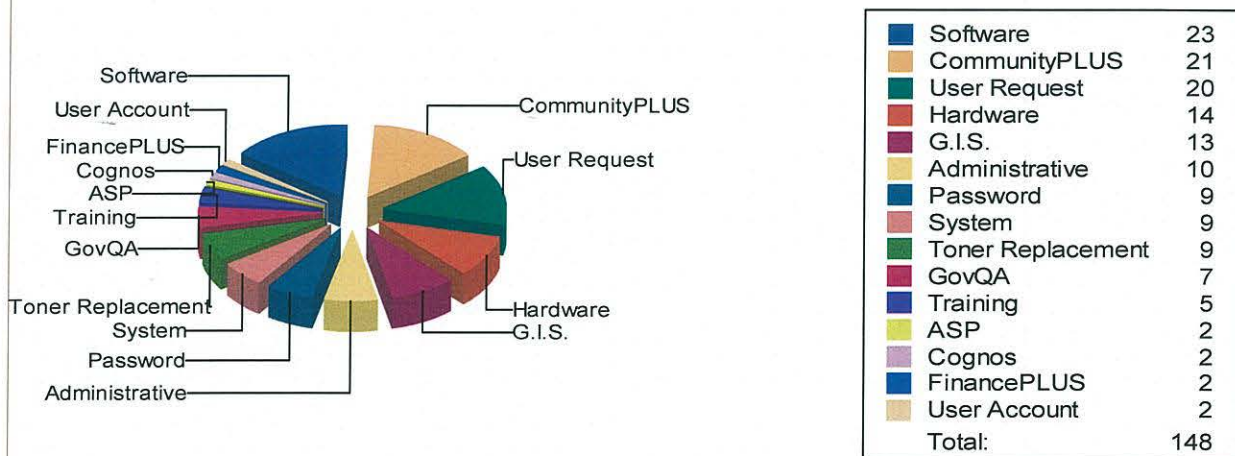
Month	February
1 - Normal	115
2 - High	8
3 - Urgent	6
Project	4
Scheduled Event	11
Vendor intervention required	4
Total for Month	148



