

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**March 26, 2018**

*Immediately following Public Health & Safety*

<b>Members:</b>	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 – February 26, 2018**

**NEW BUSINESS**

- 1. Recommend adoption of an ordinance reserving the Village's volume cap.
- 2. Request authorization to purchase Allied World National Assurance Company excess liability insurance from Alliant/Mesirow Insurance Services for the policy term of May 1, 2018 through January 1, 2019 for a total fixed cost of \$55,202.
- 3. Request acceptance of Finance Department Monthly Report.
- 4. Request acceptance of Information System Department Monthly Report.
- 5. Request acceptance of Sears Centre Monthly Report.

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

FINANCE COMMITTEE MEETING MINUTES

February 26, 2018

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  
Patrick Fortunato, Acting Fire Chief  
Mark Koplin, Asst. Vlg. Mgr. – Dev. Services  
Alan Wenderski, Village Engineer  
Mike Hankey, Dir. Of Trans and Engineering  
Ted Bos, Police Chief  
Monica Saavedra, Director of HHS  
Joseph Nebel, Director of Public Works  
Rachel Musiala, Director of Finance  
Bruce Anderson, CATV Coordinator  
Fred Besenhoffer, Director of IS  
Patti Cross, Assistant Corp. Council  
Ben Gibbs, Sears Centre GM

**Guests:**

Daily Herald

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Finance Committee Meeting minutes of January 22, 2018. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. Request approval of a five year extension to the Sears Centre Arena Management Agreement with Global Spectrum L.P. d/b/a Spectra Venue Management of Philadelphia, PA.

An item summary sheet by Mr. Koplin and Mr. Gibbs was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a five year extension to the Sears Centre Arena Management Agreement with Global Spectrum L.P. d/b/a Spectra Venue Management of Philadelphia, PA. Voice vote taken. All ayes. Motion carried.

**2. Request approval of a Business Solicitation Plan for the Fourth of July Commission for the 2018 Northwest Fourth Fest.**

An item summary sheet by Mrs. Jackie Green (Fourth Fest Chair) was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve a Business Solicitation Plan for the Fourth of July Commission for the 2018 Northwest Fourth Fest. Voice vote taken. All ayes. Motion carried.

**3. Request authorization to waive all inspection fees and select license fees for the 2018 Northwest Fourth Fest.**

An item summary sheet by Mrs. Jackie Green (Fourth Fest Chair) was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to waive all inspection fees and select license fees for the 2018 Northwest Fourth Fest. Voice vote taken. All ayes. Motion carried.

**4. Request acceptance of the Finance Department Monthly Report.**

The Finance Department Monthly Report was presented to committee.

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

**3. 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.

**4. Request acceptance of the Sears Centre Monthly Report.**

The Sears Centre Monthly Report was presented to committee.

Mr. Gibbs provided a recap of past events and information about upcoming events. He noted the Windy City Bulls had their first sellout game last month.

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

**III. President's Report** – Mayor chaired the committee meeting for the Transportation Committee for the Northwest Municipal Conference on 2/22, he attended the Health and Human Services Department's Heart Healthy Cook-Off as a judge on 2/22, Mayor along with other members of the Board attended the Barrington Square Animal Hospital

Ribbon cutting on 2/24, he attended the Hoffman Estates Foundation Board meeting on 2/26 and noted the Mayor's Community Breakfast coming up on 2/28 at the Sears Arena.

- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 7:06 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Private Activity Bond (IRB)

**MEETING DATE:** March 26, 2018

**COMMITTEE:** Finance Committee

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



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

**DISCUSSION:** The Village is given a private activity bond cap each year by the State. This year's amount is \$5,448,975 based on a volume cap of \$105 per capita. Each year, this is granted, reserved or transferred, otherwise it cedes to the State on May 1. At this time, the Village should reserve its right to use the volume cap.

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

VILLAGE OF HOFFMAN ESTATES

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

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that the Municipality has volume cap equal to \$105 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

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

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2018 to be applied toward the issuance of private activity bonds (the "Bonds"), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

Section 1: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2018 is hereby reserved by the Municipality, which shall issue the Bonds using such volume cap, or shall use or transfer such volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds; provided, that any such transfer shall be evidenced by a written instrument executed by the mayor or any other proper officer or employee of the Municipality.

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

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

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

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

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

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**ELECTRONIC (PDF) SUBMISSIONS TO:  
OMB.VolumeCapRequest2017@illinois.gov**

April 3, 2018

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

Governor's Office of Management and Budget  
Debt Management Unit – Volume Cap Submission  
JRTC, 100 W. Randolph Street – Suite 15-100  
Chicago, IL 60601  
Attn: Sophia Ronis

**Re: Village of Hoffman Estates  
Total 2018 Volume Cap Allocation - \$5,448,975**

To Whom It May Concern:

Volume Cap allocations, granted, transferred or reserved by Issuer resolution by May 1, 2018:

1. Principal Amount of Issue: \$5,448,975  
Bond Description: Revenue Bonds

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

A copy of the allocation ordinance is attached.

Total allocation granted or reallocated: \$5,448,975

Sincerely,

James H. Norris  
Village Manager

JHN/ds  
Attachment



**COMMITTEE AGENDA ITEM**  
**VILLAGE OF HOFFMAN ESTATES**

NB2

**SUBJECT:** REQUEST AUTHORIZATION TO PURCHASE EXCESS LIABILITY INSURANCE FROM ALLIANT/MESIROW INSURANCE SERVICES

**DATE:** MARCH 26, 2018

**COMMITTEE:** FINANCE COMMITTEE

**FROM:** KEN KOOP, RISK MANAGER  
RACHEL MUSIALA, FINANCE DIRECTOR

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**PURPOSE:** To discuss the need to replace excess liability insurance coverage expiring May 1, 2018 due to the dissolution of the HELP pool.

**BACKGROUND:** Since 1985, the Village has used conventional insurance and a “protected self-insurance” package to insure property and liability losses. For coverage such as property, auto liability, general liability and crime losses, the Village has assumed a self-insured retention (SIR) limit per claim. A cap known as the “loss fund” has been used to limit the total exposure under this program. Additionally, excess coverage has been purchased to protect the Village from catastrophic losses. This excess coverage protects the Village against individual losses above \$100,000 and combined losses in excess of \$400,000.

For losses above the excess insurance carrier limit of \$2,000,000, the Village has participated as a member of the High-Level Excess Liability Pool (HELP). This pool provides an additional level of coverage to the Village which attaches above the coverage provided by the standard excess insurance market. HELP was created in the 1980’s as a result of an insurance crisis that caused the public sector liability insurance market to quickly become unavailable. HELP initially offered \$5,000,000 of coverage to its members, and now offers \$10,000,000 of coverage. The Village is currently participating in the third term of HELP. The current term of HELP (HELP III) will expire April 30, 2018. The 2018 annual budget for the HELP Pool premiums is \$208,510.

Members of the HELP pool have been in discussions over the past several months related to the creation of another HELP term (HELP IV). Several current members of the pool have indicated

that, for various reasons, they will not be participating in a new HELP term. Due to the number of members not participating in the new term, it has been determined that a new term would not be viable.

**DISCUSSION:**

As a result of this development, the Village must replace this layer of coverage using the standard insurance market. In anticipation of this eventuality, the Village requested a quote to replace this layer of coverage from Alliant/Mesirow Insurance Services. This was done in conjunction with the market review for the renewal of the Village's 2018 insurance package. The premium cost for this layer of coverage, with the carrier Allied World National Assurance Company, is \$55,202.

**FINANCIAL IMPACT:**

The recommendation presented below represents a 60% decrease in the overall amount budgeted related to this layer of coverage for 2018. However, it should be noted that the contract period being purchased is not a full 12-month period.

**RECOMMENDATION:**

Request authorization to purchase Allied World National Assurance Company excess liability insurance from Alliant/Mesirow Insurance Services for the policy term of May 1, 2018 through January 1, 2019 for a total fixed cost of \$55,202.



# HOFFMAN ESTATES

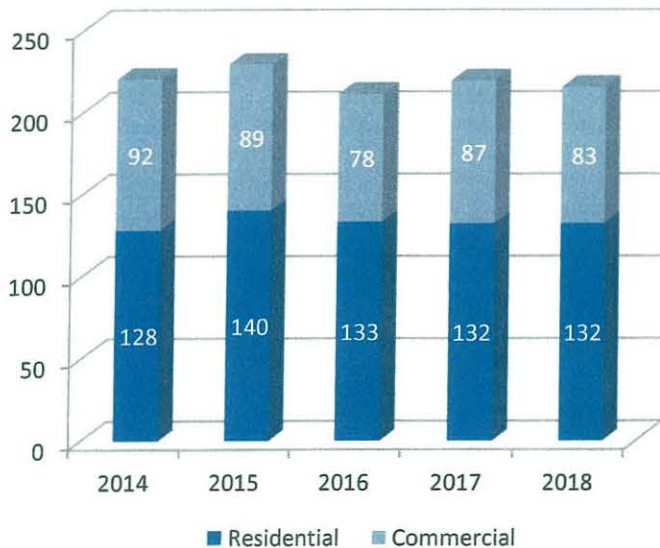
GROWING TO GREATNESS

## DEPARTMENT OF FINANCE MONTHLY REPORT FEBRUARY 2018

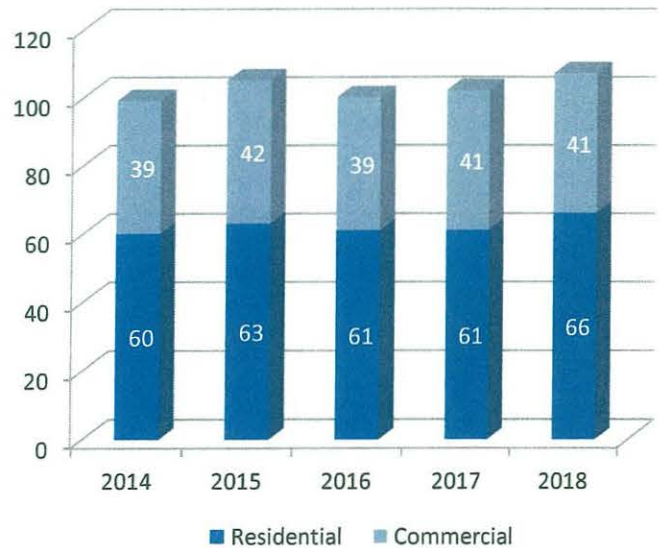
### Water Billing

A total of 14,667 residential water bills were mailed on February 1st for December's water consumption. Average consumption was 4,486 gallons, resulting in an average residential water bill of \$58.43. Total consumption for all customers was 107 million gallons, with 66 million gallons attributable to residential consumption. When compared to the February 2017 billing, residential consumption increased by 8.2%.

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

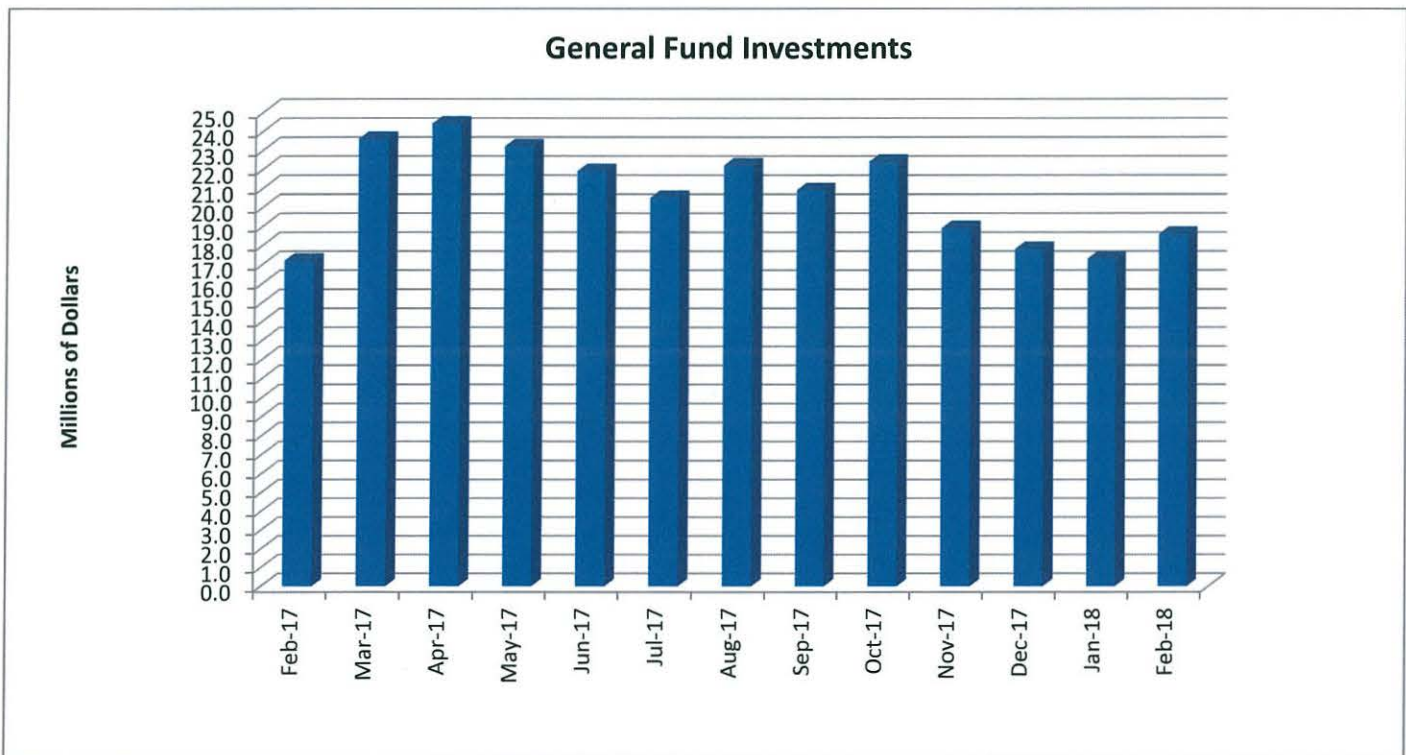
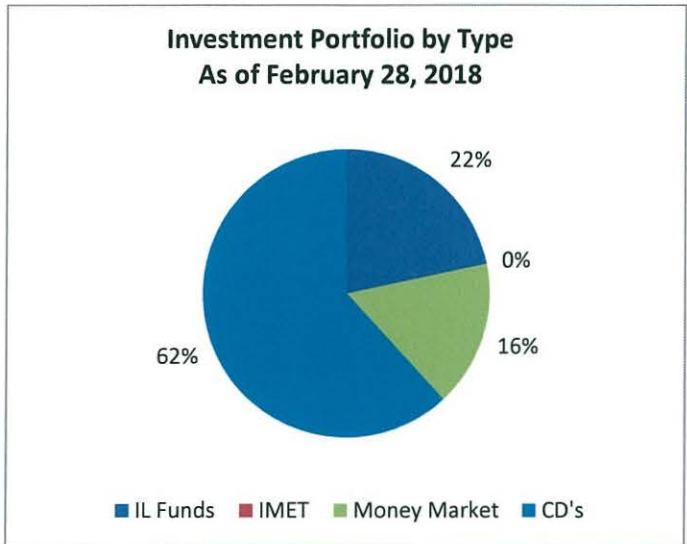
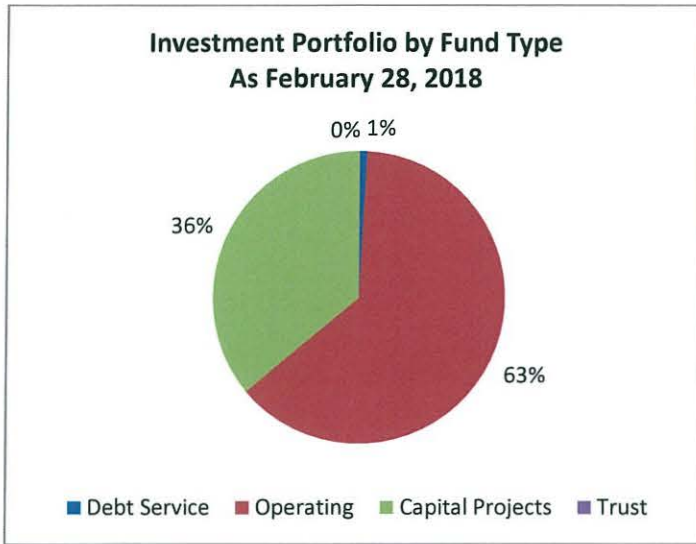


**Total Water Consumption  
Month of February**



## Village Investments

As of February 28, 2018, the Village's investment portfolio (not including pension trust funds) totaled \$37.6 million. Of this amount, \$23.7 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$13.9 million is related to debt service, capital projects and trust funds.



