

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
January 27, 2020

Immediately following Public Health & Safety

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

I. Roll Call

II. Approval of Minutes – December 9, 2019

NEW BUSINESS

1. Request approval to amend Sections 8-2-1 and 8-4-16, of the Hoffman Estates Municipal Code to include \$1,000 Per Location to Terminal Operator fees.
2. Request approval to renew the contract with Andres Medical Billing, Arlington Heights, IL for the period January 1, 2020 through December 31, 2022.
3. Request Board authorization to waive bidding and award contract for work to connect an emergency generator at the Sears Centre Arena to Tri-J Electric, Inc., Cary, IL, in an amount not to exceed \$20,800.

REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report for November and December.
2. Information System Department Monthly Report for November and December.
3. Sears Centre Monthly Report December and January.

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 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

December 9, 2019

I. Roll call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. Transportation and Eng.
Kevin Kramer, Director of Economic Dev.
Al Wenderski, Director of Engineering
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Patrick Fortunato, Fire Chief
Greg Poulos, Asst. Police Chief
Kasia Cawley, Asst. Police Chief
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Fred Besenhoffer, Director of IS
Ben Gibbs, Sears Centre Arena
Suzanne Ostrovsky, Asst. to the Village Mgr.
Ken Koop, Risk Manager**

The Finance Committee meeting was called to order at 7:49 p.m.

II. Approval of Minutes

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the Special Finance Committee Meeting minutes of November 14, 2019. Voice vote taken. All ayes (Abstain: Gaeta). Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Finance Committee Meeting minutes of November 25, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a resolution establishing hireback rates for Police and Fire personnel for the period January 1 through December 31, 2020.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod,, to approve a resolution establishing hireback rates for Police and Fire personnel for the period January 1 through December 31, 2020. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of the:**
 - a) 2020 renewal of the Village's property and casualty insurance program through the Suburban Liability Insurance Pool (SLIP); and**
 - b) 2020 renewal of the Village's worker's compensation, underground storage tank and liquor liability coverages through Alliant/Mesirow Insurance Services.**

An item summary sheet from Ken Koop, Patrick Seger and Dan O'Malley was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a) the 2020 renewal of the Village's property and casualty insurance program through the Suburban Liability Insurance Pool (SLIP); and b) 2020 renewal of the Village's worker's compensation, underground storage tank and liquor liability coverages through Alliant/Mesirow Insurance Services. Voice vote taken. All ayes. Motion carried.

- 3. Request authorization to purchase a Kubota worksite vehicle with snow blower, salt spreader, broom and blade attachments for the Sears Centre Arena from Russo Power Equipment, Schiller Park, IL, in an amount not to exceed \$37,216.**

An item summary sheet from Mark Koplín, Joe Nebel and Ben Gibbs was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to purchase a Kubota worksite vehicle with snow blower, salt spreader, broom and blade attachments for the Sears Centre Arena from Russo Power Equipment, Schiller Park, IL, in an amount not to exceed \$37,216. Voice vote taken. All ayes. Motion carried.

4. **Request authorization waive bidding and purchase 32 new food and beverage point of sale (POS) units from NCR of Duluth, GA for the Sears Centre Arena concessions, in an amount not to exceed \$34,739.21.**

An item summary sheet from Mark Koplín and Ben Gibbs was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to waive bidding and purchase 32 new food and beverage point of sale (POS) units from NCR of Duluth, GA for the Sears Centre Arena concessions, in an amount not to exceed \$34,739.21. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. **Finance Department Monthly Report (deferral requested)**

The Finance Department Monthly Report was deferred.

2. **Information Systems Department Monthly Report (deferral requested)**

The Information Systems Department Monthly Report was deferred.

3. **Sears Centre Monthly Report (deferral requested)**

The Sears Centre Monthly Report was deferred.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 7:59 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of an ordinance amending Sections 8-2-1 and 8-4-16 of the Hoffman Estates Municipal Code (Terminal Operator fees)

MEETING DATE: January 27, 2020

COMMITTEE: Finance

FROM: Bev Romanoff, Village Clerk

REQUEST: Request approval of an ordinance amending Sections 8-2-1 and 8-4-16 of the Hoffman Estates Municipal Code (Terminal Operator fees).

BACKGROUND: In 2012, the Village passed Ordinance No. 4318-2012 amending Section 8-2-1, Fees, Section 8-4-2, Amusement Devices, and Section 9-2-1, Definitions, of the Hoffman Estates Municipal Code regarding video gaming. In 2016, the Village passed Ordinance No. 4536-2016 amending Section 8-2-1, Fees, of the Municipal Code to increase video gaming terminals to \$400 per terminal and \$1,000 for each terminal operator.

DISCUSSION: The Village has multiple Video Gaming Terminal Operators who provide gaming terminals to many businesses within the Village. At this time, the Village is only charging a singular fee to Terminal Operators, even though the Operator may have several machines in different locations throughout the Village. The Village surveyed comparable communities and found many charge a fee for each location a Video Gaming Terminal Operator has within their municipalities. Staff recommends the fee of \$1,000.00 be charged per location to each Video Gaming Terminal Operator within the Village.

RECOMMENDATION: Request approval to amend Sections 8-2-1 and 8-4-16, of the Hoffman Estates Municipal Code to include \$1,000.00 Per Location to Terminal Operator fees.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

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

Section 8-2-1. FEES

For licenses to operate the following businesses, unless otherwise indicated, the fees listed opposite the named business shall apply PER YEAR:

A. *Business Licenses.*

- Video Gaming Terminal (per terminal)....\$400.00
- Terminal Operator.....\$1,000.00

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

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

PASSED THIS 14th day of March, 2016

| VOTE | AYE | NAY | ABSENT | ABSTAIN |
|--------------------------|----------|-------|--------|---------|
| Trustee Karen V. Mills | <u>X</u> | _____ | _____ | _____ |
| Trustee Anna Newell | <u>X</u> | _____ | _____ | _____ |
| Trustee Gary J. Pilafas | <u>X</u> | _____ | _____ | _____ |
| Trustee Gary G. Stanton | <u>X</u> | _____ | _____ | _____ |
| Trustee Michael Gaeta | <u>X</u> | _____ | _____ | _____ |
| Trustee Gayle Vandenberg | <u>X</u> | _____ | _____ | _____ |
| Mayor William D. McLeod | <u>X</u> | _____ | _____ | _____ |

APPROVED THIS 14th DAY OF March, 2016

William D. McLeod
Village President

ATTEST:

A. J. Romano
Village Clerk

Published in pamphlet form this 17th day of March, 2016.



HOFFMAN ESTATES

Office of the Village Clerk

Bev Romanoff
Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK AND KANE)

CERTIFICATE

I, Bev Romanoff, certify that I am the duly appointed Municipal Clerk of the Village of Hoffman Estates, Cook and Kane Counties, Illinois.

I further certify that on July 23, 2012 the Corporate Authorities of such municipality passed ordinance No. 4318-2012 entitled

An ordinance amending Section 8-2-1, Fees, Section 8-4-2, Amusement Devices, and Section 9-2-1, Definitions, of the Hoffman Estates Municipal Code.

The pamphlet form of Ordinance No. 4318-2012 such ordinance was posted in the municipal building, commencing on July 27, 2012, and continuing for at least ten days thereafter. Copies of such ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Hoffman Estates, Illinois this 23rd day of July, 2012.


Bev Romanoff
Village Clerk



HOFFMAN ESTATES

Office of the Village Clerk

Bev Romanoff
Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK AND KANE)

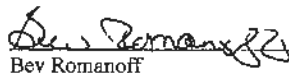
CERTIFICATE

I, Bev Romanoff, Village Clerk of the Village of Hoffman Estates, in the Counties of Cook and Kane and the State of Illinois, DO HEREBY CERTIFY that the annexed and foregoing is a true and correct copy of the following document now on file:

Ordinance No. 4318-2012 amending Section 8-2-1, Fees, Section 8-4-2, Amusement Devices, and Section 9-2-1, Definitions, of the Hoffman Estates Municipal Code, was passed by the Board of Trustees at a regular meeting on July 23, 2012.

I, FURTHER CERTIFY that the original document, of which the foregoing is a true copy, is entrusted to my care for safe keeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Hoffman Estates aforesaid, at the said Village, in the Counties of Cook and Kane and the State of Illinois, aforesaid, this 23rd day of July, 2012.