Completed Work Orders by Location



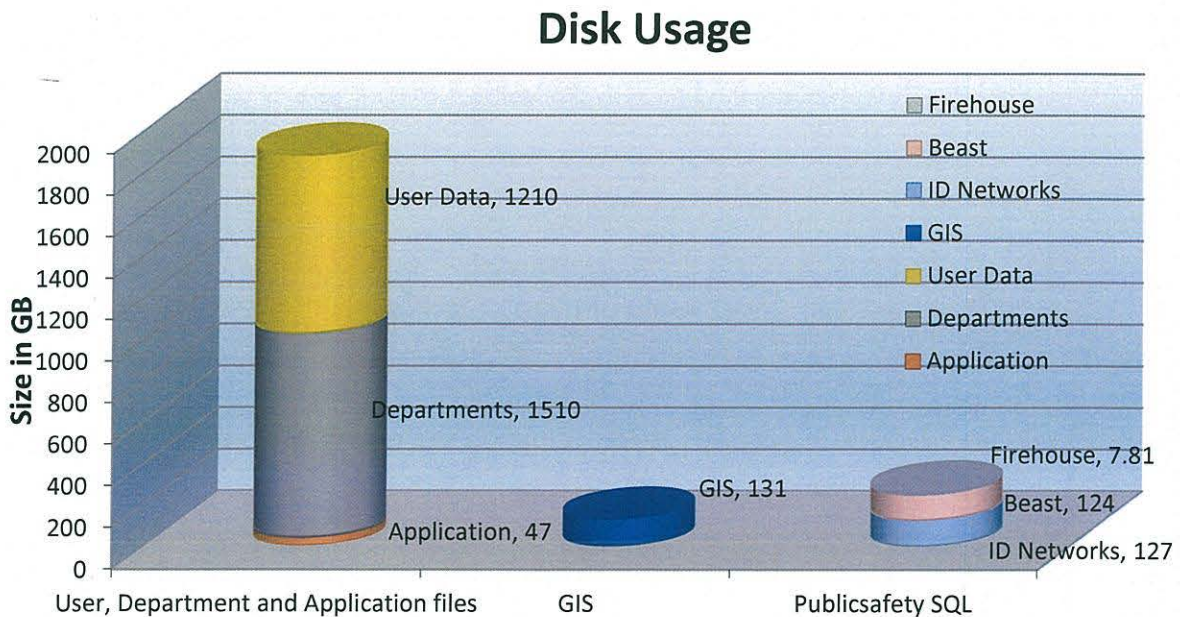
Work Order Trends by Type



Savings on Printer Repairs

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

System and Data Functions



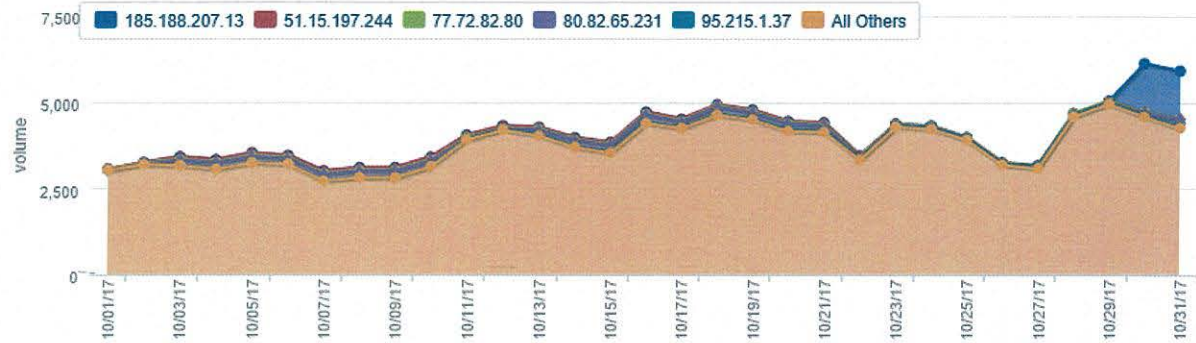
Sentinel IPS Attack Report

External parties attacked the Village network 124923 times during the month of October

10/01/2017 10/31/2017 apply date filter

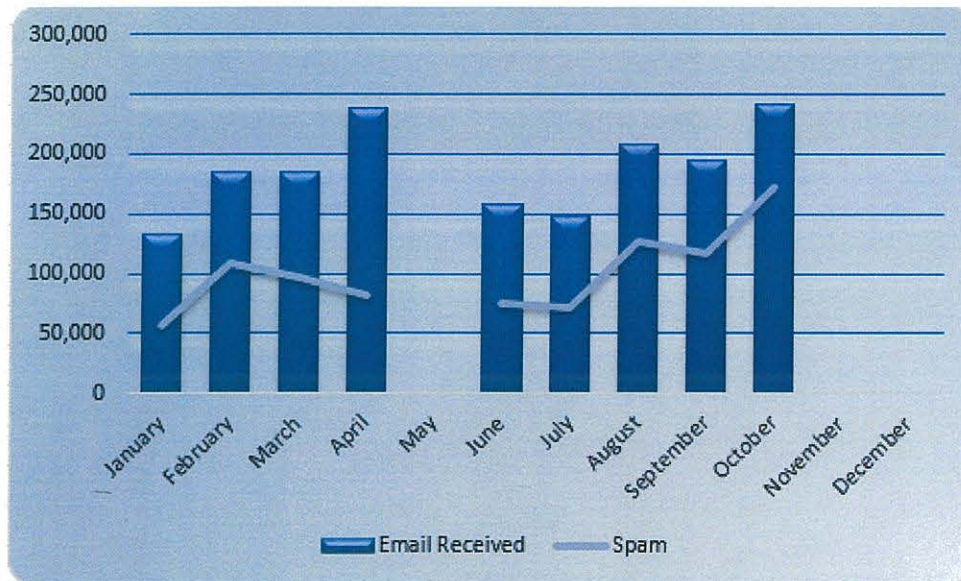
124923 total attacks from 37 unique attack types

Attack Volume with 5 Most Active IP Addresses



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	132,584	56,517	43%
February	184,484	108,419	59%
March	183,954	96,192	52%
April	238,169	81,262	34%
May			
June	157,940	75,407	48%
July	148,133	71,432	48%
August	208,657	126,595	61%
September	194,642	116,653	60%
October	242,391	171,590	71%
November			
December			
Total	1,690,954	904,067	53%