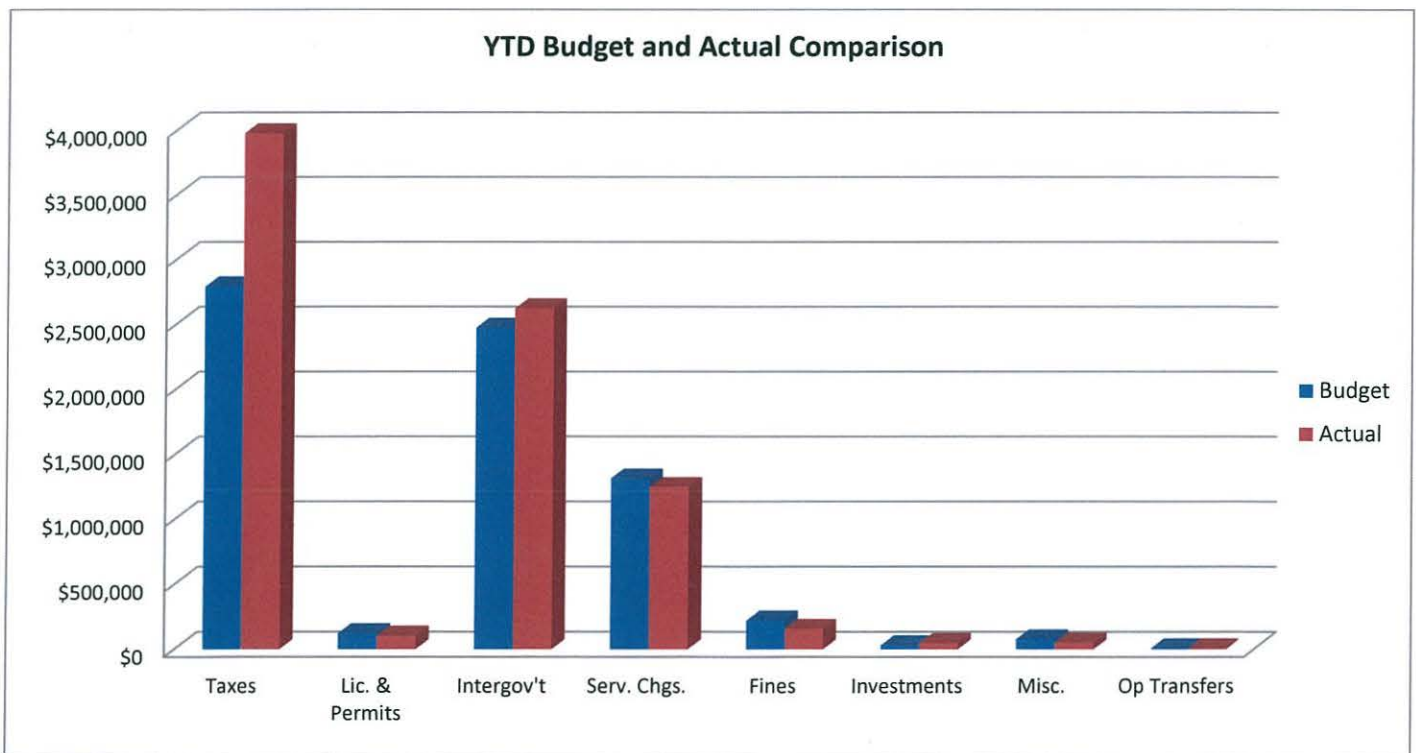
## Operating Funds

### General Fund

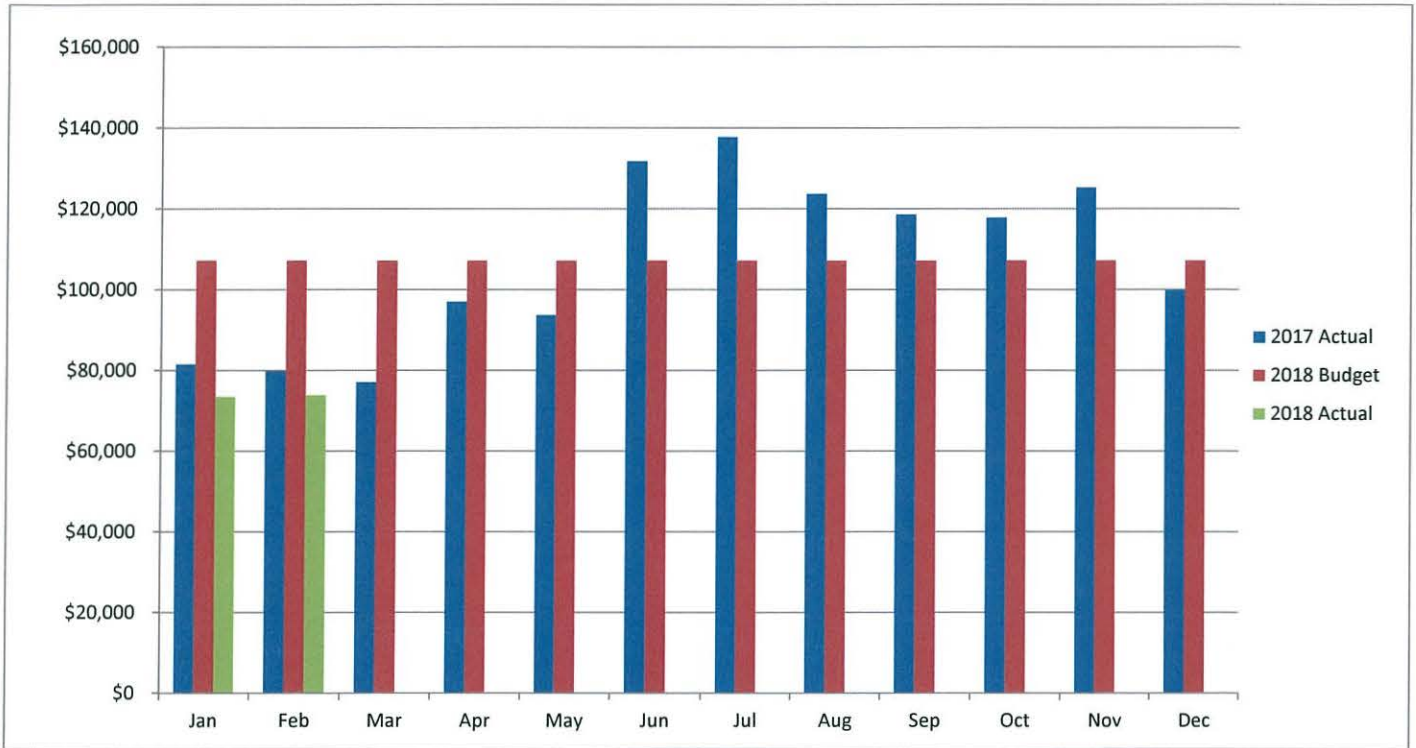
For the month of February, General Fund revenues totaled \$4,931,974 and expenditures totaled \$4,432,889 resulting in a surplus of \$499,085.

**Revenues:** February year-to-date figures are detailed in the table below. Taxes are over budget because we began to receive property tax payments that are due in March. Licenses and permits are under budget because permit activity is seasonal, it will pick up during the summer. Fines and Forfeits are under budget because four of the nine red light cameras are not operating due to IDOT construction. Investment income is over budget due to increased investment activity and higher interest rates being realized. Most miscellaneous revenues are not received on a monthly basis

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 2,791,443	\$ 3,972,947	42.3%
Licenses & Permits	121,417	104,051	-14.3%
Intergovernmental	2,472,183	2,622,134	6.1%
Charges for Services	1,312,774	1,246,522	-5.0%
Fines & Forfeits	221,000	157,520	-28.7%
Investments	31,667	47,643	50.5%
Miscellaneous	77,168	51,667	-33.0%
Operating Transfers	8,333	8,334	0.0%
<b>TOTAL</b>	<b>\$ 7,035,986</b>	<b>\$ 8,210,818</b>	<b>16.7%</b>