Bev Romanoff
Village Clerk

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES,
SECTION 8-4-2, AMUSEMENT DEVICES,
ARTICLE 8-4, AMUSEMENTS, AND
SECTION 9-2-1, DEFINITIONS,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

WHEREAS, the Board of Trustees of the Village of Hoffman Estates has previously enacted its Ordinance No. 901-1977 and its Ordinance No. 900-1977, respectively, to include in the Municipal Code which definitions of "Amusement Device;"

WHEREAS, the State of Illinois is in the process of implementing the Video Gaming Act, 230 ILCS 40 (2009) and licensing Video Gaming Terminals and Terminal Operators for operation in the Village of Hoffman Estates;

WHEREAS, the Village of Hoffman Estates believes that text amendments to Municipal Code Section 8-2-1, Fees; Article 8-4, Amusements; Section 8-4-2, Amusement Devices; and Section 9-2-1, Definitions, are required in order to avoid confusion and/or conflicts with the Village's current regulation of Amusement Devices and to clarify that the State Licensed Video Gaming Terminals are not included in the definitions of "Amusement Device" contained in Section 8-4-2 and Section 9-2-1 of the Municipal Code, as enacted;

WHEREAS, the Village of Hoffman Estates further believes that licensing of Video Gaming Terminals and Terminal Operators as defined in the Illinois Video Gaming Act, 230 ILCS 40 (2009), and the following text amendments to Municipal Code Section 8-2-1, Fees; Article 8-4, Amusements; Section 8-4-2, Amusement Devices; and Section 9-2-1, Definitions, are required to promote and protect the public health, safety and welfare of the residents of this Village; and

WHEREAS, the Planning and Zoning Commission of the Village of Hoffman Estates on July 18, 2012 considered the question of amending the text of Municipal Code Section 9-2-1, Definitions, in regard to the definition of "Amusement Devices;" and

WHEREAS, the President and the Board of Trustees of the Village of Hoffman Estates have considered the July 18, 2012 recommendation of the Planning and Zoning Commission and the record made at that Public Hearing.

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

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

Section 8-2-1. FEES

For licenses to operate the following businesses, unless otherwise indicated, the fees listed opposite the named business shall apply PER YEAR:

A. *Business Licenses.*

Video Gaming Terminal (per terminal).....\$100.00

Terminal Operator.....\$500.00

Section 2: That Section 8-4-2, AMUSEMENT DEVICES, of Article 8-4, AMUSEMENTS, of the Hoffman Estates Municipal Code be and the same hereby is amended to read as follows:

Section 8-4-2. AMUSEMENT DEVICES

A. *Definition.* Any table game or other amusement device, whether controlled by skill or by chance, for the operation of a game, pastime or contest by the manipulation of a marble, sphere, object, figure, simulated rifle or gun and the like, or by controlling the movement of same or setting the motion by manual, mechanical and/or electronic means within a business district. Bowling alleys and State Licensed Video Gaming Terminals (licensed by the State of Illinois) shall be excepted from this definition.

Section 3: That Article 8-4, AMUSEMENTS, of the Hoffman Estates Municipal Code be and the same hereby is amended to add a new Section 8-4-15, VIDEO GAMING TERMINAL, to read as follows:

Section 8-4-15. VIDEO GAMING TERMINAL

A. *Definition.* As defined in 230 ILCS 40/5, "any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only."

B. *License Required.* No person, firm or corporation shall offer for play any Video Gaming Terminal in the Village of Hoffman Estates without having first obtained from the Village of Hoffman Estates the proper license for each Video Gaming Terminal. Applications for such Video Gaming Terminal licenses shall be made in writing to the Village Clerk and shall state thereon the location of the place of business and the total number of Video Gaming Terminals intended to be used, and further provide a copy of any current license or licenses issued to Applicant by the State of Illinois under the Video Gaming Act, 230 ILCS 40 (2009).

C. *Revocation.* Any Video Gaming Terminal license may be revoked by the President at any time during the life of such license for any violation of any of the provisions of this Municipal Code, or any applicable laws, rules or regulations of the State of Illinois relating to the Video Gaming Act, 230 ILCS 40 (2009) and such revocation may be in addition to any fine imposed.

Section 4: That Article 8-4, AMUSEMENTS, of the Hoffman Estates Municipal Code be and the same hereby is amended to add Section 8-4-16, TERMINAL OPERATOR, to read as follows:

Section 8-4-16. TERMINAL OPERATOR

A. *Definition.* As defined in 230 ILCS 40/5 (2009), “an individual, partnership, corporation, or limited liability company that is licensed under this Act and that owns, services, and maintains video gaming terminals for placement in licensed establishments, licensed truck stop establishments, licensed fraternal establishments, or licensed veterans establishments.”

B. *License Required.* No person, firm or corporation shall own, service and/or maintain any Video Gaming Terminal in the Village of Hoffman Estates without having first obtained from the Village of Hoffman Estates the proper license for each Terminal Operator. Applications for such Terminal Operator licenses shall be made in writing to the Village Clerk and Applicant shall further provide a copy of any current license or licenses issued to Applicant by the State of Illinois under the Video Gaming Act, 230 ILCS 40 (2009).

C. *Revocation.* Any Terminal Operator’s license may be revoked by the President at any time during the life of such license for any violation of any of the provisions of this Municipal Code, or any applicable laws, rules or regulations of the State of Illinois relating to the Video Gaming Act, 230 ILCS 40 (2009), and such revocation may be in addition to any fine imposed.

Section 5: That Section 9-2-1, DEFINITIONS, of the Hoffman Estates Municipal Code be and the same hereby is amended to read as follows:

Section 9-2-1. DEFINITIONS

Amusement Device: Any table game or other amusement device, whether controlled by skill or by chance, for the operation of a game, pastime or contest by the manipulation of a marble, sphere, object, figure, simulated rifle or gun and the

like, or by controlling the movement of same or setting the motion by manual, mechanical and/or electronic means within a business district. Bowling alleys and State Licensed Video Gaming Terminals (licensed by the State of Illinois) shall be excepted from this definition.

Section 6: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 7: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 23rd day of July, 2012

| VOTE | AYE | NAY | ABSENT | ABSTAIN |
|----------------------------|----------|-------|--------|---------|
| Trustee Karen V. Mills | <u>X</u> | _____ | _____ | _____ |
| Trustee Raymond M. Kincaid | <u>X</u> | _____ | _____ | _____ |
| Trustee Jacquelyn Green | <u>X</u> | _____ | _____ | _____ |
| Trustee Anna Newell | <u>X</u> | _____ | _____ | _____ |
| Trustee Gary J. Pilafas | <u>X</u> | _____ | _____ | _____ |
| Trustee Gary G. Stanton | <u>X</u> | _____ | _____ | _____ |
| Mayor William D. McLeod | <u>X</u> | _____ | _____ | _____ |

APPROVED THIS 23rd DAY OF July, 2012

William D. McLeod
Village President

ATTEST:

Paul Romanoff
Village Clerk

Published in pamphlet form this 27th day of July, 2012.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 8-2-1, FEES, AND SECTION 8-4-16, TERMINAL OPERATOR, OF THE HOFFMAN ESTATES MUNICIPAL CODE

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

Section 8-2-1. FEES

For licenses to operate the following businesses, unless otherwise indicated, the fees listed opposite the named business shall apply PER YEAR:

A. Business Licenses.

Video Gaming Terminal (per terminal).....\$400.00

Terminal Operator (per location).....\$1,000.00

Section 2: That Section 8-4-16, TERMINAL OPERATOR, of Article 8-4, AMUSEMENTS, of the Hoffman Estates Municipal Code be and the same is hereby amended by amending sub-section B to read as follows:

Section 8-4-16. TERMINAL OPERATOR

B. License Required. No person, firm or corporation shall own, service and/or maintain any Video Gaming Terminal in the Village of Hoffman Estates without having first obtained from the Village of Hoffman Estates the proper license for each Terminal Operator, per location. Applications for such Terminal Operator licenses shall be made in writing to the Village Clerk and applicant shall further provide a copy of any current license or licenses issued to Applicant by the State of Illinois under the Video Gaming Act, 230 ILCS 40 (2009).

Section 3: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2020

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

APPROVED THIS _____ DAY OF _____, 2020

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2020.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Ambulance Billing Services

MEETING DATE: January 27, 2020

COMMITTEE: Finance Committee

FROM: Rachel Musiala, Director of Finance
Pat Fortunato, Fire Chief

PURPOSE: Request approval to renew the contract with Andres Medical Billing, Arlington Heights, IL for the period January 1, 2020 through December 31, 2022.

