

**AGENDA  
FINANCE COMMITTEE  
Village of Hoffman Estates  
June 25, 2018**

***Immediately Following Public Health & Safety Committee***

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

- I. Roll Call**
- II. Approval of Minutes – June 4, 2018**

**NEW BUSINESS**

1. Request acceptance of the Comprehensive Annual Financial Report for the year ended December 31, 2017.
2. Request acceptance of the Economic Development Area Special Tax Allocation Fund Annual Financial Report for the year ended December 31, 2017.
3. Request approval of an Ordinance amending Sections 13-5-1, 13-5-2, 13-5-3, 13-5-6, and 13-5-11 and adding new Sections 13-5-14 and 13-5-15 of Article 5, Real Estate Transfer Tax, of the Hoffman Estates Municipal Code.
4. Request authorization to declare \$204,886.09 as surplus funds in the Barrington-Higgins TIF Tax Allocation Fund, and direct the Treasurer to remit said funds to the Cook County Treasurer for distribution.
5. Request authorization for purchase and installation of three 15-ton new POE oil compressors to replace existing equipment at the Sears Centre Arena to Advantage Mechanical of McHenry, Illinois, in an amount not to exceed \$25,723.

**REPORTS (INFORMATION ONLY)**

1. Finance Department Monthly Report.
2. Information System Department Monthly Report.
3. Sears Centre Monthly Report.

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

*Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office). The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

FINANCE COMMITTEE MEETING MINUTES

June 4, 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:**

Art Janura, Corporation Counsel  
Patti Cross, Asst. Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Patrick Fortunato, Acting Fire Chief  
Alan Wenderski, Village Engineer  
Ted Bos, Police Chief  
Joe Nebel, Director of Public Works  
Audra Marks, Asst. Director of HHS  
Fred Besenhoffer, Director of IS  
Suzanne Ostrovsky, Asst. to the Village Mgr.  
Bev Romanoff, Village Clerk  
Ben Gibbs, GM Sears Centre  
Bruce Anderson, CATV Coordinator

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

Motion by Mayor McLeod, seconded by Trustee Gaeta, to recess the meeting at 7:01 p.m. Voice vote taken. All ayes. Motion carried.

Trustee Pilafas called the meeting back to order at 7:24 p.m. Voice vote taken. All members present.

**II. Approval of Minutes – April 23, 2018  
May 14, 2018**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Finance Committee Meeting minutes from April 23, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the Finance Committee Meeting minutes from May 14, 2018. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Request acceptance of the Finance Department Monthly report.**

The Finance Department Monthly Report was presented to committee.

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

**2. Request acceptance of the Information System Department Monthly report.**

The Information System Department Monthly Report was presented to committee.

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

**3. Request acceptance of the Sears Centre Monthly report.**

The Sears Centre Monthly Report was presented to committee.

Mr. Gibbs provided an update on the summer concert series events, the newly designed Craft Canteen and the Arena's Village Green website.

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

**II. President's Report**

**III. Other**

**IV. Items in Review**

**V. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:29 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

\_\_\_\_\_  
Date

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** 2017 Comprehensive Annual Financial Report  
**MEETING DATE:** June 25, 2018  
**COMMITTEE:** Finance  
**FROM:** Rachel Musiala, Director of Finance

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**PURPOSE:** To present the Comprehensive Annual Financial Report for the fiscal year ended December 31, 2017. The report is included herewith.

**BACKGROUND:** Each year the Village retains a CPA firm to perform an audit of the Village's annual financial statements. This year, the firm of Sikich, LLP performed the audit. The 2017 audit was the fourth year of a five year contract with Sikich.

**DISCUSSION:** Sikich has given the 2017 Comprehensive Annual Financial Report (CAFR) their "unmodified opinion." This means that the financial statements are fairly presented and are prepared in accordance with generally accepted accounting principles.

A detailed summary of the Village's financial condition can be found in the Management's Discussion and Analysis (MD&A), which is located within the attached CAFR, directly following the General Purpose External Financial Statements tab.

In the case of the Village of Hoffman Estates, liabilities exceeded assets by \$33,729,178 as of December 31, 2017 compared to liabilities exceeding assets of \$32,597,189 as of December 31, 2016. The Village's combined net position decreased by \$1,131,989. This is primarily due to a planned drawdown in net position for capital projects.

As you may recall, in FY2015 the Village was required to implement GASB Statement 68, which established standards for measuring and recognizing liabilities and expenses for the Village's pension plans. GASB 68 took effect for all governments that provided their employees with pension benefits. The primary impact of GASB 68 on all governments was, for the first time, employers were now required to report their share of the overall unfunded net pension liabilities. As was expected, this liability is substantial for most governments and would possibly cause the unrestricted net position to report a large deficit, which it did for the Village.

Additionally, the Village is required to report over \$118 million of liabilities related to the Economic Development Area (EDA), with no corresponding asset. These liabilities, however, are only payable if and to the extent incremental EDA property taxes are received and will never be a true liability of the Village's operating funds. If we exclude EDA activity, the Village is reporting a positive net position of assets exceeding liabilities by \$83,281,610 as of December 31, 2017.

The *statement of net position* (pages 4 and 5 of the CAFR, which includes all EDA activity) presents information on all of the Village's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village is improving or deteriorating.

Related specifically to the General Fund, which includes the Municipal Waste System Fund in the CAFR, the fund balance decreased by \$980,268 during the current fiscal year, which was a positive result when compared to the planned drawdown of \$3,082,170. At the end of 2017, unassigned fund balance of the General Fund was \$19,193,924, while total fund balance equaled \$22,370,807. The Village's current fund balance policy states that the Village will strive to maintain an unassigned fund balance within the General Fund equal to 25 percent of the preceding year's annual operating budget. Unassigned fund balance as of December 31, 2017 represents 30.9 percent of the total budgeted General Fund expenditures.

Brian LeFevre, Partner with Sikich, will be in attendance at the Finance Committee meeting to answer any questions that the Committee may have regarding this year's audit.

**RECOMMENDATION:** Request acceptance of the Comprehensive Annual Financial Report for the year ended December 31, 2017.

ATTACHMENT (2017 COMPREHENSIVE ANNUAL FINANCIAL REPORT)

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** 2017 Economic Development Area Annual Financial Report  
**MEETING DATE:** June 25, 2018  
**COMMITTEE:** Finance  
**FROM:** Rachel Musiala, Director of Finance

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**PURPOSE:** To present the Annual Financial Report for the Economic Development Area (EDA) Special Tax Allocation Fund for the fiscal year ended December 31, 2017 as required by Public Act 097-0636. The report is included herewith.

**BACKGROUND:** Effective June 1, 2012 the state enacted legislation to extend the EDA for an additional 15 years. As part of that new legislation, a financial audit specifically of the EDA Special Tax Allocation Fund is required. The Village retained Sikich LLP to conduct this special audit for fiscal year 2017.

**DISCUSSION:** Sikich LLP has given the 2017 Annual Financial Report for the EDA Special Tax Allocation Fund their "unmodified opinion." This means that the financial statements are fairly presented and are prepared in accordance with generally accepted accounting principles.

As of December 31, 2017, the EDA Special Tax Allocation Fund had total assets of \$2,526. Fiscal year 2017 is the fourth year under the new legislation that extended the EDA, and as part of that legislation, the Village is required to disburse all incremental property taxes to the Developer and the taxing districts prior to December 31<sup>st</sup> of each year. The amount reflected above is a small amount of interest received on December 31<sup>st</sup> that was not included in the final distribution. It will be included in the FY2018 distribution. Total incremental property taxes received throughout the year were in excess of \$21 million.

This audit, along with a compliance report prepared by Village staff, will be sent to all overlapping taxing districts as required by state legislation.

**RECOMMENDATION:** Request acceptance of the Economic Development Area Special Tax Allocation Fund Annual Financial Report for the year ended December 31, 2017.

ATTACHMENT (2017 ANNUAL FINANCIAL REPORT FOR THE EDA)



**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**ECONOMIC DEVELOPMENT AREA  
SPECIAL TAX ALLOCATION FUND**

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ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2017



**SIKICH.COM**

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS  
ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND  
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**INDEPENDENT AUDITOR'S REPORT**

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Village President  
Members of the Board of Trustees  
Village of Hoffman Estates, Illinois

We have audited the accompanying basic financial statements of the Economic Development Area Special Tax Allocation Fund (the Fund), an agency fund of the Village of Hoffman Estates, Illinois, as of and for the year ended December 31, 2017, and the related notes to financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Fund's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Economic Development Area Special Tax Allocation Fund, an agency fund of the Village of Hoffman Estates, Illinois, as of December 31, 2017, in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Economic Development Area Special Tax Allocation Fund and do not purport to, and do not, present fairly the financial position of the Village of Hoffman Estates, Illinois, as of December 31, 2017, the changes in its financial position or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## **Other Matters**

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the basic financial statements. The supplementary information (the information) is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Sikich LLP*

Naperville, Illinois  
May 29, 2018

**BASIC FINANCIAL STATEMENTS**

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**ECONOMIC DEVELOPMENT AREA SPECIAL**  
**TAX ALLOCATION FUND**

**STATEMENT OF FIDUCIARY NET POSITION**

December 31, 2017

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**ASSETS**

Cash and Investments	<u>\$ 2,526</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 2,526</u></u>

**LIABILITIES**

Due to Other Governments	<u>\$ 2,526</u>
<b>TOTAL LIABILITIES</b>	<u><u>\$ 2,526</u></u>

See accompanying notes to financial statements.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**ECONOMIC DEVELOPMENT AREA SPECIAL**  
**TAX ALLOCATION FUND**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Economic Development Area Special Tax Allocation Fund (the Fund) of the Village of Hoffman Estates, Illinois have been prepared in accordance with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

**A. Reporting Entity**

The Fund is a fiduciary fund of the Village of Hoffman Estates, Illinois (the Village).

**B. Fund Accounting**

The Fund uses one fund to report its financial information. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified in this report into the fiduciary category.

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. When assets are held on behalf of others as their agent, an agency fund is used.

**C. Basis of Accounting**

The agency fund uses the accrual basis of accounting but has no measurement focus. As an agency fund, only assets and liabilities are reported on the basic financial statements. Under the accrual basis of accounting, additions are recorded when earned and deductions are recorded at the time the liabilities are incurred.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS  
ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND  
NOTES TO FINANCIAL STATEMENTS (Continued)**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Investments**

Investments with maturity greater than one year at time of purchase, if any, are stated at fair value. Non-negotiable certificates of deposit, if any, are reported at cost. The Fund categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The Fund held no investments to measure at fair value at December 31, 2017.

**2. DEPOSITS AND INVESTMENTS**

The deposits and investments of the Fund are held separately from those of the Village.

The Village's investment policy authorizes the Village to invest in bonds, notes, certificates of indebtedness, treasury bills or other securities, including obligations of the Government National Mortgage Association, which are guaranteed by the full faith and credit of the United States Government as to principal and interest, bonds, notes, debentures or other similar obligations of the United States Government or its agencies, interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any investment constituting direct obligations of any bank, as defined by the Illinois Banking Act, that is insured by the Federal Deposit Insurance Corporation, certain insured short-term obligations of corporations organized in the United States and certain Money Market Mutual Funds registered under the Investment Company Act of 1940. In addition to any other investments authorized under the Public Funds Investment Act, the Village may invest its public funds in interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district, short-term discount obligations of the Federal National Mortgage Association (FNMA) or in the shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States Government, dividend-bearing share accounts and share certificate accounts or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States Government.

It is the policy of the Village to invest their funds in a manner which will provide the highest investment return with the maximum security while meeting the operating demands of the Village and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety (preservation of capital and protection of investment principal), liquidity and yield.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS  
ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND  
NOTES TO FINANCIAL STATEMENTS (Continued)**

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**2. DEPOSITS AND INVESTMENTS (Continued)**

The Village maintains a cash and investment pool that is available for use by all funds. In addition, investments are separately held by several of the Village's funds.

**A. Deposits with Financial Institutions**

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Village's deposits may not be returned to it. The Village's investment policy requires pledging of collateral not less than 110% of fair market value for all bank balances in excess of federal depository insurance with the collateral held by an agent of the Village in the Village's name.

**B. Investments**

Interest rate risk is the risk that change in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the Village limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for operating funds and maximizing yields for funds not needed currently. The investment policy limits the maximum maturity lengths of most investments to two years.

The Village limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by requiring investments primarily in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. Illinois Funds are rated AAA by a national rating agency.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Village will not be able to recover the value of its investments that are in possession of an outside party. To limit its exposure, the Village investment policies requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Village's agent separate from where the investment was purchased.

Concentration of Credit Risk - The Village's investment policy has the following diversification guidelines: no financial institution shall hold more than 50% of the Village's investment portfolio, commercial paper shall not exceed 10% of the Village's investment portfolio and continuously investing a portion of the portfolio in readily available funds such as the Illinois Treasurer's Pool or money market funds to ensure that appropriate liquidity is maintained in order to meet on-going obligations.



**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**ECONOMIC DEVELOPMENT AREA SPECIAL**  
**TAX ALLOCATION FUND**  
NOTES TO FINANCIAL STATEMENTS (Continued)

**2. DEPOSITS AND INVESTMENTS (Continued)**

B. Investments (Continued)

The Village's investment policy states that investments in derivatives and participation in securities lending transactions are prohibited.

**3. LONG-TERM DEBT**

A. Tax Increment Revenue Note Disclosures

The Village, pursuant to an economic development agreement dated February 25, 1990, has agreed to reimburse Sears Roebuck and Co. (Sears) for certain project costs Sears has incurred as the Village's agent in furthering the economic development plan and project. The economic development agreement requires that an economic development tax increment revenue note be executed each time Sears makes such an advance. These notes are payable from and secured solely by the pledged incremental revenues deposited from time-to-time in the Sears EDA General Account Fund created by the indenture of the Series 2005 and Series 1991 tax increment revenue bonds.

Prior to January 1, 2012, the interest rates on the notes changed every March 1, June 1, September 1 and December 1, indexed to a percentage of the weekly 25 Revenue Bond Index as published by "The Bond Buyer." For project cost notes, the interest rate was 90% of the index. For developer cash advance notes, the interest rate was 75% of the index. Effective January 1, 2012, the interest rate for all project cost notes and developer advance notes is 4%. Payments on the notes are due annually as, and to the extent, monies are available in the Sears EDA General Account Fund. Any amount of interest not paid on the due date is to be added to the principal balance of the note then outstanding. Tax increment revenue notes currently outstanding are as follows:

Issue	Fund Debt Retired by	Balances January 1	Issuances or Accretions	Retirements or Accretions	Balances December 31	Current Portion
Tax Increment Revenue Notes due in annual installments only if tax increment revenues are available.	Debt Service	\$ 123,162,324	\$ 4,396,857	\$ 8,944,465	\$ 118,614,716	\$ -
<b>TOTAL TAX INCREMENT REVENUE NOTES</b>		<u>\$ 123,162,324</u>	<u>\$ 4,396,857</u>	<u>\$ 8,944,465</u>	<u>\$ 118,614,716</u>	<u>\$ -</u>

The increase of \$4,396,857 in the Tax Increment Revenue Notes is interest due as of December 31, 2017 that accrues to the principal balance if not paid.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS  
ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND  
NOTES TO FINANCIAL STATEMENTS (Continued)**

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**3. LONG-TERM DEBT (Continued)**

**B. Debt Service Requirements to Maturity**

The Hoffman Estates Economic Development Project Area Tax Increment Revenue Notes provide that the payment of principal and interest on the notes are due only if tax increment revenues are available for payment of debt service in the Sears EDA General Account Fund before the TIF expires in 2027. Any amount of unpaid interest at the interest due dates is added to the principal balance of the note.

**INDEPENDENT ACCOUNTANT'S REPORT ON  
COMPLIANCE WITH PUBLIC ACT 97-0636**

The Honorable Village President  
Members of the Board of Trustees  
Village of Hoffman Estates, Illinois

We have examined management's assertion, included in its representation letter dated May 29, 2018 that the Village of Hoffman Estates, Illinois (the Village) complied with the provisions of subsection (e) of Section 3 of the Economic Development Area Tax Allocation Act (Illinois Public Act 97-0636) during the year ended December 31, 2017. Management is responsible for the Village's assertion and for compliance with those requirements. Our responsibility is to express an opinion on management's assertion about the Village compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Village's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Village's compliance with statutory requirements.

In our opinion, management's assertion that the Village complied with the aforementioned requirements for the year ended December 31, 2017 is fairly stated, in all material respects.

This report is intended solely for the information and use of the President, the Board of Trustees, management of the Village, Illinois State Comptroller's Office and the joint review boards and is not intended to be and should not be used by anyone other than these specified parties.

*Sikich LLP*

Naperville, Illinois  
May 29, 2018

**SUPPLEMENTARY INFORMATION**

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND**

**SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE**

For the Year Ended December 31, 2017

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<b>REVENUES</b>	
Property Taxes	\$ 21,530,546
Investment Income	80,492
	<hr/>
Total Revenues	21,611,038
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<b>EXPENDITURES</b>	
Economic Development	
Municipal Contribution	5,000,000
Administrative Fees	21,621
Governmental Share Distribution	7,646,578
Tax Increment Revenue Note Distribution	8,944,465
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Total Expenditures	21,612,664
	<hr/>
NET CHANGE IN FUND BALANCE	(1,626)
FUND BALANCE, JANUARY 1	4,152
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<b>FUND BALANCE, DECEMBER 31</b>	<b>\$ 2,526</b>
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(See independent auditor's report.)

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND**

**SCHEDULE OF FUND BALANCE BY SOURCE**

For the Year Ended December 31, 2017

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<b>BEGINNING BALANCE, JANUARY 1</b>	<u>\$ 4,152</u>
<b>DEPOSITS</b>	
Property Taxes	21,530,546
Investment Income	<u>80,492</u>
Total Deposits	<u>21,611,038</u>
Balance Plus Deposits	<u>21,615,190</u>
<b>EXPENDITURES</b>	
Economic Development	
Municipal Contribution	5,000,000
Administrative Fees	21,621
Governmental Share Distribution	7,646,578
Tax Increment Revenue Note Distribution	<u>8,944,465</u>
Total Expenditures	<u>21,612,664</u>
<b>ENDING BALANCE, DECEMBER 31</b>	<u><u>\$ 2,526</u></u>
<b>ENDING BALANCE BY SOURCE</b>	
Property Taxes*	<u>\$ 2,526</u>
Subtotal	2,526
Less Surplus Funds	<u>-</u>
<b>ENDING BALANCE</b>	<u><u>\$ 2,526</u></u>

\* Monies are designated to pay the Tax Increment Revenue Notes due in annual installments only if tax increment revenues are available.

(See independent auditor's report.)

VILLAGE OF HOFFMAN ESTATES, ILLINOIS

ECONOMIC DEVELOPMENT AREA SPECIAL  
TAX ALLOCATION FUND

SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES

For the Year Ended December 31, 2017

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	<b>Balances</b>				<b>Balances</b>
	<b>January 1</b>	<b>Additions</b>	<b>Deletions</b>		<b>December 31</b>
<b>ASSETS</b>					
Cash and Investments	\$ 4,152	\$ 21,611,038	\$ 21,612,664	\$	2,526
<b>TOTAL ASSETS</b>	<b>\$ 4,152</b>	<b>\$ 21,611,038</b>	<b>\$ 21,612,664</b>	<b>\$</b>	<b>2,526</b>
<b>LIABILITIES</b>					
Due to Other Governments	\$ 4,152	\$ 21,611,038	\$ 21,612,664	\$	2,526
<b>TOTAL LIABILITIES</b>	<b>\$ 4,152</b>	<b>\$ 21,611,038</b>	<b>\$ 21,612,664</b>	<b>\$</b>	<b>2,526</b>

(See independent auditor's report.)

