

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
January 22, 2018

Immediately following Public Health & Safety

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

- I. Roll Call**
- II. Approval of Minutes – December 11, 2017**

NEW BUSINESS

- 1. Request authorization to amend the Sunderlage House Rental and Use Policy, Application for Use form and Indemnity Hold Harmless Agreement.
- 2. Request acceptance of Finance Department Monthly Report for November and December.
- 3. Request acceptance of Information System Department Monthly Report.
- 4. Request acceptance of Sears Centre Monthly Report for December and January.

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

FINANCE COMMITTEE MEETING MINUTES

December 11, 2017

I. Roll call

Members in Attendance:

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

Management Team Members
in Attendance:

Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Alan Wenderski, Director of Engineering
Patrick Seger, Director of HRM
Patrick Fortunato, Acting Fire Chief
Ted Bos, Police Chief
Patti Cross, Asst. Corporation Counsel
Audra Marks, Asst. Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Joseph Nebel, Director of Public Works
Ryan Johnson, Management Analyst
Suzanne Ostrovsky, Asst. Village Mgr.
Bruce Anderson, CATV Coordinator

The Finance Committee meeting was called to order at 8:06 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Special Finance Committee Meeting minutes of November 21, 2017. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Finance Committee meeting minutes of November 27, 2017. Voice vote taken. All ayes. (Abstain: Mills). Motion carried.

NEW BUSINESS

- 1. Request approval of a resolution establishing hire backs for Police and Fire personnel for the period January 1 through December 31, 2018.**

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve a resolution establishing hireback rates for Police and Fire personnel for the period January 1 through December 31, 2018. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to purchase excess property and liability insurance and excess workers' compensation insurance from Alliant Americas Brokerage Services.**

An item summary sheet from Ken Koop was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to purchase excess property and liability insurance and excess workers' compensation insurance from Alliant Americas Brokerage Services. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to enter into an agreement for Bond Counsel and possibly Disclosure Counsel legal services with Louis F. Cainkar, LTD for the upcoming bond refunding anticipated to take place in FY2018.**

An item summary sheet from Art Janura, Jim Norris and Rachel Musiala was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to enter into an agreement for Bond Counsel and possibly Disclosure Counsel legal services with Louis F. Cainkar, LTD for the upcoming bond refunding anticipated to take place in FY 2018. Voice vote taken. All ayes. Motion carried.

- 4. Request authorization to declare \$16,182,608.01 as the developer and taxing district allocation for tax levy year 2016 within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the developer and taxing districts per PA 097-0636.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to declare \$16,182,608.01 as the developer and taxing district allocation for tax levy year 2016 within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the developer and taxing districts per PA 097-0636. Voice vote taken. All ayes. Motion carried.

- 5. Request acceptance of the Finance Department Monthly Report (deferral requested).**

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

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

The Information System Department Monthly Report was presented to committee.

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

7. Request acceptance of the Sears Centre Monthly Report (deferral requested).

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

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 8:13 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to amend the Sunderlage House Rental and Use Policy, Application for Use form and Indemnity Hold Harmless Agreement.

MEETING DATE: January 22, 2018

COMMITTEE: Finance Committee

FROM: Joseph Nebel, Public Works Director
Paul Petrenko, Facilities Manager

PURPOSE: Request authorization to amend the Sunderlage House Rental and Use Policy, Application for Use form and Indemnity Hold Harmless Agreement to increase fees, make essential revisions to the documents and updates of the attached maps.

BACKGROUND: Since the renovation of the Sunderlage Farm House the Historical Sites Commission had studied the possibility of various organizations being permitted use of the facility. Three forms were developed by the Commission with the help of Village staff, a Rental and Use Policy, an Application for Use of the Farmhouse, and an Indemnity Hold Harmless Agreement.

At its June 12 meeting, the Historical Sites Commission unanimously approved the forms and recommended opening the Farmhouse to qualified users effective September, 1990. A memo was presented with the new forms to the Finance Committee on June 25, 1990 with full Board approval given on July 9, 1990 with the stipulation that, if any revisions needed to be made, that they should be brought before the Finance Committee for review and approval.

DISCUSSION: On June 3, 1991, the Board was presented and approved an amendment of the Application for Use of the Sunderlage Farmhouse. Since then, there have been no revisions and updates up until now. The Historical Sites Commission decided to research rental fees being charged by similar sized venues and organizations to see if any adjustments were warranted. It was decided that a modest increase was appropriate for the house and its amenities. The comparable rates are attached at the end of this agenda.

DISCUSSION (Continued):

This review also gave the Commission and Village staff an opportunity to revise other portions of the documents, format them and update the maps to make them more relevant to public user groups and organizations. Corporate Counsel reviewed and made relevant legal language changes to the Indemnity Hold Harmless Agreement form. A list of the changes, deletions and revisions are listed below for comparison purposes.

Rental Use and Policy form

- 1.) The Village logo has been updated.
- 2.) All instances of *Sunderlage Farmhouse* or *Farm* has been replaced with *Sunderlage House* or *House*. The Commission feels that the site is no longer representative of a farm, but rather symbolic of the remaining two structures, the Sunderlage House and Smokehouse. They would rather have these buildings referenced as such.
- 3.) The number of available folding chairs has been amended from 36 to 25 and tables from 6 to 5.
- 4.) Exterior Use language was simplified.
- 5.) Under Keys and Entry, the line "A vertical platform lift was added at the back porch for individuals with disabilities." has been added.
- 6.) Under Clean Up and Security, the line "All exit doors are to remain unlocked when the building is occupied." has been added for code compliance.
- 7.) Fee per meeting has been changed from \$30.00 to \$40.00 for not-for-profit organizations (501C-3), from \$50.00 to \$60.00 for resident private groups and individuals, and from \$75.00 to \$80.00 for non-resident private groups or individuals.
- 8.) Security deposits were corrected to match the Application For Use form.
- 9.) Location maps were updated and replaced.
- 10.) Application For Use form was formatted to provide cleaner look with certain important items bolded for emphasis.
- 11.) Indemnity Hold Harmless Agreement updated by Corporate Counsel.

FINANCIAL IMPACT:

Modest fee increase for event use will help fund increased building operating costs to the Village.

RECOMMENDATION:

Request authorization to amend the Sunderlage House Rental and Use Policy, Application for Use form and Indemnity Hold Harmless Agreement.



HOFFMAN ESTATES

1900 Hassell Road
Hoffman Estates, Illinois 60169
Phone: 847-781-2606/Fax: 847-781-2624/Web: www.hoffmanestates.org

Sunderlage House
1775 Vista Lane
Hoffman Estates, Illinois 60169

RENTAL AND USE POLICY

AVAILABLE FACILITIES:

Interior

1. Only the main floor meeting rooms, kitchen and restrooms may be used. Use of upstairs and basement is prohibited. Use of kitchen is limited to making coffee, heating or warming food and refrigeration. **No cooking allowed.**
2. There are 26 folding chairs available, as well as 5 large folding tables, which may be used. Setup and take down are the responsibility of the renter.

Exterior

1. Physically active games/activities, such as volleyball, croquet, softball, etc., are prohibited on the grounds of the Sunderlage House.
2. Outdoor fires of any kind, such as campfires, charcoal grills, gas grills, etc., are prohibited.
3. Use of exterior grounds is not allowed.

USE POLICY:

1. Village government business has priority over all other events.
2. Residential preference will be given and the right is reserved to refuse use if there is not a sufficient residential link to the use or user.

3. Definition of potential users and priority for scheduling use:

- Governmental organizations
- Not-for-profit organizations: groups with 501C-3 or groups with certificate of not-for-profit from the Secretary of State of Illinois.
- Private groups (residents)
- Private groups or individuals whose purpose is to conduct meetings, socials, teas, dinners and receptions, but not if charging admission or soliciting donations or the sale of goods and services.
- Individual groups may be limited to no more than one meeting per month.
- With the exception of not-for-profit organizations, any use of the facility under this section shall be by a predominantly adult group.

4. There shall be **no** alcoholic beverages served or consumed in the building or anywhere on the property.
5. Smoking is prohibited in the building or on the porches.
6. Parking permitted on house property only. **NO PARKING** in Moon Lake or Vista lots.
7. By order of the Fire Department, the maximum number of occupants for the building is 49 persons.
8. Children must be under adult supervision at all times.
9. A representative from the Historical Sites Commission or the Village of Hoffman Estates may make an impromptu visit to guarantee that these rules are being abided by.
10. Renters of the property must sign a Hold Harmless Agreement.

RULES**Keys and Entry**

1. Entry keys are to be signed out at the Police Department Reception Desk at 411 W. Higgins Road on the day of the meeting. Keys **must** be returned immediately following the meeting. Keys to the Sunderlage House shall not be duplicated. Failure to return keys immediately following a meeting or function will result in loss of future rental privileges.
2. The Hoffman Estates Police Department **must** be notified by the designated representative of user group 30 minutes prior to entry and **must** be notified before securing building by phoning (847) 882-1818.

3. Entry to facility is to be made through the back porch doorway only.
4. A vertical platform lift is available at the back porch for individuals with disabilities.

Clean Up and Security

1. Groups are responsible for clean-up of room(s) and appliances after their meetings, as no janitorial service is provided. Cleaning supplies and trash bags are available for use and located in the lower cabinet to the right of the kitchen sink.
2. **All trash must be removed from the premises and legally disposed of by the renter.**
3. **Use of candles or open flame is prohibited.** Nothing can be nailed, screwed, taped or otherwise attached to the walls, doors or ceiling.
4. **Do not touch temperature or security controls.** Temperature controls are preset according to season.
5. Users of the house are responsible for making arrangements to secure the building and are responsible for any damage due to their negligence.
6. All exit doors are to remain unlocked when the building is occupied.
7. All lights must be turned off and all doors locked upon leaving the house.

Inquiries and Cancellations

Two weeks before date of use, inquiries, room requests and name(s) of caterer(s) are to be submitted to the Hoffman Estates Historical Sites Commission. Rental fee will not be refunded unless cancellations are communicated to the Boards & Commissions Secretary at (847) 781-2606, at least 24 hours prior to the scheduled function.

Hours of Meetings

- Group use of the Sunderlage House is restricted to a maximum of five (5) hours. Any rental over the five-hour period will be considered as an additional day charge. All evening functions shall end by **10:00 p.m.** Persons assisting with clean up and catering service must be out by 11:00 p.m. A representative of the group hosting the event must stay until the house is cleaned and the caterers have left. Sunderlage House is available for use daily *except holidays*.
- Advance setup is at the sole discretion of the Village and, in all such cases, the key must be returned to the Police Department after each use.

Fees

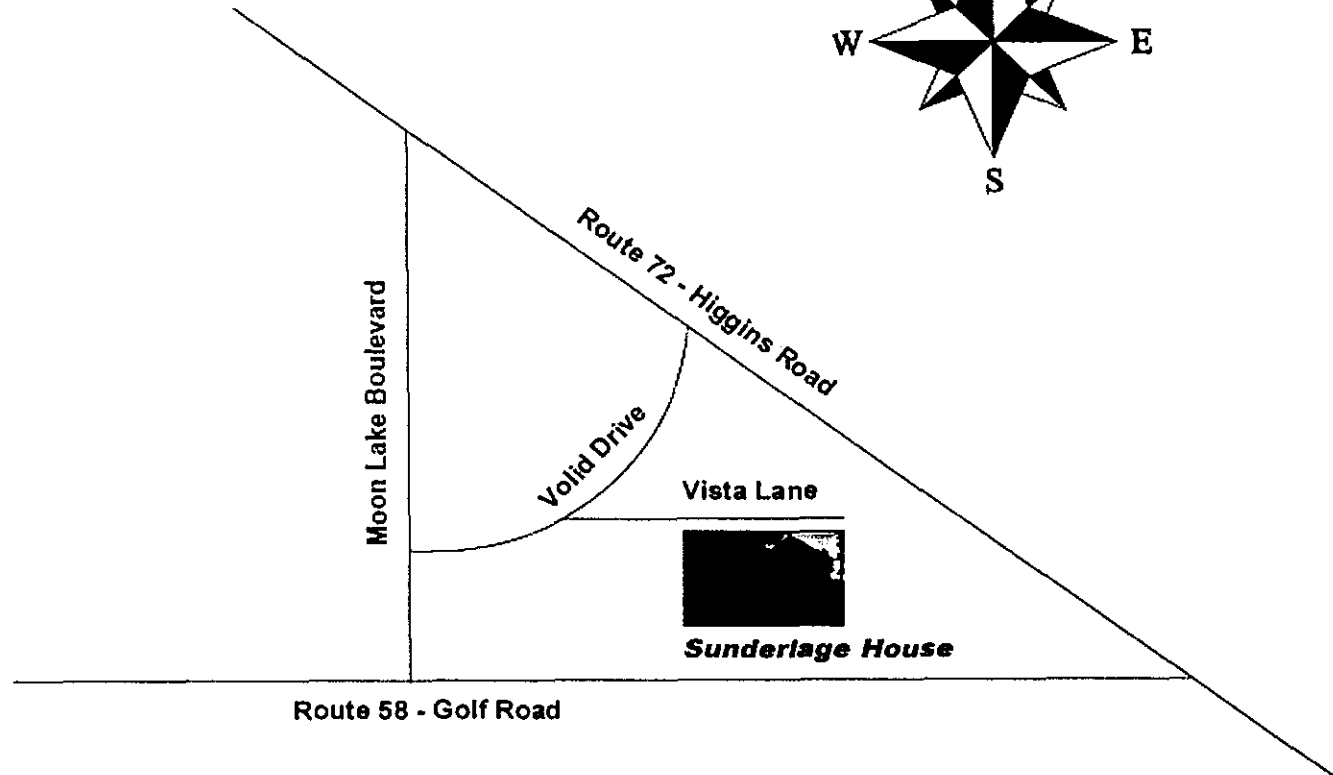
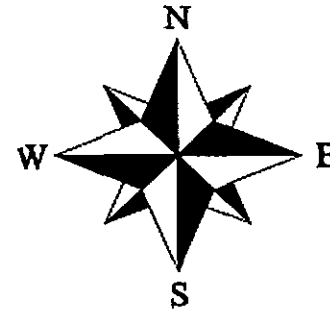
Fee per meeting:			Not-for-profit organizations: groups with 501C-3 or groups with a certificate of not-for-profit from the Secretary of State of Illinois.
	\$40.00	-	
	\$60.00	-	resident private groups or individuals
	\$80.00	-	non-resident private groups or individuals
Security deposit:	\$50.00	-	not-for-profit groups
	\$100.00	-	private groups or individuals

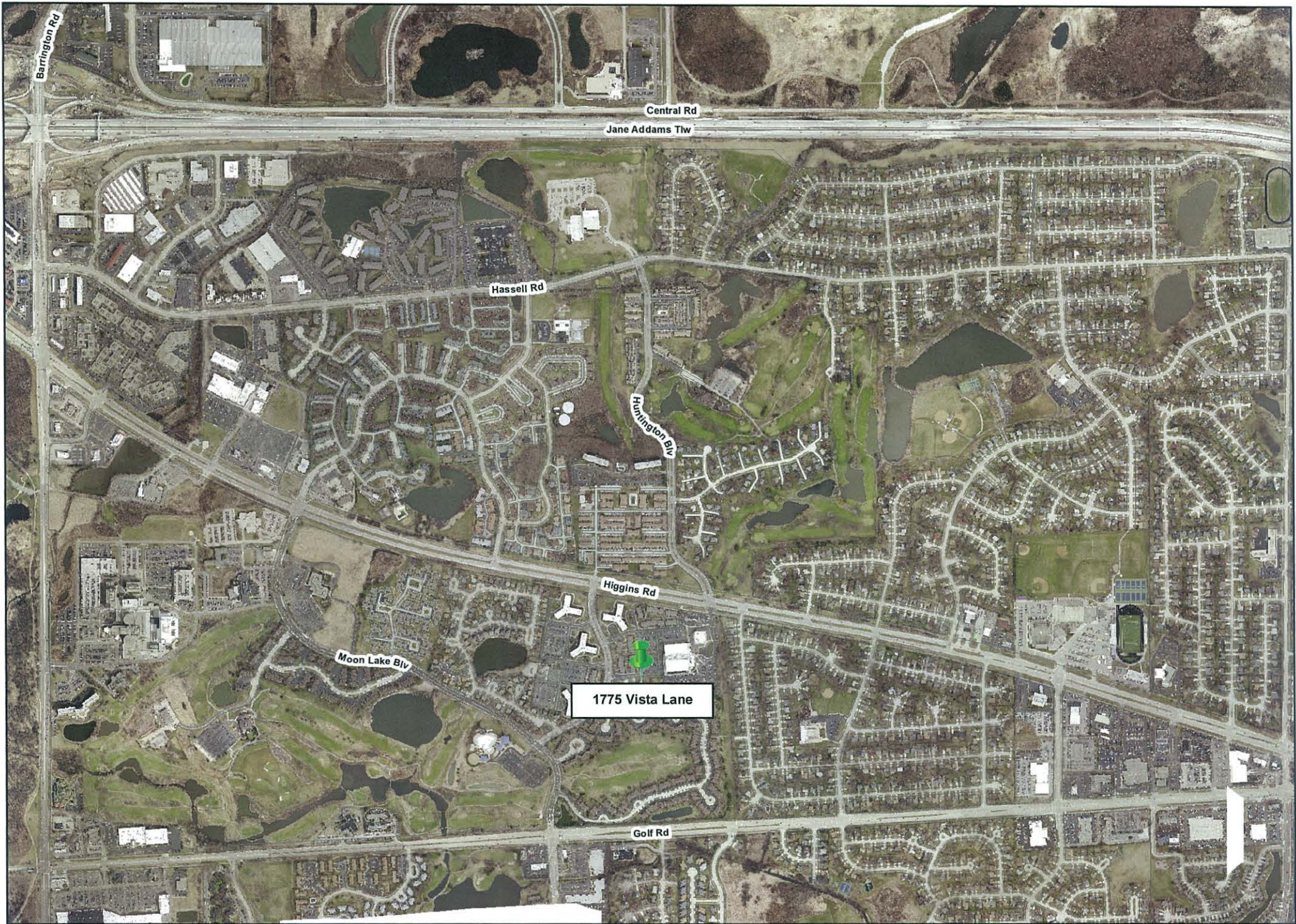
- Security deposit shall be forfeited and further use of the house denied if rules are not followed or damage occurs.
- All fees are to be paid at least ten (10) days prior to the event to the Boards & Commissions Secretary. Checks are payable to the Village of Hoffman Estates, 1900 Hassell Road, Hoffman Estates, IL 60169.

Revised 01/04/18

Take I-90 to Barrington Road Exit; go south to Higgins Road and turn left [East]; take Higgins Road to Volid Drive and turn right; go south on Volid Drive to Vista Lane; turn left until you reach the Sunderlage House.

AREA MAP





1775 Vista Lane

0 0.25 0.5 0.75 Miles



**Sunderlage House
Location Map**

VILLAGE of HOFFMAN ESTATES
APPLICATION FOR USE OF SUNDERLAGE HOUSE
 1775 Vista Lane
 Hoffman Estates, Illinois 60169

ORGANIZATION (Group): _____

Please describe your organization and its purpose: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE #: _____ **E-MAIL ADDRESS:** _____
(home or work)

DATE(s) REQUESTED: _____
Day of Week *Dates(s) and Time*

Describe how you plan to use the house. _____

Number of Organization Members/Guests anticipated to use the facility: _____

Percentage of members/guests who are Hoffman Estates residents: _____

If event is to be catered, provide name and address of caterer: _____

Will anyone using the facility be under the age of 18? _____ How many? _____

If yes, please provide the following information:

PLEASE SUBMIT:

List of names, address and telephone numbers of adult supervisors/leaders if this is a group of persons under 18 years of age (Please print).

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____

Fee per meeting:	\$40.00	-	Not-for-Profit groups with 501C-3
	\$60.00	-	Resident private groups or individuals
	\$80.00	-	Non-Resident private groups or individuals
Security Deposit:	\$50.00	-	Not-for-Profit groups
	\$100.00	-	Private groups or individuals

I have read and agree to abide by the Sunderlage House Rental and Use Policy.

 Signature of Renter

 Date

Make check payable to: Village of Hoffman Estates

Please return check and application to:

VILLAGE OF HOFFMAN ESTATES
Attn: Boards & Commissions
1900 Hassell Road
Hoffman Estates, IL 60169



HOFFMAN ESTATES

1900 Hassell Road
Hoffman Estates, Illinois 60169
Phone: 847-781-2606/Fax: 847-781-2624/Web: www.hoffmanestates.org

INDEMNITY HOLD HARMLESS AGREEMENT

In consideration for its use of the Sunderlage House and payment therefor, to the fullest extent permitted by law _____, hereafter referred to as the Lessee, hereby agrees to defend, indemnify, and hold harmless the Village of Hoffman Estates, hereafter referred to as the Lessor, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments and costs and expenses, which may in any way accrue against the Lessor, its officials, agents, employees and volunteers, arising in whole or in part or in consequence to the use of Sunderlage House, by the Lessee, its employees, or guests, or which may in any way result therefrom, except that arising out of the sole legal cause of the Lessor. The Lessee shall, at its own expense, appear, defend and pay all attorney's fees and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Lessor, in any such action, the Lessee shall, at its own expense, satisfy and discharge same. This agreement does not waive the protections of either party under the Worker's Compensation Act or any immunity or defense provided by the statutes of the State of Illinois.

Signed: _____

Date: _____

Authorized Representative of Lessee

Title

Signed: _____

Date: _____

Village of Hoffman Estates

Title



HOFFMAN ESTATES

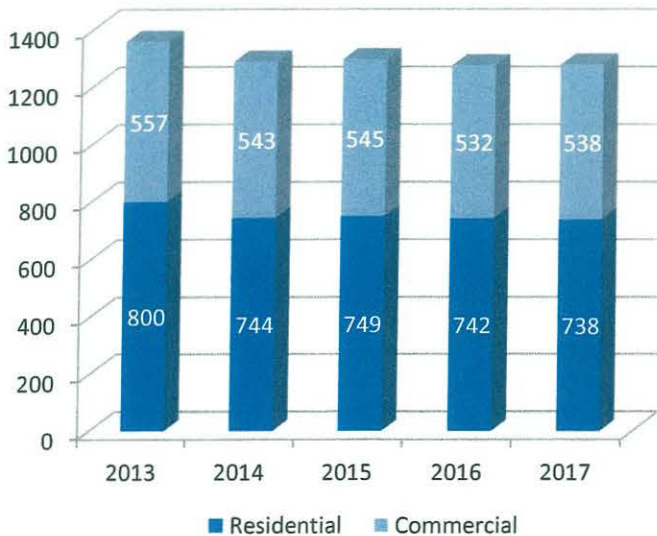
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT NOVEMBER 2017

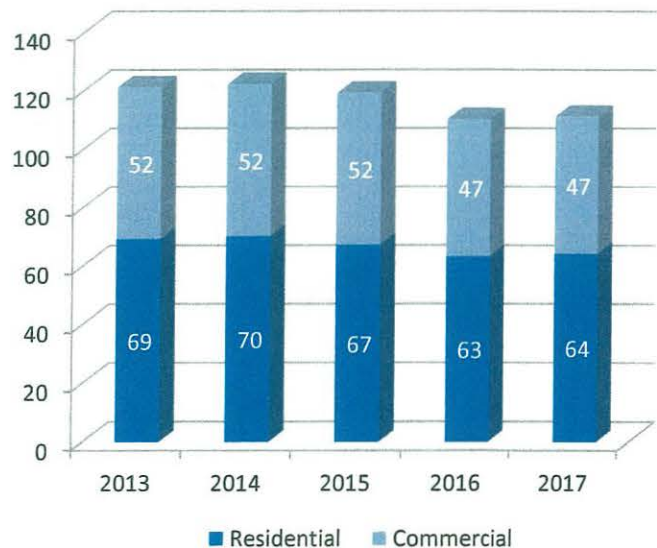
Water Billing

A total of 14,661 residential water bills were mailed on November 1st for September's water consumption. Average consumption was 4,375 gallons, resulting in an average residential water bill of \$54.77. Total consumption for all customers was 111 million gallons, with 64 million gallons attributable to residential consumption. When compared to the November 2016 billing, residential consumption increased 1.6%.