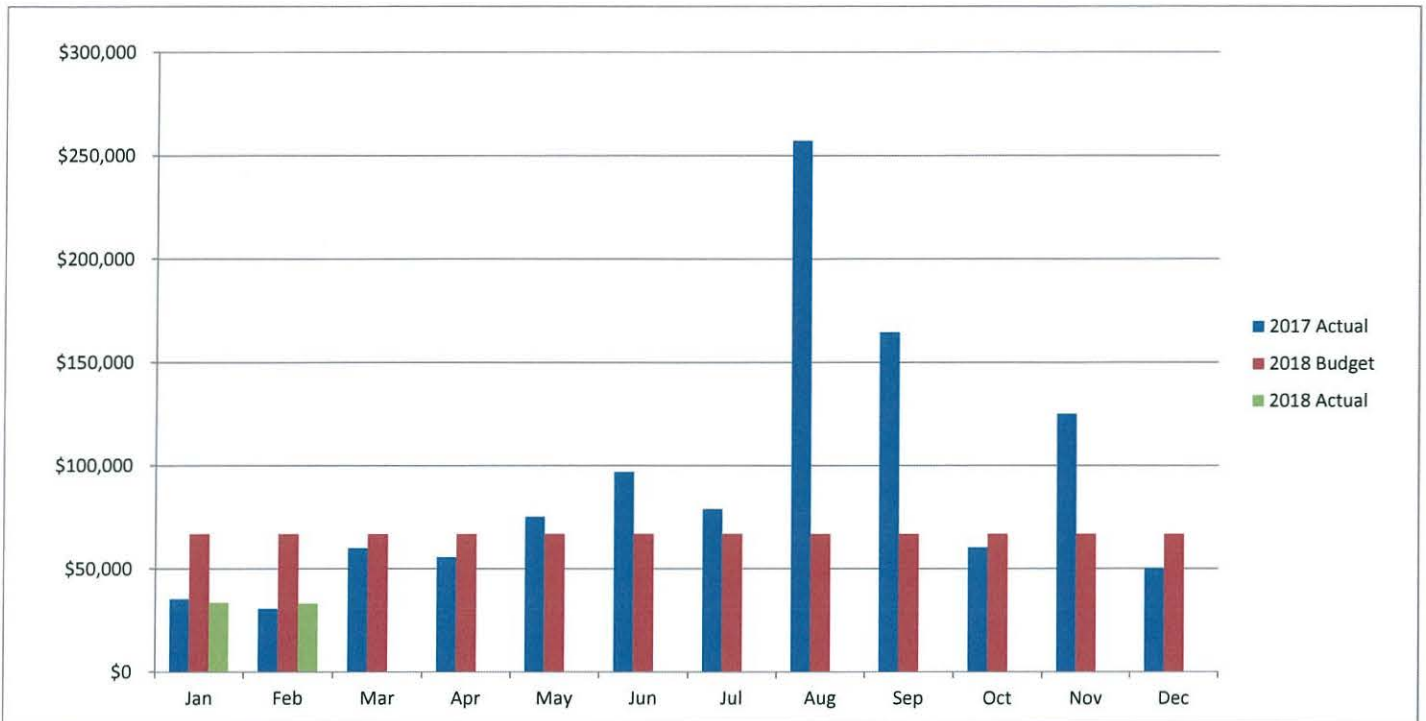


## Hotel Tax



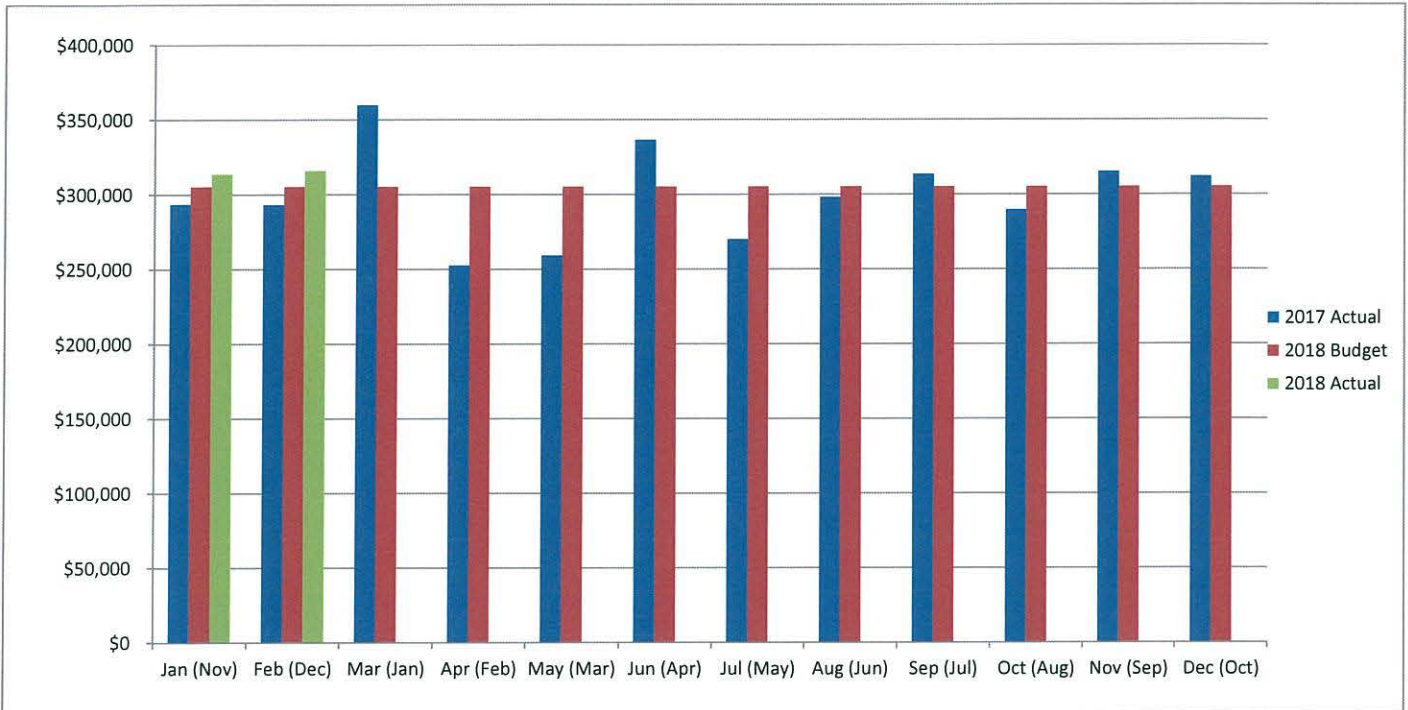
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 81,414	\$ 107,083	\$ 73,426	\$ (33,657)
Feb	79,723	107,083	73,833	(66,908)
Mar	76,961	107,083		
Apr	96,865	107,083		
May	93,566	107,083		
Jun	131,686	107,083		
Jul	137,580	107,083		
Aug	123,587	107,083		
Sep	118,499	107,083		
Oct	117,732	107,083		
Nov	125,121	107,083		
Dec	99,747	107,083		
<b>YTD Totals</b>	<u>\$ 1,282,481</u>	<u>\$ 1,285,000</u>	<u>\$ 147,259</u>	

## Real Estate Transfer Tax



<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 35,132	\$ 66,667	\$ 33,669	(32,998)
Feb	30,558	66,667	33,215	(66,449)
Mar	59,905	66,667		
Apr	55,537	66,667		
May	75,058	66,667		
Jun	96,733	66,667		
Jul	78,722	66,667		
Aug	256,935	66,667		
Sep	164,363	66,667		
Oct	60,086	66,667		
Nov	124,838	66,667		
Dec	50,047	66,667		
<b>YTD Totals</b>	<u><u>\$ 1,087,914</u></u>	<u><u>\$ 800,000</u></u>	<u><u>\$ 66,884</u></u>	

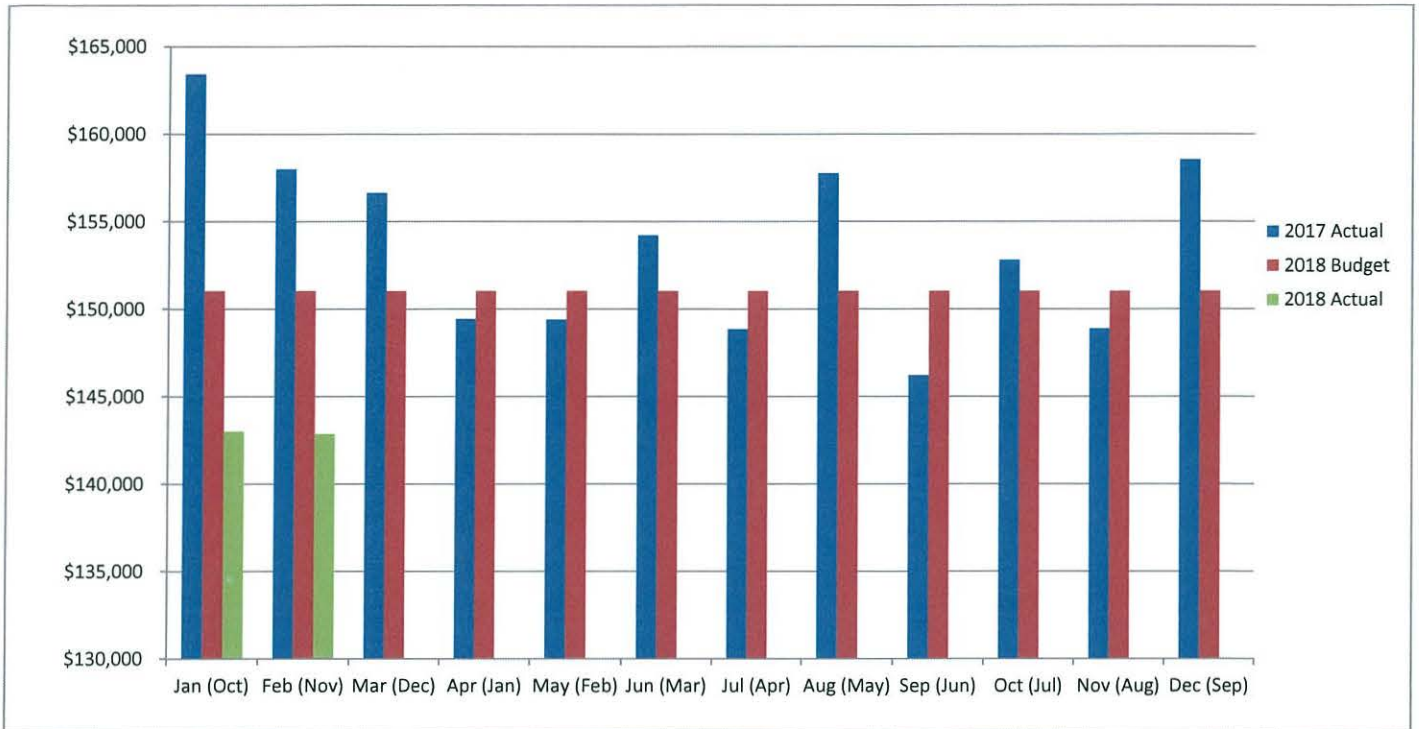
## Home Rule Sales Tax



<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 293,338	\$ 305,000	\$ 313,635	\$ 8,635
Feb (Dec)	292,978	305,000	316,042	19,677
Mar (Jan)	359,794	305,000		
Apr (Feb)	252,424	305,000		
May (Mar)	259,148	305,000		
Jun (Apr)	336,344	305,000		
Jul (May)	269,843	305,000		
Aug (Jun)	297,839	305,000		
Sep (Jul)	313,282	305,000		
Oct (Aug)	289,460	305,000		
Nov (Sep)	315,084	305,000		
Dec (Oct)	311,909	305,000		
<b>YTD Totals</b>	<b>\$ 3,591,442</b>	<b>\$ 3,660,000</b>	<b>\$ 629,677</b>	

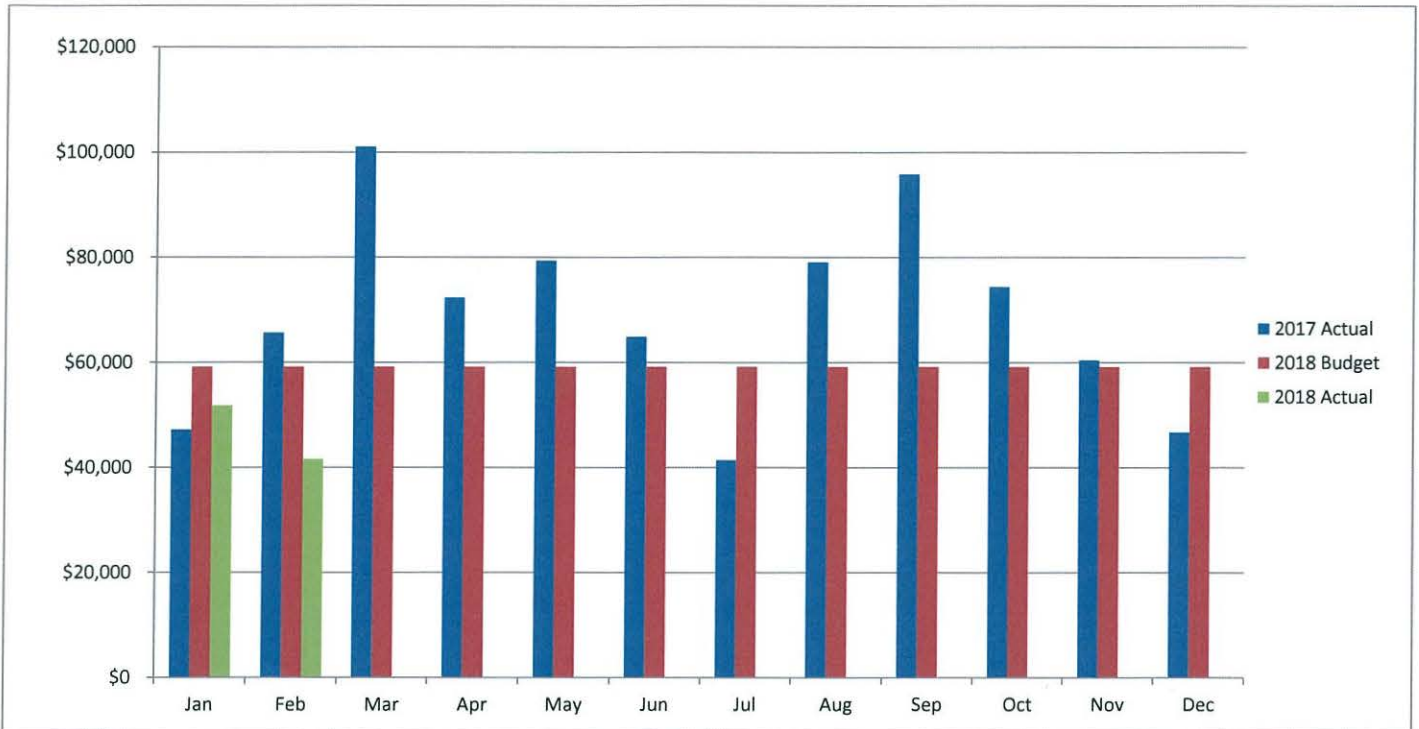


## Telecommunications Tax



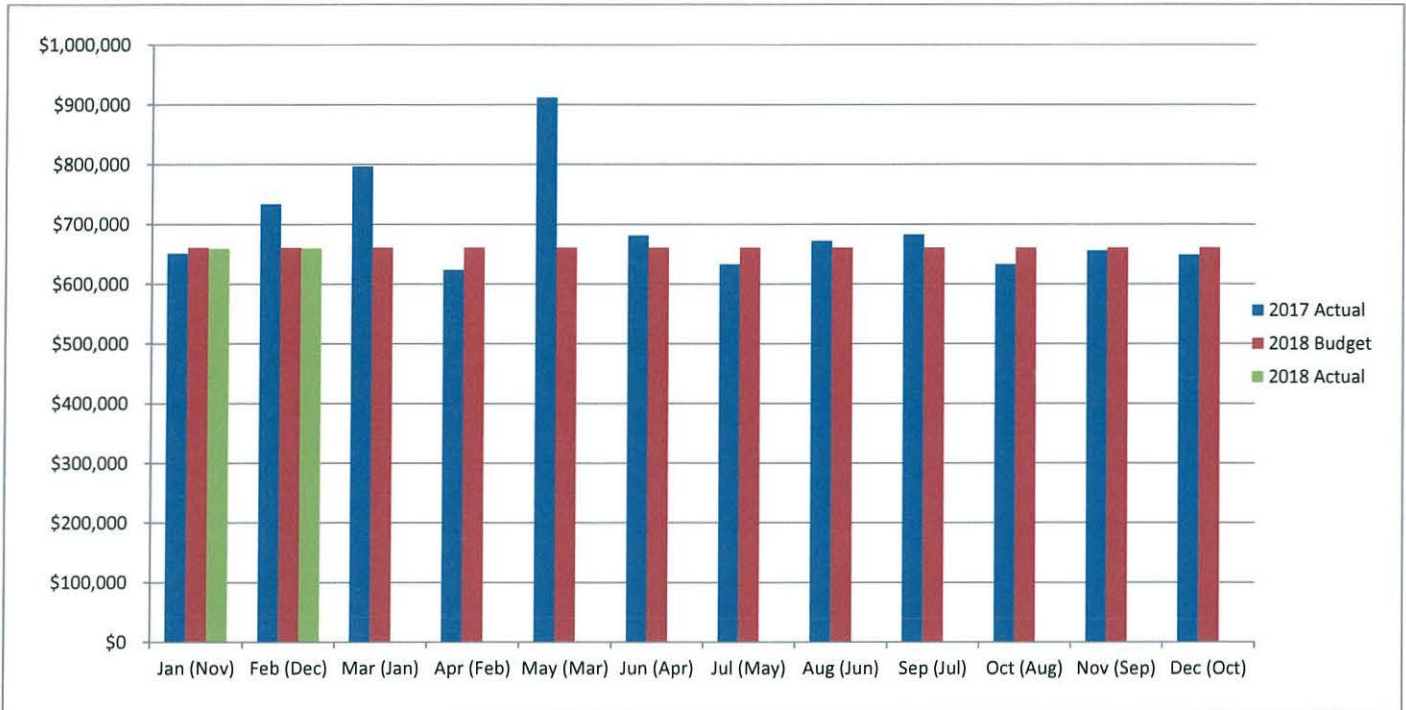
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Oct)	\$ 163,399	\$ 151,042	\$ 143,036	\$ (8,006)
Feb (Nov)	157,995	151,042	142,880	(16,167)
Mar (Dec)	156,644	151,042		
Apr (Jan)	149,435	151,042		
May (Feb)	149,407	151,042		
Jun (Mar)	154,229	151,042		
Jul (Apr)	148,853	151,042		
Aug (May)	157,762	151,042		
Sep (Jun)	146,211	151,042		
Oct (Jul)	152,804	151,042		
Nov (Aug)	148,887	151,042		
Dec (Sep)	158,537	151,042		
<b>YTD Totals</b>	<b>\$ 1,844,162</b>	<b>\$ 1,812,500</b>	<b>\$ 285,916</b>	