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Approval of an Ordinance amending Sections 13-5-1, 13-5-2, 13-5-3, 13-5-6, and 13-5-11 and adding Sections 13-5-14 and 13-5-15 to the Hoffman Estates Municipal Code (Real Estate Transfer Tax)

**MEETING DATE:** June 25, 2018

**COMMITTEE:** Finance Committee

**FROM:** Douglas LaSota, Associate Corporation Counsel

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**PURPOSE:** To consider an amendment to Sections 13-5-1, 13-5-2, 13-5-3, 13-5-6, and 13-5-11 and adding Sections 13-5-14 and 13-5-15 to the Hoffman Estates Municipal Code (Real Estate Transfer Tax).

**BACKGROUND:** The Village's Real Estate Transfer Tax has been in effect for many years and places a tax on the privilege of transferring title to real property. The tax rate is 0.3% of the value of the transfer.

**DISCUSSION:** **Section 13-5-1 – Definitions and 13-5-2 – Tax Imposed**

The attached draft ordinance amends the Village's real estate transfer tax by expanding upon the definition of a "beneficial interest" to include the sale of an indirect interest in real property through the transfer of a controlling interest in, e.g., a corporation or LLC whose primary asset is real estate. This amendment will bring the ordinance in line with the state and county transfer tax ordinances, as well as other municipalities, including Schaumburg.

By way of example, under the current language, if an individual transferred his property to an LLC in which he owned 100% of the interest, he could avoid paying the Village's transfer tax by in turn selling his interest in the LLC to a third party. The Village was recently presented with a request for an exempt stamp for an assignment of ownership interest. The transaction was not subject to the Village's real estate transfer tax under the current ordinance. As a result, the Village missed out on selling a transfer stamp estimated at \$39,596 despite the state and county both imposing the transfer tax.

**Section 13-5-3 – Liability for Tax**

Presently the transfer tax liability falls solely on the seller. This amended language maintains that the seller is primarily responsible for payment of the tax, however, if the tax goes unpaid, the purchaser shall be held liable. This is meant to provide further incentive for beneficial interest transactions (which do not



necessarily require recording of a deed) to be reported and the appropriate taxes paid. This additional language is consistent with language from other municipalities, including Schaumburg.

#### **Section 13-5-6 – Exemptions**

This amended language adds an explicit exemption for transfers made pursuant to a foreclosure proceeding where the mortgage holder is taking title to the property. Judges have been issuing orders exempting these transactions from transfer taxes and ordering the recorder of deeds to record them without stamps. The State and county both provide explicit exemptions for these transactions.

However, where a party other than the mortgage holder purchases property at a judicial sale, these transactions will continue to be subject to the transfer tax.

#### **Section 13-5-11 – Interest and Penalties**

For sake of clarity, an existing 60 day stay on interest and penalties was stricken from Section 13-5-2 and incorporated into this section. In addition, the penalty for failure to pay the transfer stamp is increased from 5% of the tax owed to an amount equal to the tax owed. This is designed to further discourage parties from failing to report a beneficial interest transfer that is not required to be recorded. This penalty is in line with Cook County and the City of Chicago. The ordinance also adds a provision for the collection of attorney's fees and costs.

#### **Section 13-5-14 – Lien Created; Enforcement. [New Section]**

This newly added section provides the Village with a mechanism for collecting unpaid transfer taxes by imposing a lien upon the property. This lien provision is consistent with other municipalities including Schaumburg and Chicago.

#### **Section 13-5-15 – Severability [New Section]**

Standard language. In the event any of the language of the ordinance is held invalid, the remainder shall be enforced.

**RECOMMENDATION:** Recommend approval of an ordinance amending Sections 13-5-1, 13-5-2, 13-5-3, 13-5-6, and 13-5-11 and adding Sections 13-5-14 to the Hoffman Estates Municipal Code.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTIONS 13-5-1, 13-5-2,  
13-5-3, 13-5-6, AND 13-5-11  
AND ADDING NEW SECTIONS 13-5-14 AND 13-5-15  
OF ARTICLE 5, REAL ESTATE TRANSFER TAX,  
OF THE HOFFMAN ESTATES MUNICIPAL CODE

Section 1: That Section 13-5-1, DEFINITIONS, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-1. DEFINITIONS

For the purpose of this Article, whenever any of the following words, terms or definitions are used herein, they shall have the meanings ascribed to them in this Section:

*Beneficial Interest in Real Property:* ~~Any interest, regardless of how small or minimal such interest may be, in a land trust, held by a trustee for the beneficiaries of such land trust. includes, but is not limited to:~~

- ~~(1) The beneficial interest in an Illinois land trust;~~
- ~~(2) The lessee interest in a ground lease (including any interest of the lessee in the related improvements) that provides for a term of 30 or more years when all options to renew or extend are included, whether or not any portion of the term has expired;~~
- ~~or~~
- ~~(3) The indirect interest in real property as reflected by a controlling interest in a real estate entity.~~

*Controlling interest:* ~~means (1) 50 percent or more of the combined voting power or fair market value of all ownership interests or beneficial interests in a real estate entity, whether the interests are owned by one or by several persons, or (2) the right of one or of several persons to receive at the time of any distribution 50 percent or more of the income or profits of a real estate entity.~~

*Person:* ~~Any natural individual, firm, partnership, association, club, joint stock company, business trust, syndicate, society, joint venture, public or private corporation, limited liability company, or a receiver, administrator, assignee, trust, estate, executor, trustee, conservator or other representative appointed by order of any court, or any group of persons acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.~~

*Real estate entity:* ~~means any person (other than an Illinois land trust) including, but not limited to, any partnership, corporation, limited liability company, trust, or single or multi-tiered entity, that exists or acts substantially for the purpose of holding directly or indirectly title to or beneficial interest in real property located in the Village, whether for personal use, the production of rental income, or investment. It shall be presumed, unless proved otherwise, that an entity is a real estate entity if it owns directly or indirectly real property located in the Village having a fair market value greater than 75 percent of the total fair market value of all of the entity's assets, determined without deduction for any mortgage, lien or encumbrance.~~

*Recordation:* The recording of deeds with the office of Recorder of Deeds for Cook County or for Kane County, or the registration of deeds with the Registrar of Titles of Cook County, Illinois.

~~*Value:* The amount of the full actual consideration for any transfer covered hereunder, including the amount of any lien or liens assumed by the grantee or purchaser, means the consideration furnished for the transfer of title to, or beneficial interest in, real property, valued in money, whether paid in money or otherwise, including cash, credits and property, determined without any deduction for mortgages, liens or encumbrances, and specifically including the amount of any indebtedness or obligation canceled or discharged in connection with the transfer. In the case where the controlling interest in a real estate entity is transferred, and the real estate entity holds assets in addition to title to or beneficial interest in real property located in the Village, the term "value" means only that portion of the consideration attributable to the transfer of such real property or such beneficial interest.~~

Section 2: That Section 13-5-2, TAX IMPOSED, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-2. TAX IMPOSED

A. A tax is imposed on the privilege of transferring title to, ~~or beneficial interest in,~~ real ~~estate property~~ located within the corporate limits of the Village ~~whether or not the agreement or contract providing for the transfer is entered into in the Village, as evidenced by the recordation of a deed by any person and a tax is imposed on the privilege of transferring the beneficial interest in real estate located within the corporate limits of the Village at~~ The tax shall be at the rate of Three Dollars per One Thousand Dollars of value, ~~or fraction thereof, of real property or the beneficial interest in real property~~ for each transfer. The tax herein levied shall be in addition to any and all other taxes.

B. ~~(1) The tax imposed by this chapter is due upon the earlier of the delivery or recording of the deed, assignment or other instrument of transfer.~~

~~(2) In the case of an assignment of a beneficial interest in a trust, delivery shall be deemed to occur when the trustee receives possession of a valid assignment of the beneficial interest. In the case of other transfers, delivery shall be deemed to occur when the transferee, or the transferee's representative or agent, receives or becomes entitled to receive possession of the instrument of transfer.~~

~~B. Within 60 days of the transaction, Grantor or Grantee shall report to the Village that a transfer has occurred and pay to the Village any Real Estate Transfer taxes due and owing hereunder or a \$10 processing fee for any tax exempt transactions.~~

C. The tax imposed by this chapter shall be due whether the transfer of a controlling interest in a real estate entity is effected by one transaction or by a series of related transactions. For purposes of this subsection, it shall be presumed unless proved otherwise that transactions are related if they occur within the same 24-month period.

D. Nothing in this Article shall be construed to impose a tax upon any transaction or privilege which, under the Constitution of the United States, or the State of Illinois, may not be made the subject of taxation by the Village.

Section 3: That Section 13-5-3, LIABILITY FOR TAX, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-3. LIABILITY FOR TAX

The ~~ultimate~~primary incidence and liability for payment of the tax imposed by this Article shall be paid by and borne by the ~~grantor~~transferor involved in any transfer subject to this Article; provided, however, it shall be unlawful for the transferee to accept a conveyance if the transfer tax has not been paid. If the tax has not been paid, then the transferee shall be liable for any unpaid tax imposed by this Article on the transferor, together with interest and all applicable penalties.of any deed subject to this Article or paid by and borne by the grantor, assignor or transferor of any instrument conveying the beneficial interest in real estate within the corporate limits of the Village. Any provision of any contract requiring this tax to be paid by or borne by the grantee of any deed subject to this Article is void and against public policy.

Section 4: That Section 13-5-6, EXEMPTIONS, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-6. EXEMPTIONS

- A. The tax imposed by this Article shall not apply to the following transactions:
1. Transactions which secure debt or other obligation.
  2. Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
  3. Transactions in which the actual consideration is less than \$100.00.
  4. Transactions in which the deeds are tax deeds.
  5. Transactions which are releases of property which is security for a debt or other obligation.
  6. Transactions involving court-ordered partitions.
  7. Transactions made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to court-ordered plans of reorganization.

8. Transactions between subsidiary corporations and their parents for transfer of real estate for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.

9. Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.

10. Transactions wherein one of the grantors has continuously resided upon the property for the past one year and has evidence of a contract for sale as a purchaser for a residence within the Village, such contract having closed within six months of the exempt transaction or to close by contract within six months after the exempt transaction.

11. Transfers in which the deed or other instrument of transfer is issued to the mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure.

B. Every deed or other instrument which is tax exempt pursuant to this Section 13-5-6 shall be presented to the Finance Department so as to be appropriately marked by said Department as an exempt transaction eligible for recordation without the payment of tax. At such time as a deed or instrument is presented to the Department, a certificate setting forth the facts which justify exemption shall be presented.

C. A processing fee in the amount of \$10.00 shall be collected by the Director of Finance for Real Estate Transfer stamps issued for transactions determined to be exempt as provided for in the above Section A. Upon payment of the fee, the revenue stamp so issued shall be marked "EXEMPT" and shall be affixed to the deed or other instrument of conveyance.

Section 5: That Section 13-5-11, INTEREST AND PENALTIES, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code shall be amended to read as follows:

Section 13-5-11. INTEREST AND PENALTIES; COSTS AND FEES

A. Interest shall accumulate and be due upon said tax at the rate of two percent (2%) per month commencing as of the ~~first~~ sixtieth day following the day when the tax became due. In addition, any transferor who fails to pay the tax imposed by this Article within sixty days following the day when the tax became due or willfully falsifies the value of transferred real property, shall be subject to a penalty equal to the amount of the applicable tax. This penalty shall be in addition to any tax and interest due. ~~a late penalty of five percent (5%) of the tax owed shall be assessed and collected against any person who fails to pay when due the tax imposed by this Article.~~

A-B. In the event the Village is the prevailing party in an action to foreclose upon the lien created by Section 13-5-14 or is the prevailing party in an action to collect such tax, interest and penalties imposed pursuant to this Article, the Village shall be entitled to recover its reasonable attorney's fees and costs related to any such action.

Section 6: That Section 13-5-14, LIEN CREATED; ENFORCEMENT, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code be created to read as follows:

Section 13-5-14. LIEN CREATED; ENFORCEMENT

A. In the event that the tax imposed by this Article is not paid when due, the Village shall have a lien against the related real property in an amount equal to the tax, together with all applicable interest and penalties. The lien shall expire only at such time as the outstanding tax, interest and penalties are paid in full, the lien is foreclosed, or the period of bringing a foreclosure action described in 13-5-14(C) expires.

B. Nothing in this section shall be construed to give the Village's lien a preference or priority over the rights of any bona fide purchaser, holder of a security interest, mechanics lienor, mortgagee or judgment lien creditor arising or existing prior to the recording of an instrument evidencing the Village's lien with the recorder of deeds of Cook County or Kane County, as the case may be; provided, however, that the Village's lien, whether or not recorded, shall have priority over any interest in the real property, including any lien, acquired by a person in connection with the person providing financing to the transferee taxpayer (or the taxpayer's nominee or designee) for the acquisition of the real property. The absence of tax stamps in the proper amount on the deed, assignment or other instrument of transfer pursuant to which the transferee taxpayer acquired title to, or beneficial interest in, the real property shall constitute constructive notice of the Village's lien to the person providing financing.

C. The Village may not commence an action to foreclose upon the lien more than seven years after the transfer giving rise to the tax liability; provided, however, that the running of the seven-year period shall be tolled for the duration of any judicial order enjoining or restraining the Village from instituting a foreclosure proceeding.

Section 7: That Section 13-5-15, SEVERABILITY, of Article 5, REAL ESTATE TRANSFER TAX, of the Hoffman Estates Municipal Code be created to read as follows:

Section 13-5-15. SEVERABILITY

If any provision of this Article or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Article that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Article is severable.

Section 8: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 9: 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	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

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

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

ATTEST:

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

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

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** 2017 Barrington-Higgins TIF Surplus Declaration  
**MEETING DATE:** June 25, 2018  
**COMMITTEE:** Finance  
**FROM:** Rachel Musiala, Director of Finance

**PURPOSE:** To declare \$204,886.09 as surplus funds within the Barrington-Higgins TIF Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the Cook County Treasurer for distribution to the appropriate taxing bodies.

**BACKGROUND** Current state law for tax incremental financing districts provides that surplus incremental revenues be declared surplus each year and be returned to the County for distribution to the affected taxing districts.

**DISCUSSION** The prior year accumulated surplus revenue for FY2017, representing the 2016 tax levy year, has been calculated to be \$204,886.09 and will be distributed as indicated in the following table.

Taxing District	Amount
Cook County	\$10,275.24
Cook County Forest Preserve	1,214.56
Schaumburg Township	1,985.55
Schaumburg Road & Bridge	578.39
Schaumburg General Assistance	289.09
MWRD	7,826.85
Northwest Mosquito Abatement District	192.80
Palatine Twsp. High School Dist. 211	55,346.90
Harper College District 512	8,019.65
Hoffman Estates Park District	11,990.96
Village of Hoffman Estates	27,316.85
Schaumburg Twsp. Library District	6,785.83
School District 54	73,063.42
Total	\$204,886.09

Attached is the annual financial report issued by the Village's auditors that reflects this surplus amount. This report will be sent to each of the relevant taxing districts.

**RECOMMENDATION:** Request authorization to declare \$204,886.09 as surplus funds in the Barrington-Higgins TIF Tax Allocation Fund, and direct the Treasurer to remit said funds to the Cook County Treasurer for distribution.

ATTACHMENT





**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**BARRINGTON/HIGGINS TIF DISTRICT FUND**

**REPORT ON COMPLIANCE  
WITH PUBLIC ACT 85 - 1142**

For the Year Ended December 31, 2017



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**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
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**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE**



1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE**

The Honorable Village President  
Members of the Board of Trustees  
Village of Hoffman Estates, Illinois

We have examined management's assertion, included in its representation letter dated May 29, 2018 that the Village of Hoffman Estates, Illinois (the Village) complied with the provisions of subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act (Illinois Public Act 85-1142) during the year ended December 31, 2017. Management is responsible for the Village's assertion and for compliance with those requirements. Our responsibility is to express an opinion on management's assertion about the Village's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Village's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Village's compliance with statutory requirements.

In our opinion, management's assertion that the Village of Hoffman Estates, Illinois complied with the aforementioned requirements for the year ended December 31, 2017 is fairly stated, in all material respects.

This report is intended solely for the information and use of the President, the Board of Trustees, management of the Village, Illinois State Comptroller's Office and the joint review boards and is not intended to be and should not be used by anyone other than these specified parties.

*Sikich LLP*

Naperville, Illinois  
May 29, 2018

**INDEPENDENT AUDITOR'S REPORT**

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

**SIKICH.COM**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Village President  
Members of the Board of Trustees  
Village of Hoffman Estates, Illinois

We have audited the accompanying basic financial statements of the Barrington/Higgins TIF District Fund (the Fund), a special revenue fund of the Village of Hoffman Estates, Illinois, as of and for the year ended December 31, 2017, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Fund's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Barrington/Higgins TIF District Fund, a special revenue fund of the Village of Hoffman Estates, Illinois, as of December 31, 2017 and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Barrington/Higgins TIF District Fund and do not purport to, and do not, present fairly the financial position of the Village of Hoffman Estates, Illinois, as of December 31, 2017, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### **Other Information**

Our audit was conducted for the purpose of forming an opinion on the basic financial statements as a whole. The supplementary information (the information) (schedule of fund balance by source for the Barrington/Higgins TIF District Fund) is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Sikich LLP*

Naperville, Illinois  
May 29, 2018

**FINANCIAL STATEMENTS**



VILLAGE OF HOFFMAN ESTATES, ILLINOIS

BARRINGTON/HIGGINS TIF DISTRICT FUND

BALANCE SHEET

December 31, 2017

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<b>ASSETS</b>	
Cash and Investments	\$ 214,507
Property Tax Receivable	<u>603,852</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 818,359</u></b>
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	
<b>LIABILITIES</b>	
Accounts Payable	\$ 9,621
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Property Tax	<u>603,852</u>
Total Liabilities and Deferred Inflows of Resources	<u>613,473</u>
<b>FUND BALANCE</b>	
Restricted for Economic Development	<u>204,886</u>
Total Fund Balance	<u>204,886</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	<b><u>\$ 818,359</u></b>

See accompanying notes to financial statements.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**BARRINGTON/HIGGINS TIF DISTRICT FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

For the Year Ended December 31, 2017

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<b>REVENUES</b>	
Property Tax	\$ 604,029
Investment Income	<u>2,527</u>
Total Revenues	<u>606,556</u>
<b>EXPENDITURES</b>	
Current	
Economic Development	672,740
Other Contractual Services	<u>10,791</u>
Total Expenditures	<u>683,531</u>
NET CHANGE IN FUND BALANCE	(76,975)
FUND BALANCE, JANUARY 1	<u>281,861</u>
<b>FUND BALANCE, DECEMBER 31</b>	<u><b>\$ 204,886</b></u>

See accompanying notes to financial statements.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**

**BARRINGTON/HIGGINS TIF DISTRICT FUND**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2017

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Barrington/Higgins TIF District Fund of the Village of Hoffman Estates, Illinois (the Village) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The financial statements present only the Barrington/Higgins TIF District Fund and does not present fairly the financial position of the Village. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Village's accounting policies are described below.

Reporting Entity

The Barrington/Higgins TIF District Fund (the Fund) was established to account for transactions related to the Redevelopment Plan and Redevelopment Project within the municipal boundaries established by Village Ordinance.

Fund Accounting

The accounts of the Village are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions.