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

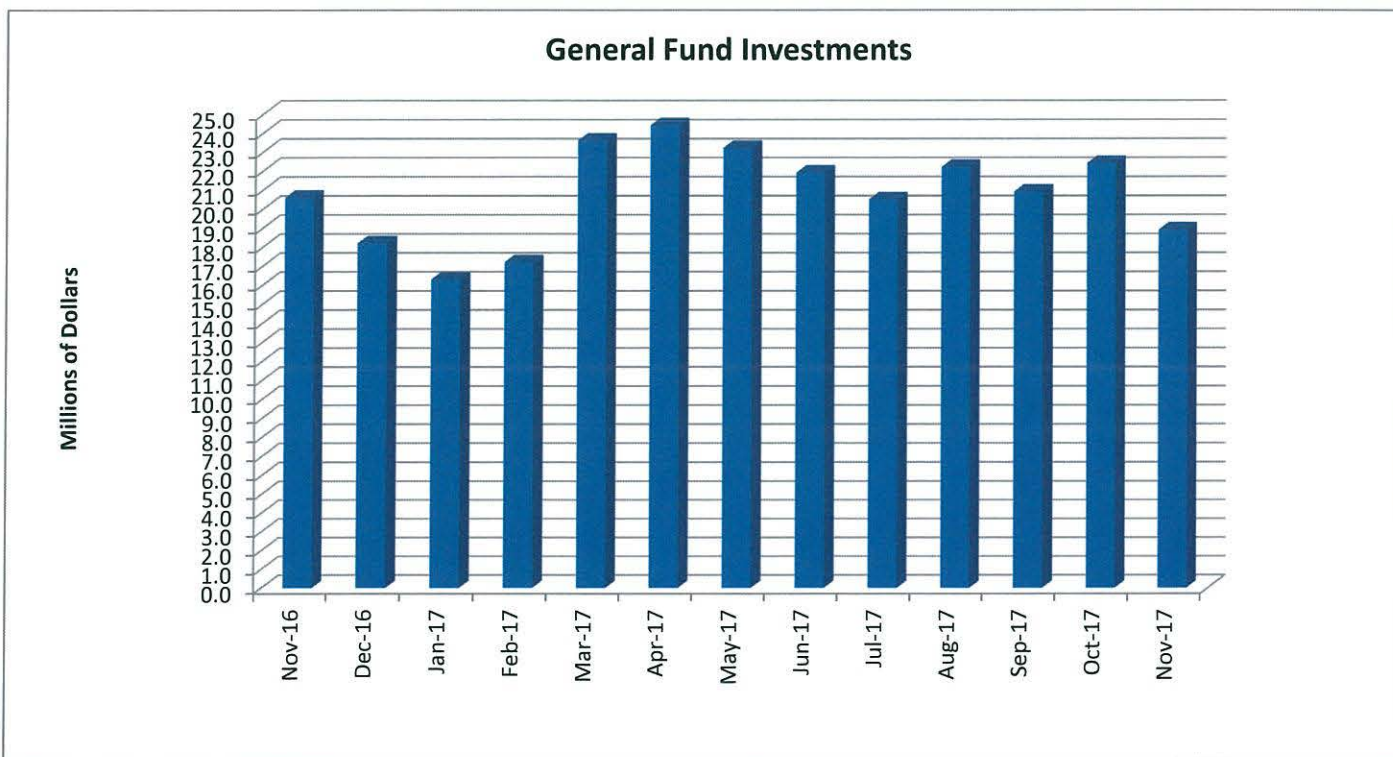
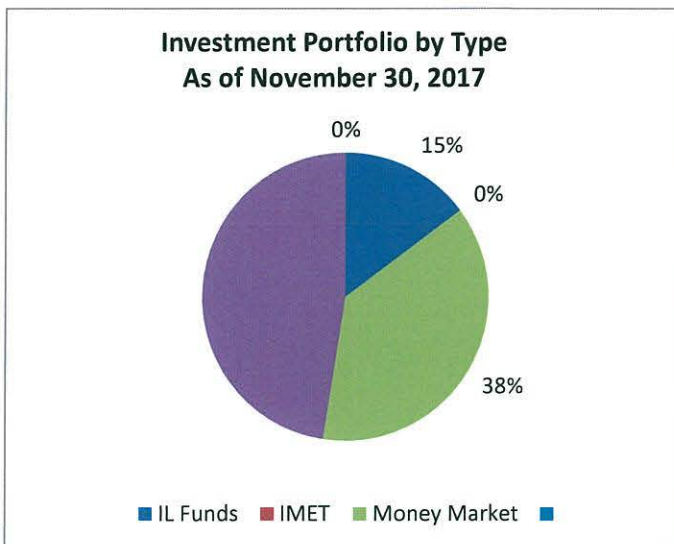
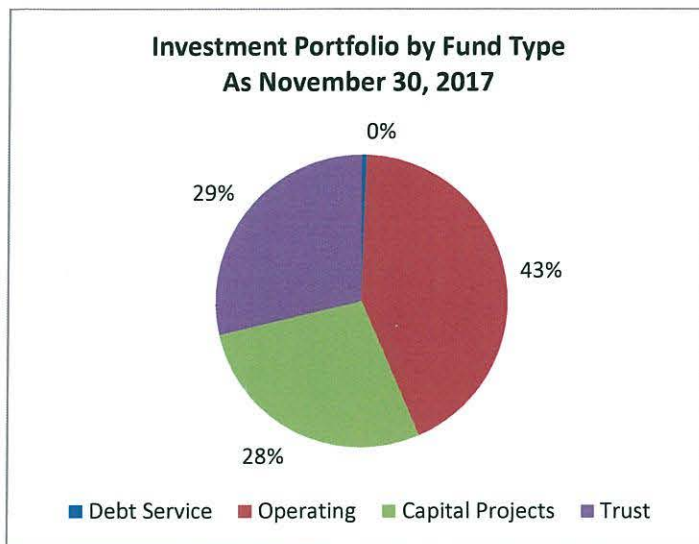


**Total Water Consumption
Month of November**



Village Investments

As of November 30, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$55.9 million. Of this amount, \$24 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$31.9 million is related to debt service, capital projects and trust funds.



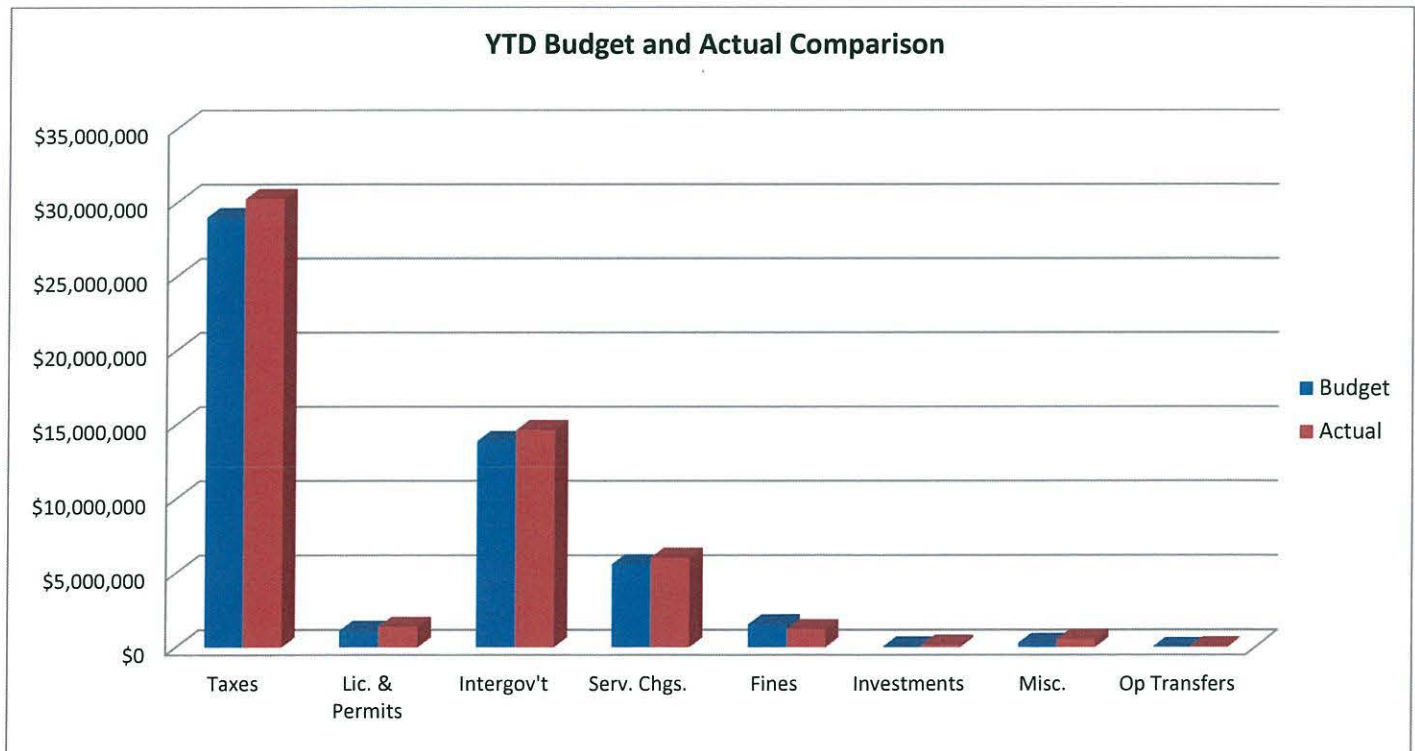
Operating Funds

General Fund

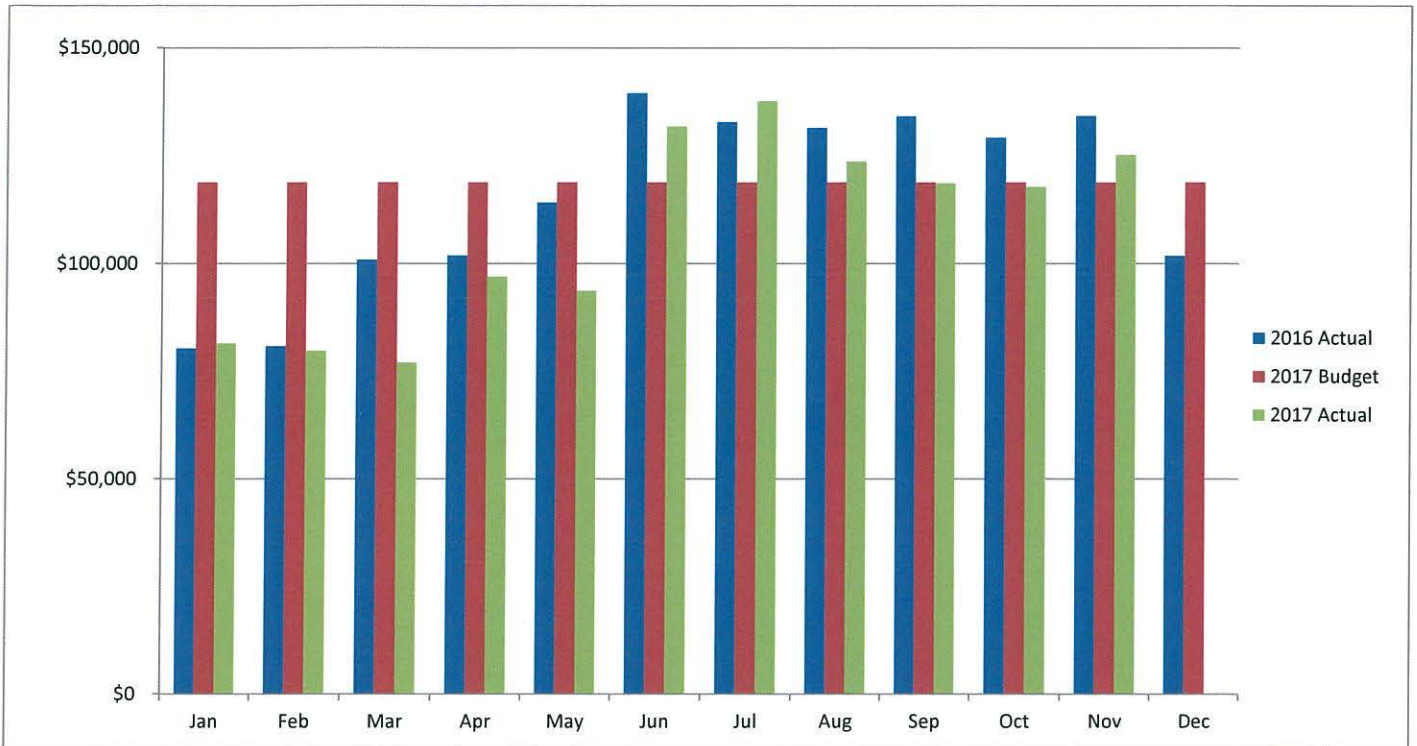
For the month of November, General Fund revenues totaled \$2,760,736 and expenditures totaled \$5,857,537 resulting in a deficit of \$3,096,801.

Revenues: November year-to-date figures are detailed in the table below. Licenses and permits are over budget due to the development occurring within the Village. Also 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	\$ 28,932,906	\$ 30,204,160	4.4%
Licenses & Permits	1,117,417	1,396,796	25.0%
Intergovernmental	13,868,067	14,611,336	5.4%
Charges for Services	5,578,978	6,019,295	7.9%
Fines & Forfeits	1,535,417	1,213,252	-21.0%
Investments	55,000	168,876	207.0%
Miscellaneous	283,626	540,017	90.4%
Operating Transfers	-	50,000	0.0%
TOTAL	\$ 51,371,410	\$ 54,203,732	5.5%

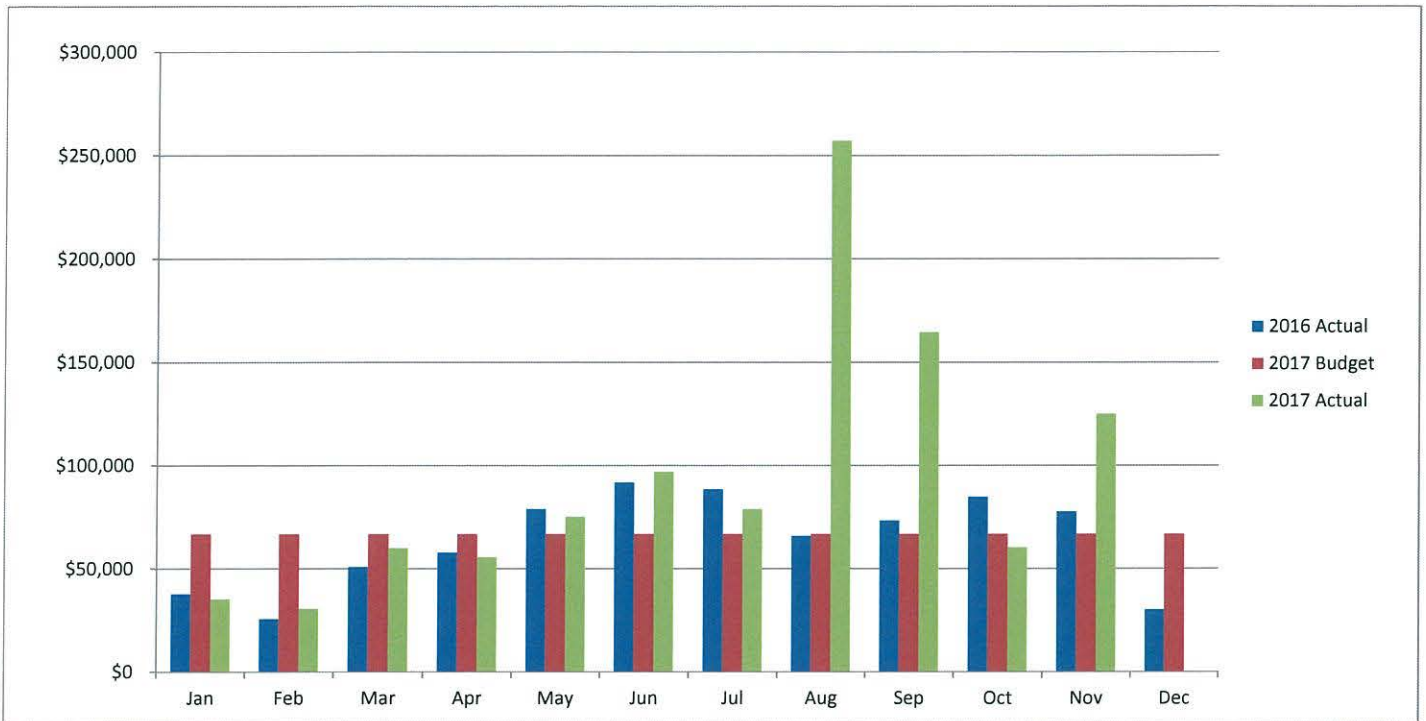


Hotel Tax



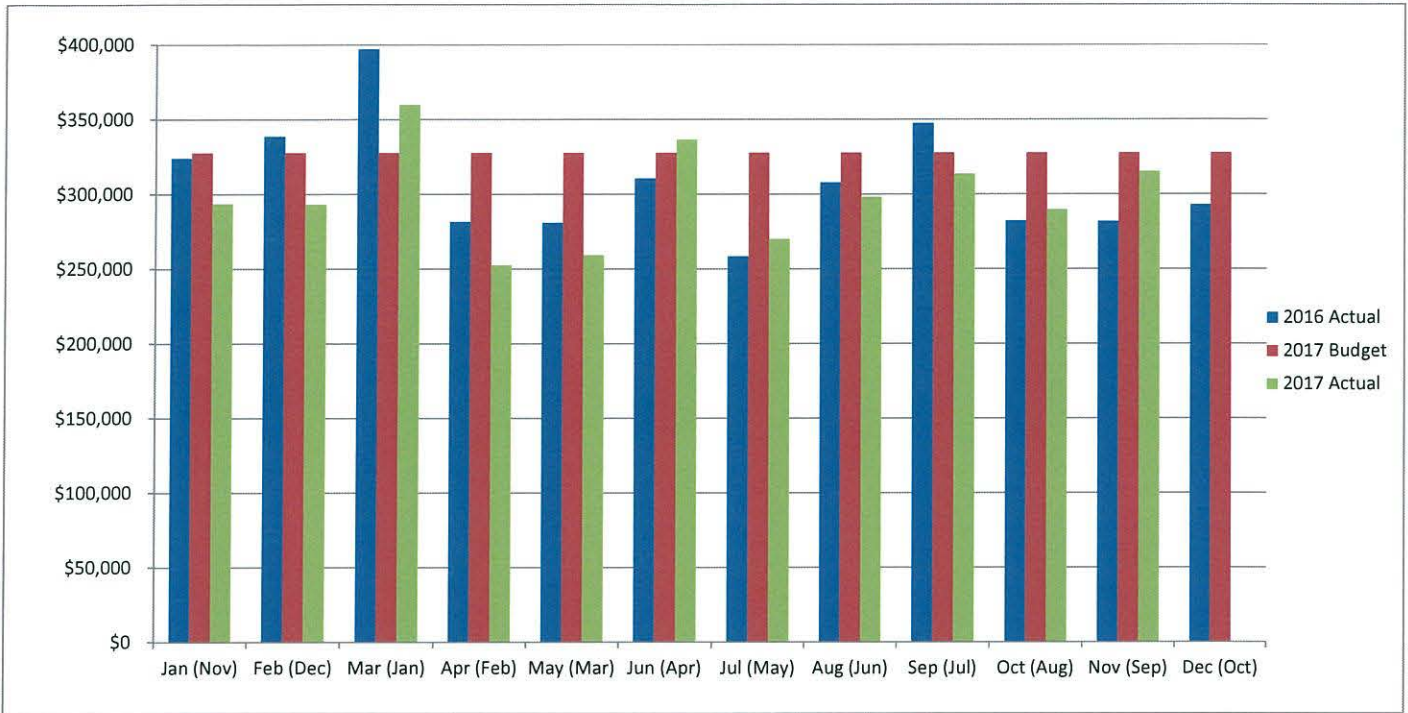
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750	76,961	(118,152)
Apr	101,748	118,750	96,865	(140,037)
May	114,092	118,750	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	125,121	(123,516)
Dec	101,700	118,750		
YTD Totals	<u>\$ 1,380,205</u>	<u>\$ 1,425,000</u>	<u>\$ 1,182,734</u>	

Real Estate Transfer Tax



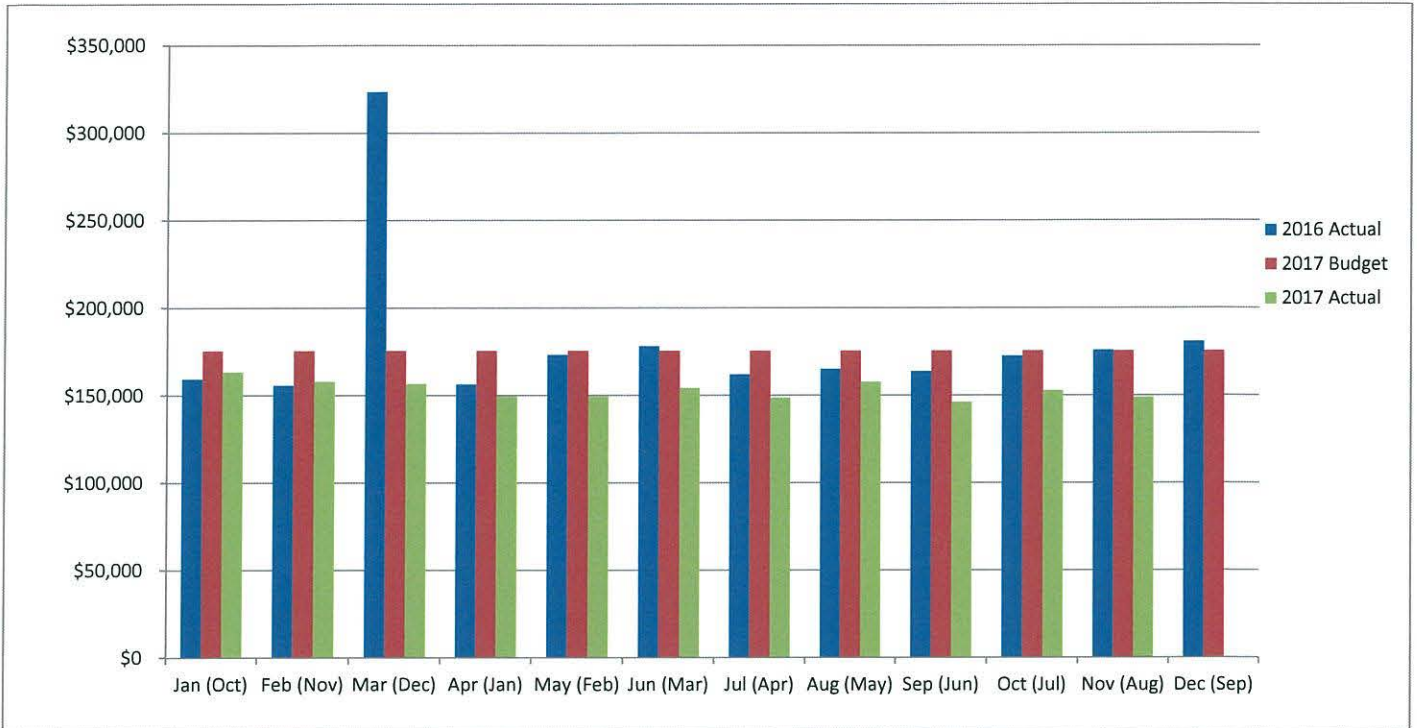
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667	59,905	(74,405)
Apr	57,748	66,667	55,537	(85,535)
May	78,831	66,667	75,058	(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	124,838	304,534
Dec	30,041	66,667		
YTD Totals	\$ 761,732	\$ 800,000	\$ 1,037,867	

Home Rule Sales Tax



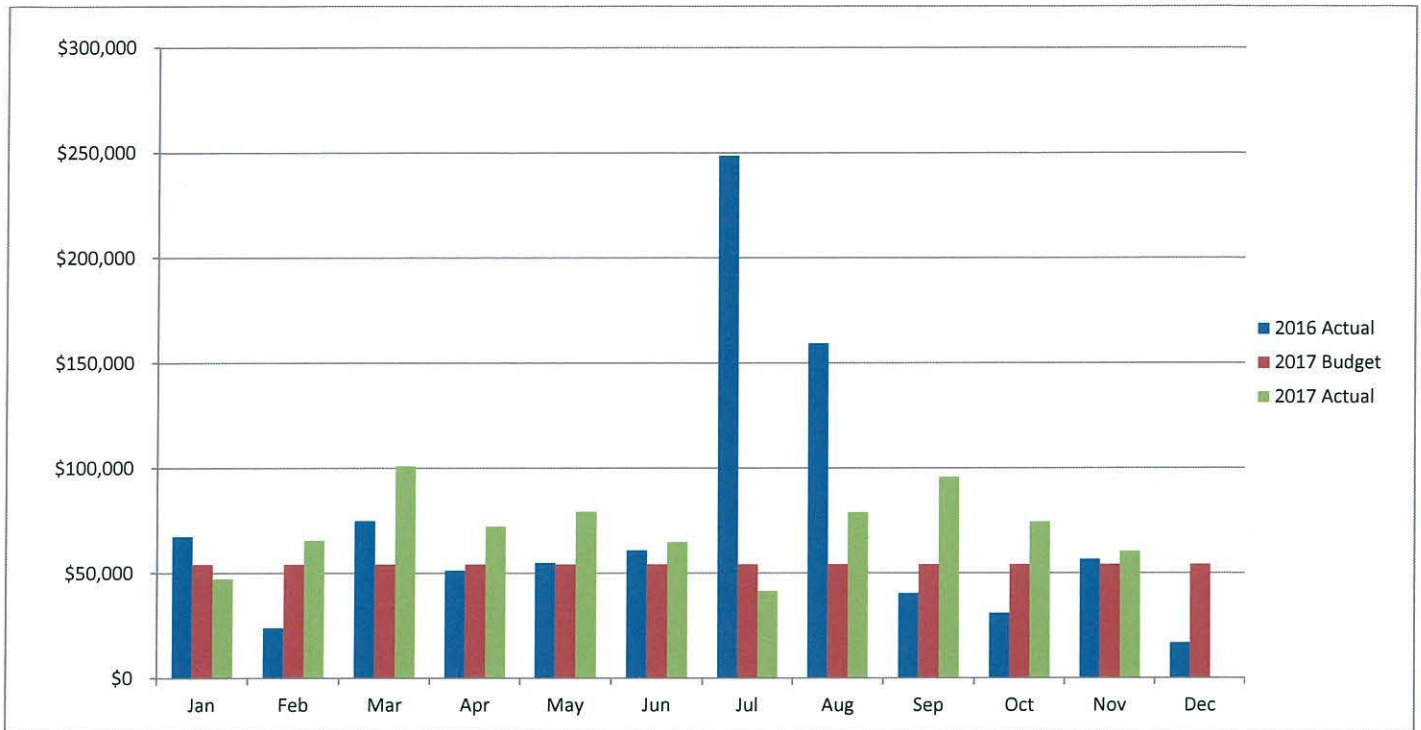
Month Received (Liability Period)	2016 Actual	2017 Budget	2017 Actual	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500	292,978	(68,684)
Mar (Jan)	396,849	327,500	359,794	(36,390)
Apr (Feb)	281,321	327,500	252,424	(111,466)
May (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	315,084	(322,966)
Dec (Oct)	292,680	327,500		
YTD Totals	\$ 3,700,852	\$ 3,930,000	\$ 3,279,534	