## Building Permits



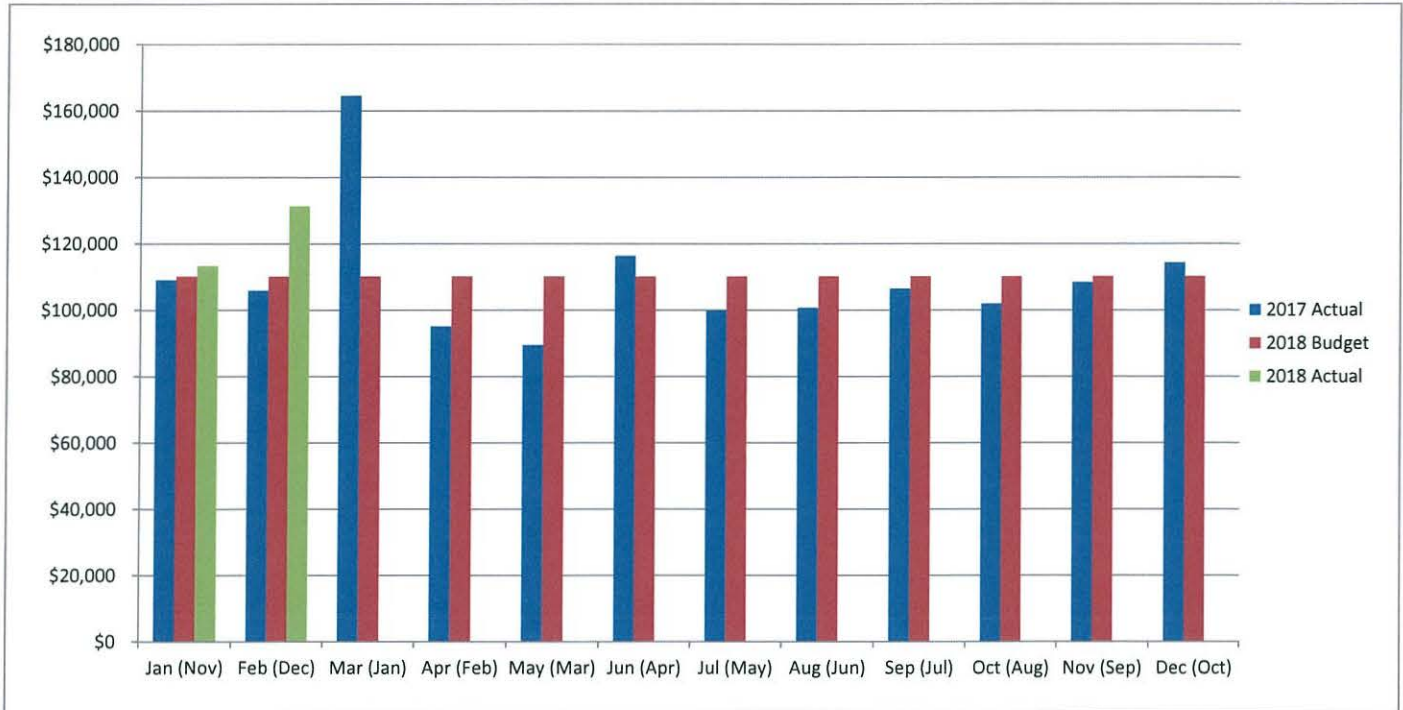
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 47,243	\$ 59,167	\$ 51,874	\$ (7,293)
Feb	65,665	59,167	41,660	(24,799)
Mar	100,988	59,167		
Apr	72,363	59,167		
May	79,342	59,167		
Jun	64,910	59,167		
Jul	41,452	59,167		
Aug	79,087	59,167		
Sep	95,819	59,167		
Oct	74,432	59,167		
Nov	60,428	59,167		
Dec	46,715	59,167		
<b>YTD Totals</b>	<u>\$ 828,445</u>	<u>\$ 710,000</u>	<u>\$ 93,534</u>	

## State Sales Tax



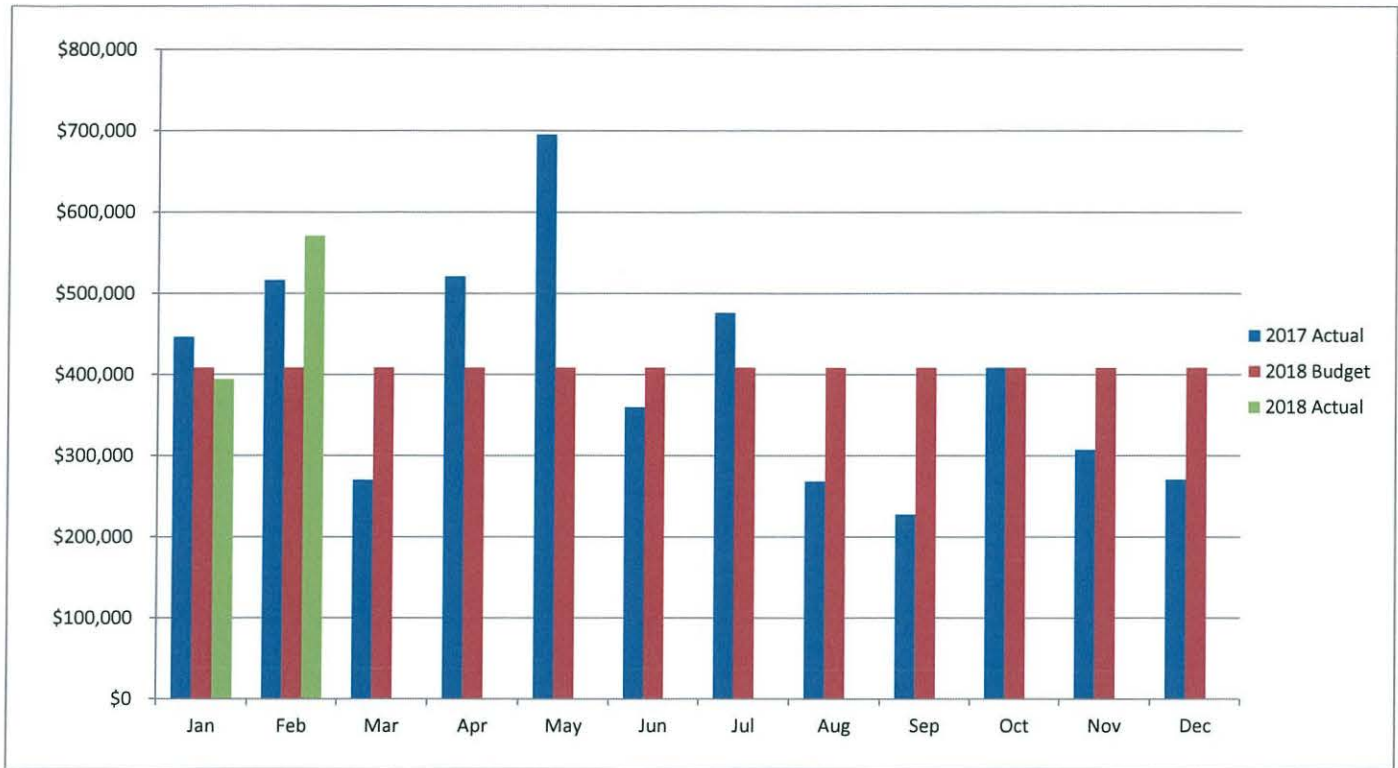
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 650,327	\$ 660,292	\$ 659,220	\$ (1,072)
Feb (Dec)	732,873	660,292	659,346	(2,017)
Mar (Jan)	795,543	660,292		
Apr (Feb)	623,246	660,292		
May (Mar)	911,242	660,292		
Jun (Apr)	680,702	660,292		
Jul (May)	632,257	660,292		
Aug (Jun)	671,209	660,292		
Sep (Jul)	682,286	660,292		
Oct (Aug)	632,185	660,292		
Nov (Sep)	654,978	660,292		
Dec (Oct)	648,040	660,292		
<b>YTD Totals</b>	<b>\$ 8,314,885</b>	<b>\$ 7,923,500</b>	<b>\$ 1,318,566</b>	

## Local Use Tax



<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 108,978	\$ 110,000	\$ 113,343	\$ 3,343
Feb (Dec)	105,805	110,000	131,295	24,638
Mar (Jan)	164,414	110,000		
Apr (Feb)	94,978	110,000		
May (Mar)	89,385	110,000		
Jun (Apr)	116,238	110,000		
Jul (May)	99,818	110,000		
Aug (Jun)	100,570	110,000		
Sep (Jul)	106,373	110,000		
Oct (Aug)	101,838	110,000		
Nov (Sep)	108,303	110,000		
Dec (Oct)	114,136	110,000		
<b>YTD Totals</b>	<b>\$ 1,310,833</b>	<b>\$ 1,320,000</b>	<b>\$ 244,638</b>	

## Income Tax

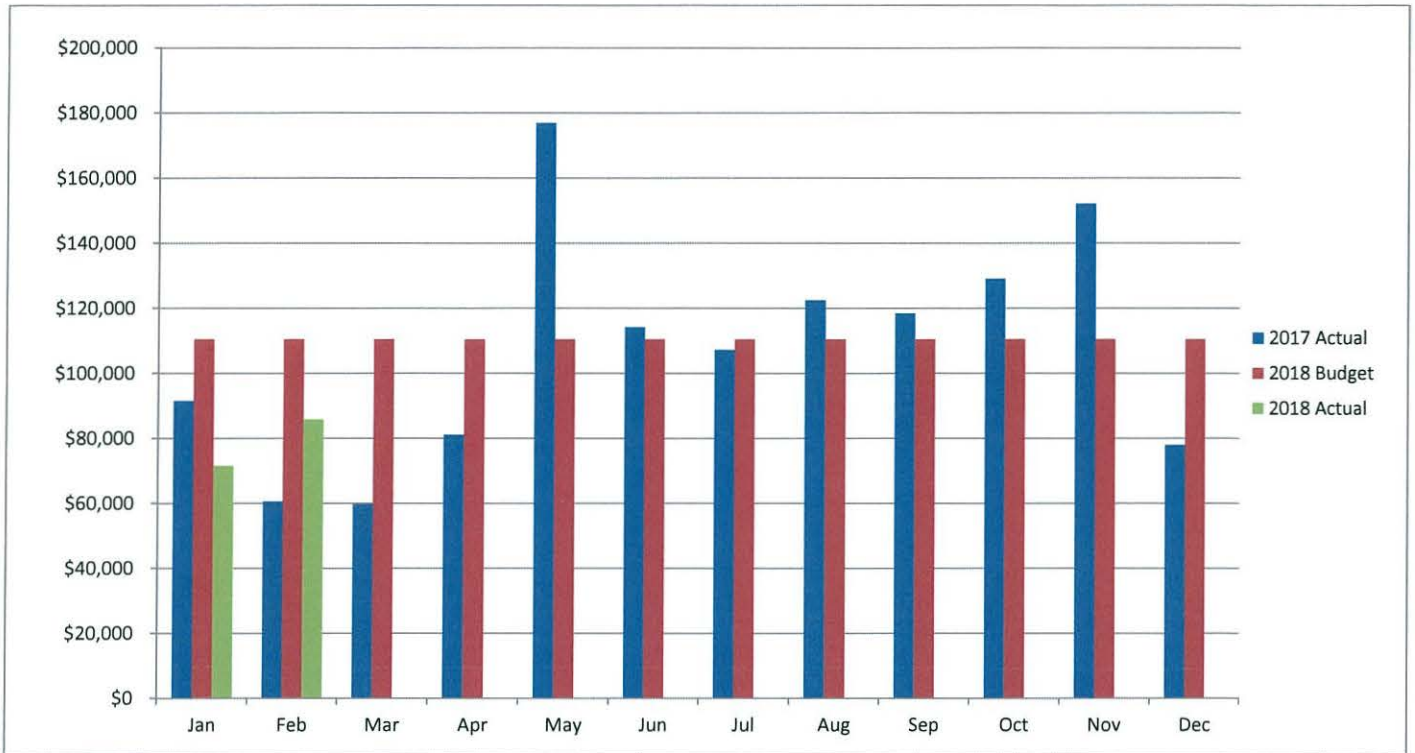


2016-2017		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2017 Actual</u>
Jan	Dec-16	\$ 446,231
Feb	Jan-17	516,095
Mar	Feb-17	270,127
Apr	Mar-17	520,933
May	Apr-17	695,546
Jun	May-17	359,714
Jul	Jun-17	475,857
Aug	Jul-17	268,236
Sep	Aug-17	227,411
Oct	Sep-17	408,405
Nov	Oct-17	307,361
Dec	Nov-17	270,596
<b>YTD Totals</b>		<u><u>\$ 4,766,512</u></u>

2017-2018			
Month			
<u>Received</u>	<u>2018 Budget</u>	<u>Liab Pd</u>	<u>2018 Actual</u>
Jan	\$ 408,333	Dec-17	\$ 394,357
Feb	408,333	Jan-18	570,829
Mar	408,333	Feb-18	
Apr	408,333	Mar-18	
May	408,333	Apr-18	
Jun	408,333	May-18	
Jul	408,333	Jun-18	
Aug	408,333	Jul-18	
Sep	408,333	Aug-18	
Oct	408,333	Sep-18	
Nov	408,333	Oct-18	
Dec	408,333	Nov-18	
	<u><u>\$ 4,900,000</u></u>		<u><u>\$ 965,186</u></u>