The Fund is classified as a Governmental Special Revenue Fund.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The modified accrual basis of accounting is used by governmental funds. The main revenue source included in the fund is incremental revenues from the designated TIF area. Governmental funds are used to account for the Village's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village considers all revenues available if they are collected within 60 days after year end.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting (Continued)

Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes for 2017 attach as an enforceable lien on January 1, 2017 on properties assessed as of the same date. Taxes are levied on a calendar year basis by the last Tuesday of December. Tax bills are prepared and mailed by the County on or about February 1, 2018 and August 1, 2018, and are payable in two installments, on or about March 1, 2018 and September 1, 2018. The County collects such taxes and remits them periodically. Since the 2017 levy is intended to finance the 2018 fiscal year, the levy has been recorded as receivable and unearned revenue. The revenues in the current year financial statements represent the 2016 property tax levy.

Interfund eliminations have not been made in the aggregation of this data. If there is an expenditure incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first. Investments with a maturity date of one year or less when purchased and all non-negotiable certificates of deposit are stated at cost or amortized cost. Investments with a maturity greater than one year when purchased are reported at fair value. The components of fund balance include the following line items:

- A. Nonspendable fund balance is inherently nonspendable, such as portions of net resources that cannot be spent because of their form and portions of net resources that cannot be spent because they must be maintained intact.
- B. Restricted fund balance has externally enforceable limitations on use, such as limitations imposed by creditors, grantors, contributors or laws and regulations of other government as well as limitations imposed by law through constitutional provision or enabling legislation.
- C. Committed fund balance has self-imposed limitations set in place prior to the end of the period. The limitations are imposed at the highest level of decision-making that requires formal action at the same level to remove. For the Fund and the Village, the Board of Trustees is the highest level of decision-making. As of December 31, 2017, the Fund does not have any commitments of fund balance.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Basis of Accounting (Continued)

- D. Assigned fund balance has limitations resulting from intended use consisting of amounts where the intended use is established by the Village Board designated for that purpose. The intended use is established by an official designated for that purpose. The Village has not designated anyone for this purpose. However, GASB No. 54 has outlined that fund balance outside of the General Fund is to fall in this category if there is not a deficit fund balance for the Fund.
- E. Unassigned fund balance is the total fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. If there is an expenditure incurred for purposes for which both restricted and unrestricted fund balance is available, the Village will consider restricted fund balance to have been spent before unrestricted fund balance. Further, if there is an expenditure incurred for purposes for which committed, assigned or unassigned fund balance classifications could be used, then the Village will consider committed fund balance to be spent before assigned fund balance, and consider assigned fund balance to be spent before unassigned fund balance.

**2. CASH AND INVESTMENTS**

The Village's investment policy authorizes the Village to invest in debt securities guaranteed by the United States Government (explicitly or implicitly), debt securities of the United States Government or its agencies, interest-bearing savings accounts, time deposits and certificates of deposit of a bank that is insured by the FDIC, certain insured short-term obligations of corporations organized in the United States Government, certain money market mutual funds, interest-bearing bonds of other local governments and Illinois Funds, a money market fund created by the State Legislature under the control of the State Treasurer that maintains a \$1 share value.

**A. Deposits with Financial Institutions**

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Village's deposits may not be returned to it. The Village investment policies require pledging of collateral for all bank balances in excess of federal depository insurance with the collateral held by an agent of the Village in the Village's name.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

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**2. CASH AND INVESTMENTS (Continued)**

**B. Investments**

Interest rate risk is the risk that change in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the Village limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for operating funds and maximizing yields for funds not needed currently. The investment policy limits the maximum maturity lengths of most investments to two years.

The Village limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by requiring investments primarily in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly guaranteed by the United States Government. Illinois Funds are not subject to custodial credit risk.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Village will not be able to recover the value of its investments that are in possession of an outside party. To limit its exposure, the Village investment policies require all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Village's agent separate from where the investment was purchased.

Concentration of Credit Risk - The Village's investment policy has the following diversification guidelines: no more than 50% of the Village's investments can be held at any one financial institution, exclusive of bonds, notes debenture or other obligations of the United States Government or its agencies.

**3. LONG-TERM DEBT**

**A. Tax Increment Redevelopment Note Disclosures**

The Village, pursuant to an economic development agreement dated March 17, 1997, has agreed to reimburse Poplar Creek, LLC for certain project costs incurred as the Village's agent in furthering the economic development plan and project. A tax increment redevelopment note was issued in 1997 for \$3,584,840. This note is payable from and secured solely by the pledged incremental revenues deposited in the Fund.

**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
**NOTES TO FINANCIAL STATEMENTS (Continued)**

**3. LONG-TERM DEBT (Continued)**

**A. Tax Increment Redevelopment Note Disclosures (Continued)**

The Village, pursuant to an economic development agreement dated November 6, 2014, and issued on January 20, 2016, has agreed to reimburse Ala Carte, Inc. for certain project costs incurred as the Village's agent in furthering the economic development plan and project. A tax increment redevelopment note was issued in 2016 for \$541,447. This note is payable from and secured solely by the pledged incremental revenues deposited in the Fund.

Issue	Balances January 1	Issuances or Accretions	Retirements or Accretions	Balances December 31	Current Portion
Tax Increment Redevelopment Notes due in annual installments only if tax increment revenues are available.	\$ 3,584,840	\$ -	\$ -	\$ 3,584,840	\$ -
Ala Carte Note due upon maturity on December 1, 2021 only if tax increment revenues are available.	541,447	-	-	541,447	-
<b>TOTAL</b>	<b>\$ 4,126,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,126,287</b>	<b>\$ -</b>

**B. Debt Service Requirements to Maturity**

The Barrington/Higgins Redevelopment Notes provide that the payment of principal and interest on the note is due only if tax increment revenues are available for payment of debt service. The notes bears interest at 5%. Therefore, no set debt service schedule is available.

**SUPPLEMENTARY INFORMATION**



**VILLAGE OF HOFFMAN ESTATES, ILLINOIS**  
**BARRINGTON/HIGGINS TIF DISTRICT FUND**  
**SCHEDULE OF FUND BALANCE BY SOURCE**

For the Year Ended December 31, 2017

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<b>BEGINNING BALANCE, JANUARY 1</b>	<u>\$ 281,861</u>
<b>DEPOSITS</b>	
Property Tax	604,029
Investment Income	<u>2,527</u>
Total Deposits	<u>606,556</u>
Balance Plus Deposits	<u>888,417</u>
<b>EXPENDITURES</b>	
Economic Development	
Operations	672,740
Other Contractual Services	<u>10,791</u>
Total Expenditures	<u>683,531</u>
<b>ENDING BALANCE, DECEMBER 31</b>	<u><u>\$ 204,886</u></u>
<b>ENDING BALANCE BY SOURCE</b>	
Property Tax	<u>\$ 204,886</u>
Subtotal	204,886
Less Surplus Funds	<u>-</u>
<b>ENDING BALANCE, DECEMBER 31</b>	<u><u>\$ 204,886</u></u>

(See independent auditor's report.)

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization for purchase and installation of three 15 ton new POE oil compressors to replace existing equipment at the Sears Centre Arena to Advantage Mechanical of McHenry, Illinois, in an amount not to exceed \$25,723

**MEETING DATE:** June 25, 2018

**COMMITTEE:** Finance

**FROM:** *M.K.* Mark Koplin/Ben Gibbs

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**PURPOSE:** Request authorization for purchase and installation of three 15 ton new POE oil compressors to replace existing equipment at the Sears Centre Arena to Advantage Mechanical of McHenry, Illinois, in an amount not to exceed \$25,723.

**BACKGROUND:** The Sears Centre is 12 years old and major maintenance items are becoming more frequent. Air handling units typically need to be replaced from 18-22 years after the original installation. However, compressors can break at any time after 10 years.

**DISCUSSION:** Air Handling Units #1, 2, and 5 have recently experienced wear and damage. Compressors in Air Handling Units #2 and 5 did not work when they were fired up after winter, and a quote for repairs was obtained. Then Air Handling Unit #1 stopped working in early June. Advantage Mechanical performed a service call to assess the equipment. A copy of the quote from Advantage Mechanical is attached describing the work. Three compressors need to be replaced. They will also check for a leak in Circuit #1 of Air Handling Unit #1, and if there is a leak, an additional repair charge will be necessary. We are using the POE oil compressors with R-407C refrigerant because we are moving away from R-22 refrigerant, which is no longer in production, is very expensive, and R-407C is an environmentally friendly refrigerant.

**FINANCIAL IMPACT:** The cost of these repairs will be paid from the Sears Centre Arena budget.

**RECOMMENDATION:** Authorization for purchase and installation of three 15 ton new POE oil compressors to replace existing equipment at the Sears Centre Arena to Advantage Mechanical of McHenry, Illinois, in an amount not to exceed \$25,723.

Attachment

 <p><b>Advantage Mechanical</b> Commercial HVAC Services</p>		<p>765 Ridgeview Dr McHenry, IL 60050 Office: 815-363-7035 Fax: 815-363-7045</p>
<p><a href="http://www.advantagemechanicalinc.com">www.advantagemechanicalinc.com</a></p>		

June 8 2018

*Doug Minor*

Sears Centre Arena  
5333 Prairie Stone Parkway  
Hoffman Estates, IL 60192

RE: Miscellaneous AHU Repairs

Doug,

Advantage Mechanical, Inc. would like to thank you for your interest in our services. As per our service call we are providing you with a quote on 3-15-ton new poe oil compressor replacements for use with R-407C. AHU-2 circuit 3 compressor has shorted windings and AHU-5 circuit 4 compressor has a locked rotor. Also, AHU-1 circuit one low on R-22 and replace compressor on circuit 4. Provide a leak check and minor repair. If leak is major repair will quote separately.

The Scope of work is as follows:

**AHU-1 Circuit 1**

Leak check and make minor repair  
Trim charge with customer supplied R-22

**AHU-1 Circuit 4**

Remove refrigerate and dispose of as per EPA guidelines  
Flush circuit to remove mineral oil  
Install new poe oil R-407C compressor  
Install new drier  
Leak check system  
Evacuate and charge with R-407C  
Replace contactor LC1D32B7  
Provide start up and check out  
Return in 1-week check for acid and oil with refractometer

**AHU-2 Circuit 3**

Remove refrigerate and dispose of as per EPA guidelines  
Flush circuit to remove mineral oil  
Install new poe oil R-407C compressor  
Install new drier

Leak check system  
Evacuate and charge with R-407C  
Provide start up and check out  
Return in 1-week check for acid and oil with refractometer

**AHU-5 Circuit 4**  
Remove refrigerate and dispose of as per EPA guidelines  
Flush circuit to remove mineral oil  
Install new poe oil R-407C compressor  
Install new drier  
Leak check system  
Evacuate and charge with R-407C  
Provide start up and check out  
Return in 1-week provide for acid test and check oil with refractometer

**Total Completed Price...\$25,723.00**

Exclusions

Permits and fees  
Overtime labor

Thank you again for this opportunity you have presented to us. Your business is highly valued by our firm. If you have any questions or desire any further information, please contact me at (815) 790-8841.

**Advantage Mechanical, Inc**  
765 Ridgeview Drive  
McHenry, IL 60050



By Bill King

**Title: Project Manager**

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_



# HOFFMAN ESTATES

GROWING TO GREATNESS

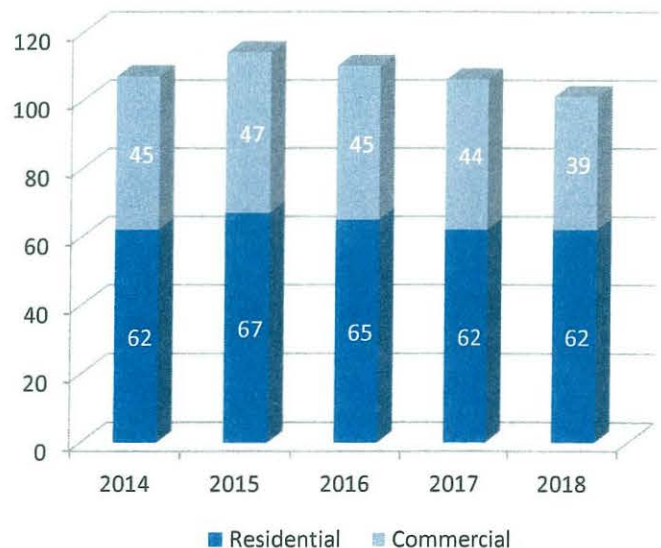
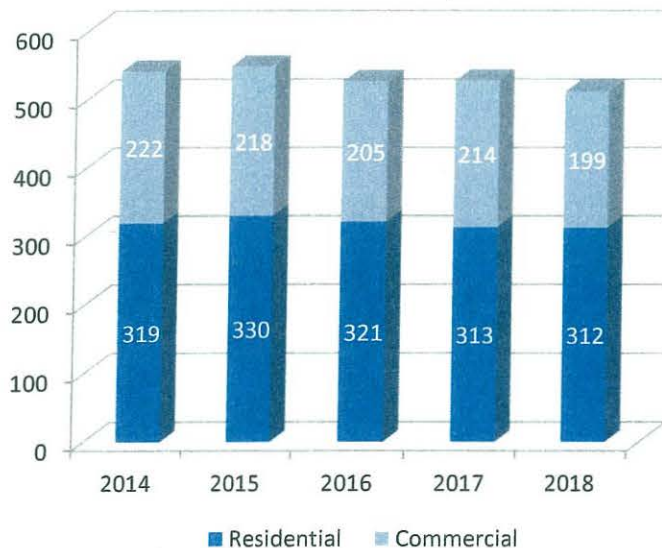
## DEPARTMENT OF FINANCE MONTHLY REPORT MAY 2018

### Water Billing

A total of 14,689 residential water bills were mailed on May 1st for March's water consumption. Average consumption was 4,213 gallons, resulting in an average residential water bill of \$55.25. Total consumption for all customers was 101 million gallons, with 62 million gallons attributable to residential consumption. When compared to the May 2017 billing, residential consumption did not change.

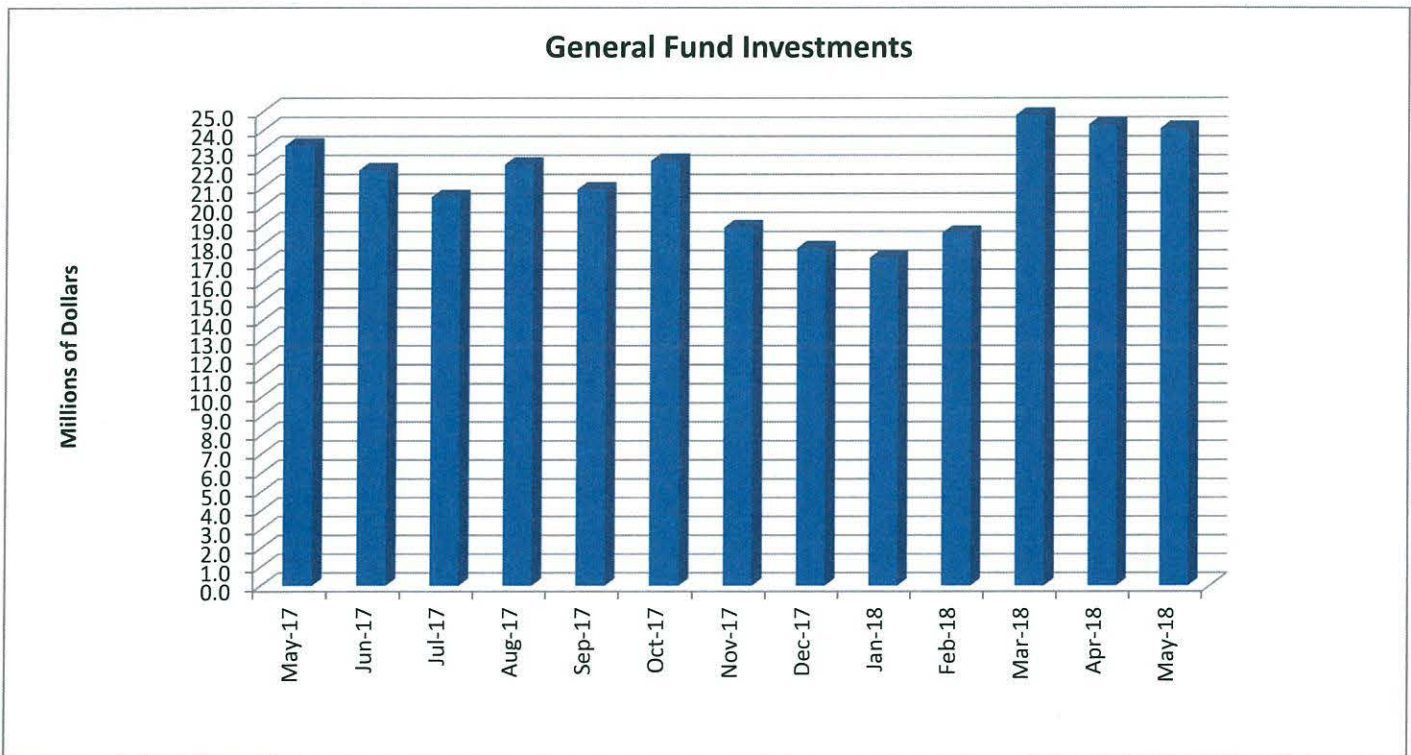
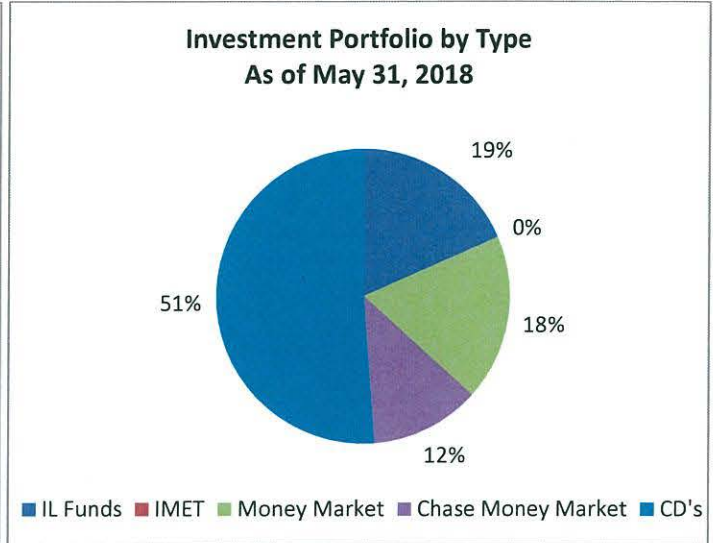
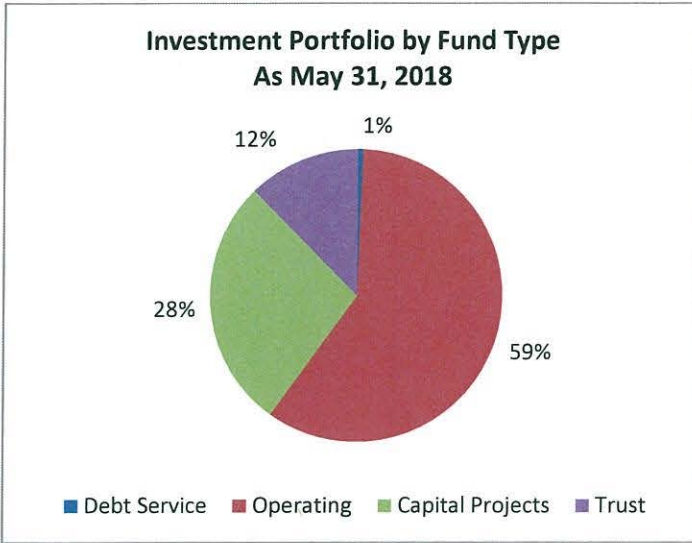
**Total Water Consumption  
Year-To-Date Comparison  
Month of May**

**Total Water Consumption  
Month of May**



## Village Investments

As of May 31, 2018, the Village's investment portfolio (not including pension trust funds) totaled \$50.9 million. Of this amount, \$30.2 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$20.7 million is related to debt service, capital projects and trust funds.