Telecommunications Tax



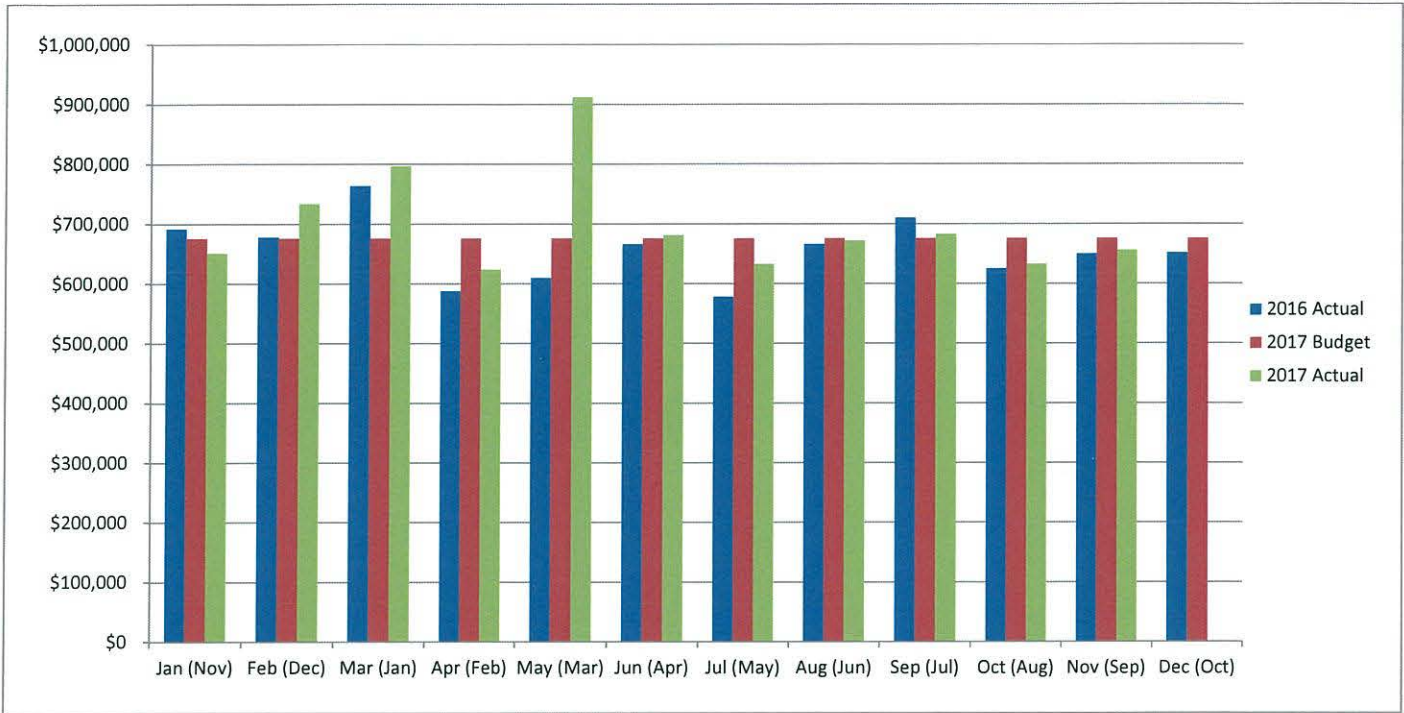
Month Received (Liability Period)	2016 Actual	2017 Budget	2017 Actual	Cumulative Variance 2017 Actual vs. Budget
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583	156,644	(48,712)
Apr (Jan)	156,336	175,583	149,435	(74,860)
May (Feb)	173,101	175,583	149,407	(101,037)
Jun (Mar)	178,092	175,583	154,229	(122,391)
Jul (Apr)	161,911	175,583	148,853	(149,121)
Aug (May)	165,011	175,583	157,762	(166,943)
Sep (Jun)	163,710	175,583	146,211	(196,315)
Oct (Jul)	172,526	175,583	152,804	(219,094)
Nov (Aug)	175,963	175,583	148,887	(245,791)
Dec (Sep)	180,915	175,583	-	-
YTD Totals	\$ 2,166,002	\$ 2,107,000	\$ 1,685,626	

Building Permits



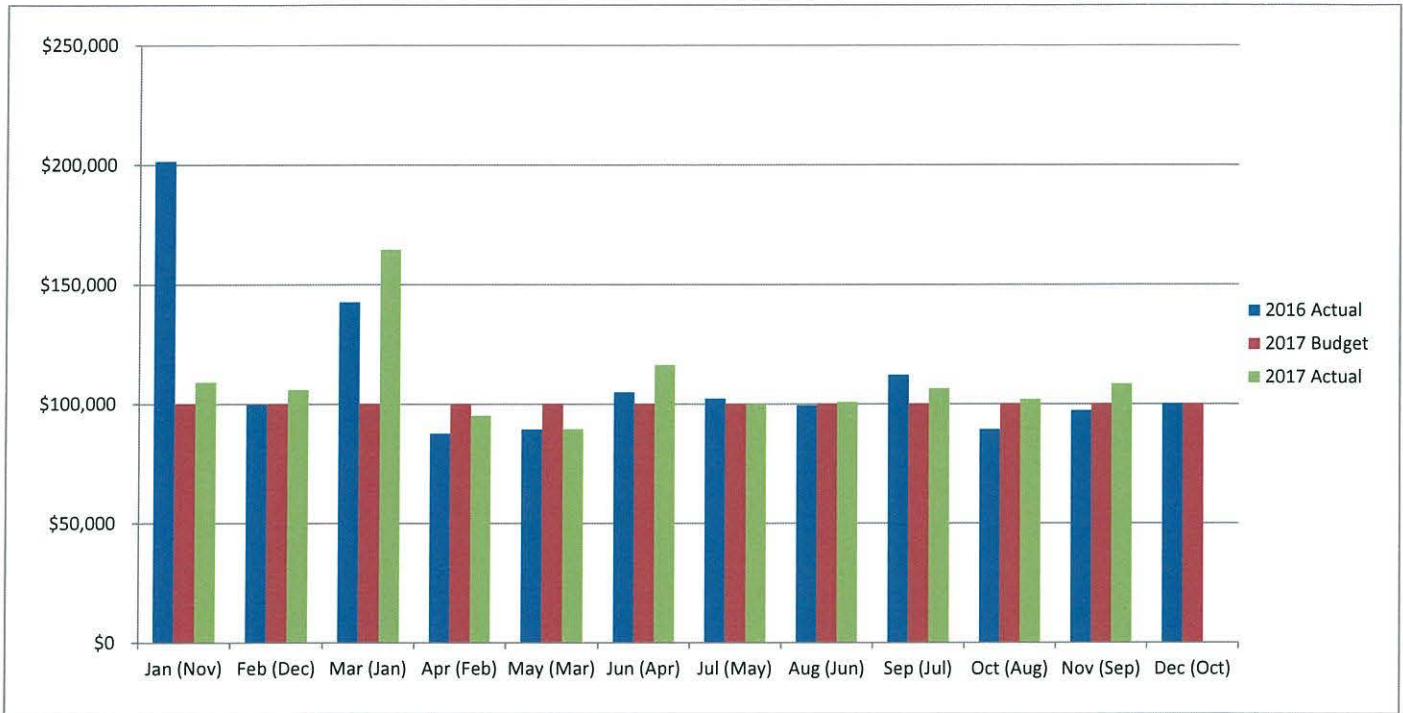
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167	65,665	4,575
Mar	74,953	54,167	100,988	51,396
Apr	51,338	54,167	72,363	69,592
May	54,967	54,167	79,342	94,768
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	60,428	185,896
Dec	16,886	54,167		
YTD Totals	<u>\$ 886,617</u>	<u>\$ 650,000</u>	<u>\$ 781,729</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	654,978	241,848
Dec (Oct)	650,911	675,000		
YTD Totals	<u>\$ 7,869,894</u>	<u>\$ 8,100,000</u>	<u>\$ 7,666,848</u>	

Local Use Tax



**Month Received
(Liability Period)**

2016 Actual

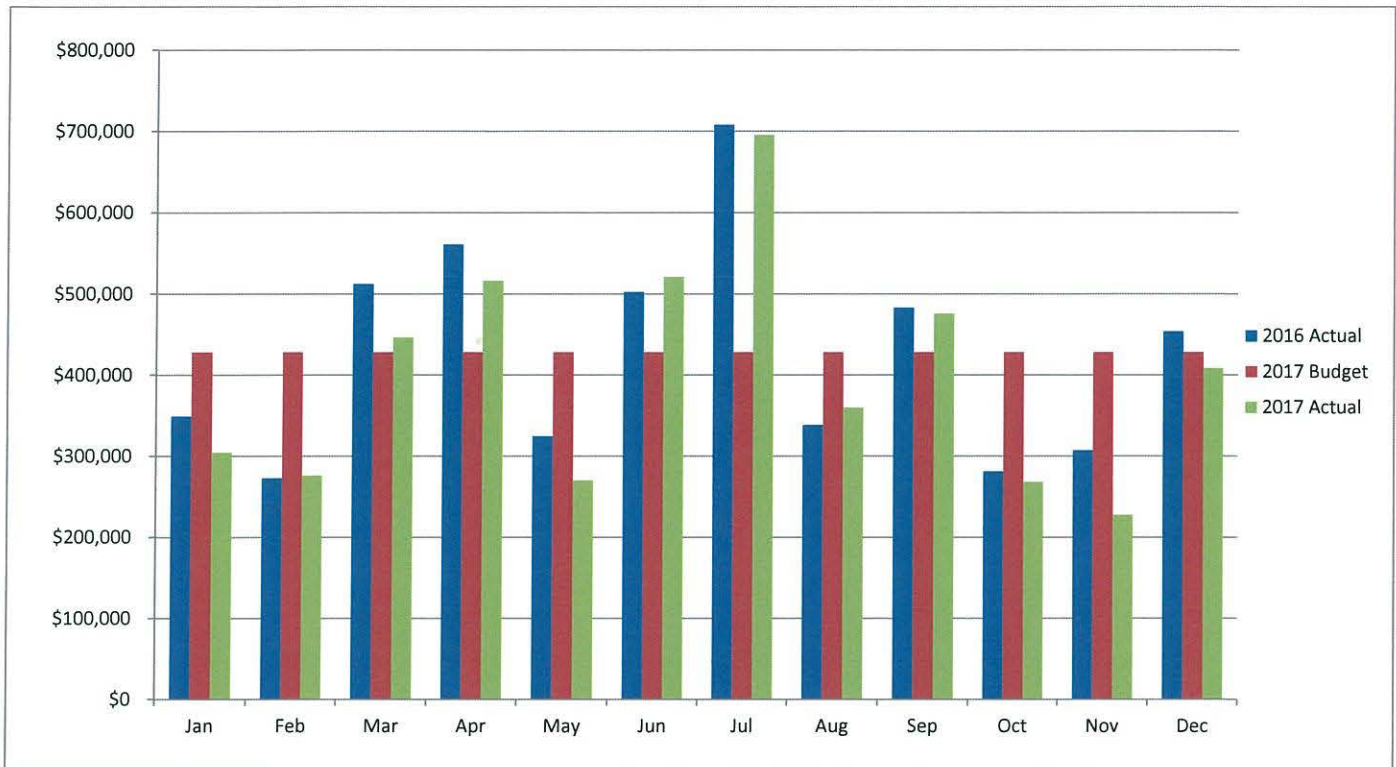
2017 Budget

2017 Actual

**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	108,303	96,700
Dec (Oct)	99,922	100,000		
YTD Totals	\$ 1,324,663	\$ 1,200,000	\$ 1,196,700	

Income Tax

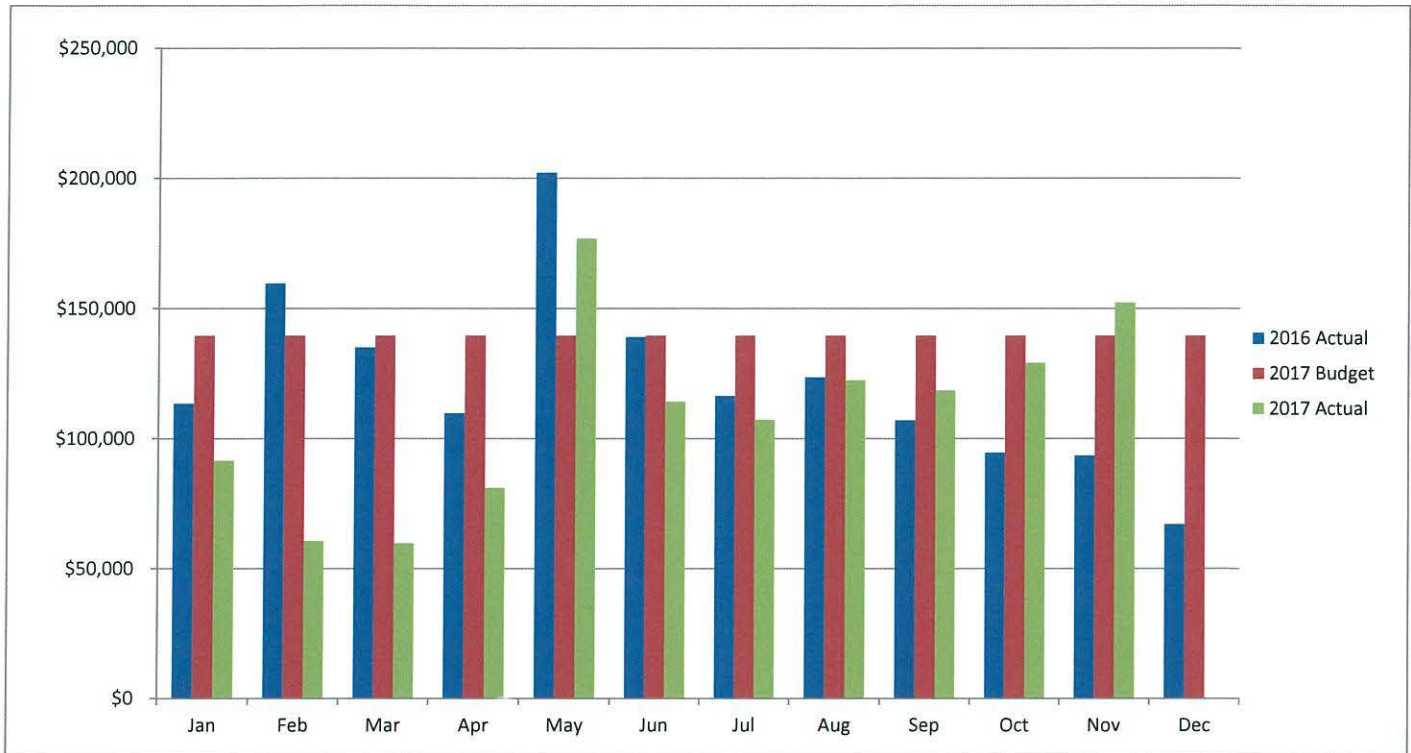


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894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

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

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

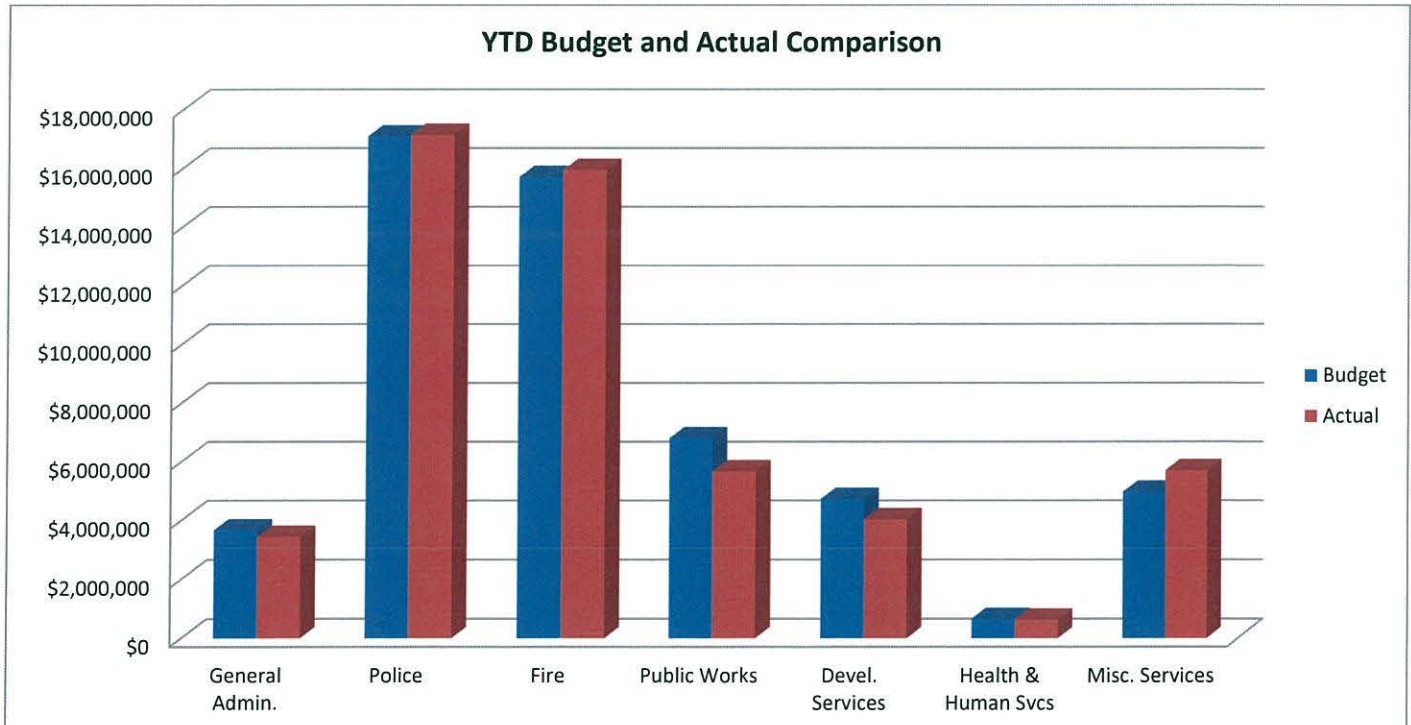
Fines



<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	152,189	(322,166)
Dec	66,914	139,583		
YTD Totals	<u>\$ 1,460,781</u>	<u>\$ 1,675,000</u>	<u>\$ 1,213,251</u>	

Expenditures: General Fund expenditures in November were \$1,003,562 above the budgeted figure of \$4,853,976. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Miscellaneous expenses are over budget due to the funding of debt service payments due in December, 2017.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 340,276	\$ 323,223	5.0%
Administration	652,328	633,873	2.8%
Legal	520,978	415,127	20.3%
Finance	1,082,464	1,043,311	3.6%
Village Clerk	184,617	180,922	2.0%
HRM	514,058	498,940	2.9%
Communications	218,387	203,671	6.7%
Cable TV	150,223	140,242	6.6%
Police	17,067,866	17,125,638	-0.3%
Fire	15,685,624	15,922,570	-1.5%
Public Works	6,791,244	5,654,375	16.7%
Development Services	4,717,433	4,033,373	14.5%
H&HS	660,953	633,795	4.1%
Miscellaneous	4,962,475	5,686,629	-14.6%
TOTAL	\$ 53,548,925	\$ 52,495,691	2.0%



Department News

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

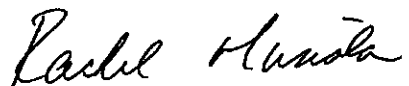
- Attended an IGFOA webinar on Fraud. Topics covered included implementing a fraud response plan and examples of fraud in municipalities (Finance Director, Assistant Director, Fiscal Operations Manager, Accountant, and Accounting Assistants).
- Attended coaching & counseling training put on by Human Resource Management Department (multiple finance personnel and Village staff).
- Attended IGFOA Pension Institute Part II (Finance Director and Village Treasurer).

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

- Participated in the annual Budget Workshop with the Finance Committee (Finance Director, Assistant Director, other Village staff).
- Attended multiple IGFOA Professional Education Committee planning meetings, as well as the IGFOA Executive Board meeting to update the Executive Board on training planning for the entire State through IGFOA (Finance Director).
- Attended the Platzkonzert planning meeting to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Attended audit planning meeting for upcoming annual operations audit (Finance Director, Assistant Director).

Finally, we are excited to welcome our new Customer Service Supervisor, Tricia Jensen, who started with the Village in November.

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

November-17

	<u>Nov-17</u>	<u>YTD Nov-17</u>	<u>Nov-16</u>	<u>YTD Nov-16</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
Credit Card Transactions						
Finance and Code Front Counter						
Number	537	6,643	555	6,861	-3.2%	-3.2%
Amount	\$ 92,770	1,102,722	\$ 162,409	1,114,606	-42.9%	-1.1%
Internet Sales						
Number	2,285	26,637	2,143	24,222	6.6%	10.0%
Amount	\$ 220,140	2,494,144	\$ 237,127	2,643,981	-7.2%	-5.7%
Total						
Number	2,822	33,280	2,698	31,083	4.6%	7.1%
Amount	\$ 312,911	3,596,866	\$ 399,535	\$ 3,758,586	-21.7%	-4.3%
Credit Card Company Fees						
General Fund	\$ 2,074	22,975	\$ 2,860	19,620	-27.5%	17.1%
Municipal Waste Fund	656	1,551	4	20	16298.0%	7653.7%
Water Fund	5,894	75,153	7,446	85,911	-20.8%	-12.5%
Total Fees	\$ 8,624	\$ 99,678	\$ 10,310	\$ 105,551	-16.4%	-5.6%
Accounts Receivable						
Invoices Mailed						
Number	65	740	52	736	25.0%	0.5%
Amount	\$ 92,495	1,733,242	\$ 106,028	2,582,862	-12.8%	-32.9%
Invoices Paid						
Number	70	808	46	741	52.2%	9.0%
Amount	\$ 73,620	1,733,035	\$ 261,091	2,622,965	-71.8%	-33.9%
Reminders Sent						
Number	32	233	7	134	357.1%	73.9%
Amount	\$ 7,642	136,723	\$ 51,721	236,276	-85.2%	-42.1%
Accounts Payable						
Checks Issued						
Number	408	4,054	393	3,898	3.8%	4.0%
Amount	\$ 2,310,883	31,907,535	\$ 1,873,802	29,451,615	23.3%	8.3%
Manual Checks Issued						
Number	39	372	48	417	-18.8%	-10.8%
As % of Total Checks	9.56%	9.18%	12.21%	10.70%	-21.7%	-14.2%
Amount	\$ 31,535	10,913,593	\$ 454,858	11,714,315	-93.1%	-6.8%
As % of Total Checks	1.36%	34.20%	24.27%	39.77%	-94.4%	-14.0%
Utility Billing						
New Utility Accounts	15	1,407	153	1,799	-90.2%	-21.8%
Bills Mailed / Active Accounts	15,574	171,120	15,545	170,727	0.2%	0.2%
Final Bills Mailed	151	1,556	153	1,799	-1.3%	-13.5%
Shut-Off Notices	1,540	14,663	1,595	14,941	-3.4%	-1.9%
Actual Shut-Offs	130	1,112	110	1,050	18.2%	5.9%
Total Billings	\$ 1,755,730	19,890,732	\$ 1,659,194	18,910,393	5.8%	5.2%
Direct Debit (ACH) Program						
New Accounts	71	306	26	477	173.1%	-35.8%
Closed Accounts	106	355	26	483	307.7%	-26.5%
Total Accounts	2,610	29,133	2,665	29,365	-2.1%	-0.8%
As % of Active Accounts	16.76%	17.02%	17.14%	17.20%	-0.4%	-1.0%
Water Payments Received in Current Month						
Total Bills Mailed	15,574	171,120	15,545	170,727	0.2%	0.2%
ACH Payments	2,610	29,133	2,665	29,363	-2.1%	-0.8%
ACH Payments-% of Total Bills	16.76%	17.02%	17.14%	17.20%	-2.2%	-1.0%
On-line Payments (Internet Sales)	1,954	23,556	1,986	22,528	-1.6%	4.6%
On-line Payments-% of Total Bills	12.55%	13.77%	12.78%	13.20%	-1.8%	4.3%
Over-the-phone Payments	1,068	10,563	764	764	39.8%	1282.6%
Over-the-phone Payments-% of Total Bills	6.86%	6.17%	4.91%	0.45%	39.5%	1279.4%
Mail-in Payments	9,327	104,569	9,636	135,489	-3.2%	-22.8%
Mail-in Payments-% of Total Bills	59.89%	61.11%	61.99%	79.36%	-3.4%	-23.0%

WATER BILLING ANALYSIS
November 30, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
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
November	4,590	4,330	4,375
13 Month Average -	4,631	4,577	4,549
% Change -	-1.0%	-1.1%	-0.6%

Total Water Customers

<u>Customer Type</u>	<u>Nov-16</u>	<u>Nov-17</u>	<u>% Change</u>
Residential	14,626	146,661	902.7%
Commercial	919	913	-0.7%
Total	15,545	147,574	849.3%

Average Bill

<u>Customer Type</u>	<u>Nov-16</u>	<u>Nov-17</u>	<u>% Change</u>
Residential	\$ 51.24	\$ 54.77	6.9%