DISCUSSION: The attached contract for the period January 1, 2020 through December 31, 2022 mirrors the contract that the Village Board approved previously for Andres Medical Billing (AMB). AMB continues to meet the expectations that were anticipated when we originally entered into the contract in 2004. Current collection rates exceed 70%, which is right in line with other Village's. More importantly, AMB has exceeded our expectations in the area of Customer Service resulting in a minimal number of phone calls that have to be referred back to the Village. Additionally, Village staff considers AMB a true partner that assists whenever we have an issue with our ambulance billing or if there is new legislation that will impact the Village in this area.

Because the Village is a long-term and valued customer, AMB is reducing their collection rate to 4% for the next contract period.

RECOMMENDATION: Request approval to renew the contract with Andres Medical Billing, Arlington Heights, IL for the period January 1, 2020 through December 31, 2022.



This Agreement is entered into as of January 1, 2020 between the VILLAGE OF HOFFMAN ESTATES hereinafter referred to as "HOFFMAN ESTATES" and Andres Medical Billing, Ltd., hereinafter referred to as "AMB".

WHEREAS, HOFFMAN ESTATES has determined that it is in its best interest to retain the services of an outside billing service to collect monies for services rendered by HOFFMAN ESTATES.

WHEREAS, AMB does hereby hold itself as being ready and able to perform a billing service program as described herein.

NOW, THEREFORE, in consideration of the aforementioned promises and mutual covenants and promises stated herein, the parties hereby agree as follows:

1. AMB shall provide an Accounts Receivable program within AMB's computer billing system for the exclusive purpose of collections for HOFFMAN ESTATES.

AMB will enter into said computer billing system, any and all ambulance trips received from HOFFMAN ESTATES. AMB shall abstract, from the documentation provided by HOFFMAN ESTATES, all diagnosis and procedure information necessary to determine the level and type of service provided, any billable diagnostic and therapeutic procedures performed, any billable supplies and ancillary services rendered, and the appropriate diagnosis codes to be billed for all ambulance run information provided by AMB by the client for that purpose.

AMB will follow established billing industry guidelines, including those established by State and Federal government programs, for ambulance services. HOFFMAN ESTATES retains responsibility for providing accurate and complete documentation of services provided. HOFFMAN ESTATES understands that AMB will code/bill only from the documentation provided.

2. AMB shall provide electronic billing of Medicare, Medicaid, Insurance claims, including 3rd party payors, when applicable. It is the responsibility of HOFFMAN ESTATES to inform AMB of any changes in the company's status that would affect billing.
3. AMB will invoice all patients as directed by HOFFMAN ESTATES, in accordance with State and Federal programs.

Patient invoicing will be done on a billing form specific for HOFFMAN ESTATES.

Invoicing/collection activities will be conducted on the following standard schedule:

| | |
|-------------------|---------------------------------------|
| 1st invoice | within 3 days of receipt |
| Insurance request | 30 days after 1 st invoice |

| | |
|---------------------------|---------------------------------------|
| Automated phone call | 20 days after insurance request |
| 2 nd invoice | 10 days after phone call |
| Final notice | 20 days after 2 nd invoice |
| Collections or W/O review | 30 days after final notice |

Bill schedules may vary based on parameters set by department.

Collection agency or write off if no results from above as pre-determined by HOFFMAN ESTATES.

4. All monies received by AMB on behalf of HOFFMAN ESTATES will be posted to the patients' accounts on a schedule set forth by HOFFMAN ESTATES. All checks will be made payable to HOFFMAN ESTATES. It is the responsibility of HOFFMAN ESTATES to notify AMB of any payments and/or documents pertaining to billing received at HOFFMAN ESTATES relating to the services heretofore described.
5. AMB will maintain an 800-phone line for the purpose of customer service. This line will be staffed Monday through Friday from 8:30 am to 7:30 pm Central time.

AMB will promptly respond to all HOFFMAN ESTATES' service recipients' concerns related to all billing practices conducted herein.
6. AMB will submit a monthly reports detailing the transports billed from the previous month. It is the responsibility of HOFFMAN ESTATES to verify these reports and provide AMB with any missing data. All reports currently within the software of AMB's billing system will be provided to HOFFMAN ESTATES at no additional cost.
7. AMB shall recognize and comply with the right of authorized HOFFMAN ESTATES representatives to review any and all payment records pursuant to claims and/or collection procedures conducted herein. HOFFMAN ESTATES shall have the right to audit such reports at reasonable times.
8. HOFFMAN ESTATES agrees to pay AMB in accordance with the following fee schedule for the aforementioned services so long as this agreement has not been terminated.
 - a. AMB shall be paid a fee of four percent (4%) of all payments collected.
 - b. Payments to AMB shall be based upon revenues received in the preceding month. AMB will provide a monthly billing to HOFFMAN ESTATES calculating amounts owed to AMB based upon the above stated formula.
 - c. Failure to pay AMB within 30 days of the monthly bill may constitute grounds for immediate termination of the contract and possible legal action at the cost of HOFFMAN ESTATES.

9. If HOFFMAN ESTATES determines it is in its best interest to use a collection agency, HOFFMAN ESTATES will deal directly with the collection agency regarding its fees.
10. It is expressly understood and agreed that AMB is an independent contractor who shall at all times maintain insurance in force as herein provided and AMB shall in all events defend and save and hold harmless HOFFMAN ESTATES from any and all liabilities, obligations, debts, charges, or judgments arising from claims, injuries or debts, charges, or judgments arising from injuries or property damage claims attributable to the activities of AMB while engaged in the performance of its duties under this Agreement.
11. It is the sole determination of HOFFMAN ESTATES as to fees for services that will be charged to its patients and/or facilities. It is recommended such fees should be based on fair market value.
12. This agreement shall be effective on the date hereof and shall remain in full force and effect for a term of three (3) years. Thereafter, this Agreement shall be automatically extended for successive one (1) year periods unless terminated as hereinafter set forth. All terms and provisions of this Agreement shall continue in full force and effect unless otherwise modified. Either party may terminate this agreement at any time by giving the other party ninety (90) days prior written notice. Notwithstanding the aforementioned, this agreement shall be subject to immediate termination by HOFFMAN ESTATES if AMB fails to maintain insurance as in part 13.
13. AMB maintains General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate; Commercial Auto w/ hired non-owned coverage \$1,000,000; Workers Compensation \$500,000/\$500,000/\$500,000; Professional Liability of \$1,000,000; Employment Practices Liability \$250,000.
14. If this contract is terminated prior to its completion, HOFFMAN ESTATES allows AMB to continue collections efforts for a period of 6 months following the contract termination, unless other arrangements have been agreed to by both parties in writing. HOFFMAN ESTATES understands that it will be responsible to pay AMB its commission on collections during this time period in accordance with section 8 (c).
15. Proper notice may be given by certified or registered mail to:

Patrick J. Mannix
Chief Executive Officer
Andres Medical Billing, Ltd.
3223 N. Wilke Road
Arlington Heights, IL 60004

AND TO:
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169
Attention: Finance Director & Village Clerk

At termination of the Agreement it is the responsibility of AMB to return to HOFFMAN ESTATES any and all records and documents submitted to AMB, except as required by Federal Law.

Each person signing below represents that such individual has the requisite authority to execute this agreement on behalf of the entity which such individual represents and that all the necessary formalities have been met.

IN WITNESS WHEREOF, the Responsible Party of HOFFMAN ESTATES and an Authorized Agent of AMB have executed this agreement.

VILLAGE OF HOFFMAN ESTATES

ANDRES MEDICAL BILLING, LTD.

BY: _____
TITLE: _____

BY: _____
TITLE: _____

DATE: _____

DATE: _____

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to waive bidding and award a contract to Tri-J Electric, Inc. of Cary, Illinois for work to connect an emergency generator at the Sears Centre Arena in an amount of \$20,800

MEETING DATE: January 27, 2020

COMMITTEE: Finance

FROM:  Mark Koplin/Paul Petrenko

REQUEST: Request authorization to waive bidding and award a contract to Tri-J Electric, Inc. of Cary, Illinois for work to connect an emergency generator at the Sears Centre Arena (SCA) in an amount of \$20,800.