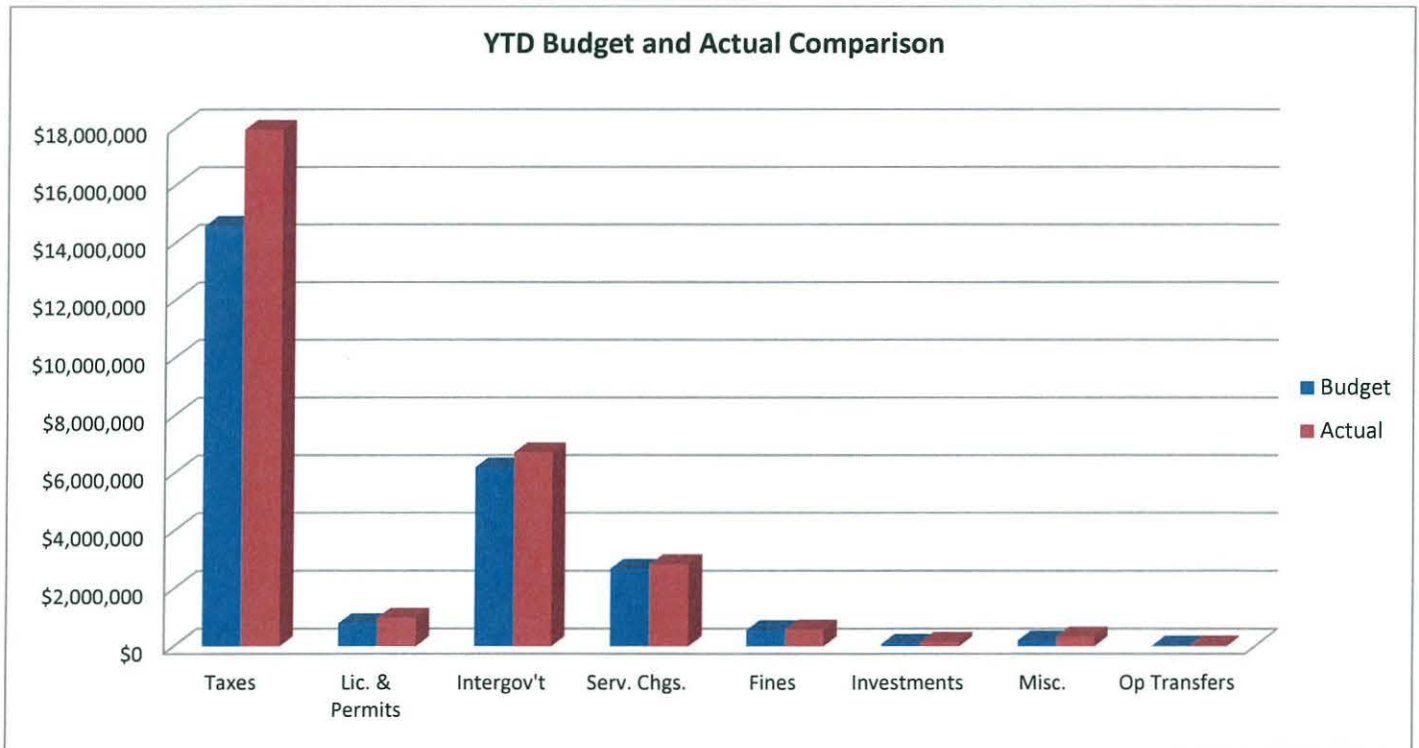
## Operating Funds

### General Fund

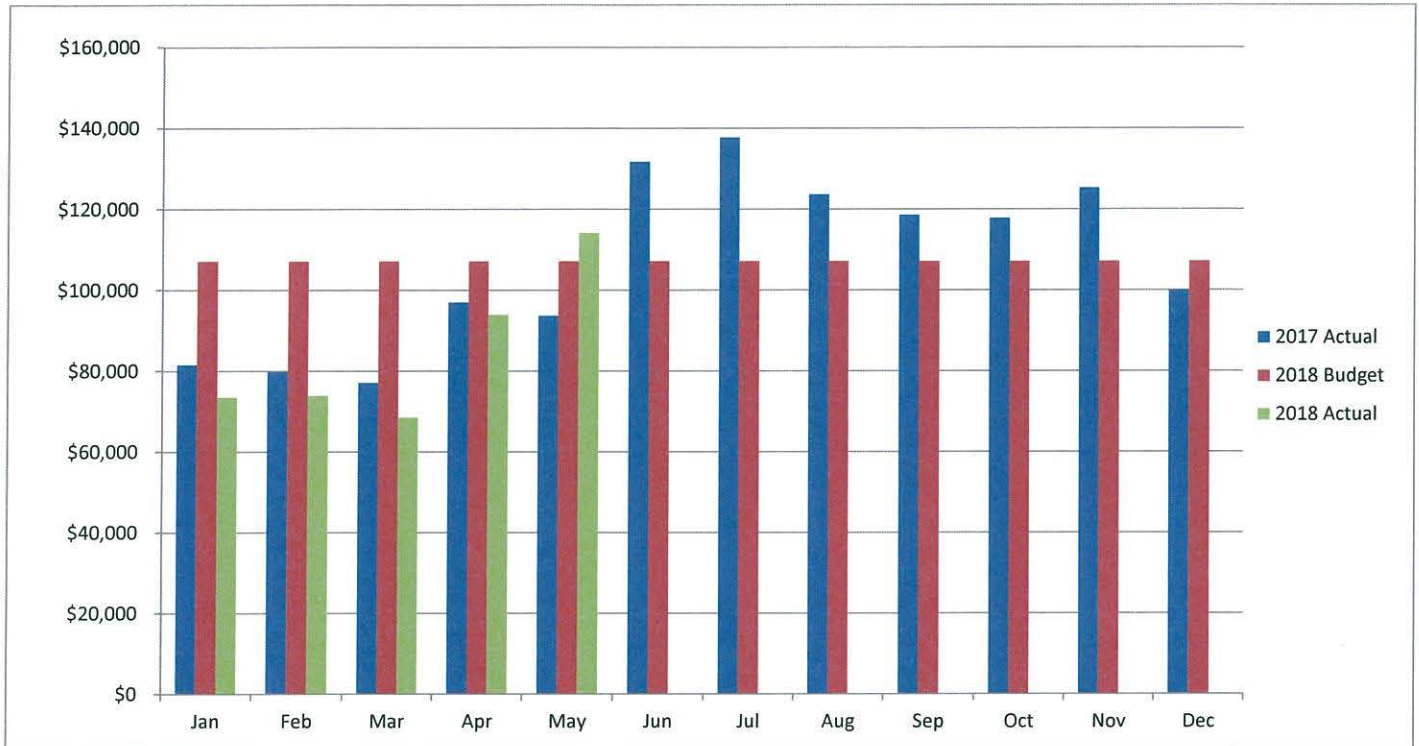
For the month of May, General Fund revenues totaled \$3,727,406 and expenditures totaled \$4,210,701 resulting in a deficit of \$483,295.

**Revenues:** May year-to-date figures are detailed in the table below. Taxes are over budget due to the first installment of property taxes being received this March. Licenses and permits are overbudget because license renewal payments were received this month and increased permit activity. 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	\$ 14,560,863	\$ 17,895,586	22.9%
Licenses & Permits	786,542	979,924	24.6%
Intergovernmental	6,180,458	6,699,467	8.4%
Charges for Services	2,670,923	2,830,782	6.0%
Fines & Forfeits	552,500	578,274	4.7%
Investments	79,167	148,140	87.1%
Miscellaneous	192,921	330,140	71.1%
Operating Transfers	20,833	20,835	0.0%
<b>TOTAL</b>	<b>\$ 25,044,207</b>	<b>\$ 29,483,149</b>	<b>17.7%</b>



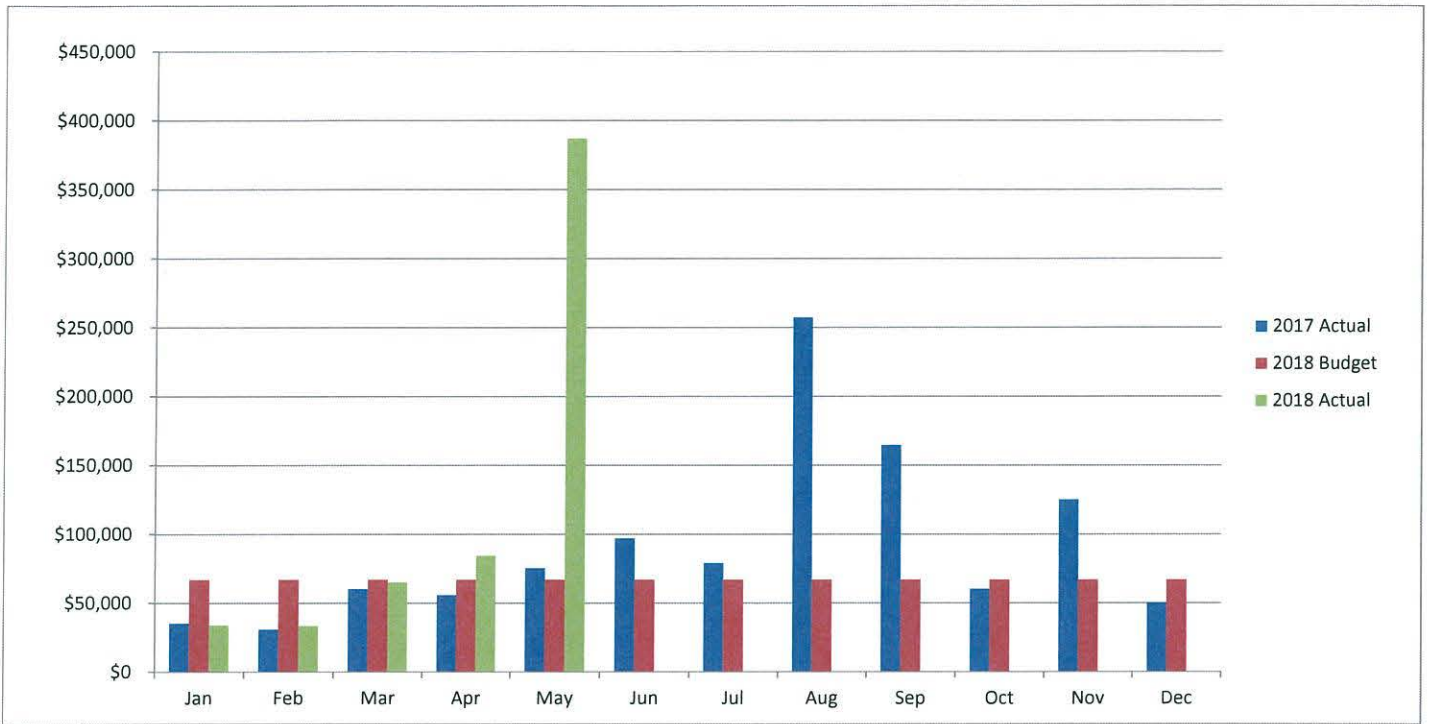
## Hotel Tax



<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	68,427	(105,564)
Apr	96,865	107,083	93,845	(118,802)
May	93,566	107,083	114,055	(111,831)
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>\$ 423,586</u>	

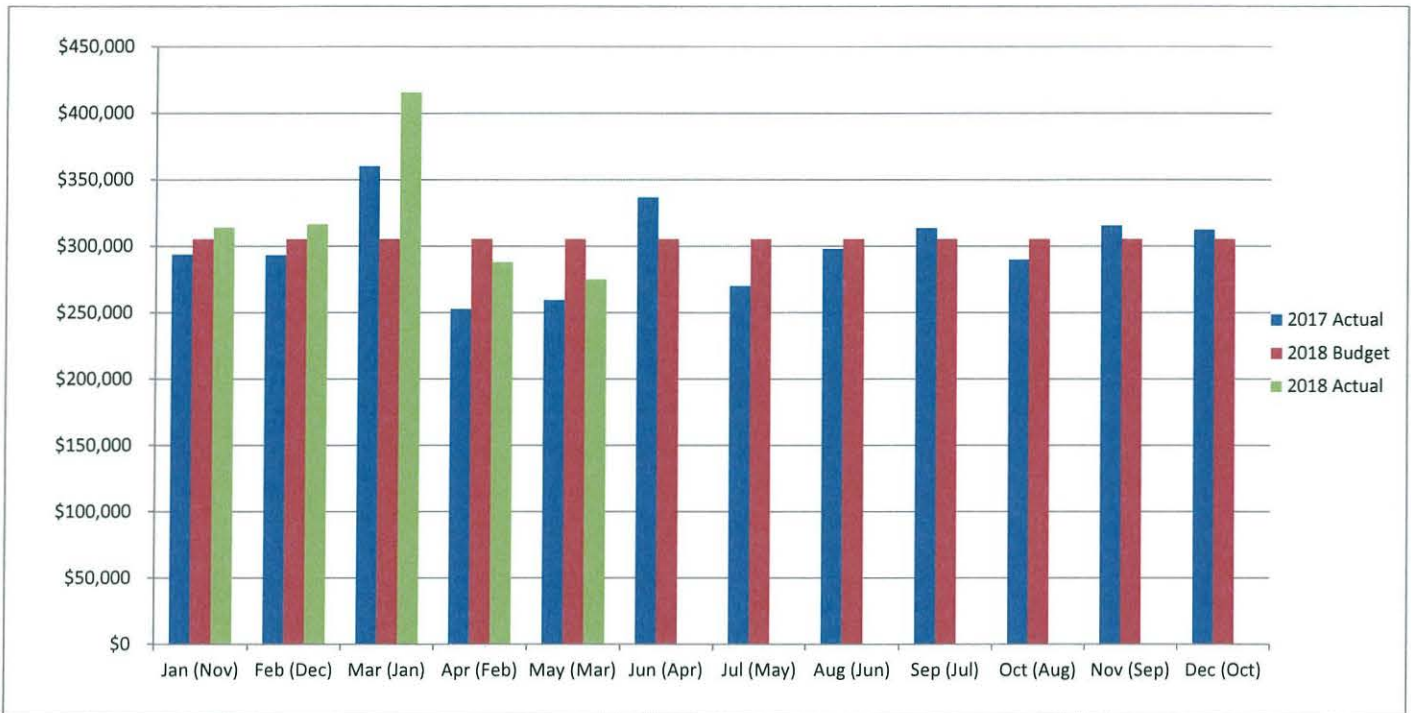


## Real Estate Transfer Tax



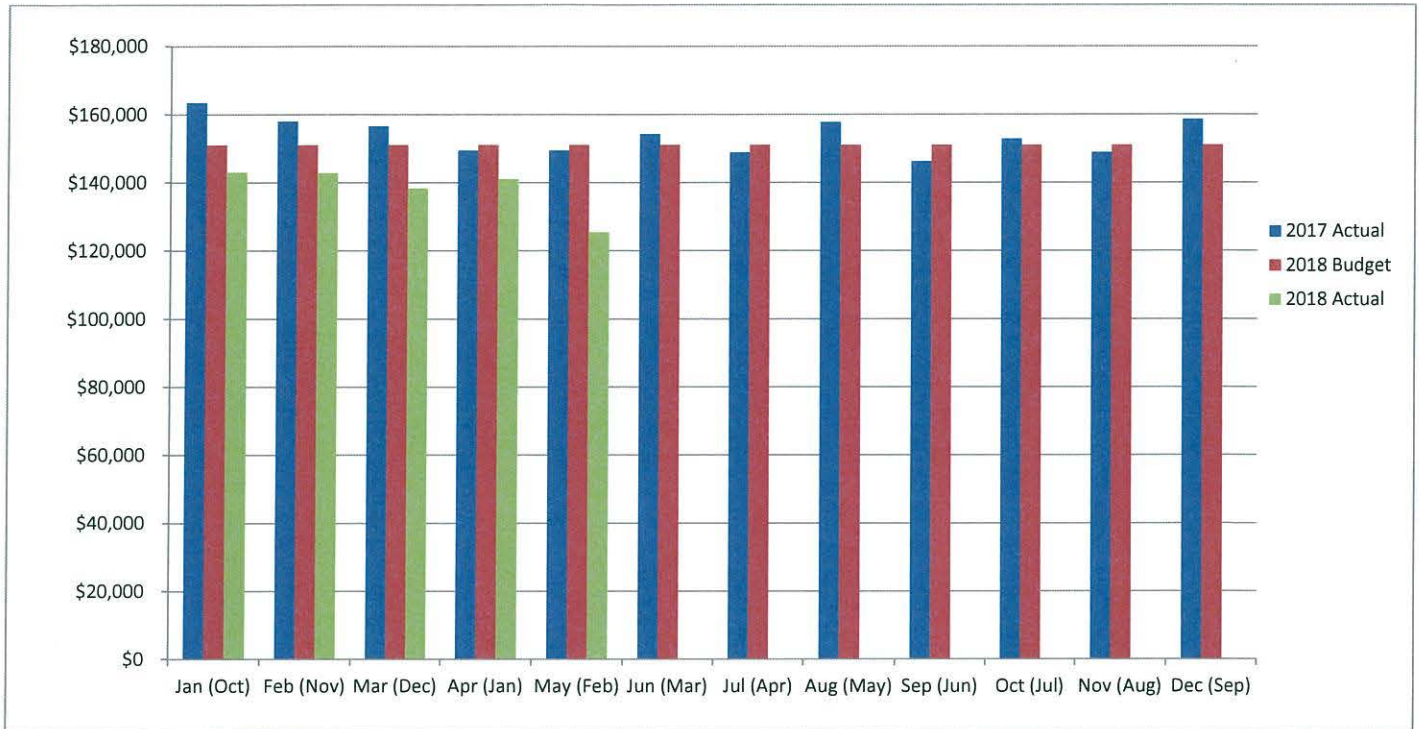
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 35,132	\$ 66,667	\$ 33,669	(32,998)
Feb	30,558	66,667	33,215	(66,449)
Mar	59,905	66,667	64,943	(68,173)
Apr	55,537	66,667	84,196	(50,644)
May	75,058	66,667	386,938	269,628
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>\$ 1,087,914</u>	<u>\$ 800,000</u>	<u>\$ 602,961</u>	