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>		
	<u>Nov-16</u>	<u>Nov-17</u>	<u>% Change</u>	<u>Nov-16</u>	<u>Nov-17</u>	<u>% Change</u>
Residential	63	64	1.6%	742	738	-0.5%
Commercial	47	47	0.0%	532	538	1.1%
Total	110	111	0.9%	1,274	1,276	0.2%

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		5,148,905.15			1.089
Illinois Funds - Veterans Memorial	05/01/92		297.75			1.089
IMET Convenience Fund	10/20/05		2,736.56			1.160
Citibank SDA	11/07/08		173,787.63			0.100
CD with PMA	08/22/13		13,544,123.24	13,532,345.56	13,678,857.36	0.375
			<u>18,869,850.33</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		524,639.00			1.089
Citibank SDA	11/07/08		12,273.98			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>590,181.78</u>			
<u>E-911</u>						
Citibank SDA	11/07/08		1,489.52			0.100
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,166.64			1.089
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		53,357.42			1.089
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		5,209.60			1.089
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		6,659.49			1.089
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		295,358.22			1.089
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,213.34			1.089
Citibank SDA	11/07/08		118,321.89			0.100
			<u>132,535.23</u>			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,675.02			1.089
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		123,084.62			0.100
			<u>315,195.68</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,590.02			1.089
CD with PMA	08/22/13		2,451,235.17	2,451,335.17	2,488,695.25	
Citibank SDA	01/07/09		70,215.76			0.100
			<u>2,558,040.95</u>			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,761.66			1.089
Citibank SDA	01/07/09		4,886.62			1.089
			<u>18,648.28</u>			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,171,919.02			1.089
Citibank SDA	02/10/11		231,448.66			-
			<u>1,403,367.68</u>			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		395,264.21			
Citibank SDA			737,014.91			1.160
			<u>1,132,279.12</u>			
<u>Central Area Road Improvement Impact Fee</u>						
CD with PMA			244,241.72	244,241.72	246,689.62	
Citibank SDA	02/10/11		763.74			0.100
			<u>245,005.46</u>			
<u>Western Area Traffic Improvement</u>						
Citibank SDA	01/07/09		16,427.66			0.100
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		105,353.28			1.089
Citibank SDA	01/07/09		338,115.69			0.100
			<u>443,468.97</u>			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		22,250.03			1.089
Citibank SDA	01/07/09		68,286.44			0.100
			<u>90,536.47</u>			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,144.24			1.089
Citibank SDA	11/07/08		296,722.30			0.100
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			<u>789,381.26</u>			
<u>2015 Capital Project</u>						
Citibank SDA - 2015 Bond Projects	08/12/15		21,978.50			-
Citibank SDA - 2017 Bond Projects	09/13/17		577,972.14			
			<u>599,950.64</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,724.46			1.089
Citibank SDA	11/07/08		220,742.93			0.100
CD with PMA			492,900.00	492,900.00	499,850.04	
			<u>723,367.39</u>			
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank SDA	08/12/15		1,130,799.10			0.100
CD with PMA	08/12/15		993,800.00	993,800.00	999,807.04	
			<u>2,124,599.10</u>			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		223,530.68			1.000
CD with PMA	09/13/17		5,427,630.00	5,427,630.00	5,538,467.97	
			<u>5,651,160.68</u>			
<u>Sears Operating</u>						
Illinois Funds			2,448.84			
Citibank SDA			428,810.66			
			431,259.50			
<u>Stormwater</u>						
Citibank SDA	08/12/15		3,426.49			0.100
<u>Insurance</u>						
Illinois Funds	11/10/87		13,740.36			1.089
Citibank SDA	11/07/08		145,830.04			0.100
CD with PMA	08/22/13		2,096,818.13	2,096,401.44	2,127,608.47	0.375
			<u>2,256,388.53</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		175,495.04			1.089
Citibank SDA	11/07/08		89,626.12			
CD with PMA			490,741.72	490,741.72	496,642.57	
			<u>755,862.88</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		16,032,533.19			
			<u>16,032,533.19</u>			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,225.47			1.089
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,622.78			0.100
			<u>117,504.10</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		212,771.12			1.089
Total Investments			<u>\$ 55,879,983.38</u>			
Total Invested Per Institution				Percent Invested		
Illinois Funds			8,233,169.38	14.73		
IMET Convenience Fund			2,736.56	0.00		
CD with PMA			26,558,365.39	47.53		
Citibank at PMA			<u>21,085,712.05</u>	<u>37.73</u>		
			\$55,879,983.38	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				Percent Invested		
Illinois Funds			7,061,250.36	18.37		
IMET			2,736.56	0.01		
CD with PMA			26,558,365.39	69.08		
Citibank at PMA			4,821,730.20	12.54		
			<u>\$38,444,082.51</u>	<u>100.00</u>		
Total Invested Per Fund						
Total Investments - Operating Funds				\$24,028,068.30		
Total Investments - Debt Service Funds				\$295,358.22		
Total Investments - Trust Funds				\$16,032,533.19		
Total Investments - Capital Projects Funds				\$15,524,023.67		
Total Investments - All Funds				<u>\$55,879,983.38</u>		

**OPERATING REPORT SUMMARY
REVENUES**

November 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	1,363,709	-	15,000,801	16,255,419	16,364,510	99.3%	
Hotel Tax	118,750	125,121	1,306,250	1,182,733	1,425,000	83.0%	
Real Estate Transfer Tax	66,667	124,838	733,333	1,037,866	800,000	129.7%	
Home Rule Sales Tax	327,500	315,084	3,602,500	3,279,534	3,930,000	83.4%	
Telecommunications Tax	175,583	148,887	1,931,417	1,685,626	2,107,000	80.0%	
Property Tax - Fire	258,696	10,704	2,845,654	3,107,054	3,104,350	100.1%	
Property Tax - Police	282,283	-	3,105,108	3,381,729	3,387,390	99.8%	
Other Taxes	37,077	13,020	407,843	274,199	444,920	61.6%	
Total Taxes	2,630,264	737,654	28,932,906	30,204,160	31,563,170	95.7%	
Business Licenses	25,833	5,276	284,167	352,749	310,000	113.8%	
Liquor Licenses	20,000	(27)	220,000	249,790	240,000	104.1%	
Building Permits	54,167	60,428	595,833	781,731	650,000	120.3%	
Other Licenses & Permits	1,583	1,453	17,417	12,527	19,000	65.9%	
Total Licenses & Permits	101,583	67,131	1,117,417	1,396,796	1,219,000	114.6%	
Sales Tax	675,000	654,978	7,425,000	7,666,850	8,100,000	94.7%	
Local Use Tax	100,000	108,303	1,100,000	1,196,701	1,200,000	99.7%	
State Income Tax	428,133	307,361	4,709,467	5,076,560	5,137,600	98.8%	
Replacement Tax	18,900	-	207,900	279,823	226,800	123.4%	
Other Intergovernmental	38,700	10,163	425,700	391,402	464,400	84.3%	
Total Intergovernmental	1,260,733	1,080,806	13,868,067	14,611,336	15,128,800	96.6%	
Engineering Fees	8,333	(10,000)	91,667	266,584	100,000	266.6%	
Ambulance Fees	104,167	111,310	1,145,833	1,165,532	1,250,000	93.2%	
Police Hireback	35,417	47,863	389,583	399,229	425,000	93.9%	
Lease Payments	71,506	42,060	786,564	736,817	858,070	85.9%	
Cable TV Fees	69,417	157,836	763,583	853,927	833,000	102.5%	
4th of July Proceeds	-	-	130,247	130,247	136,700	95.3%	
Employee Payments	91,667	104,384	1,008,333	1,084,222	1,100,000	98.6%	
Hireback - Arena	13,333	21,888	146,667	208,938	160,000	130.6%	
Rental Inspection Fees	24,167	22,450	265,833	333,963	290,000	115.2%	
Other Charges for Services	77,333	74,005	850,667	839,837	928,000	90.5%	
Total Charges for Services	495,339	571,797	5,578,978	6,019,295	6,080,770	99.0%	
Court Fines-County	18,333	16,172	201,667	170,727	220,000	77.6%	
Ticket Fines-Village	41,667	111,274	458,333	489,869	500,000	98.0%	
Overweight Truck Fines	417	390	4,583	6,640	5,000	132.8%	
Red Light Camera Revenue	66,667	21,450	733,333	351,267	800,000	43.9%	
Local Debt Recovery	12,500	2,903	137,500	194,749	150,000	129.8%	
Total Fines & Forfeits	139,583	152,189	1,535,417	1,213,252	1,675,000	72.4%	
Total Investment Earnings	5,000	19,958	55,000	168,876	60,000	281.5%	
Reimburse/Recoveries	10,000	9,893	110,000	128,157	120,000	106.8%	
S.Barrington Fuel Reimbursement	2,333	2,740	25,667	29,312	28,000	104.7%	
Tollway Payments	2,917	5,800	32,083	32,700	35,000	93.4%	
Other Miscellaneous	10,534	112,768	115,876	349,848	126,410	276.8%	
Total Miscellaneous	25,784	131,202	283,626	540,017	309,410	174.5%	
Total Operating Transfers In	-	-	-	50,000	-	N/A	
Total General Fund	4,658,288	2,760,736	51,371,410	54,203,732	56,036,150	96.7%	91.7%

**OPERATING REPORT SUMMARY
REVENUES**

November 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,503,583	1,414,082	16,539,417	16,567,640	18,043,000	91.8%	
Connection Fees	4,167	11,345	45,833	116,271	50,000	232.5%	
Cross Connection Fees	3,104	3,196	34,146	35,385	37,250	95.0%	
Penalties	6,250	8,893	68,750	104,770	75,000	139.7%	
Investment Earnings	2,542	9,574	27,958	38,249	30,500	125.4%	
Other Revenue Sources	32,333	182,603	355,667	639,794	388,000	164.9%	
Capital Projects	-	-	-	5,739,023	2,794,130	205.4%	
Total Water Fund	1,551,979	1,629,692	17,071,771	23,241,132	21,417,880	108.5%	91.7%
Motor Fuel Tax Fund	106,417	115,257	1,170,583	1,238,203	1,277,000	97.0%	
Community Dev. Block Grant Fund	26,742	19,813	294,158	64,815	320,900	20.2%	
E-911 Surcharge	-	2	-	137	-	N/A	
Asset Seizure Fund	26,753	84,175	294,278	875,110	321,030	272.6%	
Municipal Waste System Fund	245,297	224,399	2,698,263	2,674,383	2,943,560	90.9%	
Sears Centre Operating Fund	270,089	1,205,253	2,970,981	3,465,028	3,241,070	106.9%	
Sears Centre Activity Fund	522,605	123,502	5,748,655	5,928,776	6,271,260	94.5%	
Stormwater Management	47,900	50,087	526,900	546,664	574,800	95.1%	
Insurance Fund	135,358	129,587	1,488,942	1,584,937	1,624,300	97.6%	
Roselle Road TIF	91,157	181	1,002,723	147,129	1,093,880	13.5%	
Barrington/Higgins TIF	-	323	-	606,261	-	N/A	
Higgins/Hassell TIF	16,111	-	177,219	2,799,324	193,330	1448.0%	
Information Systems	137,648	137,678	1,514,132	1,626,928	1,651,780	98.5%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	2,090,257	17,886,834	21,557,696	19,512,910	110.5%	
TOTAL OPERATING FUNDS	7,836,343	6,480,685	86,330,015	99,002,560	96,966,940	102.1%	91.7%
2015A & C G.O. Debt Service	1,949,307	1,949,307	3,395,572	3,395,572	3,393,880	100.0%	
2015B G.O. Debt Service	10,225	103,600	112,475	122,675	122,700	0.0%	
2016 G.O. Debt Service	36,733	39,259	404,067	455,793	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	438,938	915,924	4,375,109	999,190	437.9%	
2009 G.O.D.S. Fund	190,235	53,433	2,092,585	2,089,752	2,282,820	91.5%	
TOTAL DEBT SERV. FUNDS	2,269,766	2,584,537	6,920,623	10,438,900	7,239,390	144.2%	91.7%
Central Rd. Corridor Fund	50	170	550	917	600	152.9%	
Hoffman Blvd Bridge Maintenance	117	337	1,283	2,092	1,400	149.4%	
Western Corridor Fund	417	10,697	4,583	53,089	5,000	1061.8%	
Traffic Improvement Fund	25	46	275	401	300	0.0%	
EDA Series 1991 Project	333	11,027	3,667	81,681	4,000	2042.0%	
Central Area Rd. Impr. Imp. Fee	-	261	-	2,112	-	0.0%	
Western Area Traffic Impr.	17	20	183	292	200	145.9%	
Western Area Traffic Impr. Impact Fee	72,517	15	797,683	88	870,200	0.0%	
Capital Improvements Fund	149,733	79,066	1,647,067	1,364,178	1,796,800	75.9%	
Capital Vehicle & Equipment Fund	140,626	92,772	1,546,884	1,237,057	1,687,510	73.3%	
Capital Replacement Fund	333	1,001	3,667	326,740	4,000	8168.5%	
2015 Project Fund	17	501	183	586,441	200	293220.4%	
Road Improvement Fund	863,586	619,756	9,499,444	7,078,037	10,363,030	68.3%	
TOTAL CAP. PROJECT FUNDS	1,227,770	815,669	13,505,470	10,733,126	14,733,240	72.8%	91.7%
Police Pension Fund	462,053	841,994	5,082,578	11,726,405	5,544,630	211.5%	
Fire Pension Fund	438,007	863,016	4,818,073	12,128,323	5,256,080	230.7%	
EDA Special Tax Allocation Fund	-	(132)	-	-	-	N/A	
TOTAL TRUST FUNDS	900,059	1,704,878	9,900,651	23,854,728	10,800,710	220.9%	91.7%
TOTAL ALL FUNDS	12,233,938	11,585,768	116,656,759	144,029,313	129,740,280	111.0%	91.7%

OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	30,628	340,276	323,223	371,210	87.1%	
Administration	59,303	50,205	652,328	633,873	711,630	89.1%	
Legal	47,362	33,826	520,978	415,127	568,340	73.0%	
Finance	98,406	84,545	1,082,464	1,043,311	1,180,870	88.4%	
Village Clerk	16,783	15,623	184,617	180,922	201,400	89.8%	
Human Resource Mgmt.	46,733	44,691	514,058	498,940	560,790	89.0%	
Communications	19,853	13,759	218,387	203,671	238,240	85.5%	
Cable TV	13,657	11,891	150,223	140,242	163,880	85.6%	
Total General Admin.	333,030	285,167	3,663,330	3,439,311	3,996,360	86.1%	91.7%
Police Department							
Administration	128,023	110,404	1,408,257	1,457,363	1,536,280	94.9%	
Juvenile Investigations	43,513	32,255	478,638	489,698	522,150	93.8%	
Tactical	62,696	58,589	689,654	828,648	752,350	110.1%	
Patrol and Response	903,298	636,461	9,936,282	10,056,410	10,839,580	92.8%	
Traffic	110,976	96,006	1,220,734	994,163	1,331,710	74.7%	
Investigations	107,458	70,649	1,182,033	1,213,904	1,289,490	94.1%	
Community Relations	1,163	-	12,788	11,443	13,950	82.0%	
Communications	66,752	127,283	734,268	700,055	801,020	87.4%	
Canine	14,468	11,107	159,152	159,614	173,620	91.9%	
Special Services	19,022	15,756	209,238	222,553	228,260	97.5%	
Records	24,688	21,170	271,572	252,584	296,260	85.3%	
Administrative Services	62,953	60,432	692,487	676,783	755,440	89.6%	
Emergency Operations	6,615	10,738	72,765	62,421	79,380	78.6%	
Total Police	1,551,624	1,250,851	17,067,866	17,125,638	18,619,490	92.0%	91.7%
Fire Department							
Administration	68,333	59,794	751,658	763,084	819,990	93.1%	
Public Education	3,454	3,654	37,996	43,129	41,450	104.1%	
Suppression	687,216	531,445	7,559,374	7,698,929	8,246,590	93.4%	
Emer. Med. Serv.	619,714	479,720	6,816,856	6,908,750	7,436,570	92.9%	
Prevention	44,724	80,015	491,966	482,996	536,690	90.0%	
Fire Stations	2,525	573	27,775	25,682	30,300	84.8%	
Total Fire	1,425,966	1,155,200	15,685,624	15,922,570	17,111,590	93.1%	91.7%
Public Works Department							
Administration	25,851	25,158	284,359	281,333	310,210	90.7%	
Snow/Ice Control	156,078	75,320	1,716,853	1,233,358	1,872,930	65.9%	
Pavement Maintenance	32,823	29,738	361,057	348,476	393,880	88.5%	
Forestry	99,655	105,676	1,096,205	912,328	1,195,860	76.3%	
Facilities	96,739	115,782	1,064,131	904,001	1,160,870	77.9%	
Fleet Services	104,130	101,029	1,145,430	908,746	1,249,560	72.7%	
F.A.S.T.	26,280	42,516	289,080	271,388	315,360	86.1%	
Storm Sewers	13,241	17,149	145,649	140,792	158,890	88.6%	
Traffic Control	62,589	44,472	688,481	653,953	751,070	87.1%	
Total Public Works	617,386	556,840	6,791,244	5,654,375	7,408,630	76.3%	91.7%

OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Development Services							
Administration	32,894	30,865	361,836	364,975	394,730	92.5%	
Planning	33,819	31,896	372,011	366,528	405,830	90.3%	
Code Enforcement	124,613	98,521	1,370,738	1,206,376	1,495,350	80.7%	
Transportation & Engineering	108,652	101,093	1,195,168	1,188,547	1,303,820	91.2%	
Economic Development	128,880	503,156	1,417,680	906,948	1,546,560	58.6%	
Total Development Services	428,858	765,531	4,717,433	4,033,373	5,146,290	78.4%	91.7%
Health & Human Services	60,087	53,840	660,953	633,795	721,040	87.9%	91.7%
Miscellaneous							
4th of July	-	-	155,191	155,191	164,910	94.1%	
Police & Fire Comm.	5,365	4,933	59,015	30,731	64,380	47.7%	
Misc. Boards & Comm.	17,799	17,570	195,791	158,309	213,590	74.1%	
Misc. Public Improvements	413,862	1,767,605	4,552,478	5,342,399	4,966,340	107.6%	
Total Miscellaneous	437,026	1,790,109	4,962,475	5,686,629	5,409,220	105.1%	91.7%
Total General Fund	4,853,976	5,857,537	53,548,925	52,495,691	58,412,620	89.9%	91.7%
Water & Sewer Fund							
Water Department	1,070,362	1,032,264	11,773,978	11,693,127	12,844,340	91.0%	
Sewer Department	174,601	186,040	1,920,609	1,879,533	2,095,210	89.7%	
Billing Division	60,553	59,891	666,078	657,973	726,630	90.6%	
Debt Service Division	146,313	146,313	312,844	312,844	333,070	93.9%	
Capital Projects Division	345,350	345,350	420,700	420,700	1,171,830	35.9%	
2015 Bond Capital Projects	342,057	342,057	1,398,030	1,697,967	2,410,000	70.5%	
2017 Bond Capital Projects	-	-	85,133	85,133	-	N/A	
Total Water & Sewer	2,139,234	2,111,914	16,577,372	16,747,278	19,581,080	85.5%	91.7%
Motor Fuel Tax	114,945	114,945	1,160,621	1,160,621	1,275,000	91.0%	
Community Dev. Block Grant Fund	-	-	27,900	27,900	320,900	8.7%	
E-911 Fund	5,833	5,833	64,167	64,163	70,000	91.7%	
Asset Seizure Fund	34,893	14,988	383,818	541,601	418,710	129.3%	
Municipal Waste System	245,605	244,403	2,701,655	2,385,297	2,947,260	80.9%	
Sears Centre Operating Fund	282,084	1,949,644	3,102,926	3,173,426	3,385,010	93.7%	
Sears Centre Activity Fund	522,605	259,150	5,748,655	6,032,570	6,271,260	96.2%	
Stormwater Management	106,354	55,858	1,169,896	534,192	1,276,250	41.9%	
Insurance	138,025	72,187	1,518,275	1,295,527	1,656,300	78.2%	
Information Systems	164,732	98,599	1,812,048	1,418,511	1,976,780	71.8%	
Roselle Road TIF	149,405	6,168	1,643,455	21,930	1,792,860	1.2%	
Barrington/Higgins TIF	-	388,310	-	673,910	-	0.0%	
Higgins/Hassell TIF	384	255,826	4,226	2,960,328	4,610	64215.4%	
TOTAL OPERATING FUNDS	8,758,075	11,435,362	89,463,938	89,532,944	99,388,640	90.1%	91.7%
2015A G.O. Debt Service	282,823	2,548,933	1,975,226	3,393,816	3,393,880	100.0%	
2015 G.O. Debt Service	10,225	103,600	59,500	122,675	122,700	100.0%	
2016 G.O. Debt Service	36,733	269,900	317,308	440,275	440,800	99.9%	
2008 G.O.D.S. Fund	83,308	438,938	833,074	4,442,333	999,690	444.4%	
2009 G.O.D.S. Fund	189,402	1,841,156	1,189,013	2,272,813	2,272,820	100.0%	
TOTAL DEBT SERV. FUNDS	602,491	5,202,527	4,374,121	10,671,912	7,229,890	147.6%	91.7%

OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Central Road Corridor Improvement	8,333	8,333	91,667	91,663	100,000	91.7%	
Hoffman Blvd Bridge Maintenance	26,667	-	293,333	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	229,167	229,163	250,000	91.7%	
EDA Series 1991 Project	101,386	48,083	1,115,244	670,669	1,216,630	55.1%	
Western Area Traffic Imp.	12,500	12,500	137,500	137,500	150,000	91.7%	
Western Area Rd Improve Imp. Fee	72,500	-	797,500	435,331	870,000	50.0%	
Capital Improvements Fund	148,058	128,659	1,628,642	1,514,471	1,776,700	85.2%	
Capital Vehicle & Equipment Fund	140,584	53,247	1,546,426	1,190,068	1,687,010	70.5%	
Capital Replacement Fund	27,343	2,744	300,777	72,602	328,120	22.1%	
2015 Project Fund	-	4,457	-	12,775	-	N/A	
Road Improvement Fund	871,836	541,610	9,590,194	5,956,074	10,462,030	56.9%	
TOTAL CAP. PROJECT FUNDS	1,430,041	820,466	15,730,449	10,310,316	17,160,490	60.1%	91.7%
Police Pension Fund	425,875	502,508	4,684,625	4,999,411	5,110,500	97.8%	
Fire Pension Fund	406,982	438,512	4,476,798	4,663,322	4,883,780	95.5%	
TOTAL TRUST FUNDS	832,857	941,020	9,161,423	9,662,733	9,994,280	96.7%	91.7%
TOTAL ALL FUNDS	11,623,463	18,399,375	118,729,932	120,177,905	133,773,300	89.8%	91.7%



HOFFMAN ESTATES

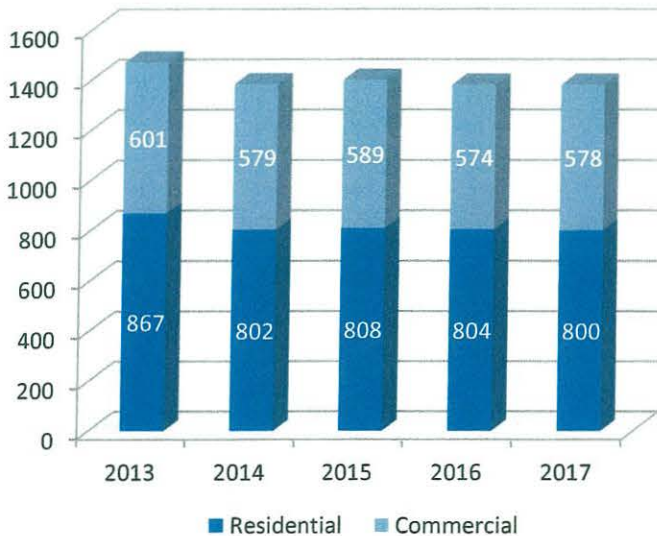
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT DECEMBER 2017

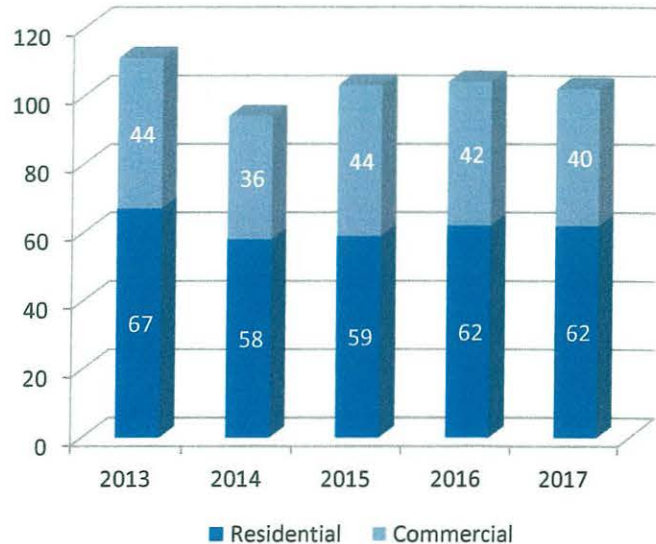
Water Billing

A total of 14,660 residential water bills were mailed on December 1st for October's water consumption. Average consumption was 4,198 gallons, resulting in an average residential water bill of \$55.09. Total consumption for all customers was 102 million gallons, with 62 million gallons attributable to residential consumption. When compared to the December 2016 billing, residential consumption did not change.