BACKGROUND: In April 2019, the Village Board approved a request to re-appropriate funds (budgeted in 2018, but not expended) to install a generator at the SCA. The generator was not being used and connecting it to the SCA would provide the dual benefit of tripling the emergency electrical capacity at the SCA and reinstating the SCA's generator in the Enernoc Demand Response Program which would pay the Village about \$16,000 per year. The project was projected to cost a total of \$75,000 for labor and materials.

Public Works provided project management and determined that Tri-J was uniquely qualified to perform the work because of their familiarity with the SCA. Tri-J and Public Works projected that Tri-J's work, equipment plus labor, would cost around \$18,000. Work would be performed on a "time and material" basis due to the nature of this work.

DISCUSSION: At the start of the project, Public Works Facilities and the SCA staff determined it was in our best interest to proceed with Tri-J, who has performed work at the SCA for years. Under the direction from Facilities, Tri-J was authorized to proceed with the project. However, Facilities ordered much of the equipment, and the more costly pieces of equipment in particular, to save on costs. The majority of Tri-J's work was the technical electrical work that required their expertise and work force. As the project proceeded, certain conditions required field engineering to complete the project. Unforeseen conditions and circumstances, not atypical with a retrofit project, occurred and required additional labor. For example, we had hoped to only shut the building power off once, but it became necessary to do this on two separate weekends as connecting the larger wires/cables was difficult and time consuming.

DISCUSSION: (Cont'd)

At the end of the project, Tri-J's costs included \$5,320 in materials to provide wiring and fittings needed by the electricians, and \$15,480 in labor. Because the final cost exceeded \$20,000, approval is requested from the Village Board.

FINANCIAL IMPACT:

The total project cost of \$75,000 was budgeted for in 2019 from the General Fund and that total will not be exceeded.

Facilities recently received confirmation that the application for the generator to be enrolled in the Demand Management Program has been accepted. That is the first step in approval which would result in an annual payment to the Village.

RECOMMENDATION:

Recommend authorization to waive bidding and award a contract to Tri-J Electric, Inc. of Cary, Illinois for work to connect an emergency generator at the Sears Centre Arena in an amount of \$20,800.

Attachment

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval to re-appropriate funding for installation of a generator at the Sears Centre Arena

MEETING DATE: April 22, 2019

COMMITTEE: Finance

FROM: *n.f.* Mark Koplin/Paul Petrenko

REQUEST: Request approval to re-appropriate funding for installation of a generator at the Sears Centre Arena (SCA).

BACKGROUND: In August 2018, the 2018 mid-year budget review included a recommendation to proceed with the work to install an existing 900 kVa generator at the SCA to a) improve emergency electricity capability, and b) to generate revenue through the Enernoc program. That request was approved by the Village Board. However, other priorities in the Public Works Facilities Department did not allow for completion of the project in 2018 and the funds allocated were not carried over to 2019.

DISCUSSION: In 2017, Enernoc removed the SCA from the Demand Response enrollment due to changes in EPA emission standards in which only Type II generators can be part of the program. We received a revenue projection in February 2018, from Enernoc that shows a potential loss of \$83,454 in revenue over the next 5 years as a result of this change.

There are two possible options to try to recapture that revenue in the future. The first option is to install an emissions scrubber on the existing SCA generator at an estimated cost of \$80,000. The second option would be to install a new Tier II generator and transfer switch. As it happens, the Village owns a 900 kVa mobile trailered generator that is not frequently used. Since the existing 750 kVa generator at the SCA only covers half of the building, installing the Village's mobile generator would not only recapture the lost Demand Response revenue, but also provide power to the other half of the SCA not covered by emergency power generation.

Staff requests Committee approval now to move forward with this unbudgeted project, to obtain bids, and proceed with installation as soon as possible and to again be enrolled in the Enernoc rebate program for their 2019/2020 fiscal year. If we miss the deadline for this year, we will certainly be enrolled the following year.

DISCUSSION: (Cont'd)

The estimated cost of the generator installation is \$75,000, which will be offset by future Enernoc revenues. For the June 2019 to May 31, 2020, Enernoc fiscal year, enrollment of the Public Works 900 kVa generator would result in a rebate of a little over \$16,000 to the Village. Assuming the rebate rates remain constant, the Village would recoup its investment in 4-1/2 years.

RECOMMENDATION:

Request approval to re-appropriate funding for installation of a generator at the Sears Centre Arena.

cc: Ben Gibbs (Spectra)



DEPARTMENT OF FINANCE MONTHLY REPORT NOVEMBER 2019

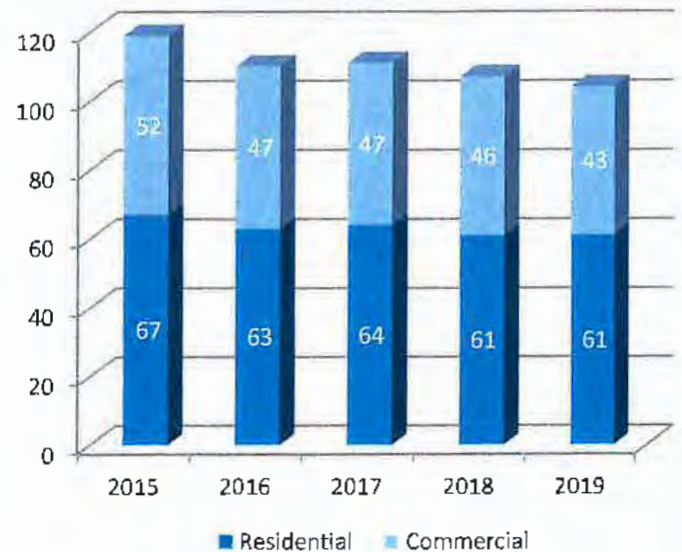
Water Billing

A total of 14,812 residential water bills were mailed on November 1st for September's water consumption. Average consumption was 4,087 gallons, resulting in an average residential water bill of \$56.11. Total consumption for all customers was 104 million gallons, with 61 million gallons attributable to residential consumption. When compared to the November 2018 billing, residential consumption did not change.