## Home Rule Sales Tax



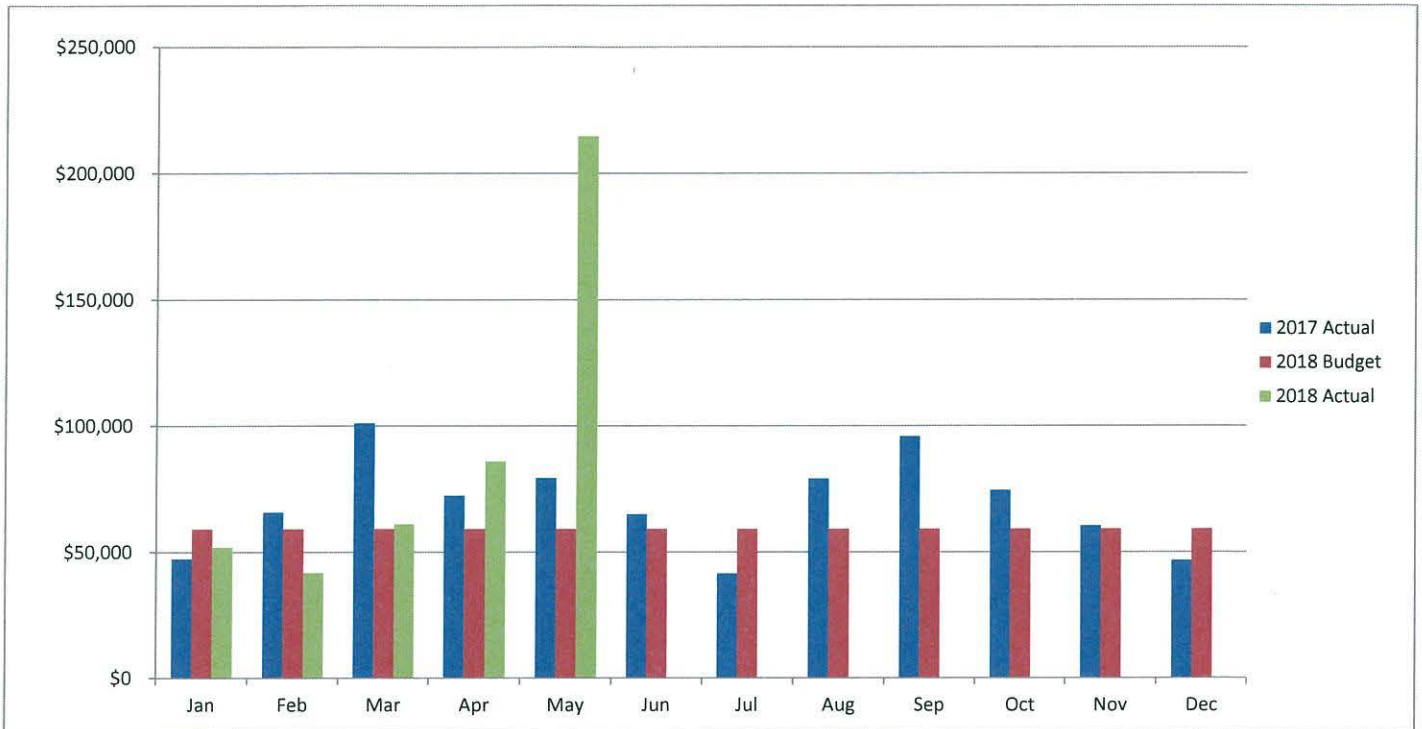
<b>Month Received (Liability Period)</b>	<b><u>2017 Actual</u></b>	<b><u>2018 Budget</u></b>	<b><u>2018 Actual</u></b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 293,338	\$ 305,000	\$ 313,635	\$ 8,635
Feb (Dec)	292,978	305,000	316,042	19,677
Mar (Jan)	359,794	305,000	415,305	129,982
Apr (Feb)	252,424	305,000	287,678	112,660
May (Mar)	259,148	305,000	274,533	82,193
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><u>\$ 3,591,442</u></b>	<b><u>\$ 3,660,000</u></b>	<b><u>\$ 1,607,193</u></b>	

## Telecommunications Tax



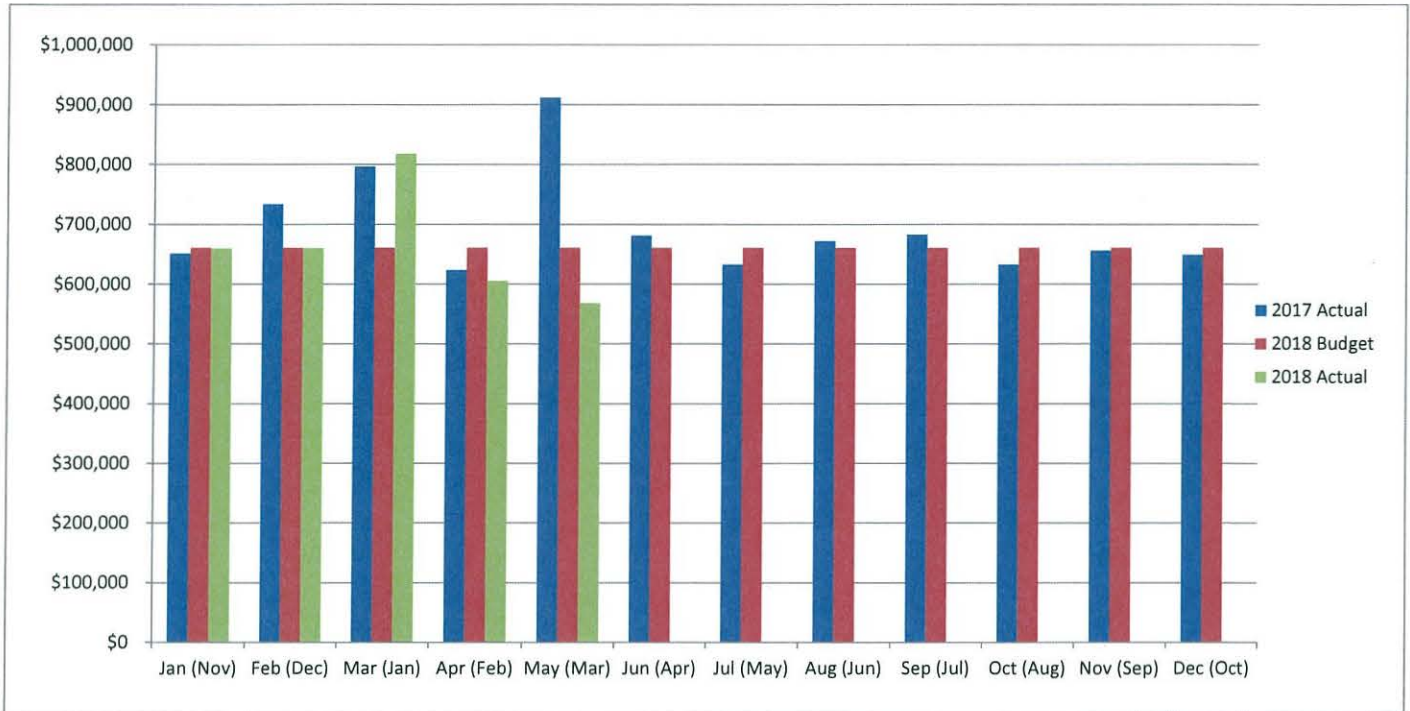
<b>Month Received (Liability Period)</b>	<b><u>2017 Actual</u></b>	<b><u>2018 Budget</u></b>	<b><u>2018 Actual</u></b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Oct)	\$ 163,399	\$ 151,042	\$ 143,036	\$ (8,006)
Feb (Nov)	157,995	151,042	142,880	(16,167)
Mar (Dec)	156,644	151,042	138,304	(28,905)
Apr (Jan)	149,435	151,042	141,076	(38,871)
May (Feb)	149,407	151,042	125,439	(64,473)
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><u>\$ 1,844,162</u></b>	<b><u>\$ 1,812,500</u></b>	<b><u>\$ 690,735</u></b>	

## Building Permits



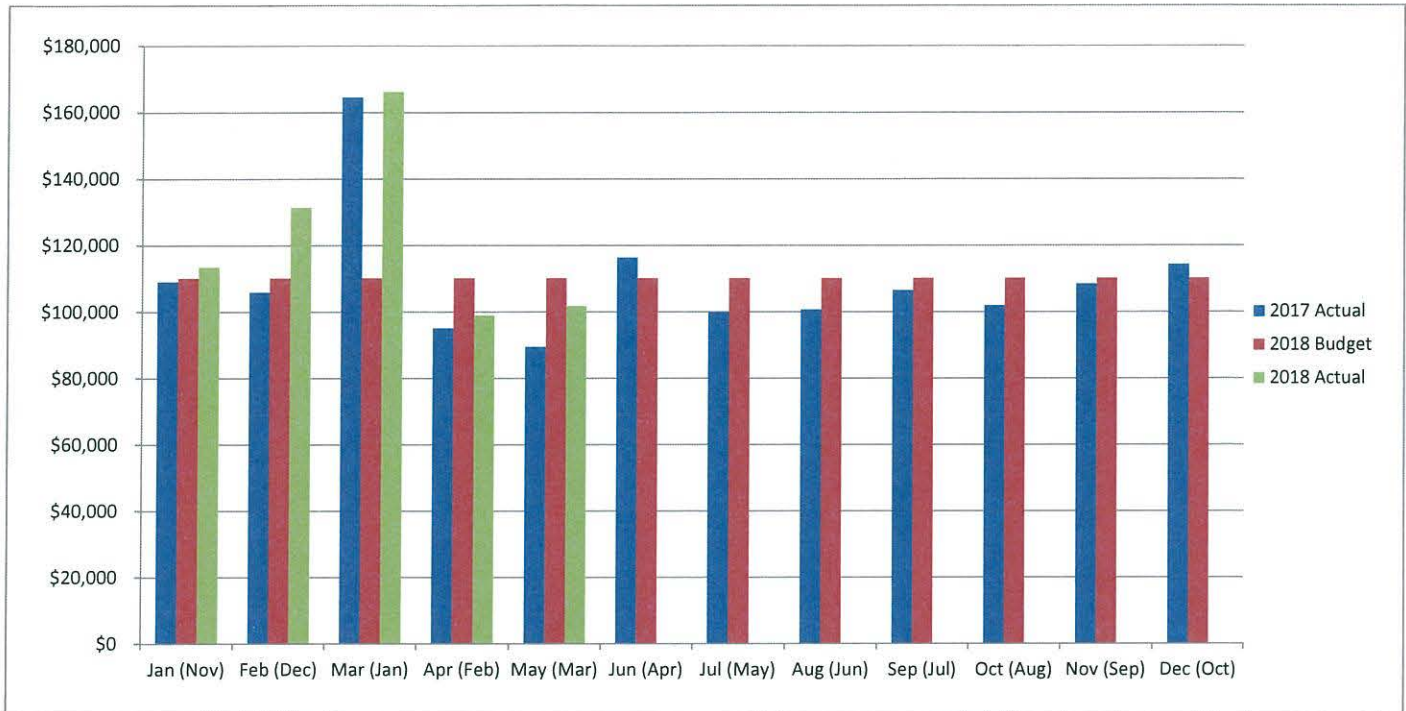
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 47,243	\$ 59,167	\$ 51,874	\$ (7,293)
Feb	65,665	59,167	41,660	(24,799)
Mar	100,988	59,167	61,020	(22,946)
Apr	72,363	59,167	85,963	3,850
May	79,342	59,167	214,601	159,285
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>	<b>\$ 828,445</b>	<b>\$ 710,000</b>	<b>\$ 455,118</b>	

## State Sales Tax



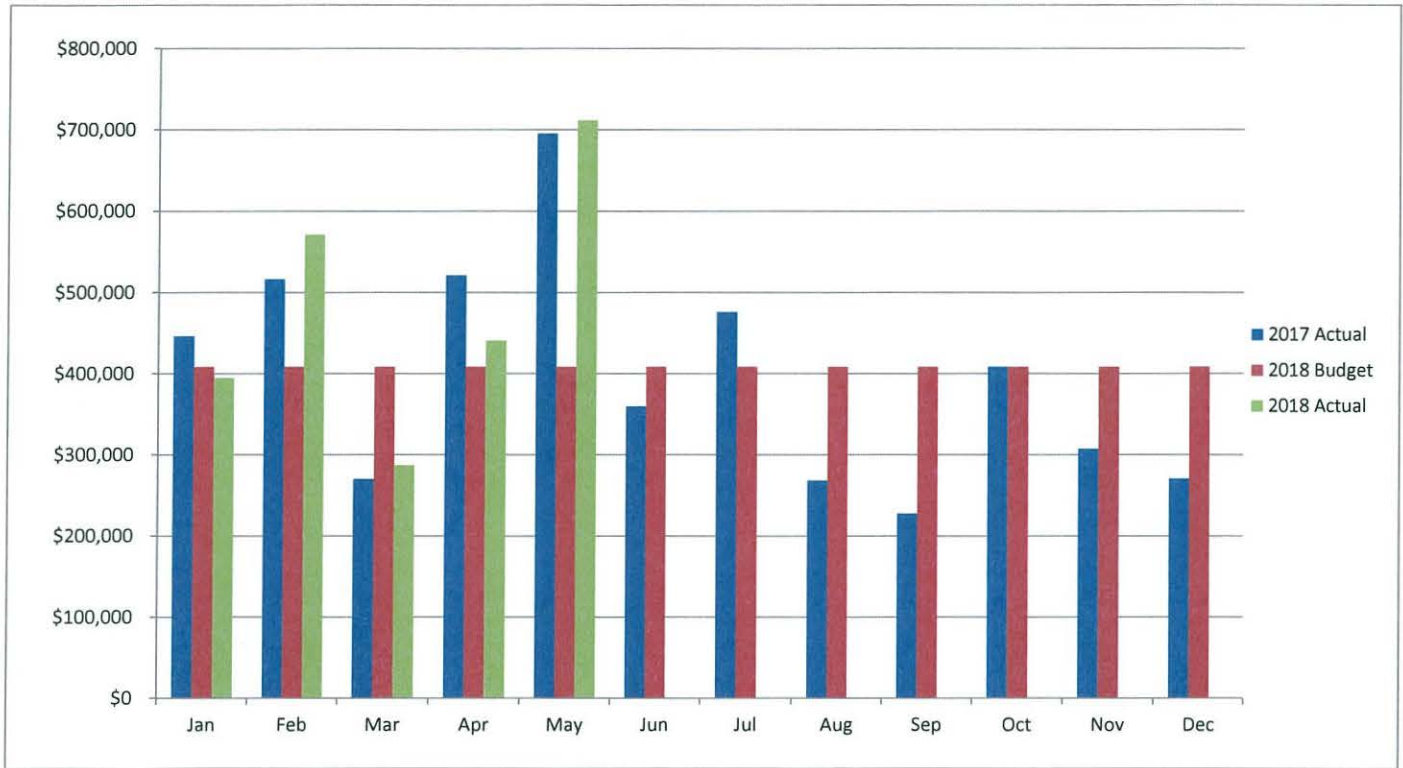
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 650,327	\$ 660,292	\$ 659,220	\$ (1,072)
Feb (Dec)	732,873	660,292	659,346	(2,017)
Mar (Jan)	795,543	660,292	817,105	154,796
Apr (Feb)	623,246	660,292	604,906	99,410
May (Mar)	911,242	660,292	567,645	6,764
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>\$ 3,308,222</b>	

## Local Use Tax



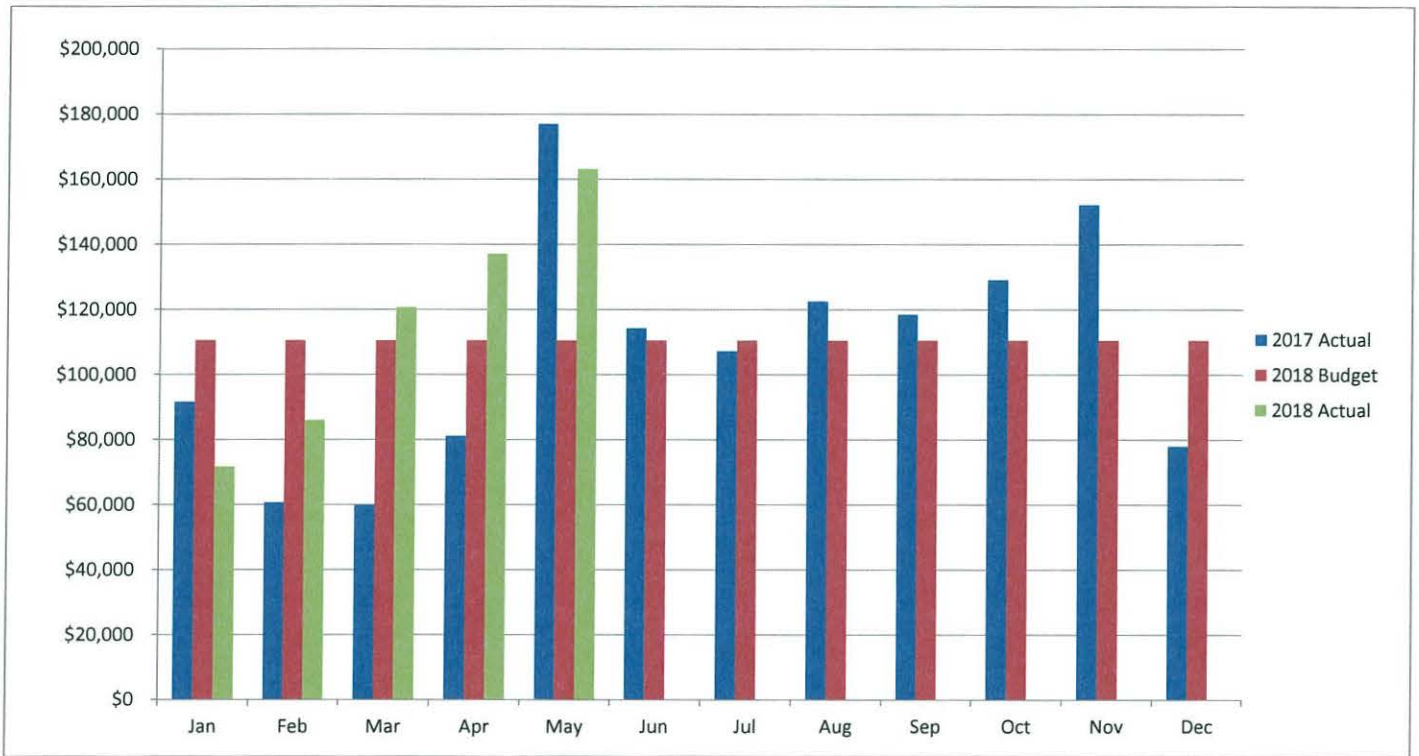
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 108,978	\$ 110,000	\$ 113,343	\$ 3,343
Feb (Dec)	105,805	110,000	131,295	24,638
Mar (Jan)	164,414	110,000	166,066	80,704
Apr (Feb)	94,978	110,000	98,851	69,555
May (Mar)	89,385	110,000	101,658	61,213
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>\$ 611,213</b>	

## Income Tax



2016-2017			2017-2018				Cumulative Variance 2018 Actual vs. Budget
Month Received	Liab Pd	2017 Actual	Month Received	2018 Budget	Liab Pd	2018 Actual	
Jan	Dec-16	\$ 446,231	Jan	\$ 408,333	Dec-17	\$ 394,357	\$ (13,976)
Feb	Jan-17	516,095	Feb	408,333	Jan-18	570,829	148,519
Mar	Feb-17	270,127	Mar	408,333	Feb-18	286,970	27,156
Apr	Mar-17	520,933	Apr	408,333	Mar-18	440,655	59,478
May	Apr-17	695,546	May	408,333	Apr-18	711,744	362,888
Jun	May-17	359,714	Jun	408,333	May-18		
Jul	Jun-17	475,857	Jul	408,333	Jun-18		
Aug	Jul-17	268,236	Aug	408,333	Jul-18		
Sep	Aug-17	227,411	Sep	408,333	Aug-18		
Oct	Sep-17	408,405	Oct	408,333	Sep-18		
Nov	Oct-17	307,361	Nov	408,333	Oct-18		
Dec	Nov-17	270,596	Dec	408,333	Nov-18		
<b>YTD Totals</b>		<u>\$ 4,766,512</u>		<u>\$ 4,900,000</u>		<u>\$ 2,404,555</u>	