**Cumulative  
Variance  
2018 Actual  
vs. Budget**  
\$ (13,976)  
148,519

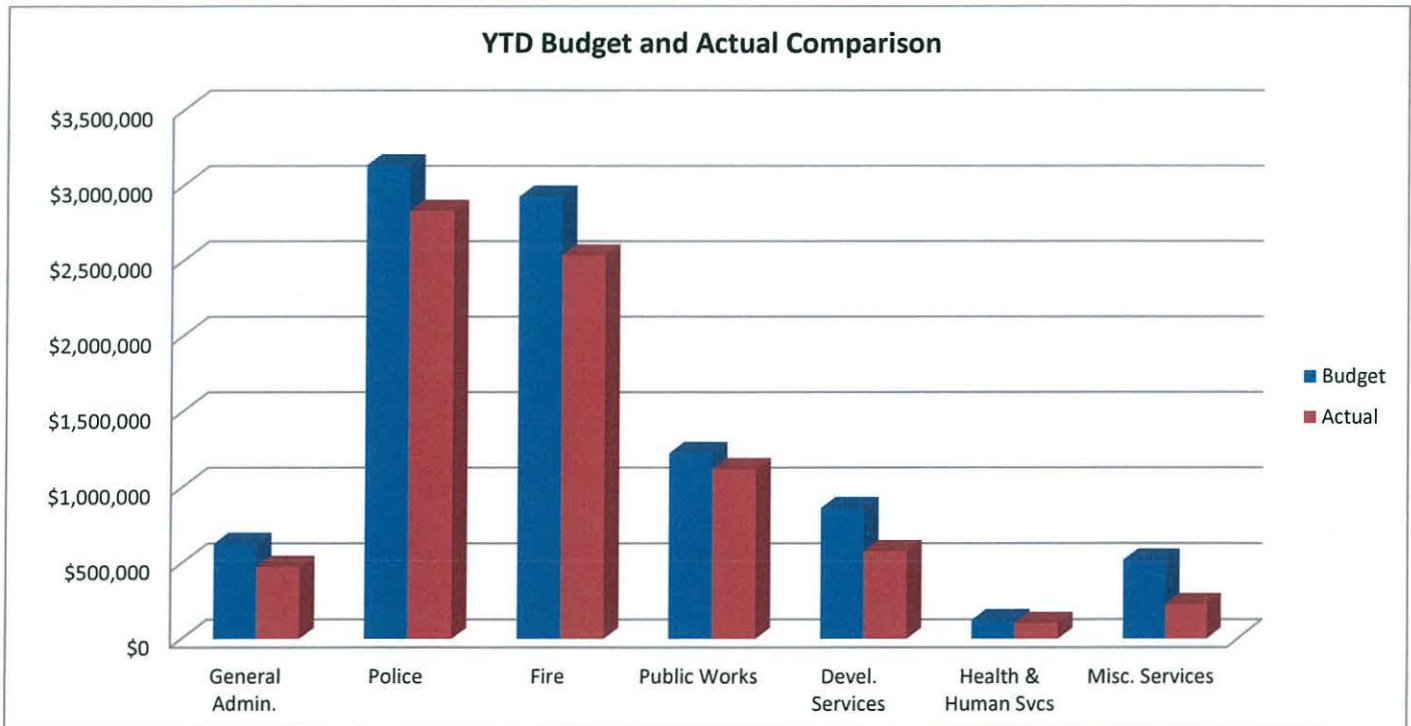
## Fines



<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 91,503	\$ 110,500	\$ 71,631	\$ (38,869)
Feb	60,552	110,500	85,889	(63,480)
Mar	59,724	110,500		
Apr	81,067	110,500		
May	176,866	110,500		
Jun	114,176	110,500		
Jul	107,239	110,500		
Aug	122,441	110,500		
Sep	118,445	110,500		
Oct	129,049	110,500		
Nov	152,189	110,500		
Dec	77,893	110,500		
<b>YTD Totals</b>	<b>\$ 1,291,144</b>	<b>\$ 1,326,000</b>	<b>\$ 157,520</b>	

**Expenditures:** General Fund expenditures in February were \$274,233 below the budgeted figure of \$4,707,122. The summary of year-to-date actuals versus budgeted expenditures shown below reflect all positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 61,920	\$ 55,676	10.1%
Administration	99,578	82,858	16.8%
Legal	86,427	34,581	60.0%
Finance	176,343	147,618	16.3%
Village Clerk	34,865	30,049	13.8%
HRM	100,063	76,856	23.2%
Communications	37,887	22,854	39.7%
Cable TV	29,003	24,398	15.9%
Police	3,133,413	2,829,899	9.7%
Fire	2,924,793	2,534,134	13.4%
Public Works	1,225,043	1,118,578	8.7%
Development Services	860,680	577,120	32.9%
H&HS	122,127	103,781	15.0%
Miscellaneous	519,898	226,887	56.4%
<b>TOTAL</b>	<b>\$ 9,412,042</b>	<b>\$ 7,865,289</b>	<b>16.4%</b>



## Department News

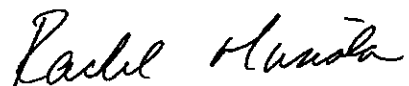
During the month of February, the following training sessions were attended by Finance staff:

- Attended IGFOA Chapter Event on Fraud. This seminar dove deep in to what happened in the City of Dixon fraud scandal, while also trying to gain a better understanding of the thought process of those who commit fraud (Finance Director, Assistant Finance Director, Fiscal Operations Manager, Revenue Collections Manager, Accountant I, and Accounting Assistant).
- Attended a seminar put on by the Chicago Metro Chapter of the IGFOA on "Automation in Local Government". This seminar helped understand the benefits of automation for both local government staff and taxpayers. (Assistant Finance Director).
- Attended "Managing Challenging Employees" training put on by the Human Resources Department. The training helped employees who are in a supervisory role understand ways to communicate and interact with challenging employees (various Village employees).

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

- Attended various IGFOA Professional Education Committee planning meetings (Finance Director).
- Attended special Police Pension Board meeting to interview Bond Managers (Finance Director).
- Completed the final FY2018 Operating and Capital Budget document and submitted it to the Government Finance Officers Association for the GFOA Budget Award. Many thanks goes out to everyone who was involved with putting together the final budget document.
- Audit fieldwork began and the external auditors have been on-site reviewing all of the financial activity for FY2017.

Respectfully Submitted,



Rachel Musiala



## MONTHLY REPORT STATISTICS

February-18

	Feb-18	YTD Feb-18	Feb-17	YTD Feb-17	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	395	899	585	1,089	-32.5%	-17.4%
Amount	\$ 57,272	123,461	\$ 70,325	142,780	-18.6%	-13.5%
Internet Sales						
Number	2,648	5,326	2,284	5,009	15.9%	6.3%
Amount	\$ 263,628	507,971	\$ 214,881	476,808	22.7%	6.5%
Total						
Number	3,043	6,225	2,869	6,098	6.1%	2.1%
Amount	\$ 320,900	631,432	\$ 285,205	\$ 619,588	12.5%	1.9%
Credit Card Company Fees						
General Fund	\$ 1,690	4,207	\$ 1,192	4,301	41.8%	-2.2%
Municipal Waste Fund	751	1,409	-	-	N/A	N/A
Water Fund	6,756	12,683	7,032	13,487	-3.9%	-6.0%
Total Fees	\$ 9,197	\$ 18,299	\$ 8,224	\$ 17,788	11.8%	2.9%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	65	154	44	160	47.7%	-3.8%
Amount	\$ 90,710	167,129	\$ 81,602	186,869	11.2%	-10.6%
Invoices Paid						
Number	60	130	112	171	-46.4%	-24.0%
Amount	\$ 67,822	161,732	\$ 79,572	194,002	-14.8%	-16.6%
Reminders Sent						
Number	29	41	22	48	31.8%	-14.6%
Amount	\$ 5,186	14,101	\$ 5,975	12,957	-13.2%	8.8%
<b>Accounts Payable</b>						
Checks Issued						
Number	377	732	404	739	-6.7%	-0.9%
Amount	\$ 1,463,874	5,095,928	\$ 1,202,771	12,730,965	21.7%	-60.0%
Manual Checks Issued						
Number	25	79	25	85	0.0%	-7.1%
As % of Total Checks	6.63%	10.79%	6.19%	11.50%	7.2%	-6.2%
Amount	\$ 18,307	2,309,028	\$ 31,662	9,928,695	-42.2%	-76.7%
As % of Total Checks	1.25%	45.31%	2.63%	77.99%	-52.5%	-41.9%
<b>Utility Billing</b>						
New Utility Accounts	78	185	82	173	-4.9%	6.9%
Bills Mailed / Active Accounts	15,580	31,158	15,558	31,109	0.1%	0.2%
Final Bills Mailed	78	185	82	173	-4.9%	6.9%
Shut-Off Notices	1,276	2,713	1,128	2,556	13.1%	6.1%
Actual Shut-Offs	124	245	114	235	8.8%	4.3%
Total Billings	\$ 1,754,159	3,533,450	\$ 1,642,522	3,459,408	6.8%	2.1%
Direct Debit (ACH) Program						
New Accounts	27	59	24	53	12.5%	11.3%
Closed Accounts	7	26	12	40	-41.7%	-35.0%
Total Accounts	2,702	5,384	2,672	5,332	1.1%	1.0%
As % of Active Accounts	17.34%	17.28%	17.17%	17.14%	0.2%	0.8%
Water Payments Received in Current Month						
Total Bills Mailed	15,580	31,158	15,558	31,109	0.1%	0.2%
ACH Payments	2,702	5,384	2,672	5,332	1.1%	1.0%
ACH Payments-% of Total Bills	17.34%	17.28%	17.17%	17.14%	1.0%	0.8%
On-line Payments (Internet Sales)	2,261	4,379	2,125	4,256	6.4%	2.9%
On-line Payments-% of Total Bills	14.51%	14.05%	13.66%	13.68%	6.2%	2.7%
Over-the-phone Payments	1,068	2,075	891	1,756	19.9%	18.2%
Over-the-phone Payments-% of Total Bills	6.85%	6.66%	5.73%	5.64%	19.7%	18.0%
Mail-in Payments	9,099	18,547	9,478	19,047	-4.0%	-2.6%
Mail-in Payments-% of Total Bills	58.40%	59.53%	60.92%	61.23%	-4.1%	-2.8%

**WATER BILLING ANALYSIS**  
**February 28, 2018**

**Residential Billings**  
**Average Monthly Consumption/Customer**

<u>Month Billed</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
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
January	4,916	4,897	4,538
February	4,175	4,177	4,486
13 Month Average -	4,557	4,558	4,532
% Change -	-1.3%	0.0%	-0.6%

**Total Water Customers**

<u>Customer Type</u>	<u>Feb-17</u>	<u>Feb-18</u>	<u>% Change</u>
Residential	14,636	14,667	0.2%
Commercial	922	913	-1.0%
Total	15,558	15,580	0.1%

**Average Bill**

<u>Customer Type</u>	<u>Feb-17</u>	<u>Feb-18</u>	<u>% Change</u>
Residential	\$ 52.58	\$ 58.43	11.1%

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>		
	<u>Feb-17</u>	<u>Feb-18</u>	<u>% Change</u>	<u>Feb-17</u>	<u>Feb-18</u>	<u>% Change</u>
Residential	61	66	8.2%	132	132	0.0%
Commercial	41	41	0.0%	87	83	-4.6%
	102	107	4.9%	219	215	-1.8%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2018

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		4,829,103.86			1.306
Illinois Funds - Veterans Memorial	05/01/92		298.88			1.306
IMET Convenience Fund	10/20/05		2,745.54			1.380
Citibank SDA	11/07/08		1,580,950.49			0.100
CD with PMA	08/22/13		12,182,024.59	12,169,792.98	12,296,581.35	0.375
			<u>18,595,123.36</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		476,184.39			1.306
Citibank SDA	11/07/08		12,307.52			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>541,760.71</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,179.85			1.306
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		53,526.35			1.306
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		81.56			1.306
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		6,684.03			1.306
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		296,293.38			1.306
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		14,267.79			1.306
Citibank SDA	11/07/08		19,219.03			0.100
			<u>33,486.82</u>			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,715.91			1.306
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		102,884.01			0.100
			<u>295,035.96</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2018

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		36,730.18			1.306
CD with PMA	08/22/13		1,960,535.17	1,960,535.17	1,988,937.45	
Citibank SDA	01/07/09		570,376.24			0.100
			<u>2,567,641.59</u>			
<b><u>Traffic Improvement</u></b>						
Citibank SDA	01/07/09		4,899.98			1.306
<b><u>EDA Series 1991 Project</u></b>						
Illinois Funds	08/22/91		1,175,629.53			1.306
Citibank SDA	02/10/11		232,081.16			-
			<u>1,407,710.69</u>			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		804,795.18			
CD with PMA	03/09/17		244,241.72	244,241.72	246,689.62	
Citibank SDA			623,814.00			1.380
			<u>1,672,850.90</u>			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,194.84			1.306
Citibank SDA	01/07/09		238,766.41			0.100
			<u>239,961.25</u>			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		22,335.27			1.306
Citibank SDA	01/07/09		68,473.05			0.100
			<u>90,808.32</u>			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,156.28			1.306
Citibank SDA	11/07/08		297,533.19			0.100
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			<u>790,204.19</u>			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		9,761.72			1.306
Citibank SDA	11/07/08		221,346.17			0.100
CD with PMA			492,900.00	492,900.00	499,850.04	
			<u>724,007.89</u>			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank SDA	08/12/15		793,332.26			0.100

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2018

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		224,766.99			1.000
CD with PMA	09/13/17		5,427,630.00	5,427,630.00	5,538,467.97	
			<u>5,652,396.99</u>			
<b><u>Sears Operating</u></b>						
Illinois Funds			2,456.59			
Citibank SDA			429,982.51			
			<u>432,439.10</u>			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		15,659.38			1.306
Citibank SDA	11/07/08		646,466.60			0.100
CD with PMA	08/22/13		1,606,118.13	1,605,823.04	1,627,781.61	0.375
			<u>2,268,244.11</u>			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		176,167.34			1.306
Citibank SDA	11/07/08		89,871.05			
CD with PMA			490,741.72	490,741.72	496,642.57	
			<u>756,780.11</u>			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		2,530.75			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,253.14			1.306
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,670.94			0.100
			<u>117,579.93</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		204,567.10			1.306
<b>Total Investments</b>			<u>\$ 37,552,127.18</u>			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			8,151,042.55	21.71		
IMET Convenience Fund			2,745.54	0.01		
CD with PMA			23,221,066.74	61.84		
Citibank at PMA			6,177,272.35	16.45		
			<u>\$37,552,127.18</u>	100.00		

<b>STATEMENT OF INVESTMENTS-VILLAGE</b> <b>As of February 28, 2018</b>
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Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b>Percent Invested</b>		
Illinois Funds			6,975,413.02	19.30		
IMET			2,745.54	0.01		
CD with PMA			23,221,066.74	64.25		
Citibank at PMA			5,942,660.44	16.44		
			\$36,141,885.74	100.00		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$23,704,974.10		
Total Investments - Debt Service Funds				\$296,293.38		
Total Investments - Trust Funds				\$2,530.75		
Total Investments - Capital Projects Funds				\$13,548,328.95		
Total Investments - All Funds				\$37,552,127.18		