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

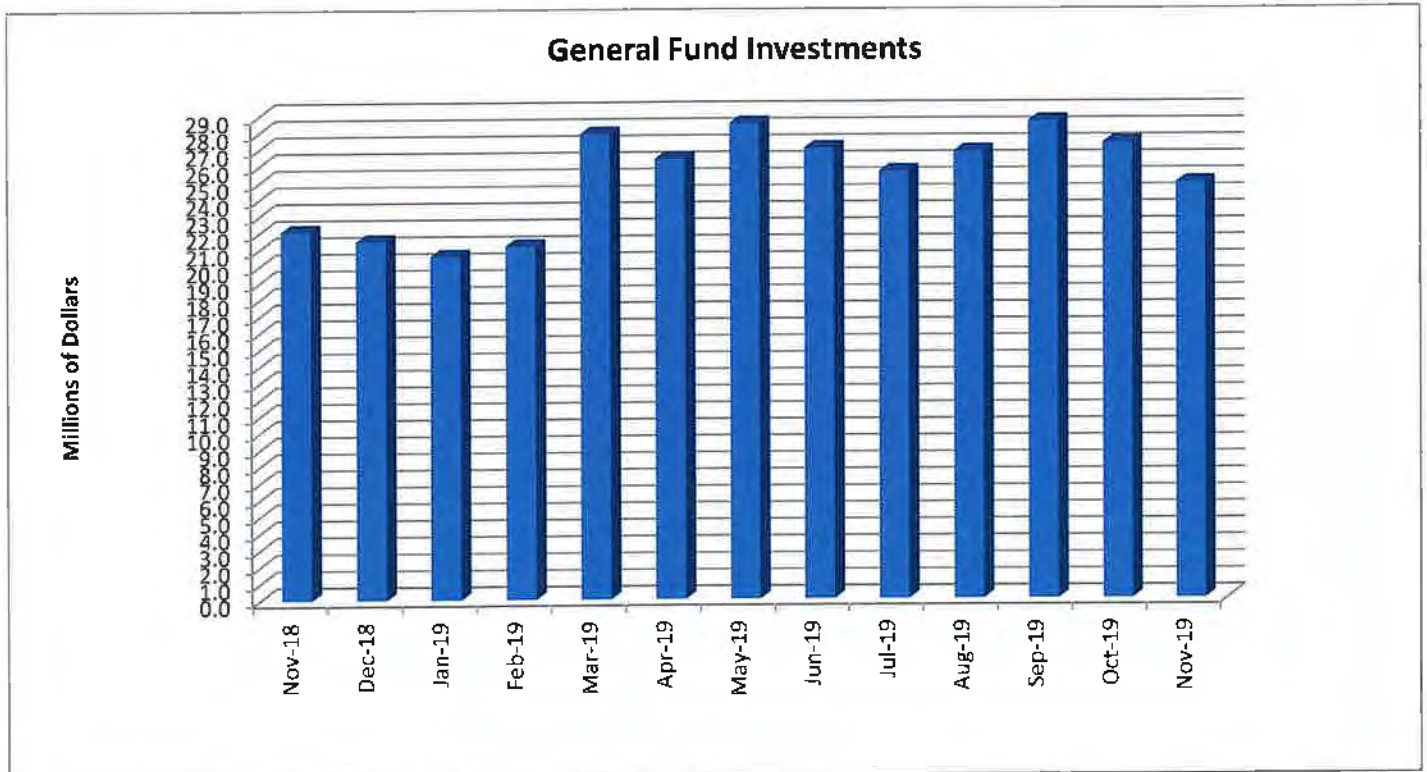
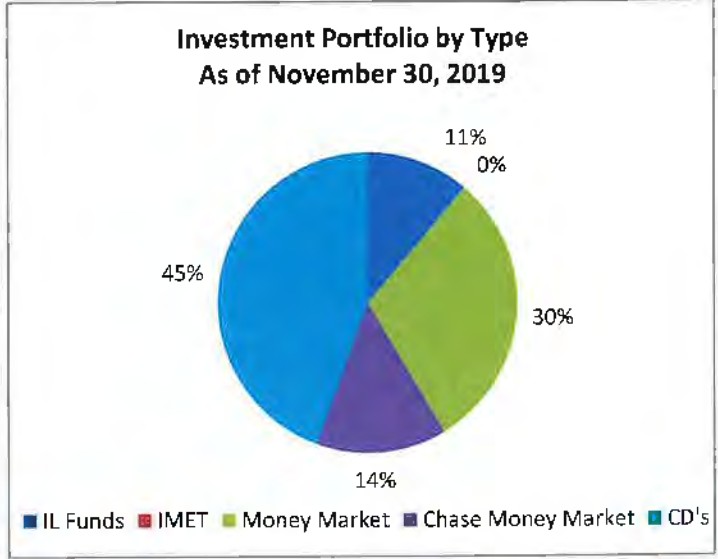
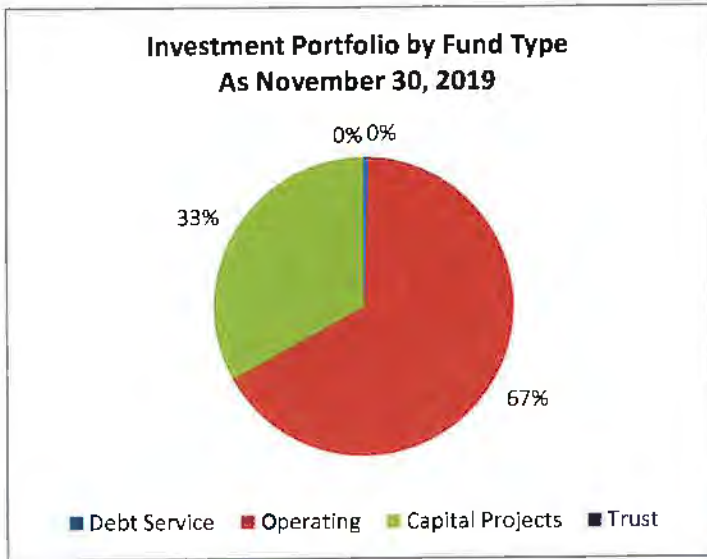


**Total Water Consumption
Month of November**



Village Investments

As of November 30, 2019, the Village's investment portfolio (not including pension trust funds) totaled \$66.4 million. Of this amount, \$44.2 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$22.2 million is related to debt service, capital projects and trust funds.