## Fines

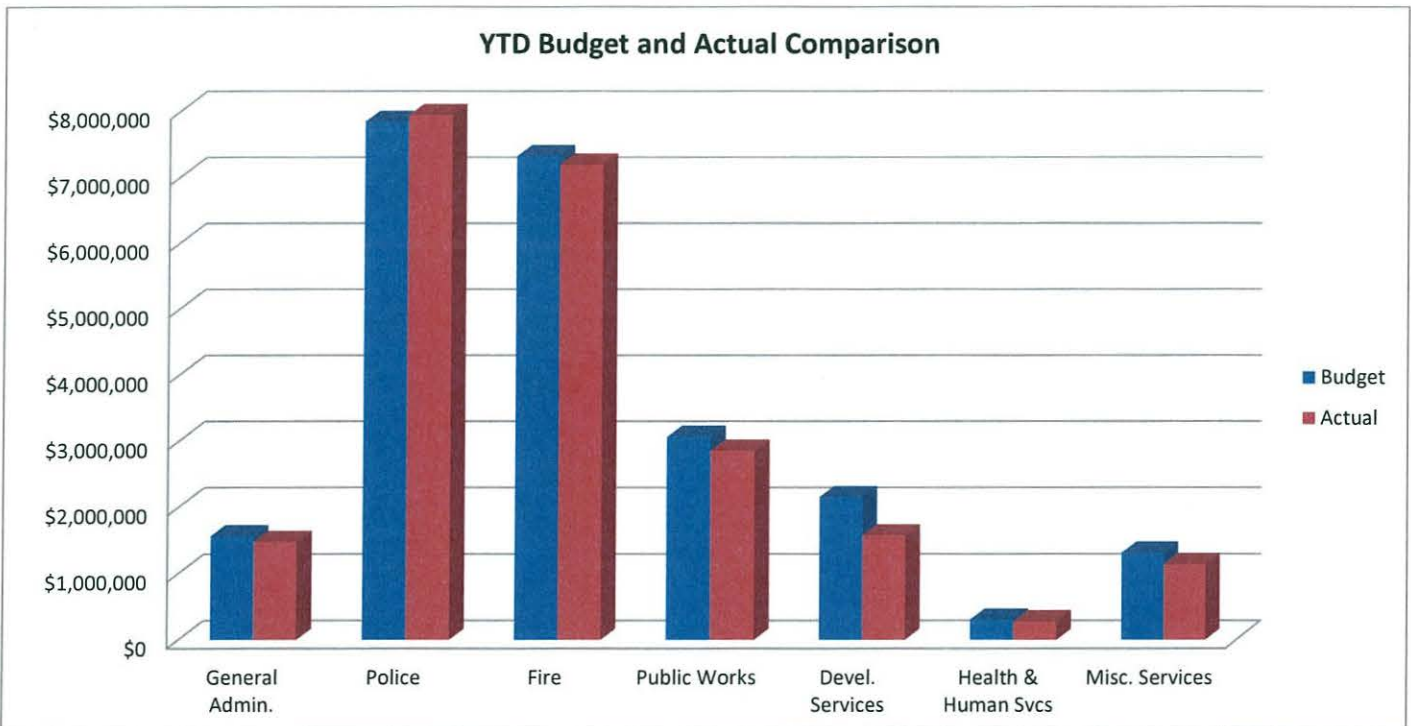


<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 91,503	\$ 110,500	\$ 71,631	\$ (38,869)
Feb	60,552	110,500	85,889	(63,480)
Mar	59,724	110,500	120,617	(53,363)
Apr	81,067	110,500	137,043	(26,820)
May	176,866	110,500	163,094	25,774
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>	<u>\$ 1,291,144</u>	<u>\$ 1,326,000</u>	<u>\$ 578,274</u>	



**Expenditures:** General Fund expenditures in May were \$499,414 below the budgeted figure of \$4,710,116. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 154,800	\$ 165,662	-7.0%
Administration	248,946	242,298	2.7%
Legal	216,067	171,516	20.6%
Finance	440,858	449,201	-1.9%
Village Clerk	87,163	82,594	5.2%
HRM	250,158	216,975	13.3%
Communications	94,717	81,044	14.4%
Cable TV	72,508	66,094	8.8%
Police	7,833,533	7,933,758	-1.3%
Fire	7,311,983	7,181,855	1.8%
Public Works	3,062,608	2,853,120	6.8%
Development Services	2,151,700	1,573,000	26.9%
H&HS	305,317	279,396	8.5%
Miscellaneous	1,311,176	1,139,086	13.1%
<b>TOTAL</b>	<b>\$ 23,541,535</b>	<b>\$ 22,435,600</b>	<b>4.7%</b>



## Department News

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

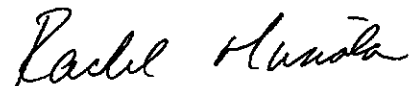
- Attended the GFOA National Conference. Session topics included: online sales tax legislation, cash handling, analyzing economic development proposals, the future of technology, improving your bond rating, ethics, and compliance complications related to federal disaster aid (Finance Director).
- Attended an IGFOA Lunch & Learn that presented the topic "Essential Leadership Skills" (Assistant Director of Finance, Fiscal Operations Manager, Accountant II).

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

- Provided budget training to select staff for the upcoming budget season. The budget requests for FY2019 are being worked on by departments (Finance Director, Assistant Finance Director).
- The Finance Director participated in the offering of the IGFOA Basic Governmental Accounting Seminar. The day-long seminar does a terrific job of teaching all about basic governmental accounting for new municipal finance staff. The Finance Director taught three sessions on Basic Accounting, Double-Entry Accounting, and Fund Accounting.
- Attended the IGFOA Volunteer Recognition Luncheon (Finance Director & Assistant Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended multiple IGFOA Professional Education Committee planning meetings as well as the IGFOA Executive Board Meeting to update the Board on training happening throughout the State (Finance Director).

I would like to congratulate one of the Finance staff, Susana Arroyo, on her promotion from Accountant I to Accountant II.

Respectfully Submitted,



Rachel Musiala

## MONTHLY REPORT STATISTICS

May-18

	May-18	YTD May-18	May-17	YTD May-17	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	621	2,624	686	2,924	-9.5%	-10.3%
Amount	\$ 93,842	415,472	\$ 121,854	481,921	-23.0%	-13.8%
Internet Sales						
Number	2,511	13,192	2,299	12,071	9.2%	9.3%
Amount	\$ 233,005	1,244,111	\$ 202,341	1,106,662	15.2%	12.4%
Total						
Number	3,132	15,816	2,985	14,995	4.9%	5.5%
Amount	\$ 326,847	1,659,583	\$ 324,195	\$ 1,588,584	0.8%	4.5%
Credit Card Company Fees						
General Fund	\$ 2,456	10,839	\$ 2,211	11,053	11.1%	-1.9%
Municipal Waste Fund	678	3,596	1	6	49413.9%	57347.6%
Water Fund	6,042	32,267	6,572	32,958	-8.1%	-2.1%
Total Fees	\$ 9,176	\$ 46,702	\$ 8,783	\$ 44,017	4.5%	6.1%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	47	370	65	336	-27.7%	10.1%
Amount	\$ 260,235	730,846	\$ 138,841	592,070	87.4%	23.4%
Invoices Paid						
Number	70	361	69	372	1.4%	-3.0%
Amount	\$ 111,713	552,587	\$ 113,729	523,618	-1.8%	5.5%
Reminders Sent						
Number	24	101	4	93	500.0%	8.6%
Amount	\$ 12,850	103,505	\$ 2,560	36,136	401.9%	186.4%
<b>Accounts Payable</b>						
Checks Issued						
Number	289	1,648	396	1,849	-27.0%	-10.9%
Amount	\$ 2,151,227	9,000,146	\$ 2,193,409	17,282,618	-1.9%	-47.9%
Manual Checks Issued						
Number	23	155	31	180	-25.8%	-13.9%
As % of Total Checks	7.96%	9.41%	7.83%	9.73%	1.7%	-3.4%
Amount	\$ 20,258	2,408,201	\$ 239,766	10,244,653	-91.6%	-76.5%
As % of Total Checks	0.94%	26.76%	10.93%	59.28%	-91.4%	-54.9%
<b>Utility Billing</b>						
New Utility Accounts	166	644	156	598	6.4%	7.7%
Bills Mailed / Active Accounts	15,609	77,933	15,546	77,737	0.4%	0.3%
Final Bills Mailed	166	644	161	611	3.1%	5.4%
Shut-Off Notices	1,566	7,320	1,442	6,357	8.6%	15.1%
Actual Shut-Offs	100	554	66	478	51.5%	15.9%
Total Billings	\$ 1,689,046	8,527,796	\$ 1,692,734	8,415,849	-0.2%	1.3%
Direct Debit (ACH) Program						
New Accounts	69	175	20	122	245.0%	43.4%
Closed Accounts	68	148	25	127	172.0%	16.5%
Total Accounts	2,696	13,477	2,654	13,319	1.6%	1.2%
As % of Active Accounts	17.27%	17.29%	17.07%	17.13%	0.2%	0.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,609	77,933	15,546	77,737	0.4%	0.3%
ACH Payments	2,696	13,477	2,654	13,319	1.6%	1.2%
ACH Payments-% of Total Bills	17.27%	17.29%	17.07%	17.13%	1.2%	0.9%
On-line Payments (Internet Sales)	2,219	11,245	2,060	10,589	7.7%	6.2%
On-line Payments-% of Total Bills	14.22%	14.43%	13.25%	13.62%	7.3%	5.9%
Over-the-phone Payments	1,053	5,281	903	4,467	16.6%	18.2%
Over-the-phone Payments-% of Total Bills	6.75%	6.78%	5.81%	5.75%	16.1%	17.9%
Mail-in Payments	9,296	46,444	9,624	47,789	-3.4%	-2.8%
Mail-in Payments-% of Total Bills	59.56%	59.59%	61.91%	61.48%	-3.8%	-3.1%

**WATER BILLING ANALYSIS**  
**May 31, 2018**

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

<u>Month Billed</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
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
March	4,169	3,914	3,845
April	4,276	4,242	4,206
May	4,437	4,257	4,213
13 Month Average -	4,563	4,542	4,527
% Change -	-1.4%	-0.5%	-0.3%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>May-17</u>	<u>Apr-18</u>	<u>% Change</u>		<u>May-17</u>	<u>Apr-18</u>	<u>% Change</u>
Residential	14,633	14,689	0.4%	Residential	\$ 53.46	\$ 55.25	3.3%
Commercial	913	920	0.8%				
Total	15,546	15,609	0.4%				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>May-17</u>	<u>Apr-18</u>	<u>% Change</u>	<u>May-17</u>	<u>Apr-18</u>	<u>% Change</u>	
Residential	62	62	0.0%	Residential	313	312	-0.3%
Commercial	44	39	-11.4%	Commercial	214	199	-7.0%
	106	101	-4.7%		527	511	-3.0%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of May 31,2018

<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		5,767,485.38			1.747
Illinois Funds - Veterans Memorial	05/01/92		300.16			1.747
IMET Convenience Fund	10/20/05		2,756.41			1.680
Citibank SDA	11/07/08		245,707.01			1.500
Chase Money Market	03/06/18		4,515,654.73			1.490
CD with PMA	08/22/13		13,549,129.45	13,539,863.11	13,705,979.23	0.375
			<u>24,081,033.14</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		296,850.29			1.747
Citibank SDA	11/07/08		12,367.23			1.500
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>362,486.32</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,196.97			1.747
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		53,746.32			1.747
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		147.47			1.747
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,348.75			1.747
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		297,510.92			1.747
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		14,328.47			1.747
Citibank SDA	11/07/08		19,312.27			1.500
			<u>33,640.74</u>			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,761.48			1.747
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		103,383.12			1.500
			<u>295,580.64</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of May 31,2018

<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		36,886.38			1.747
CD with PMA	08/22/13		2,458,030.77	2,458,030.77	2,496,666.19	
Citibank SDA	01/07/09		75,693.97			1.500
			<u>2,570,611.12</u>			
<b><u>Traffic Improvement</u></b>						
Citibank SDA	01/07/09		4,923.76			1.747
<b><u>EDA Series 1991 Project</u></b>						
Illinois Funds	08/22/91		1,180,460.52			1.747
Citibank SDA	02/10/11		233,207.03			-
			<u>1,413,667.55</u>			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		1,262,069.92			
Chase Money Market	03/06/18		501,739.42			1.490
CD with PMA	03/09/17		647,700.00	647,700.00	656,093.96	
Citibank SDA			223,884.47			1.680
			<u>2,635,393.81</u>			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,199.92			1.747
Citibank SDA	01/07/09		239,924.70			1.500
			<u>241,124.62</u>			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		22,430.25			1.747
Citibank SDA	01/07/09		68,805.23			1.500
			<u>91,235.48</u>			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,169.70			1.747
Citibank SDA	11/07/08		298,976.57			1.500
CD with PMA	08/22/13		489,514.72	489,514.72	497,464.50	0.375
			<u>791,660.99</u>			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		9,803.24			1.747
Citibank SDA	11/07/08		21,449.72			1.500
Chase Money Market	03/06/18		1,154,000.66			1.490
CD with PMA			692,900.00	692,900.00	702,897.14	
			<u>1,878,153.62</u>			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank SDA	08/12/15		462,114.59			1.500

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of May 31,2018

<u>Fund</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Maturity Value</u>	<u>Rate of Interest</u>
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		850,198.73			1.500
CD with PMA	09/13/17		4,737,630.00	4,737,630.00	4,843,900.57	
			<u>5,587,828.73</u>			
<b><u>Sears Operating</u></b>						
Illinois Funds			2,466.69			
Citibank SDA			30,127.97	400,000.00	406,094.19	
			<u>432,594.66</u>			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		15,725.97			1.747
Citibank SDA	11/07/08		30,790.41			1.500
CD with PMA	08/22/13		2,229,708.42	2,229,708.42	2,272,451.52	0.375
			<u>2,276,224.80</u>			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		176,916.49			1.747
Citibank SDA	11/07/08		92,406.79			
CD with PMA			491,100.00	491,100.00	499,797.97	
			<u>760,423.28</u>			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		6,249,002.18			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,283.99			1.747
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,756.66			1.500
			<u>117,696.50</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		205,437.01			1.747
<b>Total Investments</b>			<u>\$ 50,853,783.97</u>			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			9,376,526.29	18.44		
IMET Convenience Fund			2,756.41	0.01		
Chase Money Market			6,171,394.81	12.14		
CD with PMA			26,023,074.05	51.17		
Citibank at PMA			9,280,032.41	18.25		
			<u>\$50,853,783.97</u>	100.00		

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of May 31, 2018

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			8,196,065.77	18.98		
IMET			2,756.41	0.01		
Chase Money Market			6,171,394.81			
CD with PMA			26,023,074.05	60.25		
Citibank at PMA			2,797,823.20	6.48		
			<b>\$43,191,114.24</b>	<b>85.71</b>		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds					\$30,179,488.84	
Total Investments - Debt Service Funds					\$297,510.92	
Total Investments - Trust Funds					\$6,249,002.18	
Total Investments - Capital Projects Funds					\$14,127,782.03	
Total Investments - All Funds					<b>\$50,853,783.97</b>	



**OPERATING REPORT SUMMARY**

**REVENUES**

**May 31, 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	48,665	8,082,255	10,746,725	16,364,510	65.7%	
Hotel Tax	107,083	114,055	535,417	423,588	1,285,000	33.0%	
Real Estate Transfer Tax	66,667	386,938	333,333	602,960	800,000	75.4%	
Home Rule Sales Tax	305,000	274,533	1,525,000	1,607,193	3,660,000	43.9%	
Telecommunications Tax	151,042	125,439	755,208	690,735	1,812,500	38.1%	
Property Tax - Fire	275,879	13,927	1,379,396	1,656,648	3,310,550	50.0%	
Property Tax - Police	300,003	15,237	1,500,013	1,811,091	3,600,030	50.3%	
Other Taxes	90,048	73,126	450,242	356,645	1,080,580	33.0%	
Total Taxes	1,395,722	1,051,921	14,560,863	17,895,586	31,913,170	56.1%	
Business Licenses	51,000	32,425	238,000	259,945	340,000	76.5%	
Liquor Licenses	-	20,060	245,000	262,293	245,000	107.1%	
Building Permits	59,167	214,601	295,833	455,118	710,000	64.1%	
Other Licenses & Permits	1,542	443	7,708	2,568	18,500	13.9%	
Total Licenses & Permits	111,708	267,528	786,542	979,924	1,313,500	74.6%	
Sales Tax	660,292	567,645	3,301,458	3,308,223	7,923,500	41.8%	
Local Use Tax	110,000	101,658	550,000	611,213	1,320,000	46.3%	
State Income Tax	408,333	711,744	2,041,667	2,404,555	4,900,000	49.1%	
Replacement Tax	18,900	55,784	94,500	165,666	226,800	73.0%	
Other Intergovernmental	38,567	13,765	192,833	209,810	462,800	45.3%	
Total Intergovernmental	1,236,092	1,450,595	6,180,458	6,699,467	14,833,100	45.2%	
Engineering Fees	8,333	12,284	41,667	41,971	100,000	42.0%	
Ambulance Fees	108,333	86,468	541,667	536,892	1,300,000	41.3%	
Police Hireback	35,417	38,994	177,083	202,177	425,000	47.6%	
Lease Payments	59,487	57,185	237,947	310,258	713,840	43.5%	
Cable TV Fees	215,000	196,370	430,000	399,507	860,000	46.5%	
4th of July Proceeds	16,450	16,450	27,143	27,143	136,700	19.9%	
Employee Payments	91,667	110,302	458,333	543,615	1,100,000	49.4%	
Hireback - Arena	13,333	25,091	66,667	123,339	160,000	77.1%	
Rental Inspection Fees	-	3,931	310,000	266,419	310,000	85.9%	
Other Charges for Services	76,083	76,879	380,417	379,461	913,000	41.6%	
Total Charges for Services	624,103	623,954	2,670,923	2,830,782	6,018,540	47.0%	
Court Fines-County	18,333	-	91,667	62,471	220,000	28.4%	
Ticket Fines-Village	41,667	44,308	208,333	274,466	500,000	54.9%	
Overweight Truck Fines	500	210	2,500	1,160	6,000	19.3%	
Red Light Camera Revenue	41,667	44,347	208,333	151,763	500,000	30.4%	
Local Debt Recovery	8,333	74,229	41,667	88,414	100,000	88.4%	
Total Fines & Forfeits	110,500	163,094	552,500	578,274	1,326,000	43.6%	
Total Investment Earnings	15,833	32,905	79,167	148,140	190,000	78.0%	
Reimburse/Recoveries	18,333	21,333	91,667	73,096	220,000	33.2%	
S.Barrington Fuel Reimbursement	2,333	3,517	11,667	16,719	28,000	59.7%	
Tollway Payments	2,083	2,750	10,417	23,600	25,000	94.4%	
Other Miscellaneous	15,834	105,641	79,171	216,725	190,010	114.1%	
Total Miscellaneous	38,584	133,241	192,921	330,140	463,010	71.3%	
Total Operating Transfers In	4,167	4,167	20,833	20,835	50,000	41.7%	
Total General Fund	3,536,709	3,727,406	25,044,207	29,483,149	56,107,320	52.5%	41.7%