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

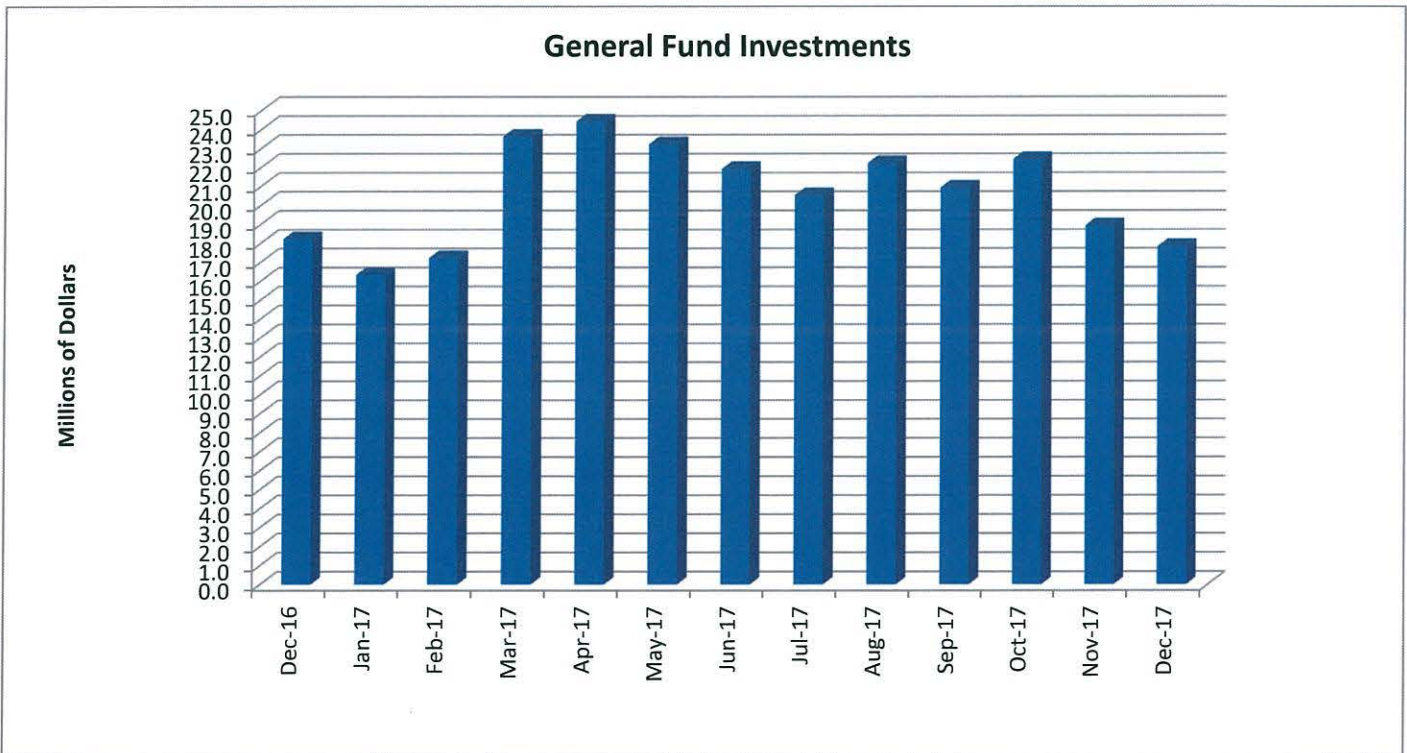
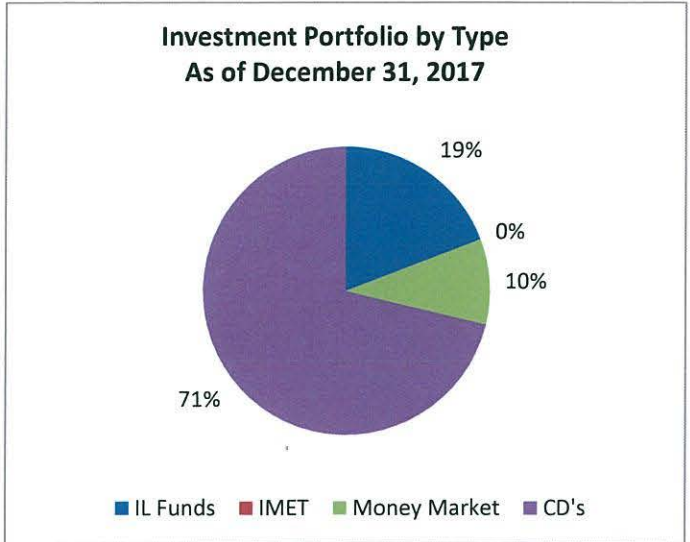
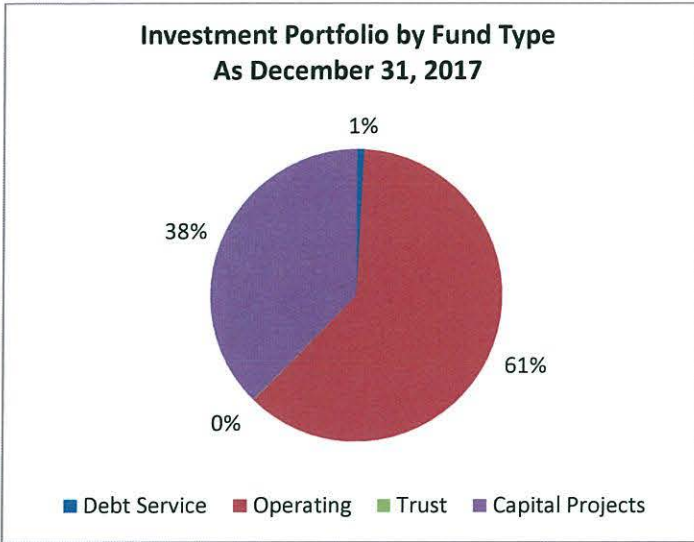


**Total Water Consumption
Month of December**



Village Investments

As of December 31, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$37.3 million. Of this amount, \$23 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$14.3 million is related to debt service, capital projects and trust funds.



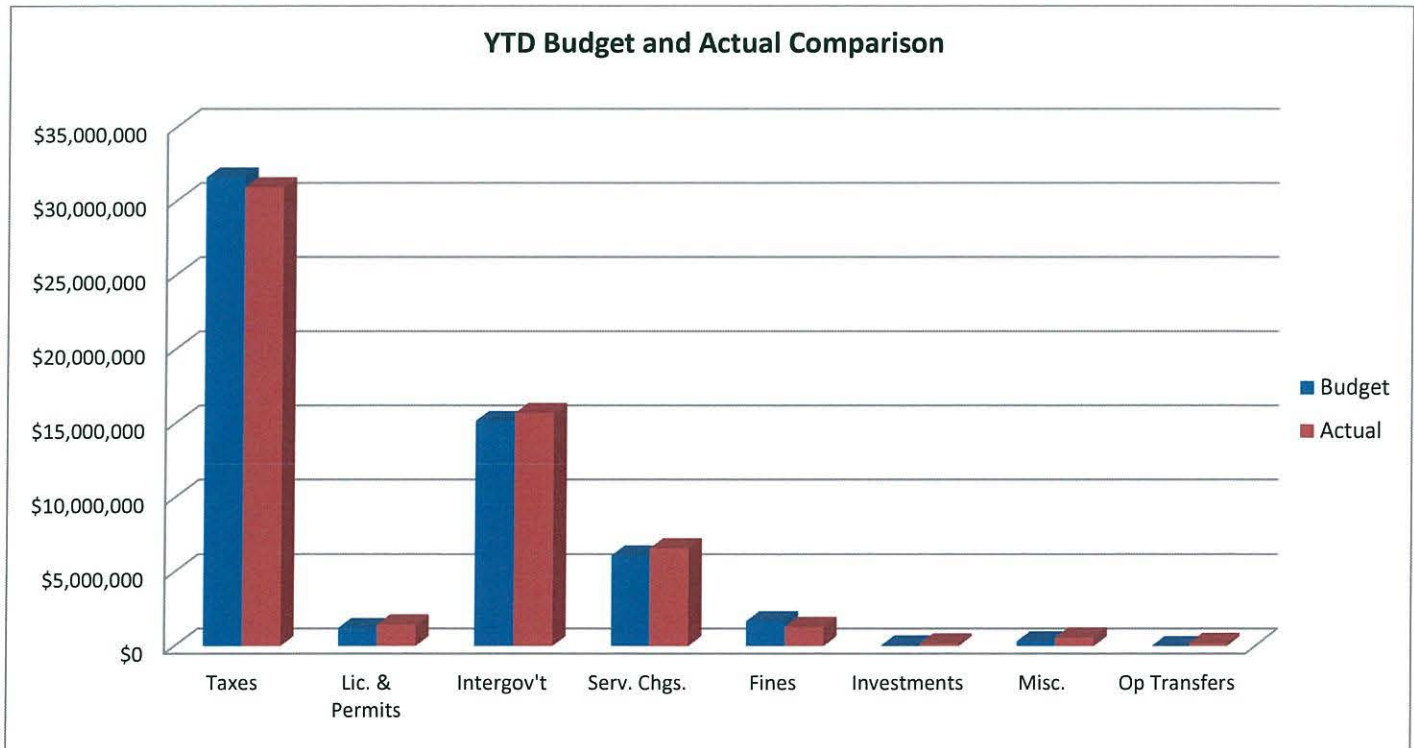
Operating Funds

General Fund

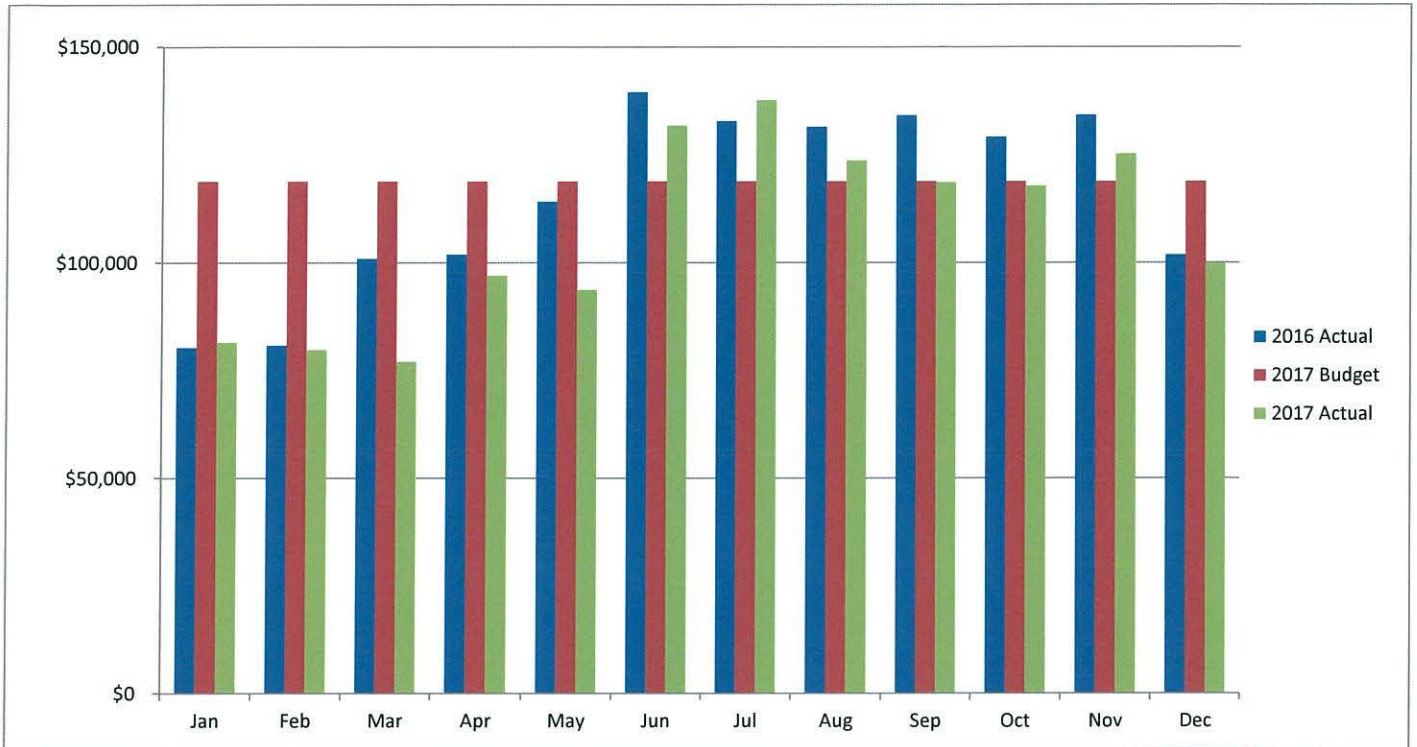
For the month of December, General Fund revenues totaled \$2,630,433 and expenditures totaled \$4,048,296 resulting in a deficit of \$1,417,863.

Revenues: December year-to-date figures are detailed in the table below. Licenses and permits are over budget due to the development occurring within the Village. Also 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	\$ 31,563,170	\$ 30,888,960	-2.1%
Licenses & Permits	1,219,000	1,452,458	19.2%
Intergovernmental	15,128,800	15,659,187	3.5%
Charges for Services	6,074,317	6,566,708	8.1%
Fines & Forfeits	1,675,000	1,291,145	-22.9%
Investments	60,000	189,192	215.3%
Miscellaneous	309,410	581,045	87.8%
Operating Transfers	-	205,470	0.0%
TOTAL	\$ 56,029,697	\$ 56,834,165	1.4%

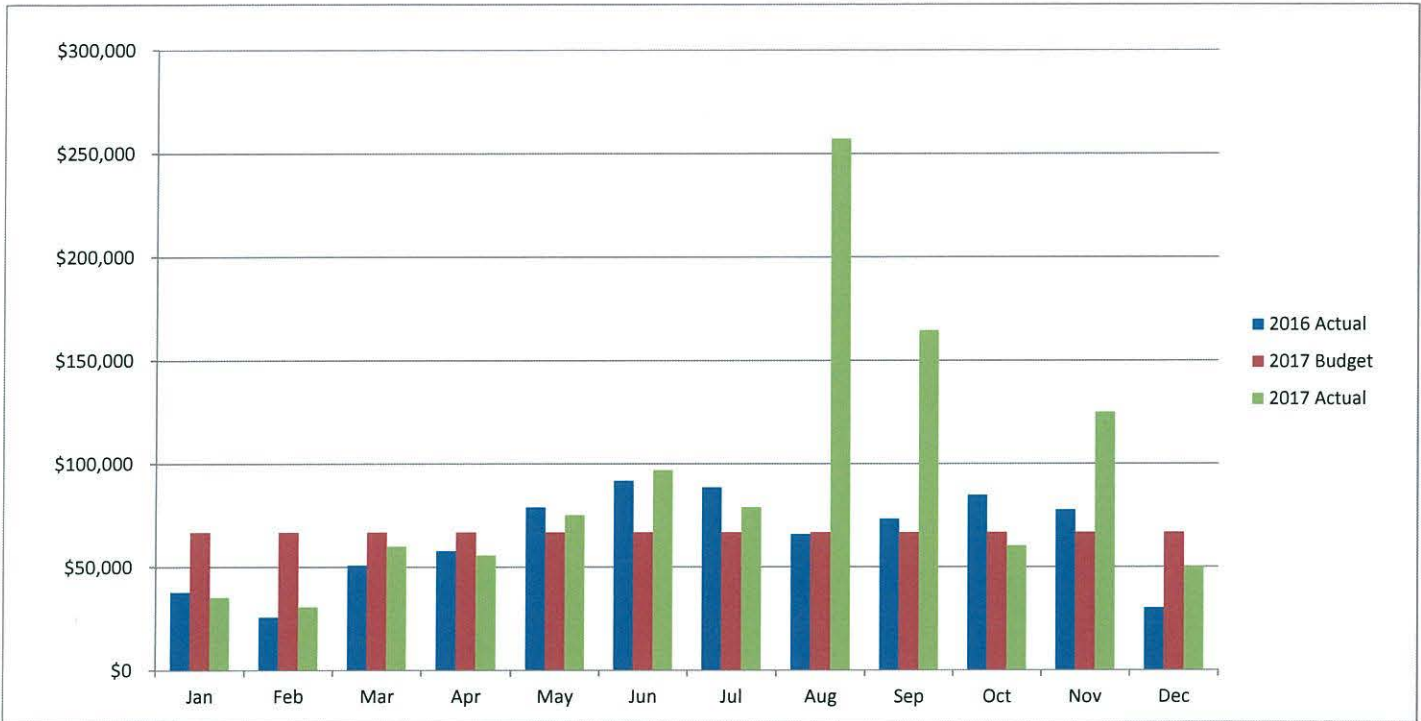


Hotel Tax



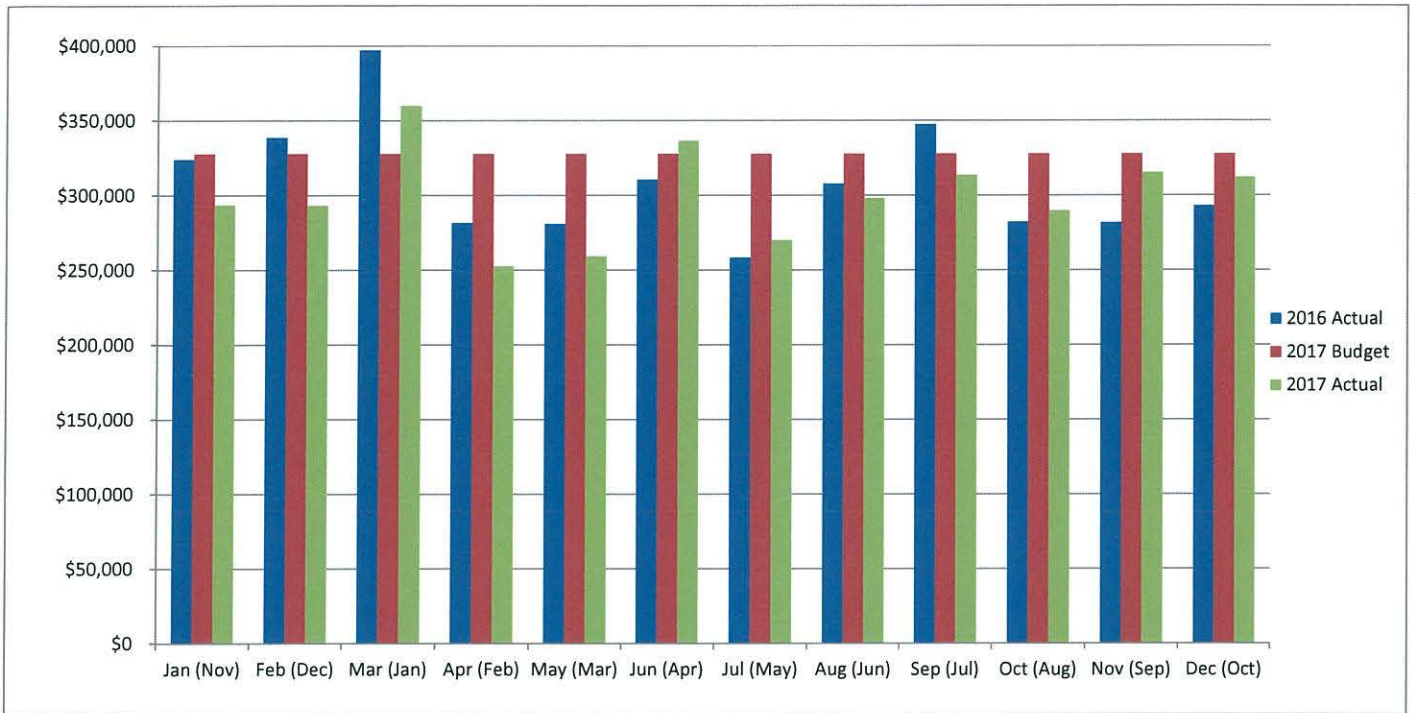
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750	76,961	(118,152)
Apr	101,748	118,750	96,865	(140,037)
May	114,092	118,750	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	125,121	(123,516)
Dec	101,700	118,750	99,747	(142,519)
YTD Totals	<u>\$ 1,380,205</u>	<u>\$ 1,425,000</u>	<u>\$ 1,282,481</u>	

Real Estate Transfer Tax



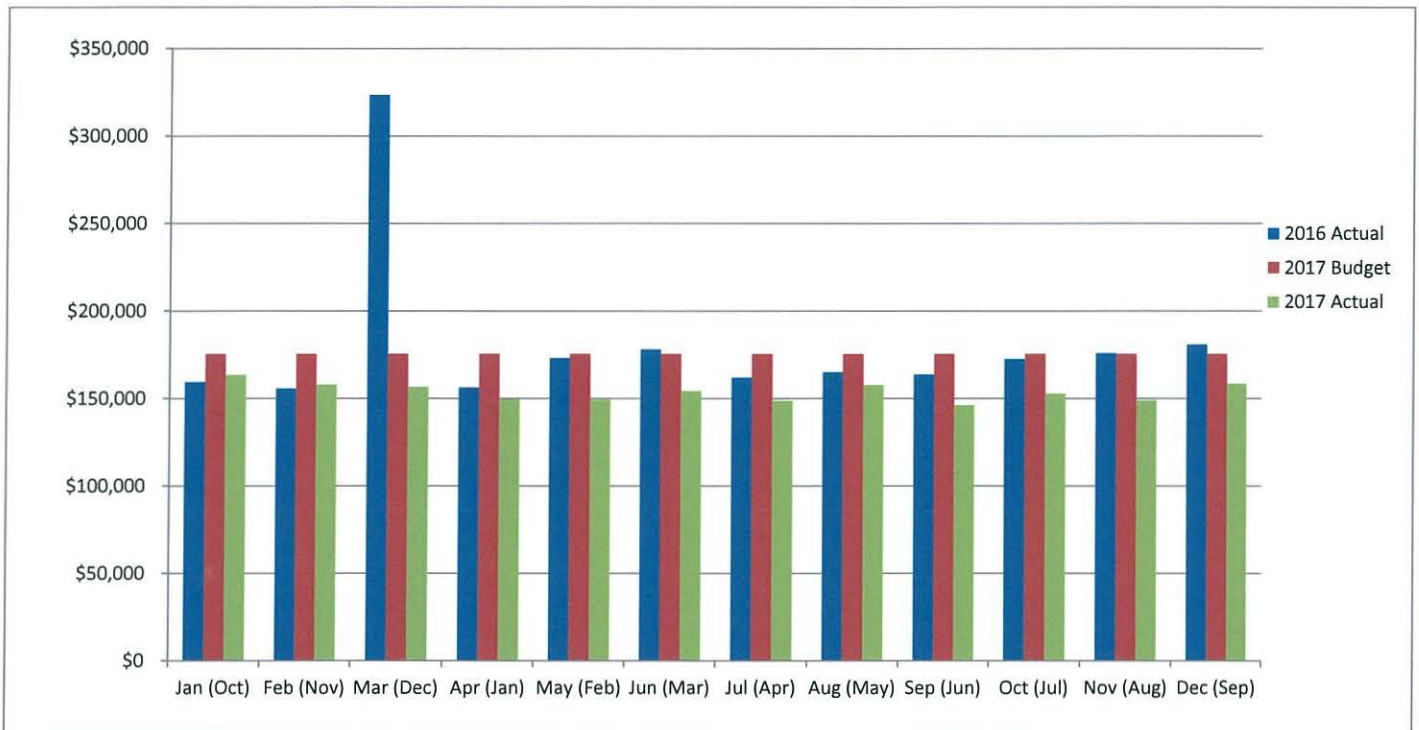
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667	59,905	(74,405)
Apr	57,748	66,667	55,537	(85,535)
May	78,831	66,667	75,058	(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	124,838	304,534
Dec	30,041	66,667	50,047	287,914
YTD Totals	<u><u>\$ 761,732</u></u>	<u><u>\$ 800,000</u></u>	<u><u>\$ 1,087,914</u></u>	