Fred Besenoffer, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

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

1. Ongoing discussions regarding the Windy City Bulls second season. Currently promoting Hoffman Estates night at the December 8, Windy City Bulls game.
2. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
3. Retrofitting of parking lot lights to LED by Public Works is underway. Obtained approval of incentives to cover the majority of the capital cost.
4. Attended Finance Committee budget meeting for presentation of 2018 arena budget.
5. Working with Police and Transportation regarding improved directional signage.
6. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
7. Coordination with Ben Gibbs for miscellaneous events.
8. Ongoing coordination with Levy regarding catering events.
9. Review of monthly financial reports and staffing/operational costs.
10. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachments

MAK/kr

cc: J. Norris, Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
November 2017

Event Highlights	Notes
Nov 4 - Windy City Bulls Game #1 Nov 9 - Beers, Brats and Beethoven Nov 10 - Windy City Bulls Game #2 Nov 11 - Windy City Bulls Game #3 Nov 16 to Nov 19 - Cirque Du Soleil Nov 29 - Windy City Bulls Game #4	
Finance Department	
General	Arena finished October financials. Ahead of budget by \$245,044
Monthly Financial Statement	Building Event Revenue YTD: \$1,616,391 Building Sponsor/Other Revenue YTD: \$324,437 Building Expenses YTD: \$2,044,622 Building Income YTD: (\$103,795) vs. YTD Budget (\$348,839)
Operations Department	
General	Ice Plant successfully overhauled, and HVAC system reprogrammed in preparation for ice installation
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	LED Parking Light retrofit is nearly complete
Events Department	
General	New parking and security protocols implemented including credit cards in the parking lots and walk-thru metal detectors.
Positions to Fill	Event Manager
Marketing Department	
General	Marketing support for Chris Young, Monster Truck, Bull riding, Motocross, USA Gymnastics, USA Volleyball, MotherTruckin' Beer Fest, Cirque and Windy City Bulls 2017-2018.
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	N/A
Food & Beverage Department	
General	New F&B partnership is functioning well, especially given the volume of events. Continue to monitor for remainder of fiscal year.
Premium Seating Department	
General	Pushing to sell remaining two annual suites for Windy City Bulls
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$141,245 Suites Sales: \$116,758
General	
Capital Improvements/Repairs	completed for year



Event Announcement

What: **PROFESSIONAL CHAMPIONSHIP BULLRIDERS TOUR
WORLD TOUR FINALE XII**

When:

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
02/02/13			Arena	LOAD IN DOORS: 6:30pm EVENT START: 7:30pm EVENT END: TBD
02/03/13			Arena	LOAD IN DOORS: 6:30PM EVENT START: 7:30pm EVENT END: TBD

Where: Sears Centre Arena

Tickets: Ticketed:
 PL1 - \$53 PL2 - \$38 PL3 - \$18, Youth - \$10
 *All Ticket Prices Increase \$2 on the day of the event.

On Sale: **Monday, November 20, 5:00PM**

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: Lauren Kincannon

Event Contact: Bob Sauber
 PH: (630) 386-5373 Cell: (630) 461-8195
 Email: RSAUBER01@aol.com

Notes: PL3 seating is General Admission.

Comps: Yes



Event Announcement

What: Chris Tomlin presents: *Worship Night in America*

When:

EVENT SPACE		
Date	Event Space Description	Event Start Time(s)
SAT APR 7 2018	Arena	DOORS: 6:00pm EVENT START: 7:00pm EVENT END: 11:30pm

Where: Sears Centre Arena

Tickets: Ticketed: VIP – \$249, PIT – \$129.75, PL2 – \$89.75, PL3 - \$69.75
PL4 – \$49.75, PL5 - \$38.75 PL6 – \$28.75, PL7 - \$15

On Sale: *Public Onsale: Friday, November 17 @ 10:00am*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: TBD

Event Contact: Stacey Petersen
Awakening Events
414.839.5380
Email: stacey@awakeningevents.com

Dan Fife
Awakening Events
Office: 501.514.1717
Email: dan@awakeningevents.com

Notes: With Special Guests Matt Redman, Matt Maher, Israel Houghton, Phil Wickham, Louie Giglio & Max Lucado

Comps: Yes

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