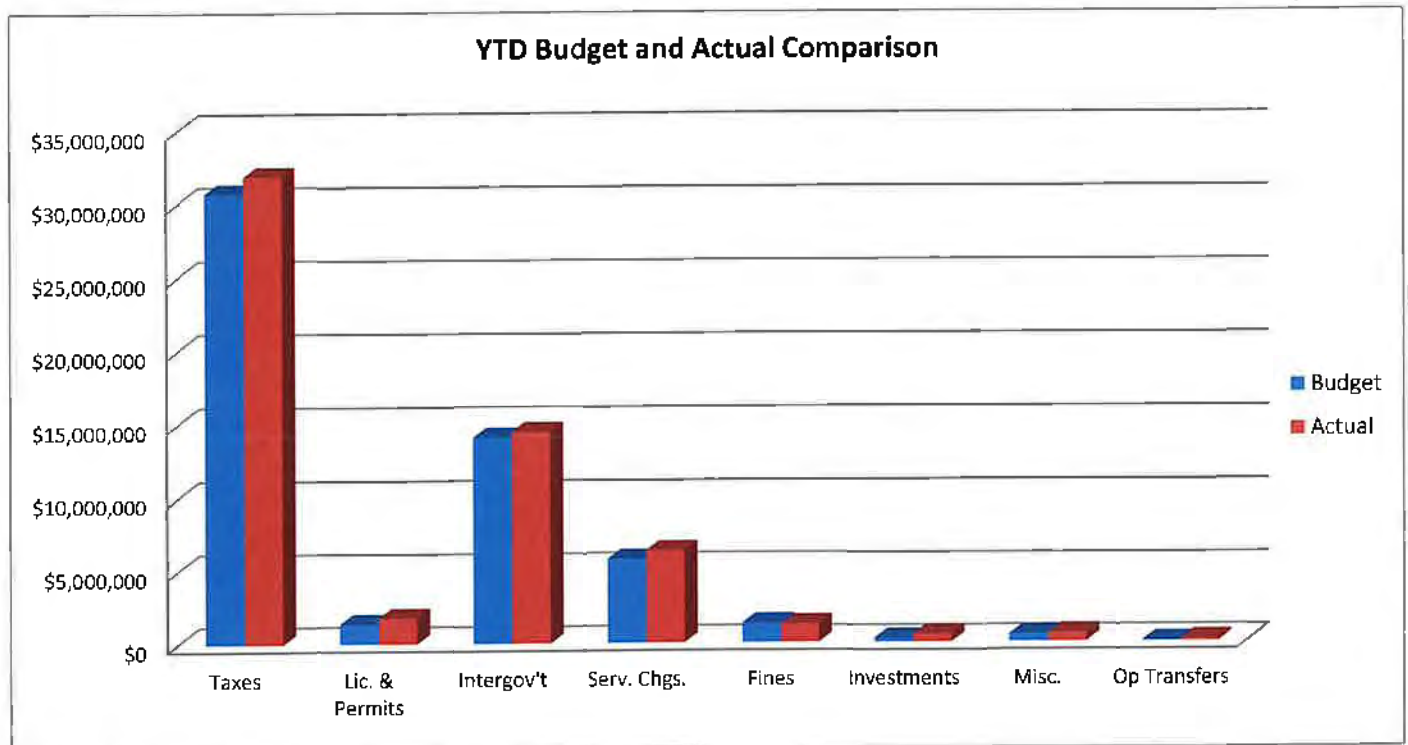
Operating Funds

General Fund

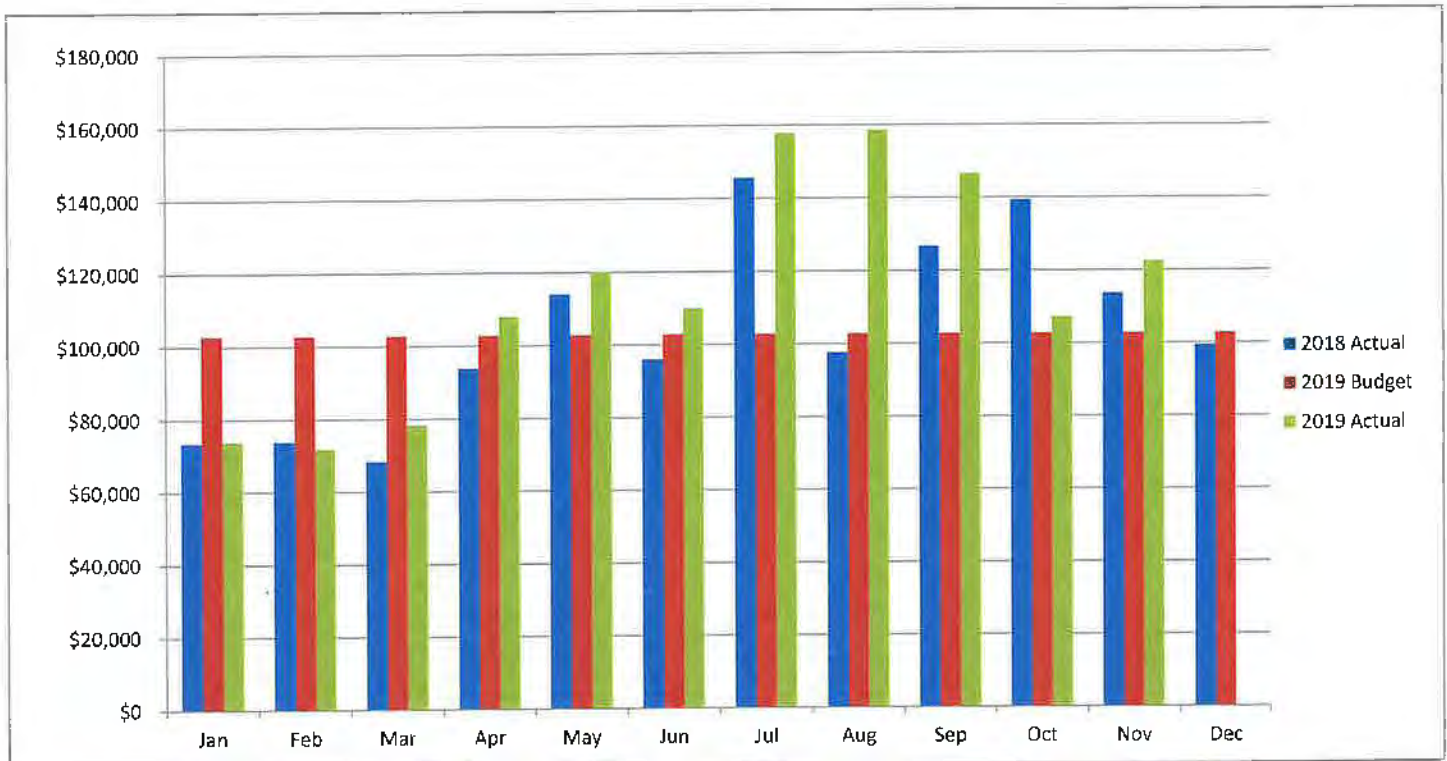
For the month of November, General Fund revenues totaled \$2,778,150 and expenditures totaled \$5,080,020 resulting in a deficit of \$2,301,870.

Revenues: November year-to-date figures are detailed in the table below. Licenses and permits are over budget because of increased permit activity throughout the year. Fines and Forfeits are under budget because ticket revenue is not performing as expected. 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 | \$ 30,719,829 | \$ 31,871,324 | 3.7% |
| Licenses & Permits | 1,361,125 | 1,758,860 | 29.2% |
| Intergovernmental | 14,073,924 | 14,455,880 | 2.7% |
| Charges for Services | 5,746,453 | 6,320,405 | 10.0% |
| Fines & Forfeits | 1,335,217 | 1,271,589 | -4.8% |
| Investments | 277,083 | 560,956 | 102.5% |
| Miscellaneous | 510,217 | 605,942 | 18.8% |
| Operating Transfers | 63,158 | 175,278 | 177.5% |
| TOTAL | \$ 54,087,006 | \$ 57,020,235 | 5.4% |