Home Rule Sales Tax



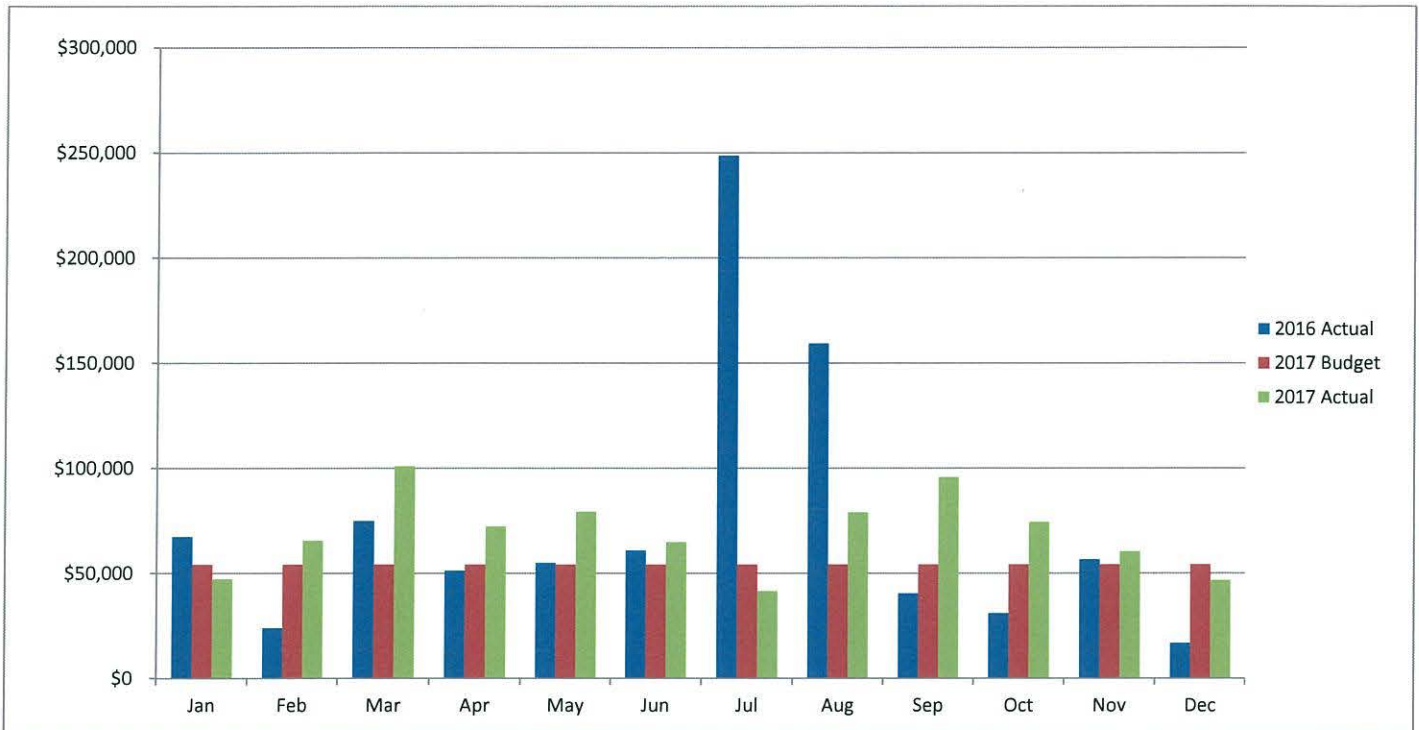
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500	292,978	(68,684)
Mar (Jan)	396,849	327,500	359,794	(36,390)
Apr (Feb)	281,321	327,500	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	315,084	(322,966)
Dec (Oct)	292,680	327,500	311,909	(338,557)
YTD Totals	<u>\$ 3,700,852</u>	<u>\$ 3,930,000</u>	<u>\$ 3,591,443</u>	

Telecommunications Tax



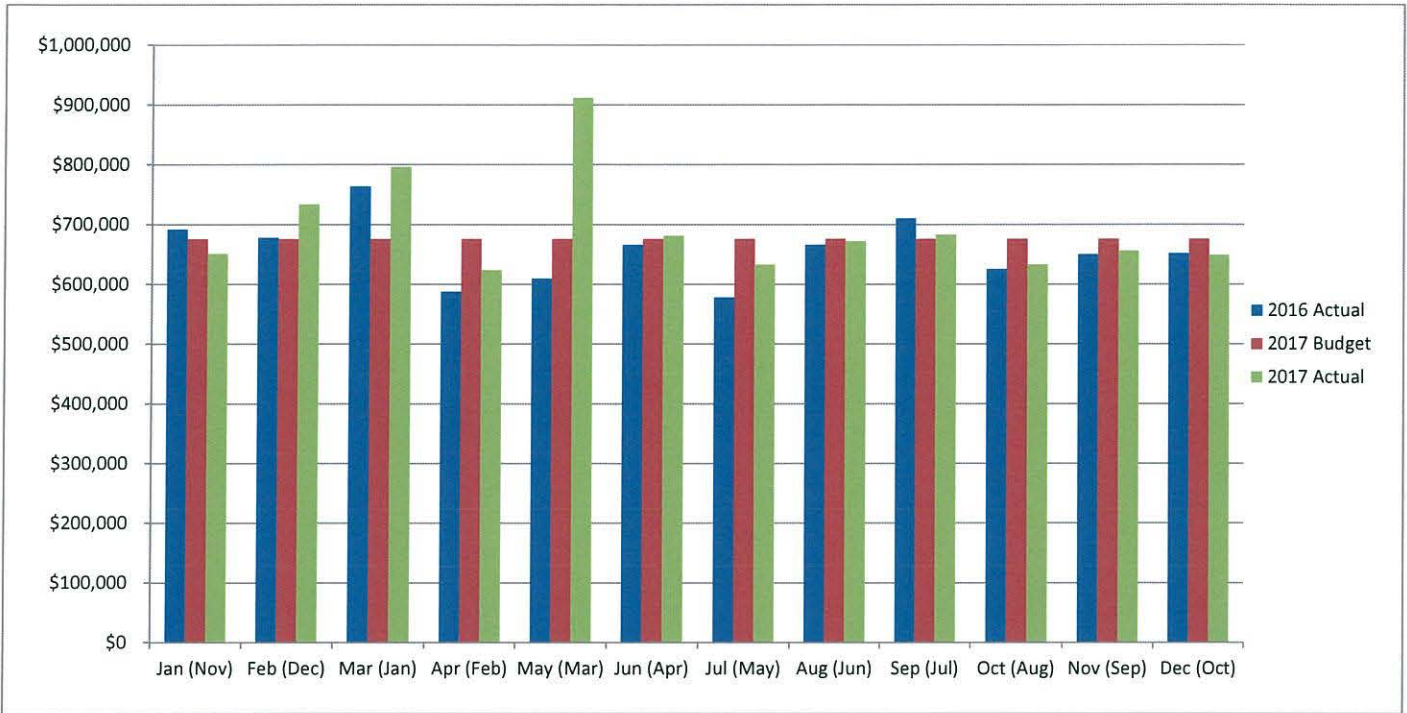
Month Received (Liability Period)	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	Cumulative Variance 2017 Actual vs. Budget
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583	156,644	(48,712)
Apr (Jan)	156,336	175,583	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	148,887	(245,791)
Dec (Sep)	180,915	175,583	158,537	(262,837)
YTD Totals	<u>\$ 2,166,002</u>	<u>\$ 2,107,000</u>	<u>\$ 1,844,163</u>	

Building Permits



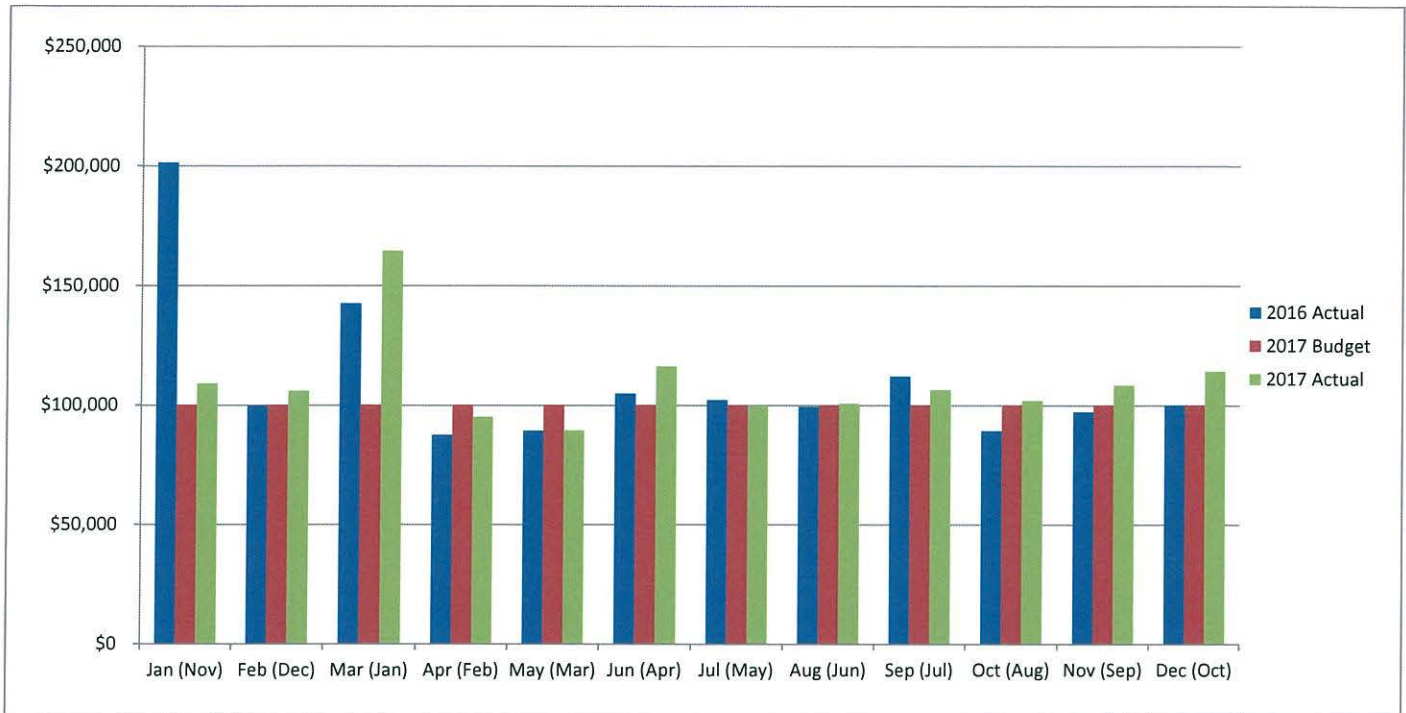
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167	65,665	4,575
Mar	74,953	54,167	100,988	51,396
Apr	51,338	54,167	72,363	69,592
May	54,967	54,167	79,342	94,768
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	60,428	185,896
Dec	16,886	54,167	46,715	178,444
YTD Totals	<u>\$ 886,617</u>	<u>\$ 650,000</u>	<u>\$ 828,444</u>	

State Sales Tax



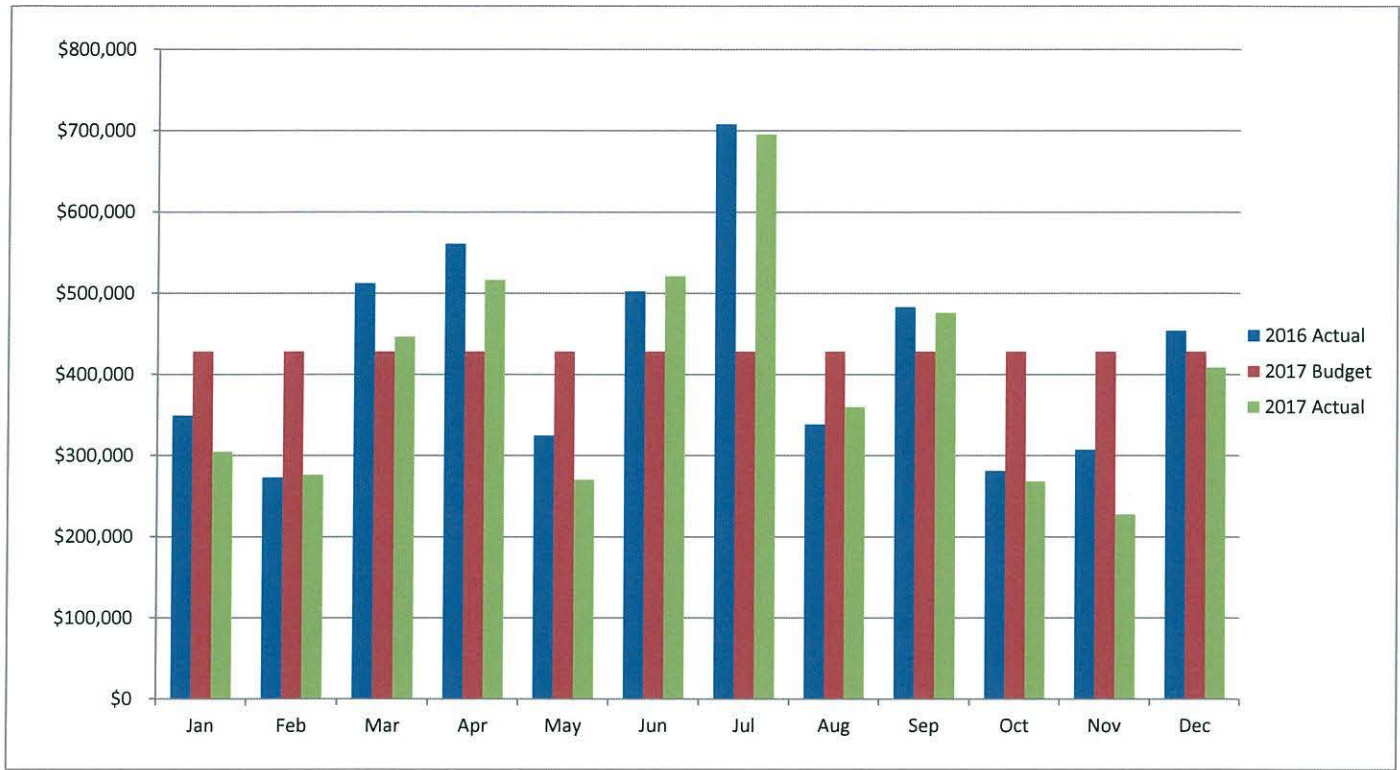
Month Received (Liability Period)	2016 Actual	2017 Budget	2017 Actual	Cumulative Variance 2017 Actual vs. Budget
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000	732,873	33,200
Mar (Jan)	762,823	675,000	795,543	153,743
Apr (Feb)	587,241	675,000	623,246	101,989
May (Mar)	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	654,978	241,848
Dec (Oct)	650,911	675,000	648,040	214,888
YTD Totals	\$ 7,869,894	\$ 8,100,000	\$ 8,314,888	

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	108,303	96,700
Dec (Oct)	99,922	100,000	114,136	110,836
YTD Totals	<u>\$ 1,324,663</u>	<u>\$ 1,200,000</u>	<u>\$ 1,310,836</u>	

Income Tax

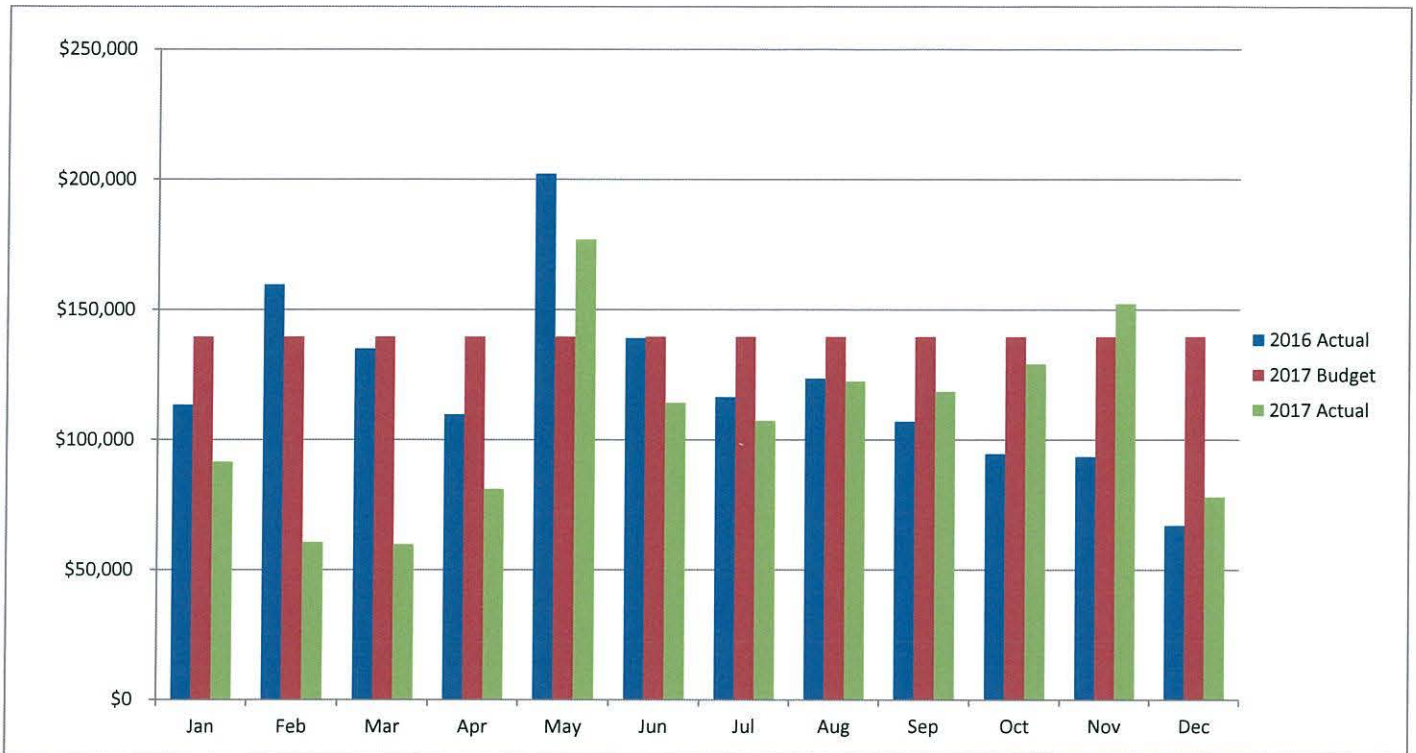


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894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

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

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

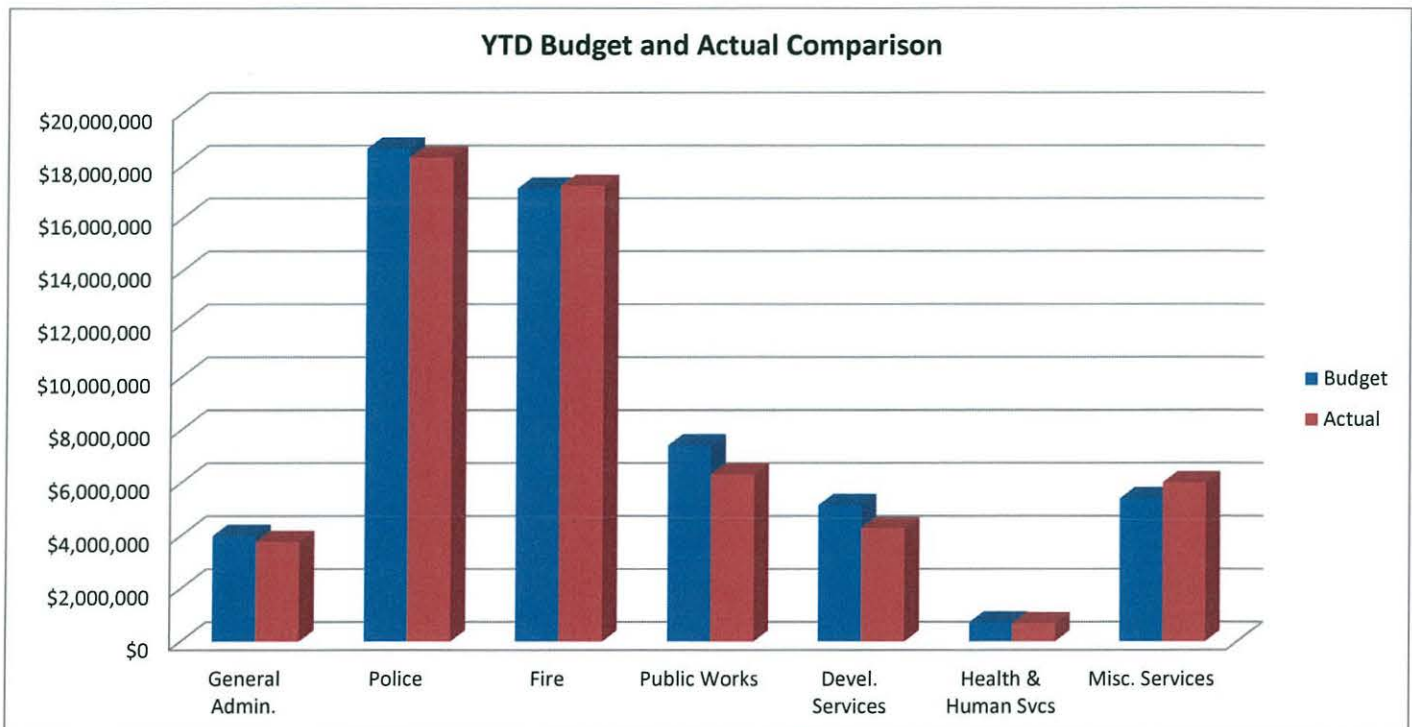
Fines



<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	152,189	(322,166)
Dec	66,914	139,583	77,893	(383,856)
YTD Totals	<u>\$ 1,460,781</u>	<u>\$ 1,675,000</u>	<u>\$ 1,291,144</u>	

Expenditures: General Fund expenditures in December were \$805,680 below the budgeted figure of \$4,853,976. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Miscellaneous expenses are over budget due to a transfer of funds for the future replacement of the CAD system and for the Village Board approved SCA scoreboard.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 371,210	\$ 352,737	5.0%
Administration	711,630	687,986	3.3%
Legal	568,340	476,444	16.2%
Finance	1,180,870	1,130,175	4.3%
Village Clerk	201,400	196,476	2.4%
HRM	560,790	541,518	3.4%
Communications	238,240	227,758	4.4%
Cable TV	163,880	154,197	5.9%
Police	18,619,490	18,283,092	1.8%
Fire	17,111,590	17,214,581	-0.6%
Public Works	7,408,630	6,305,939	14.9%
Development Services	5,146,290	4,282,166	16.8%
H&HS	721,040	692,277	4.0%
Miscellaneous	5,399,501	5,998,642	-11.1%
TOTAL	\$ 58,402,901	\$ 56,543,987	3.2%



Department News

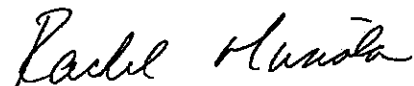
During the month of December, the following training sessions were attended by Finance staff:

- Attended the IGFOA First Thursday Webinar entitled "Grant Management". This webinar went into detail regarding the new online grant reporting website, proper documentation for internal controls and compliance, and grant auditing process.
- Participated in Cybersecurity for Government Organizations presented by JPM Chase Bank. This topic discussed high-risk areas cyber-fraud may happen in local governments and ways to help prevent such activities (Assistant Director of Finance and Accountant I).

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

- Worked with the Village Clerk to assure that all required year-end filings were completed with the Counties.
- Participated in the HELP (High-Level Excess Liability Pool) quarterly member meeting (Finance Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Preliminary fieldwork for the annual financial audit took place, involving the entire Department. During this initial visit, Finance staff provided them with information such as Village policies, Finance procedures, activity recorded in the financial software through November, and Village Board and Commission activity during 2017.
- Attended multiple IGFOA Professional Education Committee planning meetings (Finance Director).