**OPERATING REPORT SUMMARY  
REVENUES**

**May 31, 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	1,385,077	7,530,292	6,916,543	18,072,700	38.3%	
Connection Fees	4,167	13,975	20,833	55,971	50,000	111.9%	
Cross Connection Fees	3,167	3,577	15,833	16,349	38,000	43.0%	
Penalties	6,667	8,971	33,333	46,883	80,000	58.6%	
Investment Earnings	1,750	10,405	8,750	48,222	21,000	229.6%	
Other Revenue Sources	32,125	42,417	160,625	213,112	385,500	55.3%	
Capital Projects	-	-	-	-	2,685,730	0.0%	
Total Water Fund	1,553,933	1,464,421	7,769,667	7,297,079	21,332,930	34.2%	41.7%
Motor Fuel Tax Fund	113,083	119,419	565,417	575,700	1,357,000	42.4%	
Community Dev. Block Grant Fund	25,483	23,404	127,417	25,445	305,800	8.3%	
Asset Seizure Fund	17	120,980	83	305,026	200	152512.9%	
Municipal Waste System Fund	243,874	225,417	1,219,371	1,191,934	2,926,490	40.7%	
Sears Centre Operating Fund	262,902	347,656	1,314,508	1,170,546	3,154,820	37.1%	
Sears Centre Activity Fund	662,847	2,276,197	3,314,233	3,728,556	7,954,160	46.9%	
Stormwater Management	44,600	44,904	223,000	224,558	535,200	42.0%	
Insurance Fund	145,595	133,485	727,975	841,779	1,747,140	48.2%	
Roselle Road TIF	16,708	209	83,542	131,745	200,500	65.7%	
Barrington/Higgins TIF	50,471	418	201,883	287,884	605,650	47.5%	
Higgins/Hassell TIF	8,200	11,271	41,000	54,220	98,400	55.1%	
Information Systems	143,474	139,469	717,371	700,327	1,721,690	40.7%	
Total Spec Rev. & Int. Svc. Fund	1,717,254	3,442,829	8,535,800	9,237,721	20,607,050	44.8%	
<b>TOTAL OPERATING FUNDS</b>	<b>6,807,897</b>	<b>8,634,655</b>	<b>41,349,673</b>	<b>46,017,949</b>	<b>98,047,300</b>	<b>46.9%</b>	<b>41.7%</b>
2015A & C G.O. Debt Service	1,701,660	831,680	1,701,660	833,327	3,403,320	24.5%	
2015B G.O. Debt Service	60,500	17,750	60,500	17,750	121,000	0.0%	
2016 G.O. Debt Service	21,940	1,547	197,460	221,497	438,800	0.0%	
2017A & B G.O. Debt Service	85,355	102,197	85,355	102,197	170,710	0.0%	
2008 G.O.D.S. Fund	439,190	418,968	439,190	418,968	878,380	47.7%	
2009 G.O.D.S. Fund	113,866	44,407	1,024,794	1,031,033	2,277,320	45.3%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>2,422,511</b>	<b>1,416,548</b>	<b>3,508,959</b>	<b>2,624,772</b>	<b>7,289,530</b>	<b>36.0%</b>	<b>41.7%</b>
Central Rd. Corridor Fund	50	51	250	1,028	600	171.4%	
Hoffman Blvd Bridge Maintenance	42	343	208	2,022	500	404.5%	
Western Corridor Fund	833	8,955	4,167	34,724	10,000	347.2%	
Traffic Improvement Fund	33	7	167	625	400	0.0%	
EDA Series 1991 Project	417	15,193	2,083	53,170	5,000	1063.4%	
Central Area Rd. Impr. Imp. Fee	-	8	-	179	-	0.0%	
Western Area Traffic Impr.	25	7	125	7	300	2.4%	
Western Area Traffic Impr. Impact Fee	72,500	-	362,500	-	870,000	0.0%	
Capital Improvements Fund	223,120	179,817	1,115,600	1,073,913	2,677,440	40.1%	
Capital Vehicle & Equipment Fund	60,829	152,721	304,146	397,196	729,950	54.4%	
Capital Replacement Fund	48,194	48,933	240,971	244,267	578,330	42.2%	
2015 Project Fund	13	-	63	7,773	150	5182.3%	
Road Improvement Fund	561,833	433,144	2,809,167	2,266,689	6,742,000	33.6%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>967,889</b>	<b>839,178</b>	<b>4,839,446</b>	<b>4,081,594</b>	<b>11,614,670</b>	<b>35.1%</b>	<b>41.7%</b>
Police Pension Fund	482,092	84,939	2,410,458	1,335,151	5,785,100	23.1%	
Fire Pension Fund	456,831	85,191	2,284,154	1,599,189	5,481,970	29.2%	
<b>TOTAL TRUST FUNDS</b>	<b>938,923</b>	<b>170,130</b>	<b>4,694,613</b>	<b>2,934,340</b>	<b>11,267,070</b>	<b>26.0%</b>	<b>41.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>11,137,219</b>	<b>11,060,512</b>	<b>54,392,691</b>	<b>55,658,655</b>	<b>128,218,570</b>	<b>43.4%</b>	<b>41.7%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**May 31, 2018**

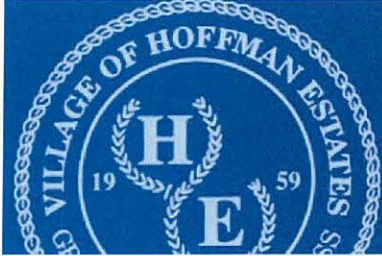
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
General Fund							
General Admin.							
Legislative	30,960	53,218	154,800	165,662	371,520	44.6%	
Administration	49,789	44,390	248,946	242,298	597,470	40.6%	
Legal	43,213	51,456	216,067	171,516	518,560	33.1%	
Finance	88,172	91,555	440,858	449,201	1,058,060	42.5%	
Village Clerk	17,433	15,432	87,163	82,594	209,190	39.5%	
Human Resource Mgmt.	50,032	42,601	250,158	216,975	600,380	36.1%	
Communications	18,943	42,450	94,717	81,044	227,320	35.7%	
Cable TV	14,502	12,481	72,508	66,094	174,020	38.0%	
Total General Admin.	313,043	353,583	1,565,217	1,475,385	3,756,520	39.3%	41.7%
Police Department							
Administration	125,470	108,507	627,350	629,898	1,505,640	41.8%	
Juvenile Investigations	45,964	27,364	229,821	238,815	551,570	43.3%	
Tactical	81,393	62,330	406,963	412,274	976,710	42.2%	
Patrol and Response	908,883	672,070	4,544,413	4,767,042	10,906,590	43.7%	
Traffic	101,713	77,168	508,563	424,542	1,220,550	34.8%	
Investigations	110,848	81,925	554,238	563,249	1,330,170	42.3%	
Community Relations	1,154	171	5,771	2,047	13,850	14.8%	
Communications	60,850	60,548	304,250	242,192	730,200	33.2%	
Canine	15,023	11,101	75,113	76,785	180,270	42.6%	
Special Services	19,101	29,728	95,504	106,532	229,210	46.5%	
Records	25,534	18,400	127,671	113,345	306,410	37.0%	
Administrative Services	64,002	67,834	320,008	322,325	768,020	42.0%	
Emergency Operations	6,774	3,285	33,871	34,713	81,290	42.7%	
Total Police	1,566,707	1,220,432	7,833,533	7,933,758	18,800,480	42.2%	41.7%
Fire Department							
Administration	75,213	61,664	376,067	346,442	902,560	38.4%	
Public Education	3,621	1,407	18,104	10,669	43,450	24.6%	
Suppression	697,092	502,980	3,485,458	3,459,930	8,365,100	41.4%	
Emer. Med. Serv.	639,770	459,314	3,198,850	3,237,150	7,677,240	42.2%	
Prevention	43,468	25,085	217,338	106,644	521,610	20.4%	
Fire Stations	3,233	5,948	16,167	21,021	38,800	54.2%	
Total Fire	1,462,397	1,056,397	7,311,983	7,181,855	17,548,760	40.9%	41.7%
Public Works Department							
Administration	27,282	27,024	136,408	137,815	327,380	42.1%	
Snow/Ice Control	150,950	170,033	754,750	991,329	1,811,400	54.7%	
Pavement Maintenance	43,214	32,182	216,071	158,085	518,570	30.5%	
Forestry	95,328	82,208	476,642	373,885	1,143,940	32.7%	
Facilities	97,005	91,214	485,025	408,481	1,164,060	35.1%	
Fleet Services	103,523	71,406	517,613	422,265	1,242,270	34.0%	
F.A.S.T.	17,535	11,661	87,675	47,010	210,420	22.3%	
Storm Sewers	14,619	13,779	73,096	61,464	175,430	35.0%	
Traffic Control	63,066	49,746	315,329	252,786	756,790	33.4%	
Total Public Works	612,522	549,253	3,062,608	2,853,120	7,350,260	38.8%	41.7%

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**May 31, 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	32,101	164,621	166,614	395,090	42.2%	
Planning	35,280	24,672	176,400	156,407	423,360	36.9%	
Code Enforcement	124,456	114,898	622,279	596,076	1,493,470	39.9%	
Transportation & Engineering	111,535	98,711	557,675	526,294	1,338,420	39.3%	
Economic Development	126,145	25,650	630,725	127,610	1,513,740	8.4%	
<b>Total Development Services</b>	<b>430,340</b>	<b>296,032</b>	<b>2,151,700</b>	<b>1,573,000</b>	<b>5,164,080</b>	<b>30.5%</b>	<b>41.7%</b>
Health & Human Services	61,063	55,966	305,317	279,396	732,760	38.1%	41.7%
Miscellaneous							
4th of July	5,899	5,899	20,451	20,451	170,540	12.0%	
Police & Fire Comm.	5,293	2,834	26,467	4,821	63,520	7.6%	
Misc. Boards & Comm.	19,408	32,405	97,042	69,974	232,900	30.0%	
Misc. Public Improvements	233,443	637,899	1,167,217	1,043,839	2,801,320	37.3%	
<b>Total Miscellaneous</b>	<b>264,044</b>	<b>679,037</b>	<b>1,311,176</b>	<b>1,139,086</b>	<b>3,268,280</b>	<b>34.9%</b>	<b>41.7%</b>
<b>Total General Fund</b>	<b>4,710,116</b>	<b>4,210,701</b>	<b>23,541,535</b>	<b>22,435,600</b>	<b>56,621,140</b>	<b>39.6%</b>	<b>41.7%</b>
Water & Sewer Fund							
Water Department	1,084,435	1,009,750	5,422,175	5,023,968	13,013,220	38.6%	
Sewer Department	178,148	174,182	890,738	868,557	2,137,770	40.6%	
Billing Division	68,826	61,581	344,129	337,149	825,910	40.8%	
Debt Service Division	146,313	146,313	146,313	146,313	292,630	50.0%	
Capital Projects Division	110,460	110,460	110,460	110,460	937,300	11.8%	
2015 Bond Capital Projects	-	-	7,269	7,269	93,600	7.8%	
2017 Bond Capital Projects	128,867	128,867	203,235	203,235	2,498,230	8.1%	
<b>Total Water &amp; Sewer</b>	<b>1,717,048</b>	<b>1,631,151</b>	<b>7,124,318</b>	<b>6,696,951</b>	<b>19,798,660</b>	<b>33.8%</b>	<b>41.7%</b>
Motor Fuel Tax	167,374	167,374	789,493	789,493	1,915,000	41.2%	
Community Dev. Block Grant Fund	23,404	23,404	23,404	23,404	305,800	7.7%	
Asset Seizure Fund	11,232	9,040	56,158	57,949	134,780	43.0%	
Municipal Waste System	253,048	147,910	1,265,242	1,142,838	3,036,580	37.6%	
Sears Centre Operating Fund	282,974	912,153	1,414,871	912,692	3,395,690	26.9%	
Sears Centre Activity Fund	662,847	2,214,778	3,314,233	3,606,035	7,954,160	45.3%	
Stormwater Management	66,304	7,825	331,521	7,825	795,650	1.0%	
Insurance	151,767	161,927	758,833	856,145	1,821,200	47.0%	
Information Systems	170,141	315,215	850,704	738,457	2,041,690	36.2%	
Roselle Road TIF	76,078	1,268	380,392	8,468	912,940	0.9%	
Barrington/Higgins TIF	50,471	390	50,471	1,270	605,650	0.0%	
Higgins/Hassell TIF	391	390	1,954	390	4,690	8.3%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,343,194</b>	<b>9,803,527</b>	<b>39,903,129</b>	<b>37,277,518</b>	<b>99,343,630</b>	<b>37.5%</b>	<b>41.7%</b>
2015A G.O. Debt Service	831,156	831,156	831,156	831,156	3,403,320	24.4%	
2015 G.O. Debt Service	17,750	17,750	17,750	17,750	121,000	14.7%	
2016 G.O. Debt Service	168,900	168,900	169,375	169,375	438,800	38.6%	
2017A & B G.O. Debt Service	102,197	102,197	102,197	102,197	170,710	59.9%	
2008 G.O.D.S. Fund	438,938	438,938	439,188	439,188	878,380	50.0%	
2009 G.O.D.S. Fund	395,906	395,906	396,156	396,156	2,277,320	17.4%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>1,954,846</b>	<b>1,954,846</b>	<b>1,955,821</b>	<b>1,955,821</b>	<b>7,289,530</b>	<b>26.8%</b>	<b>41.7%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**May 31, 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	8,333	8,335	20,000	41.7%	
Hoffman Blvd Bridge Maintenance	250	-	1,250	38,904	3,000	1296.8%	
Traffic Improvement Fund	1,250	1,250	6,250	6,250	15,000	41.7%	
EDA Series 1991 Project	102,750	28,583	513,750	158,001	1,233,000	12.8%	
Western Area Rd Improve Imp. Fee	26,250	-	131,250	-	315,000	0.0%	
Capital Improvements Fund	246,913	141,622	1,234,567	769,116	2,962,960	26.0%	
Capital Vehicle & Equipment Fund	78,948	98,685	394,738	256,681	947,370	27.1%	
Capital Replacement Fund	117,274	116,384	586,371	116,384	1,407,290	8.3%	
2015 Project Fund	-	-	-	586,310	-	N/A	
Road Improvement Fund	565,331	-	2,826,654	23,424	6,783,970	0.3%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,140,633</b>	<b>388,191</b>	<b>5,703,163</b>	<b>1,963,405</b>	<b>13,687,590</b>	<b>14.3%</b>	<b>41.7%</b>
Police Pension Fund	493,111	539,477	2,465,554	2,527,425	5,917,330	42.7%	
Fire Pension Fund	434,743	423,861	2,173,717	2,172,185	5,216,920	41.6%	
<b>TOTAL TRUST FUNDS</b>	<b>927,854</b>	<b>963,338</b>	<b>4,639,271</b>	<b>4,699,609</b>	<b>11,134,250</b>	<b>42.2%</b>	<b>41.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>12,366,527</b>	<b>13,109,902</b>	<b>52,201,384</b>	<b>45,896,353</b>	<b>131,455,000</b>	<b>34.9%</b>	<b>41.7%</b>



Village of Hoffman Estates  
**Information Systems** Department

# 2018 MAY MONTHLY REPORT

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## *Superion/GovQA Monthly Review*

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### **May Synopsis**

- After participating in a WebEx with Superion regarding the Roadmap for the future of their applications, Superion representatives provided an on-site demo of the TRACKiT software that includes options for all our Community Development and Licensing applications. It also has very robust workflows related to scheduling and processing inspections, Project Management, and Plan reviews. We will continue to work with them in the coming months to determine how this might fit the Village's needs.
- Public Works is working on a plan to determining the feasibility of replacing water meters and they needed usage data for each meter in the village with yearly totals and averages for three years. After meeting with PW staff, extracted and compiled the requested data in time for them to use it in the development of the RFP they will releasing.
- At the request of Development Services, I redesigned the existing GovQA Drainage Issue Request setup to allow them to enter the data they need. They were actually using an Excel spreadsheet instead of GovQA because there was no place to store the data the track. Missing were fields to indicate where the issue was and if they wanted an on-site inspection, among other items. The Requests Workflows needed modification to allow notification to others when issues are initiated and/or remain unresolved. Added several Engineering employees to GovQA. By the end of the month, they had entered nearly 50 new requests.

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

- Provided Superion with SQL script to update the deadline date to 8/7/2018 for rental inspections in Business Licensing.
- Created SQL statement to close all non-renewable Business Licenses and Superion ran it.
- Created SQL statement to close all General Contractor Licenses expired on April 30, 2018.
- The Approval Emails for REQ and PO approvals are not being generated. Reported to Superion and they resolve the issue after a few days.
- Reported an error in the EAC Paycheck Calculator to Superion for resolution at the end of May.
- Cognos Reporting was unavailable on two separate days. Reported both to Support and the issue was resolved quickly each time.
- Reported the issue with Fire & Safety in which a deleted note does not show in the application, but it is still in the table and when using Cognos, it is still there.

- Notified Superior Support that UB is out of balance again with the same account, 0230322752-02, causing the issue.
- Sent several requests to add new users.
- Verified that the following cases were fixed – 00442808: adding same violation more than once and 00443043: cannot delete a violation added in error.
- Had Superior refresh the CommunityPLUS training database as of 5/23/2018.
- Requested a test User ID. Due to PCI compliance, Superior was not able to do this.

## **Work Orders**

- Front Counter staff processed payment for a Citation and discovered that it was applied to the wrong Citation. I found the cause to be the clearing out of the Violator ID during the entry of the Cash Receipt. I adjusted both Citations to fix the balances.
- Modified the RRL Electronic Citation Reports for Court and Mailing.
- Assisted the Front Counter Supervisor with corrections to several GC Licenses.
- Extracted data for a group of UB customers in a geographic area.
- Another issue occurred with a Citation not appearing on a Cognos report because data was missing from a field required by the report filter. Fixed the Citation and it appeared on the report.
- Gave roles to two PW users that will be doing POs PW-Facilities: Roger Golbach and Kevin McGraw and added the PW purchasing defaults.
- Discovered there is a setting in the Fund accounting profile, Approvals by Organization, which was checked in training. This needed to be unchecked.
- Retested issue with Fire and Safety and being able to add a violation more than once and delete a violation that was added in error – these are now fixed.
- Gave appropriate permissions and roles to two new employees: Raymond Alvarez and Ian Irizarry.
- Assisted several users trying to use Psync for Superior access.
- Researched and added a large number of locations for use in entering Fire and Safety Inspections at multi-family residential properties.
- Added several missing locations.
- Added more Fire & Safety Violation Codes.
- Ran Penalty Process for BL, HB, LQ at the beginning and end of the month.
- Ran RRL Penalty Process.

## **Administration**

- Prepared monthly report.
- Processed Payroll for department employees on May 7 and 21, 2018.
- Notified staff of upcoming Spring Release of GovQA software and participated in Webinar that reviewed the updates.
- Participated in Monthly SUGA Board conference call.



## Meetings

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- Biweekly meetings with IS Director several times this month.
- SUGA Board conference call.
- TRACKiT On-site Demo.
- Met with Public Works to discuss needs for Meter Consumption data for RFP.

## Geographic Information System Review

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- Tim Stoub will be going through the entire Fire Map book and providing updates to lockboxes, fire dept connections, hydrants, and buildings. He will be providing updates as time allows. The first batch came in May and have been completed.
- Much of May was spent researching alternative methods to operating the hydrant map as specified by the hydrant field crew. As previously noted, we're pursuing a method of adjusting the hydrant symbology in ArcGIS Online with a related table (when a user updates the hydrant maintenance table as "flushed" the hydrant changes color in the map). In testing these alternative methods, several support tickets with ESRI were required. An upgrade and patches were installed to the existing advanced desktop license. We've yet to find a solution and are still troubleshooting the issue. There is a workaround if all else fails, but we will continue to research alternatives as it could be useful for other datasets.
- Had a 2<sup>nd</sup> training opportunity with P. Joshi to show him multiple ways of creating a buffer and selecting the information within. Covered basic ArcGIS geoprocessing tools (buffer) and selection techniques (select by location). Also went over shapefile creation vs. graphics, which is an important component to building a legend. Lastly, covered exporting the selection to a table.