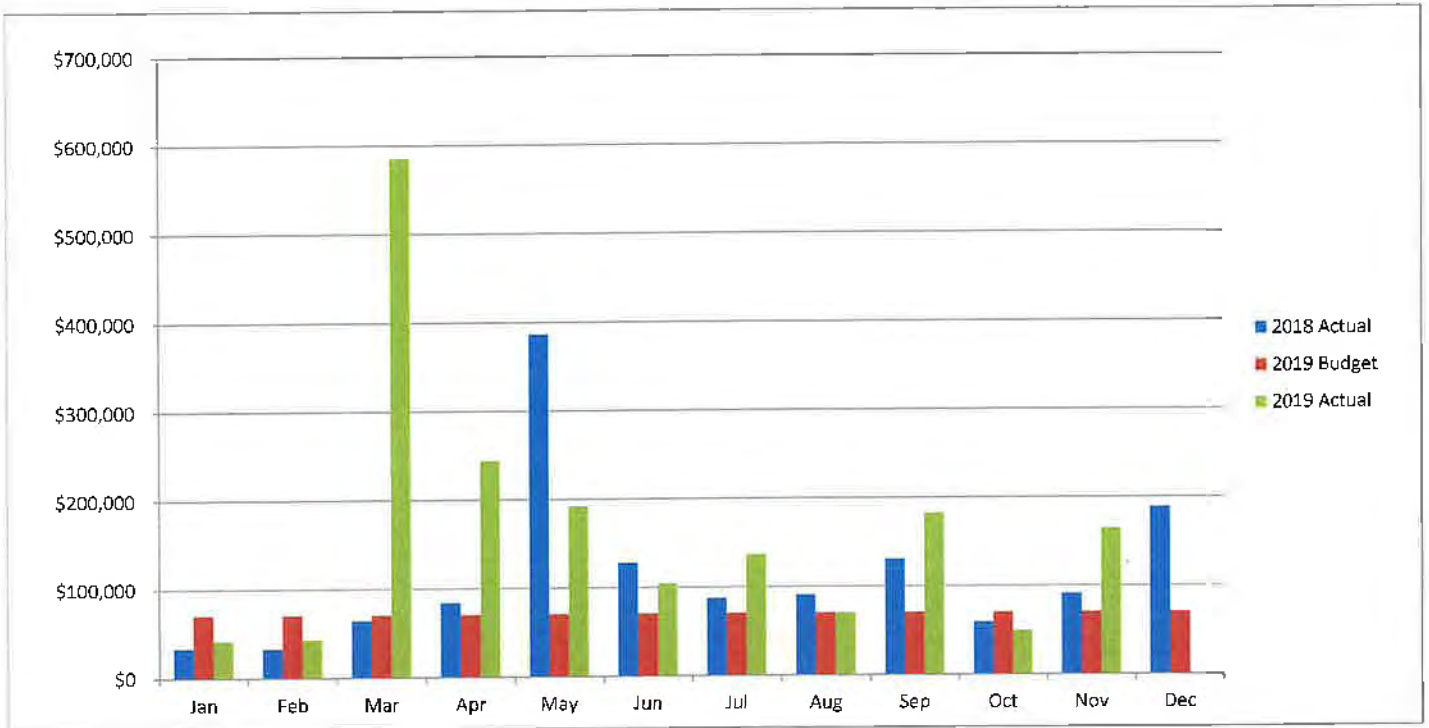


Hotel Tax



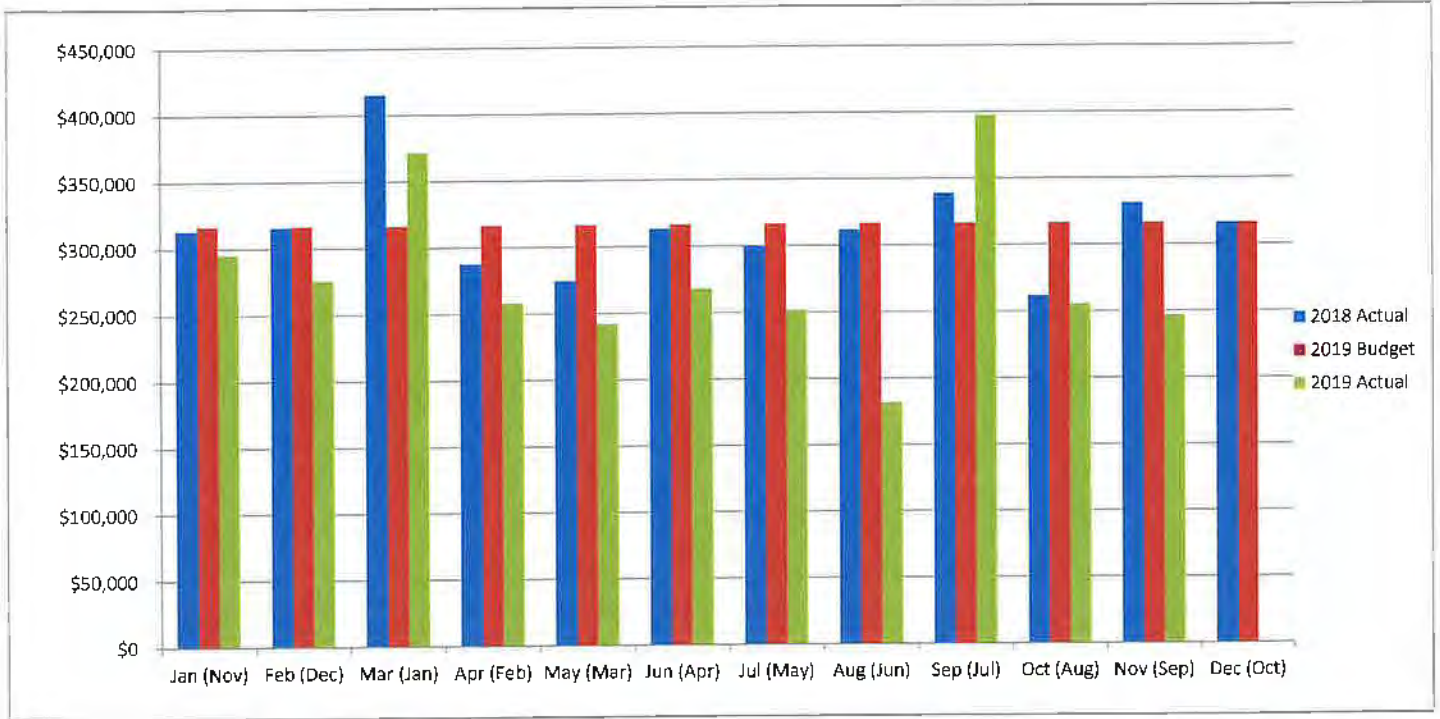
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|---------------------|---------------------|---------------------|-------------------------------------------------------|
| Jan | \$ 73,426 | \$ 102,917 | \$ 73,861 | \$ (29,056) |
| Feb | 73,833 | 102,917 | 71,935 | (60,037) |
| Mar | 68,427 | 102,917 | 78,416 | (84,538) |
| Apr | 93,845 | 102,917 | 108,026 | (79,429) |
| May | 114,055 | 102,917 | 120,207 | (62,138) |
| Jun | 96,120 | 102,917 | 110,051 | (55,004) |
| Jul | 145,737 | 102,917 | 157,865 | (56) |
| Aug | 97,633 | 102,917 | 158,661 | 55,689 |
| Sep | 126,735 | 102,917 | 146,721 | 99,493 |
| Oct | 139,436 | 102,917 | 107,205 | 103,781 |
| Nov | 113,644 | 102,917 | 122,463 | 123,328 |
| Dec | 99,472 | 102,917 | | |
| YTD Totals | \$ 1,242,363 | \$ 1,235,000 | \$ 1,255,411 | |

Real Estate Transfer Tax



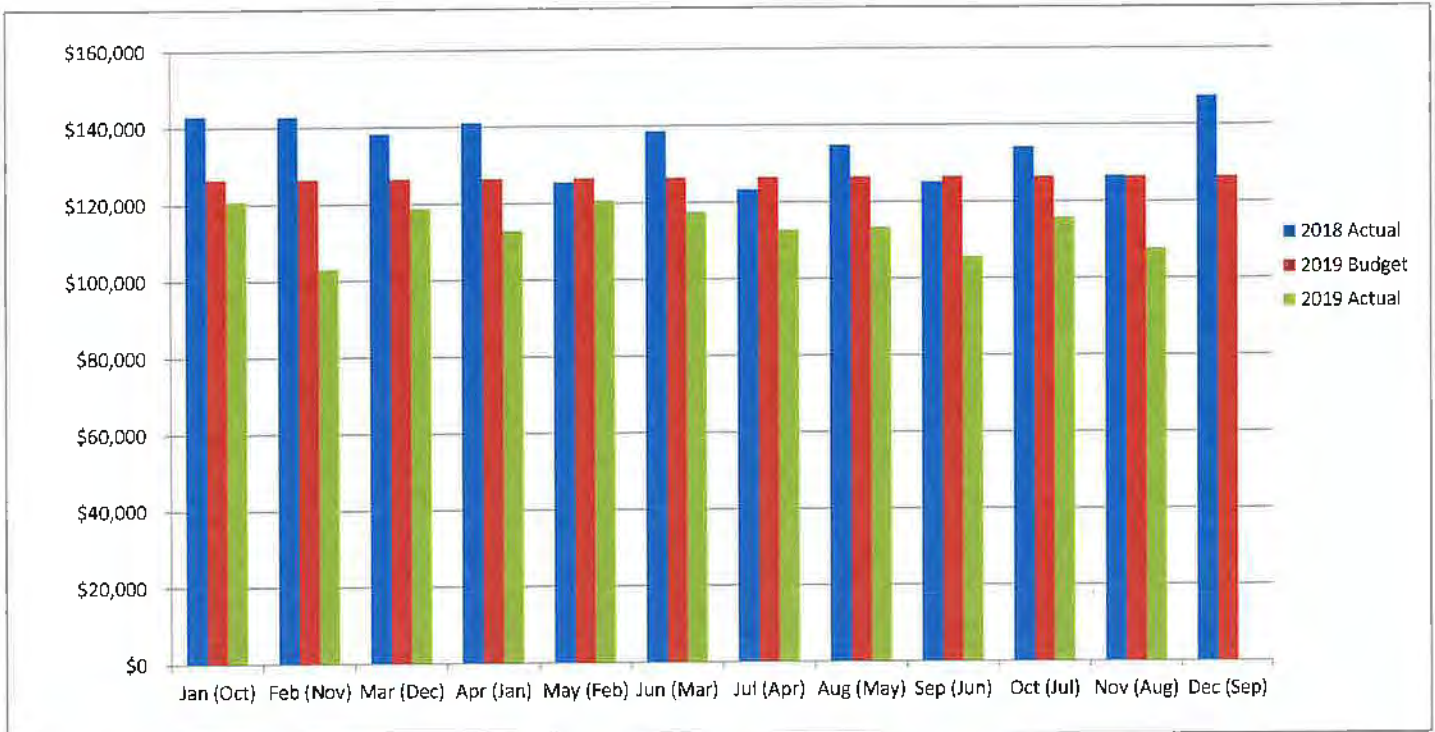
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|----------------------------|--------------------------|----------------------------|-------------------------------------------------------|
| Jan | \$ 33,669 | \$ 70,833 | \$ 42,133 | \$ (28,700) |
| Feb | 33,215 | 70,833 | 43,229 | (56,305) |
| Mar | 64,943 | 70,833 | 585,748 | 458,610 |
| Apr | 84,196 | 70,833 | 244,290 | 632,067 |
| May | 386,938 | 70,833 | 192,702 | 753,935 |
| Jun | 128,366 | 70,833 | 104,977 | 788,079 |
| Jul | 87,683 | 70,833 | 137,205 | 854,451 |
| Aug | 91,143 | 70,833 | 70,674 | 854,291 |
| Sep | 130,898 | 70,833 | 183,226 | 966,684 |
| Oct | 59,570 | 70,833 | 49,838 | 945,689 |
| Nov | 91,474 | 70,833 | 165,212 | 1,040,067 |
| Dec | 189,210 | 70,833 | - | - |
| YTD Totals | <u>\$ 1,381,305</u> | <u>\$ 850,000</u> | <u>\$ 1,819,234</u> | |