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

December-17

	<u>Dec-17</u>	<u>YTD Dec-17</u>	<u>Dec-16</u>	<u>YTD Dec-16</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<u>Credit Card Transactions</u>						
Finance and Code Front Counter						
Number	420	7,063	555	6,861	-24.3%	2.9%
Amount	\$ 66,834	1,169,556	\$ 162,409	1,114,606	-58.8%	4.9%
Internet Sales						
Number	2,941	29,578	2,143	24,222	37.2%	22.1%
Amount	\$ 293,872	2,788,016	\$ 237,127	2,643,981	23.9%	5.4%
Total						
Number	3,361	36,641	2,698	31,083	24.6%	17.9%
Amount	\$ 360,706	3,957,571	\$ 399,535	\$ 3,758,586	-9.7%	5.3%
Credit Card Company Fees						
General Fund	\$ 2,963	25,938	\$ 2,860	19,620	3.6%	32.2%
Municipal Waste Fund	752	2,303	4	20	18702.5%	11414.2%
Water Fund	6,769	81,921	7,446	85,911	-9.1%	-4.6%
Total Fees	\$ 10,484	\$ 110,162	\$ 10,310	\$ 105,551	1.7%	4.4%
<u>Accounts Receivable</u>						
Invoices Mailed						
Number	45	785	52	736	-13.5%	6.7%
Amount	\$ 91,048	1,824,290	\$ 106,028	2,582,862	-14.1%	-29.4%
Invoices Paid						
Number	47	855	46	741	2.2%	15.4%
Amount	\$ 71,219	1,804,254	\$ 261,091	2,622,965	-72.7%	-31.2%
Reminders Sent						
Number	12	245	7	134	71.4%	82.8%
Amount	\$ 3,720	140,443	\$ 51,721	236,276	-92.8%	-40.6%
<u>Accounts Payable</u>						
Checks Issued						
Number	312	4,366	393	3,898	-20.6%	12.0%
Amount	\$ 2,410,121	34,317,656	\$ 1,873,802	29,451,615	28.6%	16.5%
Manual Checks Issued						
Number	26	398	48	417	-45.8%	-4.6%
As % of Total Checks	8.33%	9.12%	12.21%	10.70%	-31.8%	-14.8%
Amount	\$ 570,213	11,483,806	\$ 454,858	11,714,315	25.4%	-2.0%
As % of Total Checks	23.66%	33.46%	24.27%	39.77%	-2.5%	-15.9%
<u>Utility Billing</u>						
New Utility Accounts	100	1,643	153	1,799	-34.6%	-8.7%
Bills Mailed / Active Accounts	15,573	186,693	15,545	170,727	0.2%	9.4%
Final Bills Mailed	100	1,656	153	1,799	-34.6%	-7.9%
Shut-Off Notices	1,355	16,018	1,595	14,941	-15.0%	7.2%
Actual Shut-Offs	99	1,211	110	1,050	-10.0%	15.3%
Total Billings	\$ 1,699,675	21,590,407	\$ 1,659,194	18,910,393	2.4%	14.2%
Direct Debit (ACH) Program						
New Accounts	26	332	26	477	0.0%	-30.4%
Closed Accounts	(33)	322	26	483	-226.9%	-33.3%
Total Accounts	2,669	31,802	2,665	29,365	0.2%	8.3%
As % of Active Accounts	17.14%	17.03%	17.14%	17.20%	0.0%	-1.0%
Water Payments Received in Current Month						
Total Bills Mailed	15,573	186,693	15,545	170,727	0.2%	9.4%
ACH Payments	2,669	31,802	2,665	29,363	0.2%	8.3%
ACH Payments-% of Total Bills	17.14%	17.03%	17.14%	17.20%	0.0%	-1.0%
On-line Payments (Internet Sales)	2,315	25,871	1,986	22,528	16.6%	14.8%
On-line Payments-% of Total Bills	14.87%	13.86%	12.78%	13.20%	16.4%	5.0%
Over-the-phone Payments	1,027	11,590	764	764	34.4%	1417.0%
Over-the-phone Payments-% of Total Bills	6.59%	6.21%	4.91%	0.45%	34.2%	1287.3%
Mail-in Payments	9,280	113,849	9,636	135,489	-3.7%	-16.0%
Mail-in Payments-% of Total Bills	59.59%	60.98%	61.99%	79.36%	-3.9%	-23.2%

WATER BILLING ANALYSIS
December 31, 2017

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
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
November	4,590	4,330	4,375
December	4,036	4,214	4,198
13 Month Average -	4,570	4,549	4,539
% Change -	-1.1%	-0.5%	-0.2%

Total Water Customers

Average Bill

<u>Customer Type</u>				<u>Customer Type</u>			
	<u>Dec-16</u>	<u>Dec-17</u>	<u>% Change</u>		<u>Dec-16</u>	<u>Dec-17</u>	<u>% Change</u>
Residential	14,634	14,660	0.2%	Residential	\$ 52.99	\$ 55.09	4.0%
Commercial	921	913	-0.9%				
Total	15,555	15,573	0.1%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Dec-16</u>	<u>Dec-17</u>	<u>% Change</u>		<u>Dec-16</u>	<u>Dec-17</u>	<u>% Change</u>
Residential	62	62	0.0%	Residential	804	800	-0.5%
Commercial	42	40	-5.0%	Commercial	574	578	0.7%
	104	102	-1.9%		1,378	1,378	0.0%

STATEMENT OF INVESTMENTS-VILLAGE
As of December 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		4,060,958.75			1.089
Illinois Funds - Veterans Memorial	05/01/92		298.16			1.089
IMET Convenience Fund	10/20/05		2,739.54			1.160
Citibank SDA	11/07/08		174,956.18			0.100
CD with PMA	08/22/13		13,544,123.24	13,530,715.50	13,678,857.36	0.375
			<u>17,783,075.87</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		544,542.35			1.089
Citibank SDA	11/07/08		12,287.13			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>610,098.28</u>			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,170.87			1.089
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		53,411.27			1.089
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		6,667.75			1.089
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		295,656.37			1.089
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,233.05			1.089
Citibank SDA	11/07/08		118,448.66			0.100
			<u>132,681.71</u>			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,689.82			1.089
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		123,216.49			0.100
			<u>315,342.35</u>			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,640.76			1.089
CD with PMA	08/22/13		2,451,235.17	2,451,335.17	2,488,695.25	
Citibank SDA	01/07/09		70,290.99			0.100
			<u>2,558,166.92</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of December 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,780.75			1.089
Citibank SDA	01/07/09		4,891.86			1.089
			18,672.61			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,173,101.97			1.089
Citibank SDA	02/10/11		231,696.63			-
			1,404,798.60			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		487,602.49			
Citibank SDA			302,338.49			1.160
			789,940.98			
<u>Central Area Road Improvement Impact Fee</u>						
CD with PMA			244,241.72	244,241.72	246,689.62	
Citibank SDA	02/10/11		764.56			0.100
			245,006.28			
<u>Western Area Traffic Improvement</u>						
Citibank SDA	01/07/09		180.19			0.100
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		1,191.93			1.089
Citibank SDA	01/07/09		238,370.81			0.100
			239,562.74			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		22,280.89			1.089
Citibank SDA	01/07/09		68,359.60			0.100
			90,640.49			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,148.60			1.089
Citibank SDA	11/07/08		297,040.21			0.100
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			789,703.53			
<u>2015 Capital Project</u>						
Citibank SDA - 2017 Bond Projects	09/13/17		578,536.59			
			578,536.59			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		9,737.95			1.089
Citibank SDA	11/07/08		220,979.43			0.100
CD with PMA			492,900.00	492,900.00	499,850.04	
			723,617.38			

STATEMENT OF INVESTMENTS-VILLAGE
As of December 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank SDA	08/12/15		4,679.08			0.100
CD with PMA	08/12/15		993,800.00	993,800.00	999,807.04	
			<u>998,479.08</u>			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		223,748.98			1.000
CD with PMA	09/13/17		5,427,630.00	5,427,630.00	5,538,467.97	
			<u>5,651,378.98</u>			
<u>Sears Operating</u>						
Illinois Funds			2,451.31			
Citibank SDA			429,270.08			
			<u>431,721.39</u>			
<u>Insurance</u>						
Illinois Funds	11/10/87		13,759.42			1.089
Citibank SDA	11/07/08		145,986.28			0.100
CD with PMA	08/22/13		2,096,818.13	2,096,390.64	2,127,608.47	0.375
			<u>2,256,563.83</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		175,738.42			1.089
Citibank SDA	11/07/08		89,722.14			
CD with PMA			490,741.72	490,741.72	496,642.57	
			<u>756,202.28</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		2,525.65			
			<u>2,525.65</u>			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,235.49			1.089
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,641.66			0.100
			<u>117,533.00</u>			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		213,066.20			1.089
Total Investments			<u>\$ 37,287,636.90</u>			
Total Invested Per Institution				Percent Invested		
Illinois Funds			7,150,364.57	19.18		
IMET Convenience Fund			2,739.54	0.01		
CD with PMA			26,558,365.39	71.23		
Citibank at PMA			3,576,167.40	9.59		
			<u>\$37,287,636.90</u>	100.00		

STATEMENT OF INVESTMENTS-VILLAGE As of December 31, 2017

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Institution Excluding all Trust and EDA Funds				Percent Invested		
Illinois Funds			5,977,262.60	16.66		
IMET			2,739.54	0.01		
CD with PMA			26,558,365.39	74.02		
Citibank at PMA			3,341,945.12	9.31		
			<u>\$35,880,312.65</u>	<u>100.00</u>		
Total Invested Per Fund						
Total Investments - Operating Funds				\$22,956,128.12		
Total Investments - Debt Service Funds				\$295,656.37		
Total Investments - Trust Funds				\$2,525.65		
Total Investments - Capital Projects Funds				\$14,033,326.76		
Total Investments - All Funds				<u>\$37,287,636.90</u>		

**OPERATING REPORT SUMMARY
REVENUES**

December 31, 2017

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	1,363,709	-	16,364,510	16,255,419	16,364,510	99.3%	
Hotel Tax	118,750	99,747	1,425,000	1,282,480	1,425,000	90.0%	
Real Estate Transfer Tax	66,667	50,047	800,000	1,087,913	800,000	136.0%	
Home Rule Sales Tax	327,500	311,909	3,930,000	3,591,443	3,930,000	91.4%	
Telecommunications Tax	175,583	158,537	2,107,000	1,844,163	2,107,000	87.5%	
Property Tax - Fire	258,696	-	3,104,350	3,107,054	3,104,350	100.1%	
Property Tax - Police	282,283	-	3,387,390	3,381,729	3,387,390	99.8%	
Other Taxes	37,077	64,560	444,920	338,759	444,920	76.1%	
Total Taxes	2,630,264	684,800	31,563,170	30,888,960	31,563,170	97.9%	
Business Licenses	25,833	7,004	310,000	359,753	310,000	116.0%	
Liquor Licenses	20,000	(29)	240,000	249,761	240,000	104.1%	
Building Permits	54,167	46,715	650,000	828,446	650,000	127.5%	
Other Licenses & Permits	1,583	1,972	19,000	14,499	19,000	76.3%	
Total Licenses & Permits	101,583	55,662	1,219,000	1,452,458	1,219,000	119.2%	
Sales Tax	675,000	648,040	8,100,000	8,314,890	8,100,000	102.7%	
Local Use Tax	100,000	114,136	1,200,000	1,310,837	1,200,000	109.2%	
State Income Tax	428,133	270,596	5,137,600	5,347,157	5,137,600	104.1%	
Replacement Tax	18,900	8,613	226,800	288,436	226,800	127.2%	
Other Intergovernmental	38,700	6,466	464,400	397,868	464,400	85.7%	
Total Intergovernmental	1,260,733	1,047,851	15,128,800	15,659,187	15,128,800	103.5%	
Engineering Fees	8,333	-	100,000	266,584	100,000	266.6%	
Ambulance Fees	104,167	101,967	1,250,000	1,267,499	1,250,000	101.4%	
Police Hireback	35,417	41,621	425,000	440,850	425,000	103.7%	
Lease Payments	71,506	48,055	858,070	784,872	858,070	91.5%	
Cable TV Fees	69,417	-	833,000	853,927	833,000	102.5%	
4th of July Proceeds	-	-	130,247	130,247	136,700	95.3%	
Employee Payments	91,667	111,530	1,100,000	1,195,752	1,100,000	108.7%	
Hireback - Arena	13,333	21,899	160,000	230,837	160,000	144.3%	
Rental Inspection Fees	24,167	131,263	290,000	465,225	290,000	160.4%	
Other Charges for Services	77,333	91,077	928,000	930,914	928,000	100.3%	
Total Charges for Services	495,339	547,413	6,074,317	6,566,708	6,080,770	108.0%	
Court Fines-County	18,333	20,699	220,000	191,426	220,000	87.0%	
Ticket Fines-Village	41,667	38,661	500,000	528,530	500,000	105.7%	
Overweight Truck Fines	417	490	5,000	7,130	5,000	142.6%	
Red Light Camera Revenue	66,667	14,748	800,000	366,014	800,000	45.8%	
Local Debt Recovery	12,500	3,296	150,000	198,045	150,000	132.0%	
Total Fines & Forfeits	139,583	77,893	1,675,000	1,291,145	1,675,000	77.1%	
Total Investment Earnings	5,000	20,315	60,000	189,192	60,000	315.3%	
Reimburse/Recoveries	10,000	20,918	120,000	149,074	120,000	124.2%	
S.Barrington Fuel Reimbursement	2,333	2,883	28,000	32,195	28,000	115.0%	
Tollway Payments	2,917	3,800	35,000	36,500	35,000	104.3%	
Other Miscellaneous	10,534	13,428	126,410	363,276	126,410	287.4%	
Total Miscellaneous	25,784	41,029	309,410	581,045	309,410	187.8%	
Total Operating Transfers In	-	155,470	-	205,470	-	N/A	
Total General Fund	4,658,288	2,630,433	56,029,697	56,834,165	56,036,150	101.4%	100.0%

**OPERATING REPORT SUMMARY
REVENUES**

December 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	1,360,579	18,043,000	17,928,219	18,043,000	99.4%	
Connection Fees	4,167	8,767	50,000	125,038	50,000	250.1%	
Cross Connection Fees	3,104	3,245	37,250	38,630	37,250	103.7%	
Penalties	6,250	9,671	75,000	114,442	75,000	152.6%	
Investment Earnings	2,542	10,354	30,500	48,603	30,500	159.4%	
Other Revenue Sources	32,333	(264,098)	388,000	375,696	388,000	96.8%	
Capital Projects	-	-	-	5,739,023	2,794,130	205.4%	
Total Water Fund	1,551,979	1,128,517	18,623,750	24,369,649	21,417,880	113.8%	100.0%
Motor Fuel Tax Fund	106,417	117,469	1,277,000	1,355,672	1,277,000	106.2%	
Community Dev. Block Grant Fund	26,742	222,587	320,900	287,402	320,900	89.6%	
E-911 Surcharge	-	-	-	137	-	N/A	
Asset Seizure Fund	26,753	4,048	321,030	879,158	321,030	273.9%	
Municipal Waste System Fund	245,297	287,178	2,943,560	2,961,562	2,943,560	100.6%	
Sears Centre Operating Fund	270,089	271,607	3,241,070	3,736,634	3,241,070	115.3%	
Sears Centre Activity Fund	522,605	1,430,022	6,271,260	7,358,798	6,271,260	117.3%	
Stormwater Management	47,900	50,229	574,800	596,894	574,800	103.8%	
Insurance Fund	135,358	129,858	1,624,300	1,714,796	1,624,300	105.6%	
Roselle Road TIF	91,157	239	1,093,880	147,368	1,093,880	13.5%	
Barrington/Higgins TIF	-	295	-	606,556	-	N/A	
Higgins/Hassell TIF	16,111	-	193,330	2,799,324	193,330	1448.0%	
Information Systems	137,648	137,634	1,651,780	1,764,562	1,651,780	106.8%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	2,651,167	19,512,910	24,208,862	19,512,910	124.1%	
TOTAL OPERATING FUNDS	7,836,343	6,410,117	94,166,357	105,412,677	96,966,940	108.7%	100.0%
Sears EDA Gen Account	-	8,944,465	-	8,944,465	-	N/A	
2015A & C G.O. Debt Service	508	508	3,396,080	3,396,080	3,393,880	100.1%	
2015B G.O. Debt Service	10,225	-	122,700	122,675	122,700	0.0%	
2016 G.O. Debt Service	36,733	30,120	440,800	485,913	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	-	999,190	4,375,109	999,190	437.9%	
2009 G.O.D.S. Fund	190,235	155,628	2,282,820	2,245,380	2,282,820	98.4%	
TOTAL DEBT SERV. FUNDS	320,967	9,130,721	7,241,590	19,569,622	7,239,390	270.3%	100.0%
Central Rd. Corridor Fund	50	146	600	1,064	600	177.3%	
Hoffman Blvd Bridge Maintenance	117	327	1,400	2,419	1,400	172.8%	
Western Corridor Fund	417	6,622	5,000	59,711	5,000	1194.2%	
Traffic Improvement Fund	25	54	300	455	300	0.0%	
EDA Series 1991 Project	333	4,338	4,000	86,019	4,000	2150.5%	
Central Area Rd. Impr. Imp. Fee	-	320	-	2,432	-	0.0%	
Western Area Traffic Impr.	17	0	200	292	200	146.0%	
Western Area Traffic Impr. Impact Fee	72,517	236	870,200	324	870,200	0.0%	
Capital Improvements Fund	149,733	323,188	1,796,800	1,687,366	1,796,800	93.9%	
Capital Vehicle & Equipment Fund	140,626	86,634	1,687,510	1,323,691	1,687,510	78.4%	
Capital Replacement Fund	333	1,114	4,000	327,854	4,000	8196.3%	
2015 Project Fund	17	564	200	587,005	200	293502.7%	
Road Improvement Fund	863,586	167,053	10,363,030	7,245,090	10,363,030	69.9%	
TOTAL CAP. PROJECT FUNDS	1,227,770	590,596	14,733,240	11,323,722	14,733,240	76.9%	100.0%
Police Pension Fund	462,053	1,011,042	5,544,630	12,737,446	5,544,630	229.7%	
Fire Pension Fund	438,007	1,243,990	5,256,080	13,372,313	5,256,080	254.4%	
TOTAL TRUST FUNDS	900,059	2,255,032	10,800,710	26,109,760	10,800,710	241.7%	100.0%
TOTAL ALL FUNDS	10,285,139	18,386,466	126,941,897	162,415,780	129,740,280	125.2%	100.0%

OPERATING REPORT SUMMARY
EXPENDITURES
December 31, 2017

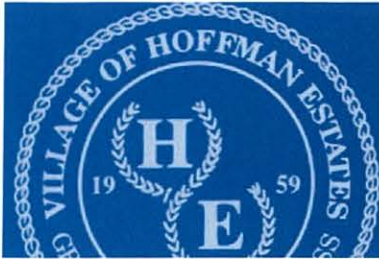
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	29,514	371,210	352,737	371,210	95.0%	
Administration	59,303	54,112	711,630	687,986	711,630	96.7%	
Legal	47,362	61,317	568,340	476,444	568,340	83.8%	
Finance	98,406	86,863	1,180,870	1,130,175	1,180,870	95.7%	
Village Clerk	16,783	15,554	201,400	196,476	201,400	97.6%	
Human Resource Mgmt.	46,733	42,577	560,790	541,518	560,790	96.6%	
Communications	19,853	24,087	238,240	227,758	238,240	95.6%	
Cable TV	13,657	13,955	163,880	154,197	163,880	94.1%	
Total General Admin.	333,030	327,980	3,996,360	3,767,290	3,996,360	94.3%	100.0%
Police Department							
Administration	128,023	114,979	1,536,280	1,572,342	1,536,280	102.3%	
Juvenile Investigations	43,513	37,278	522,150	526,976	522,150	100.9%	
Tactical	62,696	56,023	752,350	884,671	752,350	117.6%	
Patrol and Response	903,298	628,531	10,839,580	10,684,941	10,839,580	98.6%	
Traffic	110,976	74,838	1,331,710	1,069,001	1,331,710	80.3%	
Investigations	107,458	75,382	1,289,490	1,289,286	1,289,490	100.0%	
Community Relations	1,163	(752)	13,950	10,691	13,950	76.6%	
Communications	66,752	60,548	801,020	760,603	801,020	95.0%	
Canine	14,468	10,873	173,620	170,487	173,620	98.2%	
Special Services	19,022	15,735	228,260	238,289	228,260	104.4%	
Records	24,688	21,218	296,260	273,802	296,260	92.4%	
Administrative Services	62,953	59,452	755,440	736,235	755,440	97.5%	
Emergency Operations	6,615	3,349	79,380	65,770	79,380	82.9%	
Total Police	1,551,624	1,157,454	18,619,490	18,283,092	18,619,490	98.2%	100.0%
Fire Department							
Administration	68,333	120,288	819,990	883,372	819,990	107.7%	
Public Education	3,454	2,336	41,450	45,465	41,450	109.7%	
Suppression	687,216	590,995	8,246,590	8,289,924	8,246,590	100.5%	
Emer. Med. Serv.	619,714	553,241	7,436,570	7,461,991	7,436,570	100.3%	
Prevention	44,724	23,037	536,690	506,033	536,690	94.3%	
Fire Stations	2,525	2,113	30,300	27,795	30,300	91.7%	
Total Fire	1,425,966	1,292,011	17,111,590	17,214,581	17,111,590	100.6%	100.0%
Public Works Department							
Administration	25,851	26,921	310,210	308,254	310,210	99.4%	
Snow/Ice Control	156,078	128,561	1,872,930	1,361,919	1,872,930	72.7%	
Pavement Maintenance	32,823	30,552	393,880	379,027	393,880	96.2%	
Forestry	99,655	101,990	1,195,860	1,014,318	1,195,860	84.8%	
Facilities	96,739	125,547	1,160,870	1,029,548	1,160,870	88.7%	
Fleet Services	104,130	116,895	1,249,560	1,025,641	1,249,560	82.1%	
F.A.S.T.	26,280	52,251	315,360	323,639	315,360	102.6%	
Storm Sewers	13,241	11,945	158,890	152,737	158,890	96.1%	
Traffic Control	62,589	56,902	751,070	710,855	751,070	94.6%	
Total Public Works	617,386	651,563	7,408,630	6,305,939	7,408,630	85.1%	100.0%

OPERATING REPORT SUMMARY
EXPENDITURES
December 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	31,103	394,730	396,078	394,730	100.3%	
Planning	33,819	(11,346)	405,830	355,182	405,830	87.5%	
Code Enforcement	124,613	106,351	1,495,350	1,312,727	1,495,350	87.8%	
Transportation & Engineering	108,652	102,476	1,303,820	1,291,022	1,303,820	99.0%	
Economic Development	128,880	20,209	1,546,560	927,157	1,546,560	59.9%	
Total Development Services	428,858	248,793	5,146,290	4,282,166	5,146,290	83.2%	100.0%
Health & Human Services	60,087	58,483	721,040	692,277	721,040	96.0%	100.0%
Miscellaneous							
4th of July	-	-	155,191	155,191	164,910	94.1%	
Police & Fire Comm.	5,365	4,997	64,380	35,727	64,380	55.5%	
Misc. Boards & Comm.	17,799	13,945	213,590	172,253	213,590	80.6%	
Misc. Public Improvements	413,862	293,071	4,966,340	5,635,470	4,966,340	113.5%	
Total Miscellaneous	437,026	312,012	5,399,501	5,998,642	5,409,220	110.9%	100.0%
Total General Fund	4,853,976	4,048,296	58,402,901	56,543,987	58,412,620	96.8%	100.0%
Water & Sewer Fund							
Water Department	1,070,362	1,014,232	12,844,340	12,707,359	12,844,340	98.9%	
Sewer Department	174,601	231,795	2,095,210	2,111,328	2,095,210	100.8%	
Billing Division	60,553	64,490	726,630	722,463	726,630	99.4%	
Debt Service Division	-	-	312,844	312,844	333,070	93.9%	
Capital Projects Division	40,819	40,819	461,519	461,519	1,171,830	39.4%	
2015 Bond Capital Projects	70,380	70,380	1,468,410	1,768,347	2,410,000	73.4%	
2017 Bond Capital Projects	-	-	85,133	85,133	-	N/A	
Total Water & Sewer	1,416,714	1,421,716	17,994,086	18,168,994	19,581,080	92.8%	100.0%
Motor Fuel Tax	98,977	98,977	1,259,598	1,259,598	1,275,000	98.8%	
Community Dev. Block Grant Fund	239,777	239,777	267,677	267,677	320,900	83.4%	
E-911 Fund	5,833	2,952	70,000	67,115	70,000	95.9%	
Asset Seizure Fund	34,893	170,942	418,710	712,542	418,710	170.2%	
Municipal Waste System	245,605	190,673	2,947,260	2,575,970	2,947,260	87.4%	
Sears Centre Operating Fund	282,084	4,098	3,385,010	3,177,525	3,385,010	93.9%	
Sears Centre Activity Fund	522,605	1,386,204	6,271,260	7,418,774	6,271,260	118.3%	
Stormwater Management	106,354	380,355	1,276,250	914,547	1,276,250	71.7%	
Insurance	138,025	70,121	1,656,300	1,365,648	1,656,300	82.5%	
Information Systems	164,732	405,138	1,976,780	1,823,649	1,976,780	92.3%	
Roselle Road TIF	149,405	-	1,792,860	21,930	1,792,860	1.2%	
Barrington/Higgins TIF	-	8,421	-	682,331	-	0.0%	
Higgins/Hassell TIF	384	-	4,610	2,960,328	4,610	64215.4%	
TOTAL OPERATING FUNDS	8,259,364	8,427,669	97,723,302	97,960,613	99,388,640	98.6%	100.0%
Sears EDA General Account	-	8,944,465	-	8,944,465	-	N/A	
2015A G.O. Debt Service	282,823	-	2,258,050	3,393,816	3,393,880	100.0%	
2015 G.O. Debt Service	10,225	-	69,725	122,675	122,700	100.0%	
2016 G.O. Debt Service	36,733	-	354,042	440,275	440,800	99.9%	
2008 G.O.D.S. Fund	83,308	-	916,381	4,442,333	999,690	444.4%	
2009 G.O.D.S. Fund	189,402	-	1,378,415	2,272,813	2,272,820	100.0%	
TOTAL DEBT SERV. FUNDS	602,491	8,944,465	4,976,612	19,616,377	7,229,890	271.3%	100.0%

OPERATING REPORT SUMMARY
EXPENDITURES
December 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	8,337	100,000	100,000	100,000	100.0%	
Hoffman Blvd Bridge Maintenance	26,667	-	320,000	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,837	250,000	250,000	250,000	100.0%	
EDA Series 1991 Project	101,386	(187,920)	1,216,630	482,749	1,216,630	39.7%	
Western Area Traffic Imp.	12,500	12,500	150,000	150,000	150,000	100.0%	
Western Area Rd Improve Imp. Fee	72,500	(435,000)	870,000	331	870,000	0.0%	
Capital Improvements Fund	148,058	201,776	1,776,700	1,716,247	1,776,700	96.6%	
Capital Vehicle & Equipment Fund	140,584	121,427	1,687,010	1,311,495	1,687,010	77.7%	
Capital Replacement Fund	27,343	-	328,120	72,602	328,120	22.1%	
2015 Project Fund	-	21,979	-	34,754	-	N/A	
Road Improvement Fund	871,836	249,339	10,462,030	6,205,414	10,462,030	59.3%	
TOTAL CAP. PROJECT FUNDS	1,430,041	13,275	17,160,490	10,323,592	17,160,490	60.2%	100.0%
Police Pension Fund	425,875	470,698	5,110,500	5,470,109	5,110,500	107.0%	
Fire Pension Fund	406,982	443,829	4,883,780	5,107,151	4,883,780	104.6%	
TOTAL TRUST FUNDS	832,857	914,527	9,994,280	10,577,260	9,994,280	105.8%	100.0%
TOTAL ALL FUNDS	11,124,752	18,299,937	129,854,684	138,477,842	133,773,300	103.5%	100.0%



Village of Hoffman Estates Information Systems Department

2017 December MONTHLY REPORT

Contents

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

December Synopsis

- Working with Superior to resolve open issues, by mid-December we set the Go Live date to move to Voorhees to January 8, 2018. For the remainder of December, we worked on testing the applications and getting all the user accounts set up and tested.
- Set up Fire & Safety Inspection module in the CP Training database and gave access to all users wanting to test it. Created instructions on how to use the application and enter data.
- Continued to provide training, background, and historical information to Angela to help her understand how the Village utilizes the Superior databases and data.

Superion/GovQA Support Cases

- Created SQL script for Superior to run to insert data into RRL Business records for Monthly Inspection letters.
- Reported issue with Voorhees Cognos connection. Support resolved the issue after several hours of working with them.
- Multiple cases opened for issues found for move to Voorhees.
- Several issues reported to Support regarding JAC/JAV issues found during testing.