**OPERATING REPORT SUMMARY**

**REVENUES**

**February 28, 2018**

	<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	100,000	1,243,881	200,000	1,674,978	16,364,510	10.2%	
Hotel Tax	107,083	73,833	214,167	147,259	1,285,000	11.5%	
Real Estate Transfer Tax	66,667	33,215	133,333	66,884	800,000	8.4%	
Home Rule Sales Tax	305,000	316,042	610,000	629,677	3,660,000	17.2%	
Telecommunications Tax	151,042	142,880	302,083	285,915	1,812,500	15.8%	
Property Tax - Fire	275,879	356,235	551,758	489,770	3,310,550	14.8%	
Property Tax - Police	300,003	389,343	600,005	536,201	3,600,030	14.9%	
Other Taxes	90,048	66,626	180,097	142,263	1,080,580	13.2%	
Total Taxes	1,395,722	2,622,054	2,791,443	3,972,947	31,913,170	12.4%	
Business Licenses	-	3,424	-	6,436	340,000	1.9%	
Liquor Licenses	-	2,689	-	2,719	245,000	1.1%	
Building Permits	59,167	41,660	118,333	93,535	710,000	13.2%	
Other Licenses & Permits	1,542	453	3,083	1,362	18,500	7.4%	
Total Licenses & Permits	60,708	48,225	121,417	104,051	1,313,500	7.9%	
Sales Tax	660,292	659,346	1,320,583	1,318,567	7,923,500	16.6%	
Local Use Tax	110,000	131,295	220,000	244,638	1,320,000	18.5%	
State Income Tax	408,333	570,829	816,667	965,186	4,900,000	19.7%	
Replacement Tax	18,900	-	37,800	29,958	226,800	13.2%	
Other Intergovernmental	38,567	38,677	77,133	63,785	462,800	13.8%	
Total Intergovernmental	1,236,092	1,400,148	2,472,183	2,622,134	14,833,100	17.7%	
Engineering Fees	8,333	-	16,667	29,687	100,000	29.7%	
Ambulance Fees	108,333	96,851	216,667	210,293	1,300,000	16.2%	
Police Hireback	35,417	41,189	70,833	77,220	425,000	18.2%	
Lease Payments	59,487	54,957	118,973	116,251	713,840	16.3%	
Cable TV Fees	215,000	203,137	215,000	203,137	860,000	23.6%	
4th of July Proceeds	1,593	1,593	2,468	2,468	136,700	1.8%	
Employee Payments	91,667	72,669	183,333	176,262	1,100,000	16.0%	
Hireback - Arena	13,333	20,340	26,667	34,382	160,000	21.5%	
Rental Inspection Fees	155,000	143,350	310,000	245,119	310,000	79.1%	
Other Charges for Services	76,083	78,731	152,167	151,704	913,000	16.6%	
Total Charges for Services	764,246	712,817	1,312,774	1,246,522	6,018,540	20.7%	
Court Fines-County	18,333	-	36,667	13,891	220,000	6.3%	
Ticket Fines-Village	41,667	56,152	83,333	91,637	500,000	18.3%	
Overweight Truck Fines	500	50	1,000	490	6,000	8.2%	
Red Light Camera Revenue	41,667	25,970	83,333	42,270	500,000	8.5%	
Local Debt Recovery	8,333	3,717	16,667	9,233	100,000	9.2%	
Total Fines & Forfeits	110,500	85,889	221,000	157,520	1,326,000	11.9%	
Total Investment Earnings	15,833	28,498	31,667	47,643	190,000	25.1%	
Reimburse/Recoveries	18,333	11,166	36,667	15,749	220,000	7.2%	
S.Barrington Fuel Reimbursement	2,333	3,344	4,667	7,034	28,000	25.1%	
Tollway Payments	2,083	5,600	4,167	9,300	25,000	37.2%	
Other Miscellaneous	15,834	10,066	31,668	19,584	190,010	10.3%	
Total Miscellaneous	38,584	30,177	77,168	51,667	463,010	11.2%	
Total Operating Transfers In	4,167	4,167	8,333	8,334	50,000	16.7%	
<b>Total General Fund</b>	<b>3,625,852</b>	<b>4,931,974</b>	<b>7,035,986</b>	<b>8,210,818</b>	<b>56,107,320</b>	<b>14.6%</b>	<b>16.7%</b>

**OPERATING REPORT SUMMARY  
REVENUES**

**February 28, 2018**

	<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	1,506,058	1,428,988	3,012,117	2,863,434	18,072,700	15.8%	
Connection Fees	4,167	8,346	8,333	18,091	50,000	36.2%	
Cross Connection Fees	3,167	3,192	6,333	6,381	38,000	16.8%	
Penalties	6,667	9,868	13,333	16,962	80,000	21.2%	
Investment Earnings	1,750	8,305	3,500	17,520	21,000	83.4%	
Other Revenue Sources	32,125	36,045	64,250	82,559	385,500	21.4%	
Capital Projects	-	-	-	-	2,685,730	0.0%	
Total Water Fund	1,553,933	1,494,744	3,107,867	3,004,946	21,332,930	14.1%	16.7%
Motor Fuel Tax Fund	113,083	118,150	226,167	252,244	1,357,000	18.6%	
Community Dev. Block Grant Fund	25,483	2,041	50,967	2,041	305,800	0.7%	
Asset Seizure Fund	17	85,644	33	147,274	200	73636.9%	
Municipal Waste System Fund	243,874	223,091	487,748	452,215	2,926,490	15.5%	
Sears Centre Operating Fund	262,902	179,958	525,803	396,440	3,154,820	12.6%	
Sears Centre Activity Fund	662,847	-	1,325,693	-	7,954,160	0.0%	
Stormwater Management	44,600	44,849	89,200	89,720	535,200	16.8%	
Insurance Fund	145,595	296,488	291,190	443,469	1,747,140	25.4%	
Roselle Road TIF	16,708	46,780	33,417	46,924	200,500	23.4%	
Barrington/Higgins TIF	50,471	128,427	50,471	128,721	605,650	21.3%	
Higgins/Hassell TIF	8,200	-	16,400	-	98,400	0.0%	
Information Systems	143,474	139,670	286,948	278,538	1,721,690	16.2%	
Total Spec Rev. & Int. Svc. Fund	1,717,254	1,265,096	3,384,038	2,237,586	20,607,050	10.9%	
<b>TOTAL OPERATING FUNDS</b>	<b>6,897,039</b>	<b>7,691,815</b>	<b>13,527,890</b>	<b>13,453,350</b>	<b>98,047,300</b>	<b>13.7%</b>	<b>16.7%</b>
2015A & C G.O. Debt Service	-	337	-	708	3,403,320	0.0%	
2015B G.O. Debt Service	-	-	-	-	121,000	0.0%	
2016 G.O. Debt Service	21,940	47,905	43,880	64,105	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	170,710	0.0%	
2008 G.O.D.S. Fund	-	-	-	-	878,380	0.0%	
2009 G.O.D.S. Fund	113,866	218,451	227,732	317,115	2,277,320	13.9%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>135,806</b>	<b>266,693</b>	<b>271,612</b>	<b>381,927</b>	<b>7,289,530</b>	<b>5.2%</b>	<b>16.7%</b>
Central Rd. Corridor Fund	50	418	100	561	600	93.5%	
Hoffman Blvd Bridge Maintenance	42	450	83	773	500	154.6%	
Western Corridor Fund	833	2,555	1,667	10,531	10,000	105.3%	
Traffic Improvement Fund	33	310	67	340	400	0.0%	
EDA Series 1991 Project	417	8,666	833	13,925	5,000	278.5%	
Central Area Rd. Impr. Imp. Fee	-	(209)	-	22	-	0.0%	
Western Area Traffic Impr.	25	(0)	50	-	300	0.0%	
Western Area Traffic Impr. Impact Fee	72,500	(228)	145,000	-	870,000	0.0%	
Capital Improvements Fund	223,120	273,311	446,240	466,007	2,677,440	17.4%	
Capital Vehicle & Equipment Fund	60,829	52,553	121,658	105,160	729,950	14.4%	
Capital Replacement Fund	48,194	48,547	96,388	97,284	578,330	16.8%	
2015 Project Fund	13	-	25	7,773	150	5182.3%	
Road Improvement Fund	561,833	490,620	1,123,667	944,026	6,742,000	14.0%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>967,889</b>	<b>876,991</b>	<b>1,935,778</b>	<b>1,646,403</b>	<b>11,614,670</b>	<b>14.2%</b>	<b>16.7%</b>
Police Pension Fund	482,092	456,343	964,183	670,107	5,785,100	11.6%	
Fire Pension Fund	456,831	423,217	913,662	624,967	5,481,970	11.4%	
<b>TOTAL TRUST FUNDS</b>	<b>938,923</b>	<b>879,559</b>	<b>1,877,845</b>	<b>1,295,073</b>	<b>11,267,070</b>	<b>11.5%</b>	<b>16.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>8,939,657</b>	<b>9,715,058</b>	<b>17,613,125</b>	<b>16,776,754</b>	<b>128,218,570</b>	<b>13.1%</b>	<b>16.7%</b>



**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**February 28, 2018**

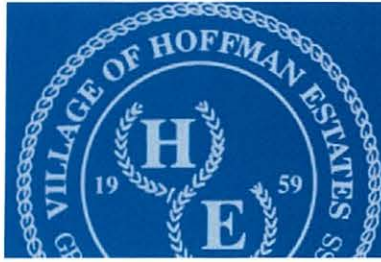
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,960	31,285	61,920	55,676	371,520	15.0%	
Administration	49,789	41,600	99,578	82,858	597,470	13.9%	
Legal	43,213	23,217	86,427	34,581	518,560	6.7%	
Finance	88,172	73,096	176,343	147,618	1,058,060	14.0%	
Village Clerk	17,433	15,394	34,865	30,049	209,190	14.4%	
Human Resource Mgmt.	50,032	38,871	100,063	76,856	600,380	12.8%	
Communications	18,943	11,550	37,887	22,854	227,320	10.1%	
Cable TV	14,502	13,071	29,003	24,398	174,020	14.0%	
Total General Admin.	313,043	248,083	626,087	474,891	3,756,520	12.6%	16.7%
Police Department							
Administration	125,470	119,701	250,940	227,785	1,505,640	15.1%	
Juvenile Investigations	45,964	48,488	91,928	85,902	551,570	15.6%	
Tactical	81,393	77,524	162,785	143,165	976,710	14.7%	
Patrol and Response	908,883	973,646	1,817,765	1,698,419	10,906,590	15.6%	
Traffic	101,713	68,806	203,425	123,768	1,220,550	10.1%	
Investigations	110,848	102,398	221,695	190,062	1,330,170	14.3%	
Community Relations	1,154	-	2,308	85	13,850	0.6%	
Communications	60,850	121,096	121,700	121,096	730,200	16.6%	
Canine	15,023	15,832	30,045	27,693	180,270	15.4%	
Special Services	19,101	17,730	38,202	32,741	229,210	14.3%	
Records	25,534	21,389	51,068	42,779	306,410	14.0%	
Administrative Services	64,002	57,450	128,003	113,886	768,020	14.8%	
Emergency Operations	6,774	19,680	13,548	22,519	81,290	27.7%	
Total Police	1,566,707	1,643,740	3,133,413	2,829,899	18,800,480	15.1%	16.7%
Fire Department							
Administration	75,213	64,552	150,427	125,219	902,560	13.9%	
Public Education	3,621	1,799	7,242	3,489	43,450	8.0%	
Suppression	697,092	673,043	1,394,183	1,220,235	8,365,100	14.6%	
Emer. Med. Serv.	639,770	635,889	1,279,540	1,146,386	7,677,240	14.9%	
Prevention	43,468	19,750	86,935	35,704	521,610	6.8%	
Fire Stations	3,233	3,100	6,467	3,100	38,800	8.0%	
Total Fire	1,462,397	1,398,134	2,924,793	2,534,134	17,548,760	14.4%	16.7%
Public Works Department							
Administration	27,282	27,673	54,563	50,892	327,380	15.5%	
Snow/Ice Control	150,950	312,536	301,900	474,364	1,811,400	26.2%	
Pavement Maintenance	43,214	27,203	86,428	55,377	518,570	10.7%	
Forestry	95,328	63,409	190,657	122,108	1,143,940	10.7%	
Facilities	97,005	95,368	194,010	142,489	1,164,060	12.2%	
Fleet Services	103,523	112,061	207,045	163,969	1,242,270	13.2%	
F.A.S.T.	17,535	7,824	35,070	15,422	210,420	7.3%	
Storm Sewers	14,619	10,741	29,238	20,309	175,430	11.6%	
Traffic Control	63,066	37,694	126,132	73,648	756,790	9.7%	
Total Public Works	612,522	694,509	1,225,043	1,118,578	7,350,260	15.2%	16.7%

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**February 28, 2018**

	<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	32,924	29,802	65,848	59,518	395,090	15.1%	
Planning	35,280	29,506	70,560	60,200	423,360	14.2%	
Code Enforcement	124,456	109,458	248,912	214,856	1,493,470	14.4%	
Transportation & Engineering	111,535	97,708	223,070	191,413	1,338,420	14.3%	
Economic Development	126,145	18,122	252,290	51,133	1,513,740	3.4%	
<b>Total Development Services</b>	<b>430,340</b>	<b>284,596</b>	<b>860,680</b>	<b>577,120</b>	<b>5,164,080</b>	<b>11.2%</b>	<b>16.7%</b>
Health & Human Services	61,063	50,763	122,127	103,781	732,760	14.2%	16.7%
Miscellaneous							
4th of July	2,905	2,905	3,608	3,608	170,540	2.1%	
Police & Fire Comm.	5,293	-	10,587	9	63,520	0.0%	
Misc. Boards & Comm.	19,408	11,423	38,817	18,057	232,900	7.8%	
Misc. Public Improvements	233,443	98,736	466,887	205,212	2,801,320	7.3%	
<b>Total Miscellaneous</b>	<b>261,050</b>	<b>113,064</b>	<b>519,898</b>	<b>226,887</b>	<b>3,268,280</b>	<b>6.9%</b>	<b>16.7%</b>
<b>Total General Fund</b>	<b>4,707,122</b>	<b>4,432,889</b>	<b>9,412,042</b>	<b>7,865,289</b>	<b>56,621,140</b>	<b>13.9%</b>	<b>16.7%</b>
Water & Sewer Fund							
Water Department	1,084,435	1,010,196	2,168,870	1,991,997	13,013,220	15.3%	
Sewer Department	178,148	153,529	356,295	300,445	2,137,770	14.1%	
Billing Division	68,826	67,818	137,652	130,440	825,910	15.8%	
Debt Service Division	-	-	-	-	292,630	0.0%	
Capital Projects Division	-	-	-	-	937,300	0.0%	
2015 Bond Capital Projects	-	-	-	-	93,600	0.0%	
2017 Bond Capital Projects	2,254	2,254	3,278	3,278	2,498,230	0.1%	
<b>Total Water &amp; Sewer</b>	<b>1,333,662</b>	<b>1,233,797</b>	<b>2,666,094</b>	<b>2,426,159</b>	<b>19,798,660</b>	<b>12.3%</b>	<b>16.7%</b>
Motor Fuel Tax	151,654	151,654	302,488	302,488	1,915,000	15.8%	
Community Dev. Block Grant Fund	-	-	-	-	305,800	0.0%	
Asset Seizure Fund	11,232	8,804	22,463	17,735	134,780	13.2%	
Municipal Waste System	253,048	58,889	506,097	307,580	3,036,580	10.1%	
Sears Centre Operating Fund	282,974	144	565,948	214	3,395,690	0.0%	
Sears Centre Activity Fund	662,847	-	1,325,693	-	7,954,160	0.0%	
Stormwater Management	66,304	-	132,608	-	795,650	0.0%	
Insurance	151,767	105,968	303,533	559,303	1,821,200	30.7%	
Information Systems	170,141	120,754	340,282	206,070	2,041,690	10.1%	
Roselle Road TIF	76,078	-	152,157	-	912,940	0.0%	
Barrington/Higgins TIF	50,471	-	100,942	-	605,650	0.0%	
Higgins/Hassell TIF	391	-	782	-	4,690	0.0%	
<b>TOTAL OPERATING FUNDS</b>	<b>7,917,691</b>	<b>6,112,901</b>	<b>15,831,129</b>	<b>11,684,837</b>	<b>99,343,630</b>	<b>11.8%</b>	<b>16.7%</b>
2015A G.O. Debt Service	-	-	-	-	3,403,320	0.0%	
2015 G.O. Debt Service	-	-	-	-	121,000	0.0%	
2016 G.O. Debt Service	-	-	-	-	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	170,710	0.0%	
2008 G.O.D.S. Fund	-	-	-	-	878,380	0.0%	
2009 G.O.D.S. Fund	-	-	-	-	2,277,320	0.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,289,530</b>	<b>0.0%</b>	<b>16.7%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**February 28, 2018**