### Work Orders

- WebMap Request: Adjust FEMA layer defaults (TE)
- WebMap Request: added utilities to tree map and adjusted scale range (PW)
- Map Request: Utilities for EN Engineering at Higgins (TE)
- Map Request: Lift station flow for Higgins/Manchester (PW)
- Data Request: ME Simpson exercised valve join (PW)
- Data Request: Fire Map book review (FD)
- Data Request: 2020 LUCA data prep (IS)
- Data Request: hydrant lateral review & update (PW)
- Troubleshoot: AGO user couldn't edit service: map needed to be shared with user (IS)

### Administration

- Scanner repaired—moving forward scanner to be turned off after use (computer on) (IS)
- Plotter request (350mb 34x44)- reduced dpi & size (TE)
- Kara network subscription increased to 2, no cost (IS)

- ESRI Support: cannot edit unversioned data *open* (IS)
- ESRI Support: publishing tables and/or views *solved* (IS)
- ESRI Support: orphaned locks preventing editing sessions *solved* via SQL (IS)
- ArcGIS 10.5.1 upgrade including patches (IS)
- Water laterals review (PW)
- Fire analysis project planning (GG)
- IS Conference room wall map printed & attached to wall (IS)

## Training

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- Internal: ArcGIS for Desktop buffers, selections & shapefiles w/ P. Joshi (4/17)

## Meetings

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- Public Works GIS monthly (5/1)
- GIS Bi-Weekly (5/7, 5/21)
- Tree map for field access w/ N. Lackowski (5/1)
- Water lateral project reviews w/ S. Diatte (5/10, 5/14)
- Fire analysis: road speed/elevation project planning w/S.Diatte (5/16)
- Pipetech View process review w/S. Diatte (5/4, 5/22)
- Pipetech video storage (5/22)

### **Project Activities**

#### **Project – Desktop Imaging**

- I.S. Staff installed and configured new desktop imaging system. The new Microsoft Deployment Toolkit will provide unified collection of tools, processes and automated desktop and server deployment. The MDT is a replacement for our Symantec Ghost solution which, at this point is outdated and is not as cost effective as Microsoft's Deployment Toolkit solution.

#### **Project – E-Forms**

- I.S. Staff in continues to work and research Electronic Forms Solution. This type of solution will increase transparency, eliminate paper forms and accelerate review and approval process. During the month of May, I.S. staff finalized sample forms and workflows within LaserFiche and Adobe Acrobat.

#### **Project – CCTV Project**

- I.S. Staff continues to work with PACE Systems on upgrading and replacing cameras throughout the Village. During the month of May the team was able to finish camera installations at the Sears Centre Arena. Furthermore, I.S. Staff was able to configure VPN and mobile access for our Public Works employees. This connection utilizes secure VPN link to Village's network and allows our staff monitor Village's main facilities.

#### **Project – CFA Upgrade**

- I.S. Staff completed a Computerized Fleet Analysis system upgrade. The CFA software is primarily used by our Public Works Vehicle Maintenance staff for maintenance and management of Village's vehicles. The system provides clean and direct approach to fleet maintenance operations. The new version of CFA Software introduced bug fixes as well as some software enhancements. The upgrade had to be performed during normal business hours and the system was not accessible for about six hours.

#### **Project – KnowBe4 Training**

- I.S. Staff analyzed the results from the KnowBe4 simulated phishing campaigns. Based on the results, I.S. Staff started working on the training materials and begun working on Village wide training campaign.

## **Project –Fire Station 24 Network Change**

- I.S. Staff updated network configuration at Fire Station 24. The changes were made to improve reliability and redundancy for the location. The changes were necessary due to the installation of the Cambium wireless backup link. The modifications were made during normal business hours and thanks to the backup link, the station did not experience any down time.

## *Meetings*

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- I.S. Staff attended CAD IT meeting at NWCD.
- I.S. Staff attended Police CAD meeting at NWCD.
- I.S. Staff attended Premier ONE design meeting with representatives from NWCD IT and Motorola Network Discovery team.
- I.S. Staff attended SCA meeting with representative from NIU

## *Training*

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

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

- Applied necessary software updates as needed.
- 173 help desk requests were opened during the month of May.
- 172 help desk requests were closed during the month of May.
- Self Service Password Resets or Account Unlocks: 5
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 4
- Active Directory Password Resets: 1

## Director Summary

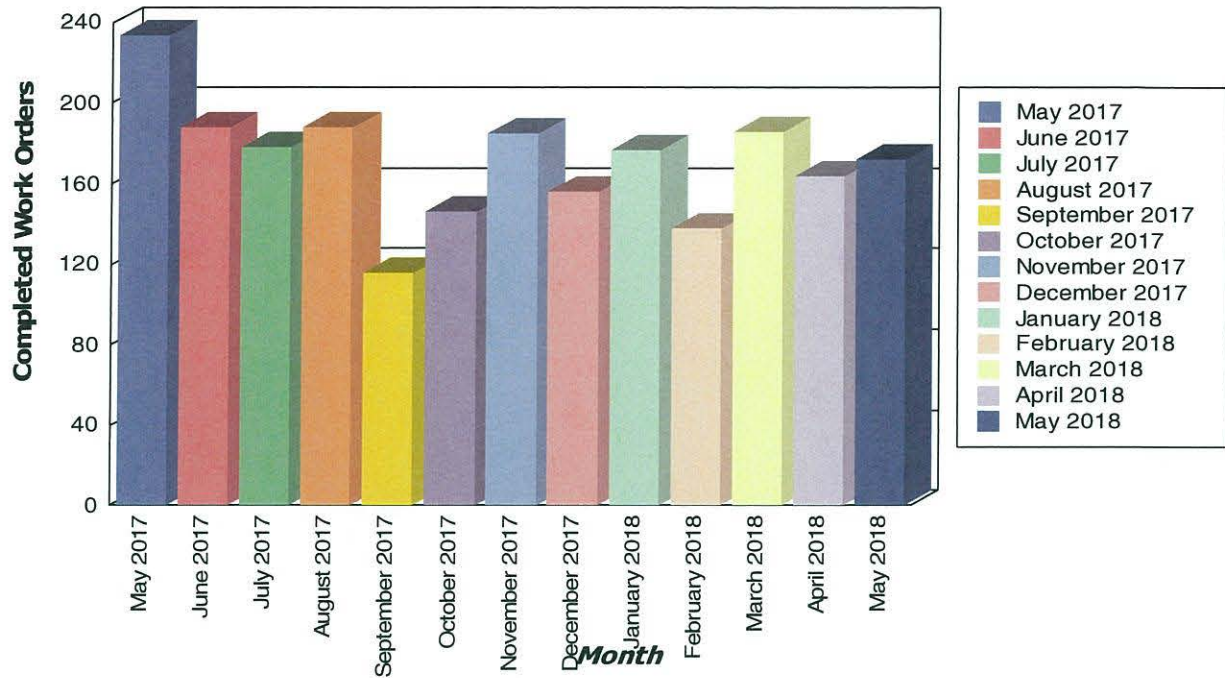
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- Vendor meeting and on-site demo of the TRACKiT software form Superior representatives.
  - Options for all our Community Development Applications
  - Licensing applications.
- SCA Tech Meeting
  - Meeting at SCA with Mark Koplin, Ben Gibbs (SCA) and Erin Sweeney (SCA) and Brad Gordon to discuss the telephone system and replacement options
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
  - Project progress
  - Division Goals
- Monthly meeting with the Manager's office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.

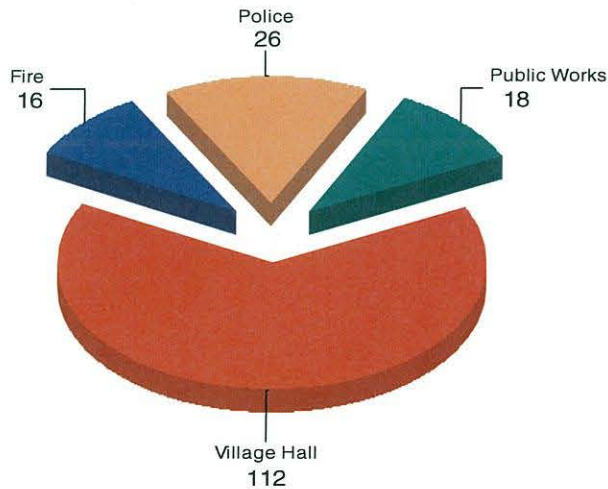
## Total Work Orders by Priority by Month

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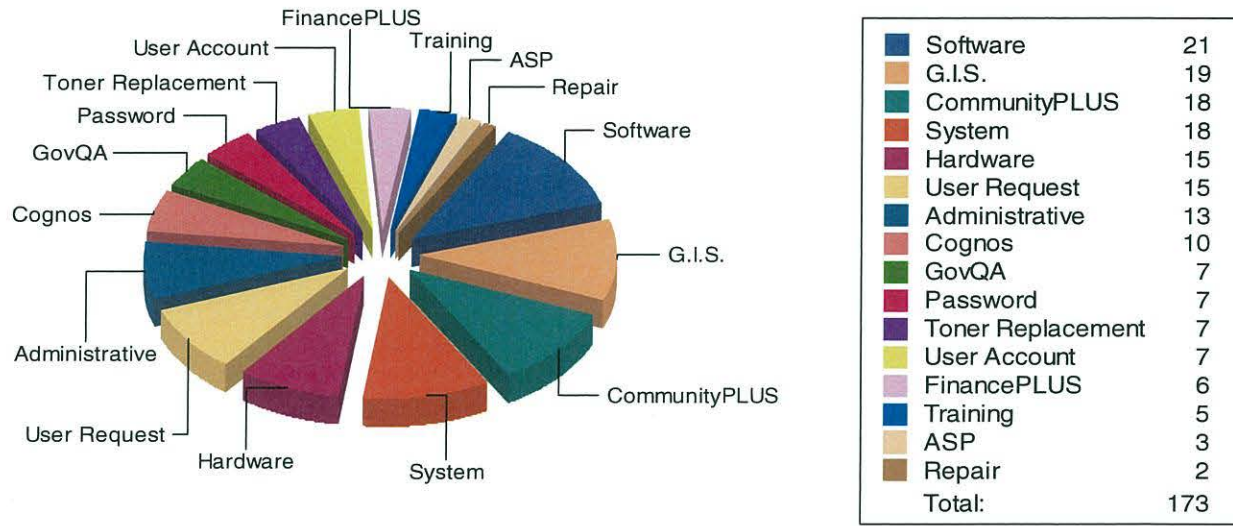
Month	May
1 - Normal	138
2 - High	2
3 - Urgent	4
Project	10
Scheduled Event	11
Vendor intervention required	8
<b>Total for Month</b>	<b>173</b>



### Completed Work Orders by Location



## Work Order Trends by Type



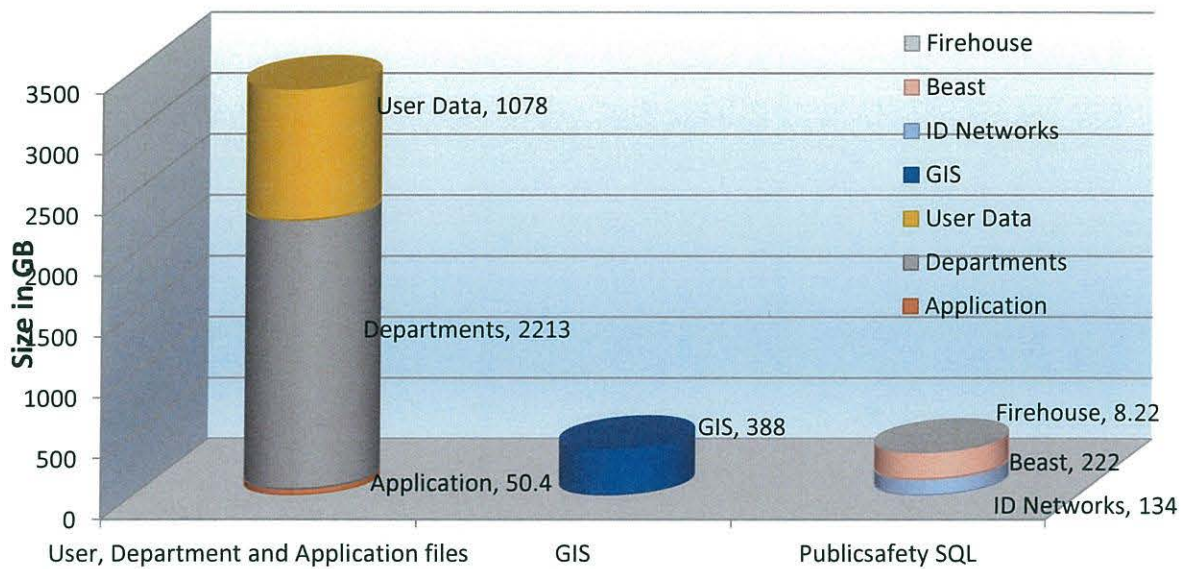
## Savings on Printer Repairs

Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of May we asked for two printer repairs and the cost associated with those repairs totaled \$380.00 including parts and labor.



## System and Data Functions

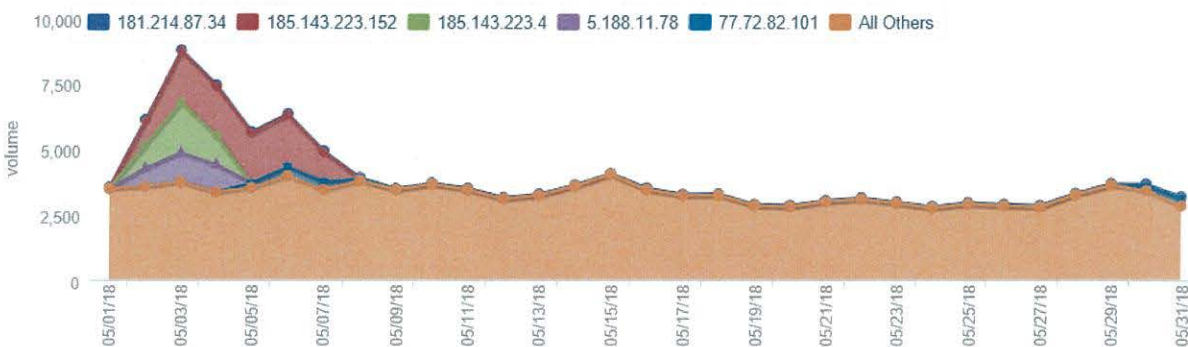
### Disk Usage



## Sentinel IPS Attack Report

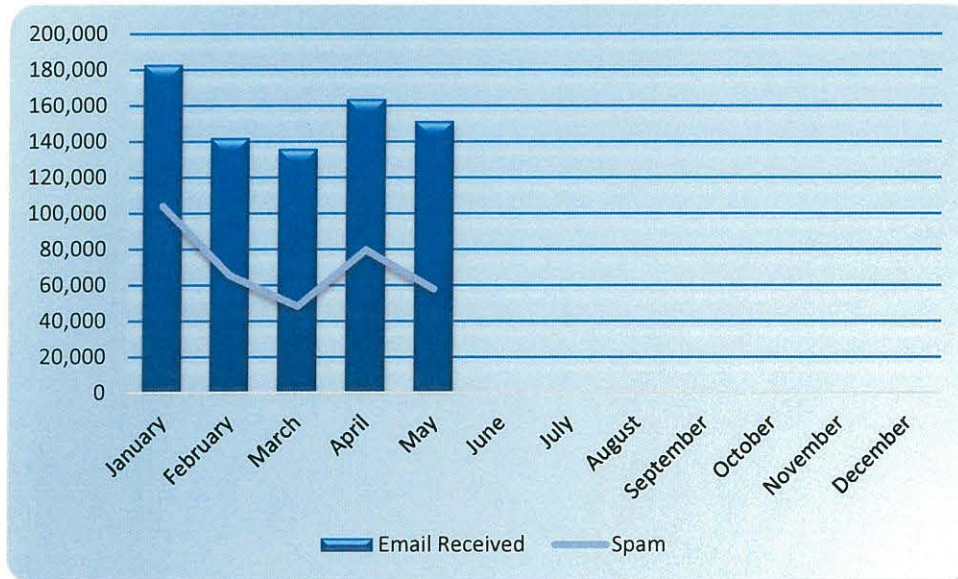
External parties attacked the Village network 121694 times during the month of May

### Attack Volume with 5 Most Active IP Addresses



## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	182,753	104,111	57%
February	141,809	65,554	46%
March	135,823	48,211	35%
April	163,386	79,667	49%
May	151,173	57,882	38%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>774,944</b>	<b>355,425</b>	<b>46%</b>



*Fred Besenoffer*

Fred Besenoffer, Director of Information Systems

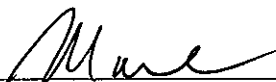
# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Assistant Village Manager-Development Services  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT - JUNE 2018**  
**DATE:** June 22, 2018

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1. Coordination with Ben Gibbs and Yousuf Ahmed regarding the temporary concession stand for the summer events at the Village Green. The stand opened for the June 7 concert.
2. Initial discussions with Ben Gibbs regarding the major service contracts that will be expiring this fall. Options include renewal or issuing an RFQ/RFP.
3. The Hoffman Boulevard extended closure to accommodate the Circus, graduations, and USA Volleyball will remain closed through the FourthFest.
4. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
5. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
6. Continuing discussions regarding lighting upgrades in various location in the building.
7. The contractor working on the sound system repairs (prior to the graduations) found additional defective equipment and an additional cost of \$13,000 was incurred. The sound system did work fine for the graduations.
8. Met with Windy City Bulls to discuss their strategy for the 2018/2019 season.
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

Attachment

MAK/kr

cc: J. Norris  
Ben Gibbs (Spectra)

**Sears Centre Arena**  
**General Manager Update**  
 July 2018

<b>Event Highlights</b>	<b>Notes</b>
June 1: Round Lake Grad June 3: New Trier/Evanston Grad June 7: Daily Herald Prep Awards June 15-17: USA Volleyball June 23: DaBangg Concert	
<b>Finance Department</b>	
General	Arena finished May financials. Ahead of budget by \$295,449
Monthly Financial Statement	Building Event Revenue YTD: \$1,364,621
	Building Sponsor/Other Revenue YTD: \$128,460
	Building Expenses YTD: \$1,134,759
	Building Income YTD: \$358,322 vs. YTD Budget \$62,874
<b>Operations Department</b>	
General	Preparing summer project list including door replacement, curb repair, painting, carpet replacement
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	Fall arrest system inspection, inspection of PA speakers
Village Support	Capital improvement plan development
<b>Events Department</b>	
General	Closing out a very busy 8 months
Positions to Fill	Training new Senior Event Manager
<b>Marketing Department</b>	
General	Marketing support for July 4th, Village Green, WCB off-season planning
Positions to Fill	N/A
<b>Group Sales Department</b>	
General	Group sales will be handled by a third party company.
<b>Box Office Department</b>	
General	N/A
<b>Food &amp; Beverage Department</b>	
General	Preparing for Village Green season
<b>Premium Seating Department</b>	
General	NA
Positions to Fill	Hired new Director of Partnerships
<b>Sponsorship Department</b>	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$60,052
	Suites Sales: \$59,608
<b>General</b>	
Capital Improvements/Repairs	Exterior doors