Work Orders

- In preparation for Public Works implementing online Requisitions, added users and modified access of existing users after testing what access resources are needed for them to enter or approve Requisitions and print out the completed POs.
- Fixed Business License payment issue in which staff applied the payment to the wrong business several weeks ago.
- Assisted a resident who had paid their UB account with a credit card and later decided that they wanted it paid under a different credit card. Worked with Finance to get it adjusted so they could pay it again.
- Worked with the Finance Department to determine the cause of a credit in Pet Licensing payments.
- Assisted Finance Department to adjust a Citation that was paid, but the payment was not applied properly.
- Created Cognos Security report for our Auditors.
- Added new Citations Violation Code for parking lot violations.

- Access for several new employees and terminated employees was added/deleted as needed.
- The Police Department requested data on number of tickets issued for parking in a particular school zone since the beginning of the year. Extracted the needed data with a new Cognos report.
- Created Cognos form letter to send to Business subject to Hoffman Business taxes to notify them of the ability to pay their taxes using eGov.
- Developed reports to track Business Tax payments made via eGov.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on December 4, 18th, and the 29th.

Training

- Provided training for Permits, Business Licensing, and Contractor Licensing for the Front Counter Supervisor
- Assisted several staff members in the use of CP/FinancePLUS/Cognos/EAC over the course of the month.

Meetings

- Regular meetings throughout the month with IS Director to discuss support issues and the upcoming move of the Superior Cloud from Bethlehem to Voorhees.

Geographic Information System Review

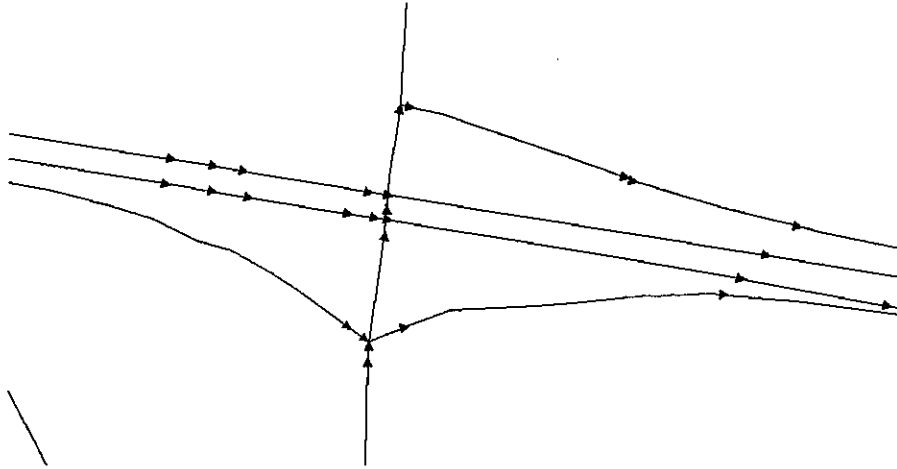
December Synopsis

- The building footprint project expanded into our parcel layer in December. Upon digitizing the homes in Beacon Pointe subdivision, it was clear that our parcel layer was inaccurate anywhere from 6' to 40' in the subdivision. Therefore, the Beacon Pointe subdivision (193 lots, 5 open spaces) was re-digitized based on CAD as-built data from Development Services. Yorkshire Woods parcel layer was also re-digitized (43 lots, 8 outlots) from CAD data. The subdivision layer was updated based on these edits and an easement layer was created to begin documenting easement areas with plat document numbers. The picture below shows the parcel shift that was corrected.



- We began a fire station service area analysis for Village Manager Jim Norris in December. The first step was to create a map of the data compiled by NWCDS, including fire stations and road centerlines within their dispatch area. The second step of the process was also initiated—preparing a road network. Once the road network is complete, we will be able to run a service time analysis on the NWCDS fire stations. The road network preparation is ongoing. Major tasks of the preparation include ensuring each road polyline is connected (no gaps), directionality (highways, ramps and one-ways move only one-direction), crossing relationship (intersections vs overpasses) and attribution (speed limit, direction, etc). Below is an example of inaccurate directionality

at the I-90 westbound exit ramp and I-90 westbound centerline. The overpass will also need a designation so that the analysis doesn't mistake it for an intersection.



Work Orders

- Map Request: CHC Consulting-Verizon/Shoe Factory Rd (DS-TE)
- Map Request: IDOT/Golf & 59 (PW)
- Map Request: Utilities for TAS/Roselle & Higgins (PW)
- Map Request: local fire department location map (GG)
- Map Request: Utilities CHC/Schaumburg Rd (DS-TE)
- Webmap Request: Buffer tool added to Hoffnet Infrastructure map (IS)
- Webmap Request: sanitary pipe ID & manhole labels updated (PW)
- Webmap Request: add pipe diameter labels to Hoffnet Infrastructure (DS-TE)
- Data Request: Televising & flushing totals calculated (PW)
- Data Request: added crew names to Sanitary_Crew domain & sorted (PW)
- Data Request: scanned plans for consultants (DS-TE)
- Data Request: Re-digitize Beacon Pointe subdivision parcels (IS)
- Data Request: Re-digitize Yorkshire Woods subdivision parcels (IS)
- Data Request: Millhouse/Central rd revise map & provide utility shapefiles (PW)
- Data Request: parcel update to 693 Illinois Blvd (DS-P)
- Data Request: Tally addresses within Avondale/Alhamra tributary area (DS-TE)
- Troubleshoot: Hoffnet drawing tool (PW)

Administration

- Acquired archived CAD cds from DS & began looking for subdivision data (IS)
- Created batch file in Scanner_IS to delete jpg files (IS)
- Scanned plats, combined/reduced pdfs (plat# 503, 519, 529, 539, 547, 636-641) (IS)

- Census application (DS-P/IS)
- Incident Analysis widget added to Infrastructure map (IS)

Training

- Disaster Preparedness & Response using GIS & OnBase (12/6)
- Network Analyst tutorial: Creating a Network Dataset (12/19)
- Network Analyst tutorial: Calculating Service Areas (12/20)

Meetings

- Bi-weekly updates w/ F. Besenhoffer (12/11)
- Monthly PW-GIS (12/5)
- Fire station drive time areas w/ F. Besenhoffer & J. Norris (12/21)

Project Activities

Project – Wireless Upgrade

- I.S. Staff continues to work with Entre Solution II on upgrading the current microwave wireless links. During the month of December I.S. staff was able to enable and test the redundant wireless connection to Fire Station 22.

Project – MicroMain upgrade

- I.S. Staff completed MicroMain software upgrade. This particular system is used by our Public Works employees and it's used to track assets and work orders for Public Works staff.

Project – CCTV Project

- I.S. Staff continues to work with PACE Systems on upgrading and replacing cameras throughout the Village. During the month of December, PACE was able to finish installing new cameras at the Fire Station 21, Fire Station 23 and Fire Station 24.

Project – SEPM migration

- During the month of December I.S. Staff migrated existing installation of Symantec's End Point Protection system to the new Virtual environment. This system is responsible for detection, prevention and is response for threats like viruses and ransomware.

Project – KnowBe4 System

- I.S. Staff conducted its first KnowBe4 campaign against all of our email users. We are currently evaluating results and upon completion of the analysis, IS director will make a recommendation on training and user instructions.

Project – Network Connection for Sever Truck

- I.S. Staff Installed and configured new Sierra device in Public Works truck. The purpose of this installation is to allow Public Works employees upload sewer videos straight onto Village's network without taking the existing computer out of the truck and moving it to building where it can be uploaded. This will greatly improve efficiency of the operation and speed up the process of sewer inspections.

Project – PD Toughbook rollout

- I.S. Staff started preparation for new Toughbook computer rollout. This particular rollout has been delayed for few months due to laptop manufacturing constrains. We are replacing eight existing units that were due for replacement in the 2016 fiscal year.

Training

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

Meetings

- I.S. Staff attended NWCD IT meeting
- I.S. Staff attended NWCD Police CAD conference call
- I.S. Staff with representatives from PACE conducted CCTV project walkthrough

Technical Support, Hardware & Software Activities

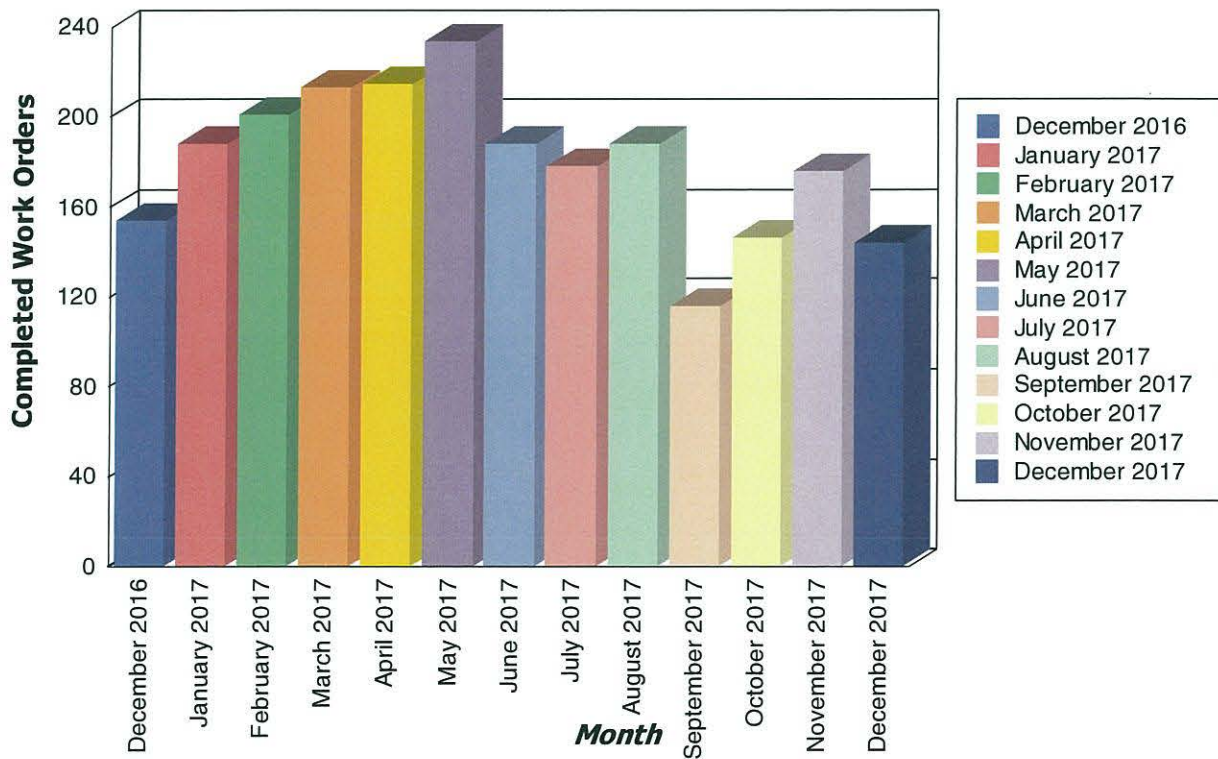
- Applied necessary software updates as needed.
- 156 help desk requests were opened during the month of December.
- 144 help desk requests were closed during the month of December.
- Self Service Password Resets or Account Unlocks: 6
- Email passwords reset: 1
- SunGard passwords reset: 3
- Voicemail passwords reset: 1
- User accounts unlocked: 3
- Active Directory Password Resets: 4

Director Summary

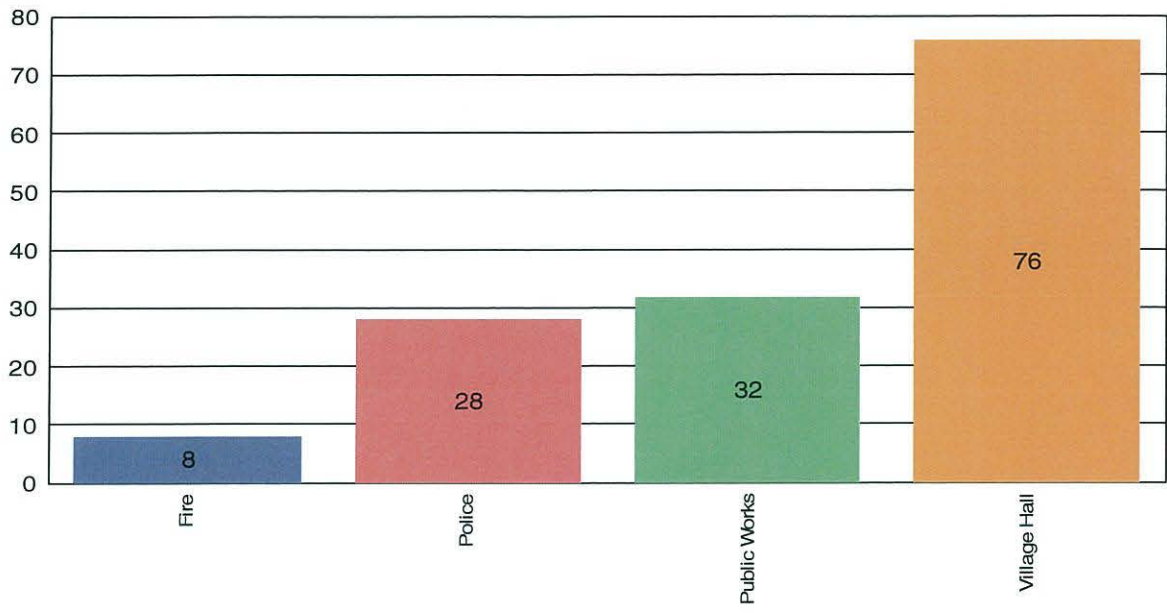
- Project status meeting with PACE Systems, attended by Chris Sweeney, Paul Petrenko Darek Raszka and Robert Winchel.
 - Project closeout of Phase 1.
 - Punch list items.
- GoToWebinar - Disaster Preparedness and Response Using GIS and OnBase
- Status calls with Superior.
 - JAC/JAV
 - Migration
- 360 feedback with Human Resources.
- LaserFiche Follow up.
 - Finance Department
 - Clerk
- 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.
- Strategic Planning group meeting with Dr. Kuhn (NIU).
- Records Retention Review.
- Auditor meeting; Finance

Total Work Orders by Priority by Month

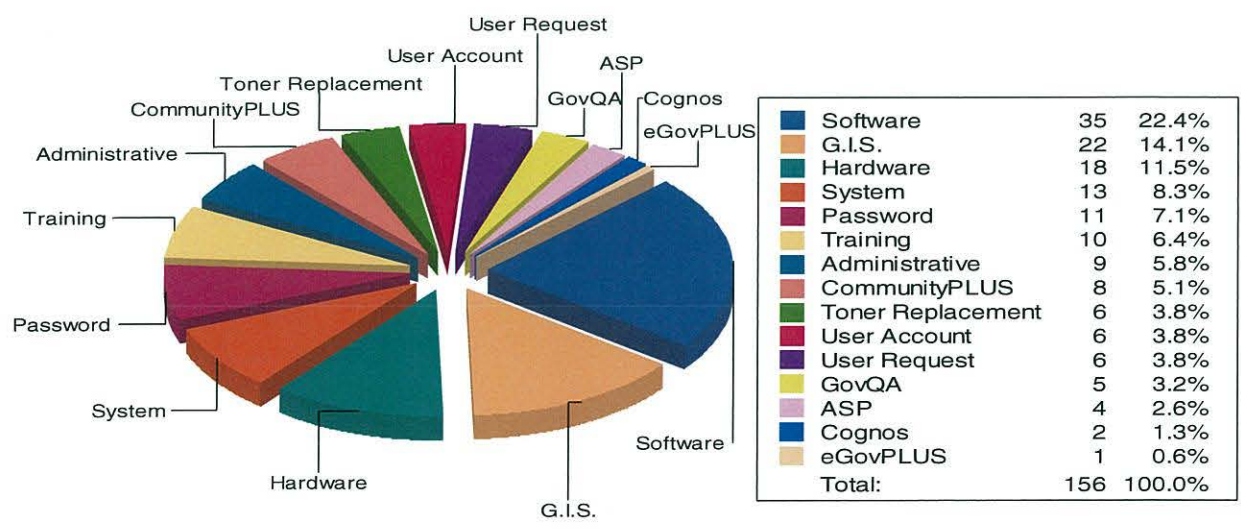
Month	February
1 - Normal	124
2 - High	8
3 - Urgent	4
Project	2
Scheduled Event	14
Vendor intervention required	4
Total for Month	156



Completed Work Orders by Location



Work Order Trends by Type

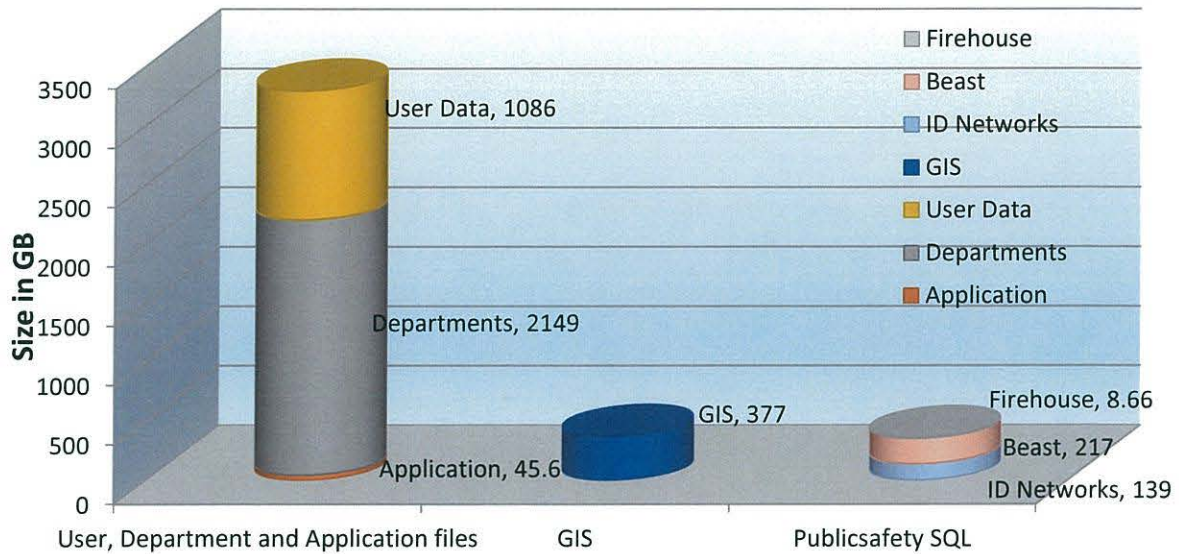


Savings on Printer Repairs

There were no printer repairs during the month of December.

System and Data Functions

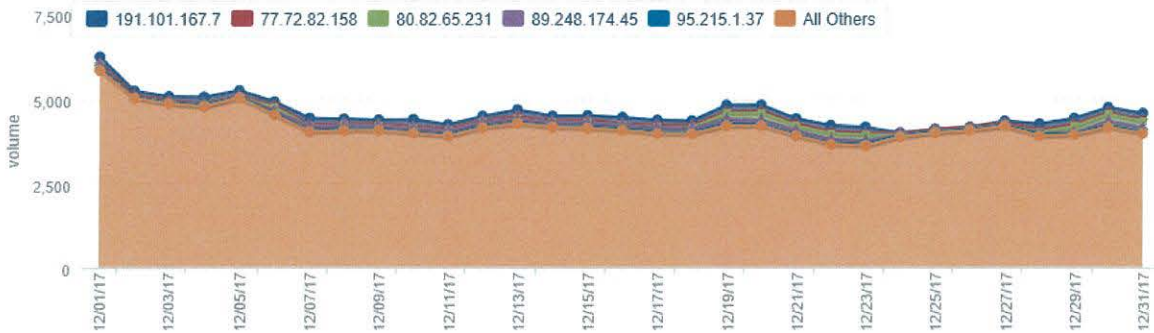
Disk Usage



Sentinel IPS Attack Report

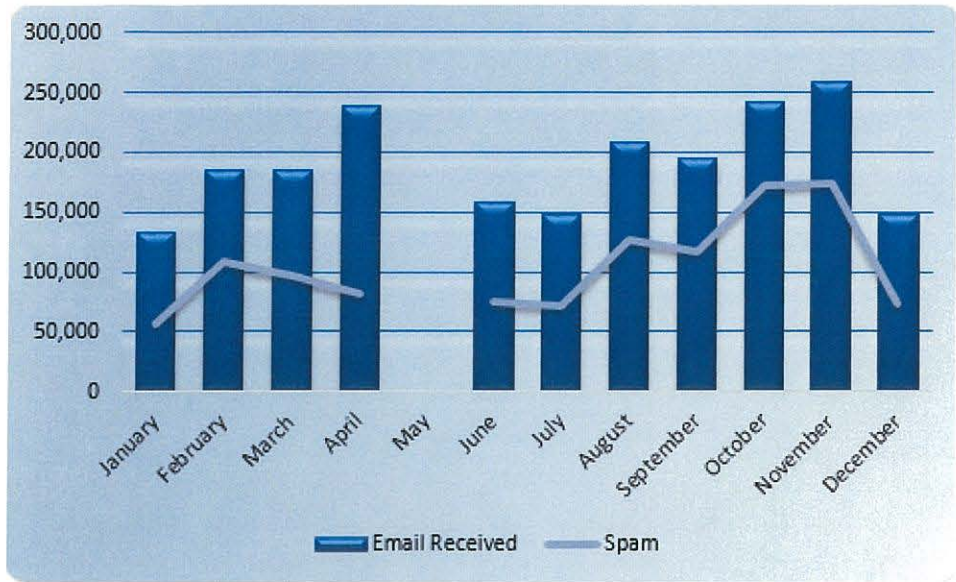
External parties attacked the Village network 141765 times during the month of December

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	258,452	174,146	67%
December	147,766	72,638	49%
Total	2,097,172	1,150,851	55%



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
DECEMBER 2017/JANUARY 2018**
DATE: January 19, 2018

1. Ongoing discussions regarding the Windy City Bulls second season. Attended 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 was completed before Thanksgiving. Obtained approval of incentives to cover the majority of the capital cost.
4. Working with Police and Transportation regarding improved directional signage for events.
5. Coordinated the Hoffman Boulevard bridge repairs with SCA events.
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 (Sister Cities, Brats & Beethoven).
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
 January 2017

Event Highlights	Notes
Jan 6 - WCB Game Jan 12/13 - Arenacross Jan 18 - Corporate Event Jan 19 - WCB Game Jan 20 - Chris Young Concert Jan 24 - WCB Game Jan 26/27 - Monster Truck	
Finance Department	
General	Arena finished November financials. Ahead of budget by \$419,623
Monthly Financial Statement	Building Event Revenue YTD: \$1,894,556
	Building Sponsor/Other Revenue YTD: \$355,300
	Building Expenses YTD: \$2,309,831 Building Income YTD: (\$59,975) vs. YTD Budget (\$479,598)
Operations Department	
General	Completed year end projects including purchase of additional micro lite computer, renovation of Club Suite and purchase of additional equipment including stanchions and carts.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	LED Parking lot retrofit is 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, USA Gymnastics, USA Volleyball 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	New Box Office and Premium Seating Coordinator has been hired
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	New annual suite holders continue to be secured as the season progresses
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$157,250
	Suites Sales: \$123,908
General	
Capital Improvements/Repairs	completed for year



Event Announcement

What: *FIVB VOLLEYBALL NATIONS LEAGUE*

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
FRIDAY JUNE 15	800AM	1159PM	POLAND VS. IRAN 5:30PM USA VS. SERBIA 7:30PM
SATURDAY JUNE 16	800AM	1159PM	SERBIA VS. IRAN 2:00PM USA VS. POLAND 7:30PM
SUNDAY JUNE 17	800AM	1159PM	POLAND VS. SERBIA 12:00PM USA VS. IRAN 5:30PM

Where: Sears Centre Arena

Tickets: Ticketed:
 ALL-SESSION PACKAGE: PL1: \$275, PL2 - \$215 PL3 - \$150
 SINGLE MATCHES: PL1 - \$55, PL2 - \$48, PL3 - \$33

On Sale: *Public On sale: Monday, December 11, 2018 @ 10:00am*

Marketing: Website & Marquee

Parking: \$20 per day

Levy: Concessions

SCA Event Mgr: TBA

Event Contact: Melissa Weymouth
 Director, Beach & National Team Events & Sponsorship
 4065 Sinton Rd., Ste. 200
 Colorado Springs, CO 80907
 t: (719) 228-6800 melissa.weymouth@usav.org

Comps: Yes, per approval

Notes: Group sales available through GroupTix. Friday tickets are good for both matches. Saturday and Sunday matches sold separately.



Event Announcement

What: PRITAM LIVE

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
FRIDAY APR 6	8:00am	3:00AM (04/07/18)	LOAD IN: 8:00AM DOORS: 7:30PM EVENT START: 8:30PM EVENT END: 12:30AM BUILDING CLEAR: 1:00AM EVENT STAFF OUT: 1:30AM LOAD OUT DONE: 3:00AM (04/07/18)

Where: Sears Centre Arena

Tickets: Ticketed:
\$132, \$102, \$82, \$62, \$42

On Sale: *On Sale Saturday, January 6 @ 10am*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: Lauren Kincannon

Event Contact: Gaurang Patel (Roy)
Inxs Productions Inc.
1305 Remington Rd. Suite V
Schaumburg, IL 60173
312-607-3337

Karl Karla
847-767-6101
KARLKALRA9@GMAIL.COM

Notes: Indian concert. Tickets sold primarily through consignments through promoter.

ACCOUNTING USE ONLY: ___ Royalties Calculation ___ E-time Coding ___ Event Coding Sheet <u>7.5%</u> Tax
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