	<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	1,667	1,667	3,333	3,334	20,000	16.7%	
Hoffman Blvd Bridge Maintenance	250	38,904	500	38,904	3,000	1296.8%	
Traffic Improvement Fund	1,250	1,250	2,500	2,500	15,000	16.7%	
EDA Series 1991 Project	102,750	43,560	205,500	72,143	1,233,000	5.9%	
Western Area Rd Improve Imp. Fee	26,250	-	52,500	-	315,000	0.0%	
Capital Improvements Fund	246,913	141,622	493,827	283,243	2,962,960	9.6%	
Capital Vehicle & Equipment Fund	78,948	79,681	157,895	95,338	947,370	10.1%	
Capital Replacement Fund	117,274	-	234,548	-	1,407,290	0.0%	
2015 Project Fund	-	-	-	586,310	-	N/A	
Road Improvement Fund	565,331	486	1,130,662	486	6,783,970	0.0%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,140,633</b>	<b>307,170</b>	<b>2,281,265</b>	<b>1,082,258</b>	<b>13,687,590</b>	<b>7.9%</b>	<b>16.7%</b>
Police Pension Fund	493,111	487,519	986,222	983,688	5,917,330	16.6%	
Fire Pension Fund	434,743	428,633	869,487	851,418	5,216,920	16.3%	
<b>TOTAL TRUST FUNDS</b>	<b>927,854</b>	<b>916,152</b>	<b>1,855,708</b>	<b>1,835,106</b>	<b>11,134,250</b>	<b>16.5%</b>	<b>16.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>9,986,178</b>	<b>7,336,223</b>	<b>19,968,103</b>	<b>14,602,201</b>	<b>131,455,000</b>	<b>11.1%</b>	<b>16.7%</b>



Village of Hoffman Estates  
**Information Systems** Department

# 2017 FEBRUARY MONTHLY REPORT

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## *Superion/GovQA Monthly Review*

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### **February Synopsis**

- After making very little progress on our outstanding Support issues, Superion assigned one of their staff members to work on getting fixing all of our outstanding issues. We spent a significant amount of time in February familiarizing, discussing, and demonstrating the issues. By month's end, only a few issues had been resolved, despite the considerable time spent. This process will continue until all issues are resolved.
- There continues to be issues with the eGov connectivity since our move to the Voorhees Cloud data center. We have had several outages of varying lengths and we continue to push these issues to be permanently resolved. In the meantime, we have monitoring in place that notifies us if the server is unreachable.
- In an effort to assist with the creation of new Cognos models for FP and CP, Superion Support installed the initial iterations of the models for FinancePLUS in our Cognos space, and our testing commenced. This will be a long-term project.

### **Superion/GovQA Support Cases**

- After notification that Superion fixed the JAC/JAV issue related to the 1000 character limit, tested that it now works correctly.
- Verified that the ability for us to update the Submit Application Disclaimer was added in JAV
- Confirmed the fix for adding an Attachment as an applicant in JAC in test.
- Reported to Support an issue with the Entity Link screen in which Pet Licensing fees are not showing correctly.
- Provided Superion SQL to update the deadline date to 5/9/2018 for rental inspections.
- Discovered that the Work Experience screen is not functioning after Superion removed the Experience type field. Reported issue to Support.
- Contacted GovQA to report that the new Consolidate Customers function is missing on our website. WebQA support corrected the issue quickly.

### **Work Orders**

- Created the Contractor License Renewal Letters and instructed the new Front Counter Supervisor on how to run them.
- Created Event Studio Events and the Cognos reports linked to those events designed to notify Finance Department staff when businesses post Business Tax returns and make payments for them via eGov.

- The move to the Voorhees Cloud made it necessary for us to modify many Cognos reports for the graphic images to work. Worked on some of the RRL Letters.
- Developed Event Studio Event and Report to notify Public Works when Permit Fees for new water meters are paid in full. Also began research and development of Event Studio for other notification purposes.
- Deleted erroneously created lockbox batches.
- Created, reviewed the Update Business License# – without Activity documentation and RRL Citation Entry documentation. After modifications, sent instructions to end users.
- Modified Live eCommunityPLUS access to Fire and Safety Access for Code staff.
- Set up iPad with Superior Access to support Code Enforcement out in the field for Fire and Safety Inspections
- Added Location 977 N. Roselle Rd and 1500 Robin Cir #107
- Discovered that when businesses used eGov to post Business Tax returns and make payments, they are being incorrectly applied as credits rather than paying the returns that had been posted. This did not happen before the move to Voorhees. After manually applying the credits to the returns, reported the issue to Superior. They installed a modification in the live environment, but we will have to wait for another payment via eGov to confirm the fix installed resolved the issue.

## Administration

- Prepared monthly report.
- Processed Payroll for department employees on May 26<sup>th</sup>.

## Training

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- Trained Code Enforcement staff in the use of Citations to enter RRL tickets and then use Cognos reports for mailing the Notices to violators.
- Familiarized Code Enforcement staff on how to access and use Superior on the iPad for Fire and Safety Entry.
- Provided Entity training to Anisa Muratovic, the new Admin Assistant in DS Code
- Ongoing training of IS staff in use of Cognos products.
- Discussed potential training options to achieve our desired implementation of the FP ACA application and the Benefits Enrollment features in Employee Access Center. Awaiting quote and potential dates in the upcoming months.
- Trained Front Counter Supervisor in steps used to EVOID a receipt.

## Meetings

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- Biweekly meeting with IS Director on February 26, 2018, as well as frequent meetings to discuss ongoing support issues left from the Cloud migration.
- Several conference call meetings to discuss ongoing issues for the Cloud migration and the issues related to support cases and the implementation of JAC/JAV.
- Participated in the SUGA Monthly Conference Call.
- Met with RRL Staff to review the Notice of Violation Cognos reports to discuss changes requested by Legal. They requested several modifications, which we will incorporate.
- Participated in the GovQA New Release Webinar.
- Met with Patrick Kewley via conference call to review each JAC/JAV issue. Provided WebEx demo of each error.

## *Geographic Information System Review*

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### **February Synopsis**

- Zoning map special uses were plotted and the corresponding special use table/key inset was updated. Planning reviewed the map and recommended removal of several special uses. Edits were made and zoning map was finalized.
- IS Conference room wall map draft was modified for improvements. Text labels were standardized by type and feature symbologies were standardized, enlarged, and in some cases re-colored for differentiation. Municipal outline was added and areas outside corporate limits have been masked to make the Village boundary distinct. Planning Dept. has referred us to a printer and we're working to receive a quote in March. Additional vector wall maps for remaining departments will also be standardized to reduce the number of maps updated each year. The goal is to provide copies of the same map to every department. This work will continue in March and will mainly focus on labels.

### **Work Orders**

- Map Request: 2018 Annual Zoning map updates-complete (DS-P)
- Map Request: Utility map and data for Spring Mill Townhomes HOA FOIA (DS-TE)
- Map Request: MWRD grant maps for Winston Dr (DS-TE)
- Map Request: Utilities for CHC Consulting (DS-TE)
- Map Request: Utilities & topo for 1220 W Dexter, FOIA (DS-TE)
- Map Request: edits to American Underground maps (PW)
- Map Request: Utilities for Spiewak Surveying at 65 Forest Park Ln (PW)
- Map Request: Village areas for Historical Sites Commission
- Data Request: Total hydrants by brand (PW)
- Data Request: aerial exports/conversions for AutoCAD use (DS-TE)
- Data Request: edits to building footprint type field (IS)
- GPS Request: utilities at Main Event & Duluth (PW)
- Troubleshoot: Hoffnet maps on Microsoft Surface (IS)

### **Administration**

- GIS network drive consolidation (IS)
- ArcGIS Online quote follow up (IS)



- Updated utility map template (IS)
- Large format prints (DS-P, Clerk)

## *Training*

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- IMAUG meeting at Algonquin: drone use for municipalities (2/27)

## *Meetings*

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- MWRD grant figures for Winston Dr w/ A. Wenderski (2/5)
- Public Works GIS monthly (2/6)
- Performance Review (2/23)
- GIS Bi-Weekly (2/26)

### **Project Activities**

#### **Project – Call Manager and E911 System Update**

- I.S. Staff in conjunction with Sentinel Technologies updated our Cisco Call Manager and E911 system to the newest patch level. In an effort to rectify some of the issues, Cisco technical support recommended that we install newest patch version. This upgrade was done after hours and did not impact productivity of our staff.

#### **Project – Virtualization**

- I.S. Staff continued virtualization project with the migration of Certificate Authority services. This system is responsible for issuing digital certificates and securing internal communications.

#### **Project – CCTV Project**

- I.S. Staff continues to work with PACE Systems on upgrading and replacing cameras throughout the Village. During the month of February the team was able to successfully mobilize and start work at the Sears Centre Arena.

#### **Project – Backup Migration**

- I.S. Staff upgraded and migrated Acronis Server Imaging system. The IT staff continues migrating software from the old server that is no longer under warranty. Acronis Imaging system is primarily used for disaster recovery and bare metal recovery in the case of catastrophic hardware failure.

#### **Project – Comcast EVPL**

- I.S. Staff worked with representatives from Comcast as well as technical staff from North West Central Dispatch on migrating to the new Comcast EVPL circuit located at Fire Station 22. This connection is used to connect all Village Fire and Police vehicles with NWCD CAD system. The new connection has been upgraded from the coax to fiber and will provide better latency, speed and reliability for our users. The new Comcast EVPL technology will also provide us with better alerting features.

## **Project – Manage Engine USB blocker**

- I.S. Staff started implementation of Manage Engines USB blocker. We are currently in the process of phasing out GFI as of primary system to manage and control USB access.

## **Project – Microwave Project**

- I.S. Staff continues to work with Entre Solution II on upgrading our current microwave infrastructure. During the month of February I.S. staff was able to configure NTP, logging and remote access to all wireless radios.

## *Meetings*

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- I.S. Staff meet with representatives from Sears Centre.
- I.S. Staff meet with representatives from Call One to discuss vPRI and internet pricing.

## **Technical Support, Hardware & Software Activities**

- Applied necessary software updates as needed.
- 137 help desk requests were opened during the month of February.
- 132 help desk requests were closed during the month of February.
- Self Service Password Resets or Account Unlocks: 5
- Email passwords reset: 1
- SunGard passwords reset: 2
- Voicemail passwords reset:
- User accounts unlocked: 2
- Active Directory Password Resets: 2

## *Director Summary*

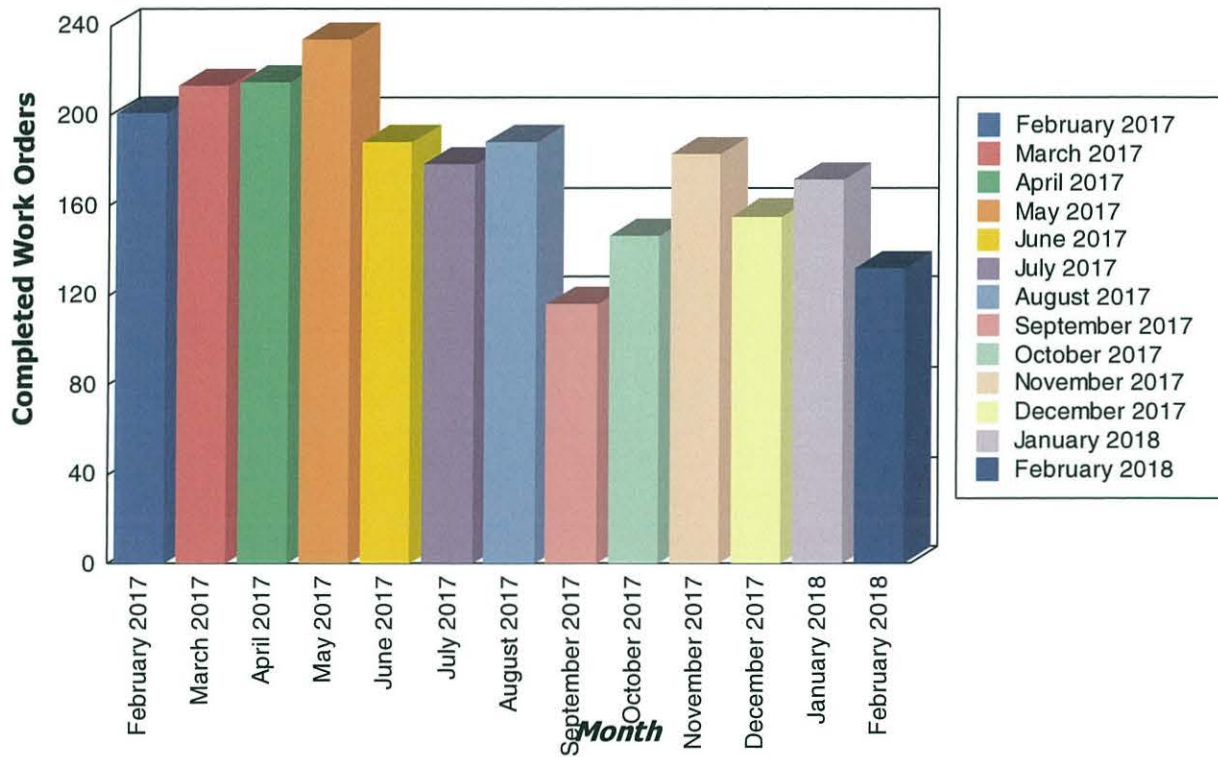
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- Met with Tom Blumenshine, Drew Blumenshine, Josh Schreiber, Nick Kunkes (Entre Solutions) Justin Roach and Paul Petrenko (H.E.) for the close out of the Wireless project.
  - Final walkthrough
  - Training

- Deliverables
- SCA Tech Meeting
  - Meeting at SCA with Mark Koplin, Ben Gibbs (SCA) and Erin Sweeney (SCA) and Brad Gordon ( ) to discuss Brad's role, assignments and schedule at the SCA on a weekly/monthly basis
    - Projects
    - Support calls
- Performance evaluations
- Met with Finance to discuss Records retention
- Met with Development Services to discuss Field Inspections
- Met with Fire administration to discuss scheduling software
- Vendor meeting, CallOne (Joey Waxman)
- Mayor's State of the Village breakfast
- Performance evaluations with staff
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
  - Division Goals
  - Performance Evaluations
- Monthly meeting with the Manager's office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.

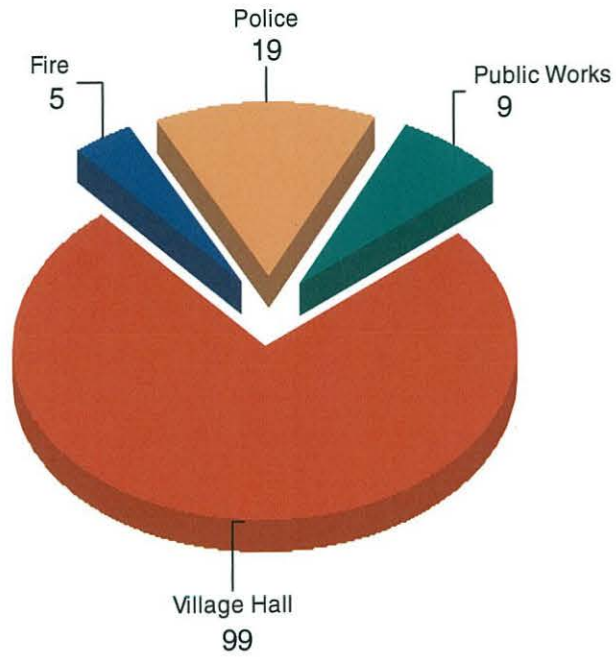
## Total Work Orders by Priority by Month

Month	February
1 - Normal	98
2 - High	5
3 - Urgent	4
Project	12
Scheduled Event	10
Vendor intervention required	8
<b>Total for Month</b>	<b>137</b>

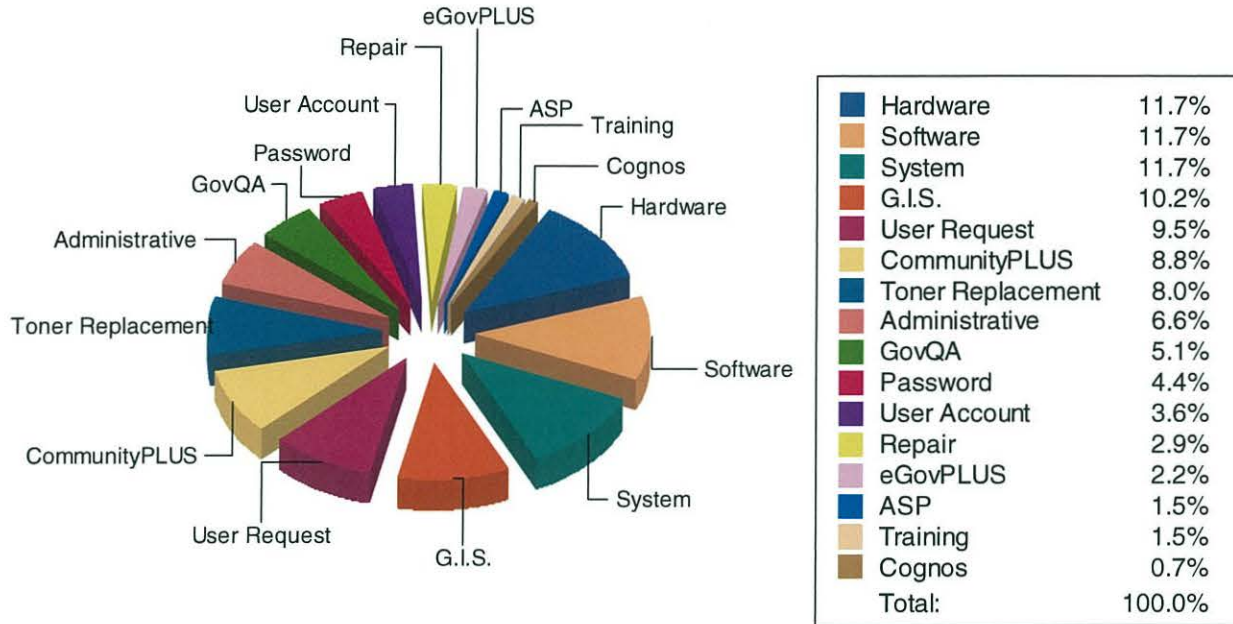


## Completed Work Orders by Location

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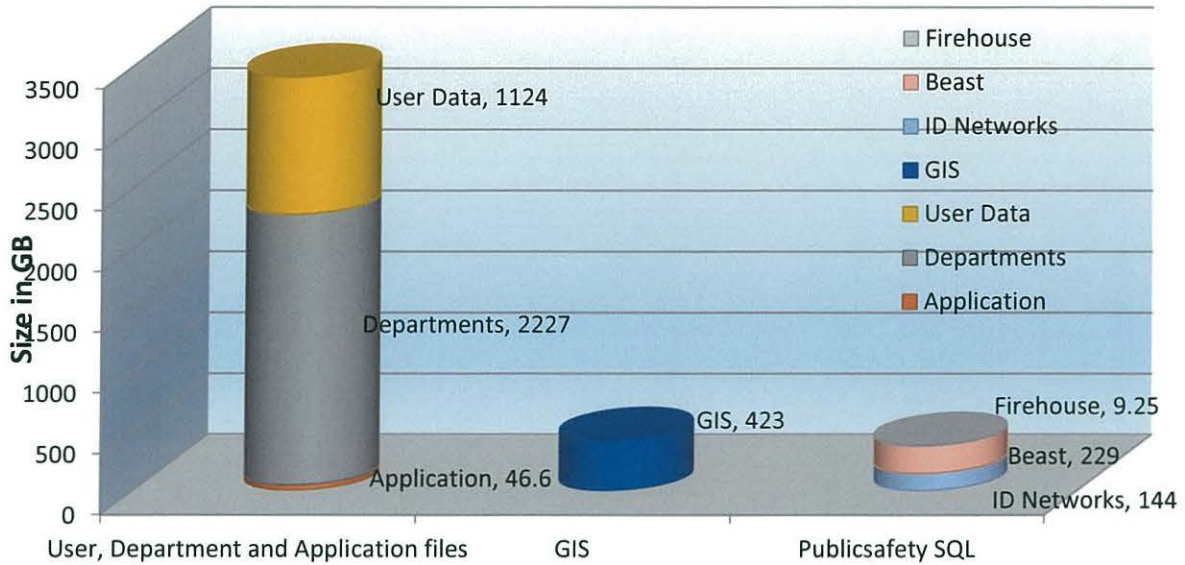


## Work Order Trends by Type



## System and Data Functions

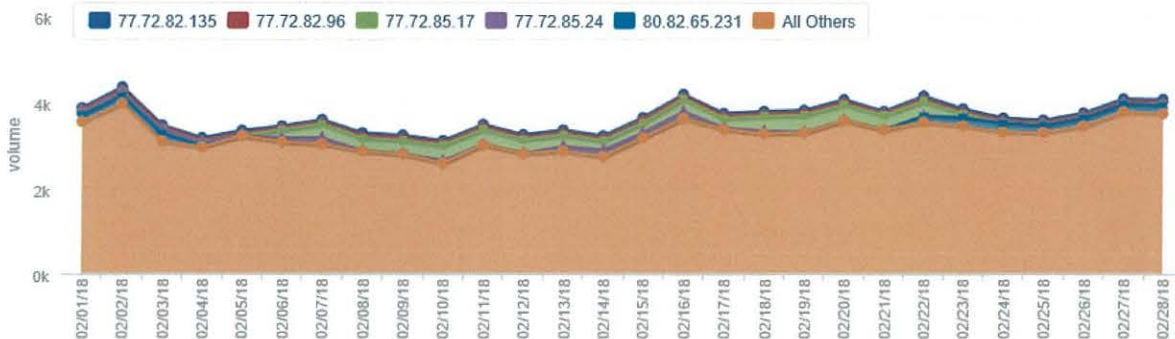
### Disk Usage



## Sentinel IPS Attack Report

External parties attacked the Village network 102210 times during the month of February

### Attack Volume with 5 Most Active IP Addresses

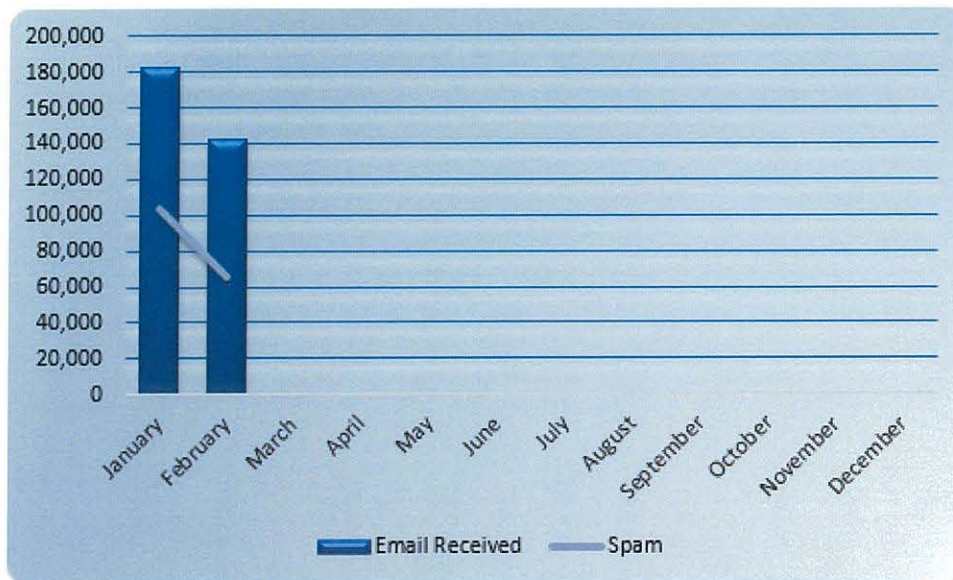




## Email Spam Report

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Month	Email Received	Spam	Percent Spam
January	182,753	104,111	57%
February	141,809	65,554	46%
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>	<b>324,562</b>	<b>169,665</b>	<b>52%</b>



Fred Besenoffer, Director of Information Systems

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Assistant Village Manager-Development Services  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
MARCH 2018**  
**DATE:** March 23, 2018

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1. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
2. Working with Police and Transportation regarding temporary directional signage for the Harvest Bible session over Easter weekend.
3. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
4. Conversion of intrusion alarm system from Tyco Inc. to Sound Inc. is underway.
5. Security cameras are currently being installed and should be completed in April.
6. SCA requested approval to declare the soccer turf as "surplus" so the old and damaged turf can be disposed of. The turf was sold for a nominal amount.
7. Continuing discussions regarding lighting upgrades in various location in the building.
8. Review of monthly financial reports and staffing/operational costs.
9. 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**  
 March 2018

Event Highlights	Notes
March 2-3: USA Gymnastics March 7: WCB March 11: WCB March 13: IHSA Super Sectional March 16: WCB March 17: WCB March 20: WCB March 24: WCB	
Finance Department	
General	Arena finished February financials. Ahead of budget by \$133,594
Monthly Financial Statement	Building Event Revenue YTD: \$418,052
	Building Sponsor/Other Revenue YTD: \$31,545
	Building Expenses YTD: \$388,495
	Building Income YTD: \$61,102 vs. YTD Budget (\$72,492)
Operations Department	
General	Completed filter replacement of scoreboard, mudjacking (utilizing injectable molding) and removal of all equipment from Warehouse 1+2.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	Completed mudjacking. Will radar concourse next to determine extent of voids.
Events Department	
General	Preping for April events, which features 9 event days with 7 different clients
Positions to Fill	New event manager begins March 2
Marketing Department	
General	Marketing support for 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	NA
Positions to Fill	New sales person will be hired to replace AJ. AJ has moved to a new job.
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$22,389
	Suites Sales: \$7,705
General	
Capital Improvements/Repairs	Completing list of needs given new capital investment from Spectra.



Event Announcement

**What:** *IHSA BOYS BASKETBALL SUPER-SECTIONAL*

**When:**

Date	Start	Event Start Time(s)
Tuesday March 13		DOORS: 5:00PM EVENT START: 6:00PM EVENT END: 10:00PM

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
*All Seating - \$11*

**On Sale:** *Saturday, March 10 @ 12:00pm*

**Marketing:** Website & Marquee

**Parking:** Free

**Levy:** Concessions

**SCA Event Mgr:** Lauren Kincannon

**Event Contact:** Steve Lacni  
Athletic Director  
Division Head PE/Health/Driver Ed  
Hoffman Estates High School  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60169  
Office Phone – 847-755-5770  
slacni@d211.org

**Comps:** No

**Notes:** Tickets primarily sold at participating schools. 3A game at 6:00pm.  
4A game at 8:00pm.



**Sears Centre  
Arena**  
*Event Announcement*

**What:** 2018 Carden Super Spectacular Circus

**When:**

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
5/03/18 THUR	8:00am	11:59pm	Arena	LOAD IN
5/04/18 FRI	8:00am	11:59pm	Arena	LOAD IN DOORS: 6:30pm EVENT START: 7:30pm EVENT END: 10:00pm
5/05/18 SAT	8:00am	11:59pm	Arena	DOORS: 9:30am, 2:00pm, 6:30pm EVENT START: 10:30am, 3:00pm, 7:30pm EVENT END: 1:30pm, 5:30pm, 10:00pm
5/06/18 SUN	8:00am	3:00AM (3/13/17)	Arena	DOORS: 12:30pm, 4:00pm EVENT START: 1:30pm, 5:00pm EVENT END: 3:30pm, 9:00pm LOAD OUT

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
PL1 – RINGMASTER SEATS - RESERVED \$45  
PL2 – SPECTACULAR SEATS - RESERVED \$30  
PL3 – GENERAL ADMISSION - GA \$20

**On Sale:** *Public Onsale: Thursday, March 8, 2018 @ 10:00am*

**Marketing:** Website & Marquee

**Parking:** \$10

**Levy:** Concessions

**SCA Event Mgr:** TBD

**Event Contact:** Brett Carden  
Carden International Circus  
417-848-4394 - Cell  
[brett@cardencircus.com](mailto:brett@cardencircus.com)

Brenda Clinton: [circusbfc@yahoo.com](mailto:circusbfc@yahoo.com)

**Notes:** Buy one-get, one free when using the promo code FREEPASS.

**Comps:** Yes