Home Rule Sales Tax



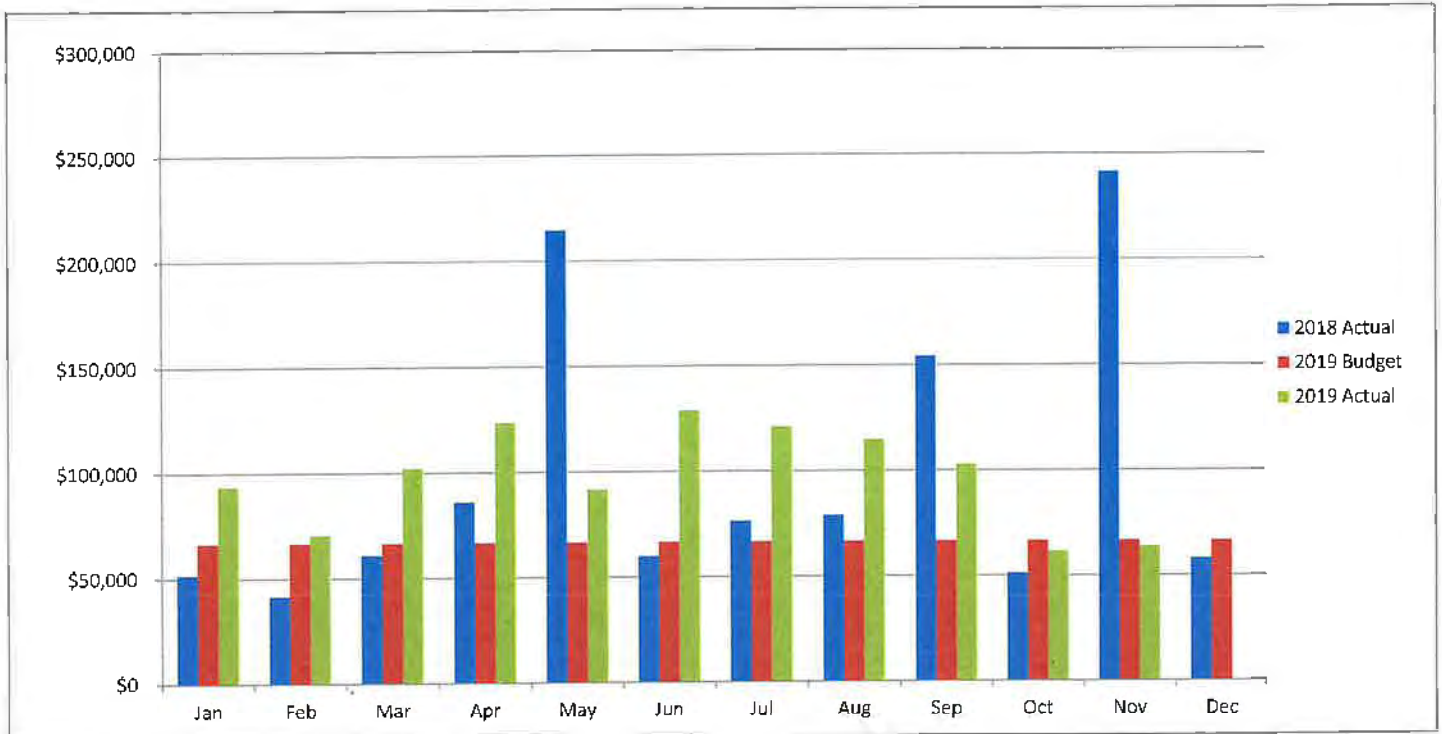
| Month Received (Liability Period) | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | Cumulative Variance 2019 Actual vs. Budget |
|----------------------------------------------|----------------------------|----------------------------|----------------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 313,635 | \$ 316,667 | \$ 295,761 | \$ (20,906) |
| Feb (Dec) | 316,042 | 316,667 | 275,771 | (61,801) |
| Mar (Jan) | 415,305 | 316,667 | 371,809 | (6,659) |
| Apr (Feb) | 287,678 | 316,667 | 258,175 | (65,151) |
| May (Mar) | 274,533 | 316,667 | 242,128 | (139,689) |
| Jun (Apr) | 313,381 | 316,667 | 268,309 | (188,047) |
| Jul (May) | 300,246 | 316,667 | 251,842 | (252,872) |
| Aug (Jun) | 311,996 | 316,667 | 181,980 | (387,558) |
| Sep (Jul) | 339,100 | 316,667 | 397,447 | (306,778) |
| Oct (Aug) | 261,779 | 316,667 | 255,542 | (367,903) |
| Nov (Sep) | 331,367 | 316,667 | 247,095 | (437,474) |
| Dec (Oct) | 316,550 | 316,667 | | |
| YTD Totals | <u>\$ 3,781,611</u> | <u>\$ 3,800,000</u> | <u>\$ 3,045,859</u> | |

Telecommunications Tax



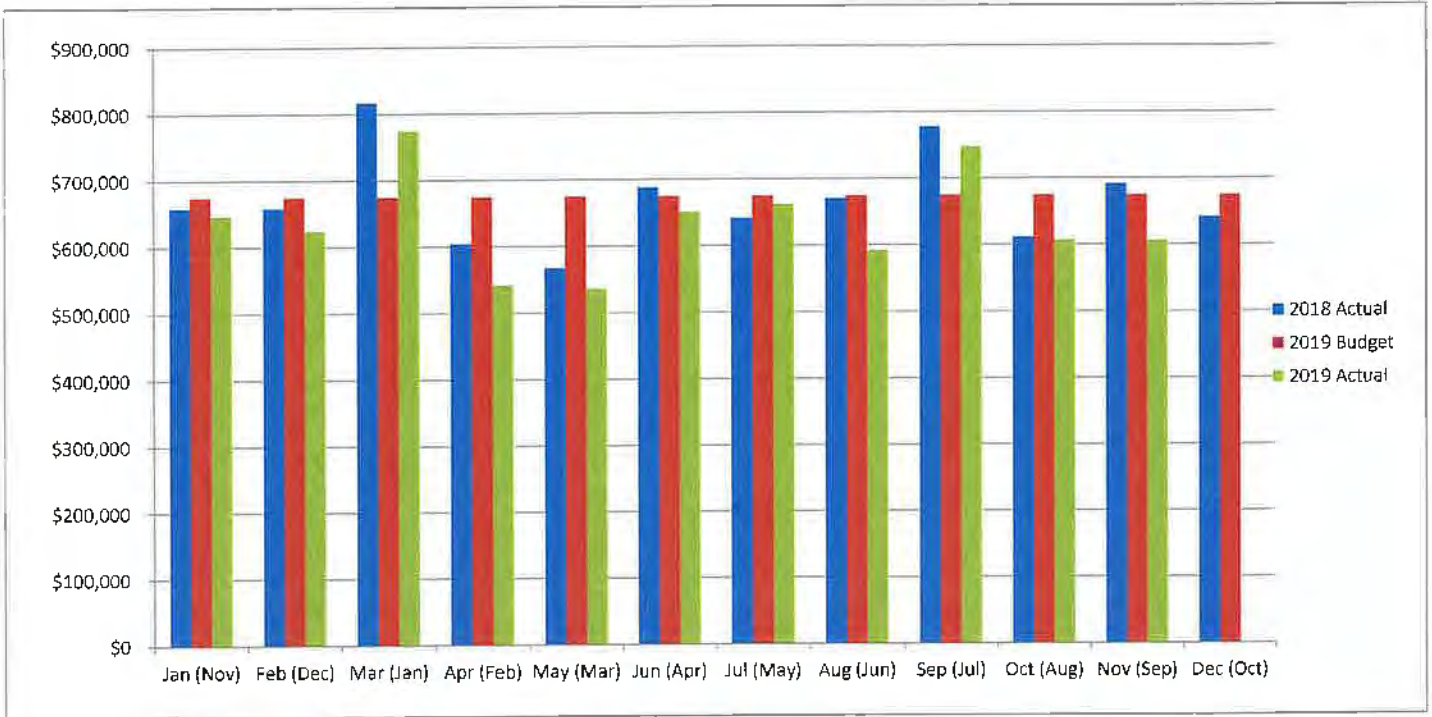
| <u>Month Received (Liability Period)</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Oct) | \$ 143,036 | \$ 126,500 | \$ 120,844 | \$ (5,656) |
| Feb (Nov) | 142,880 | 126,500 | 103,168 | (28,988) |
| Mar (Dec) | 138,304 | 126,500 | 118,778 | (36,710) |
| Apr (Jan) | 141,076 | 126,500 | 113,000 | (50,210) |
| May (Feb) | 125,439 | 126,500 | 120,765 | (55,945) |
| Jun (Mar) | 138,619 | 126,500 | 117,606 | (64,839) |
| Jul (Apr) | 123,374 | 126,500 | 112,703 | (78,636) |
| Aug (May) | 134,787 | 126,500 | 113,530 | (91,606) |
| Sep (Jun) | 125,192 | 126,500 | 105,673 | (112,433) |
| Oct (Jul) | 134,173 | 126,500 | 115,884 | (123,049) |
| Nov (Aug) | 126,705 | 126,500 | 107,793 | (141,756) |
| Dec (Sep) | 147,478 | 126,500 | - | - |
| YTD Totals | \$ 1,621,062 | \$ 1,518,000 | \$ 1,249,744 | |

Building Permits



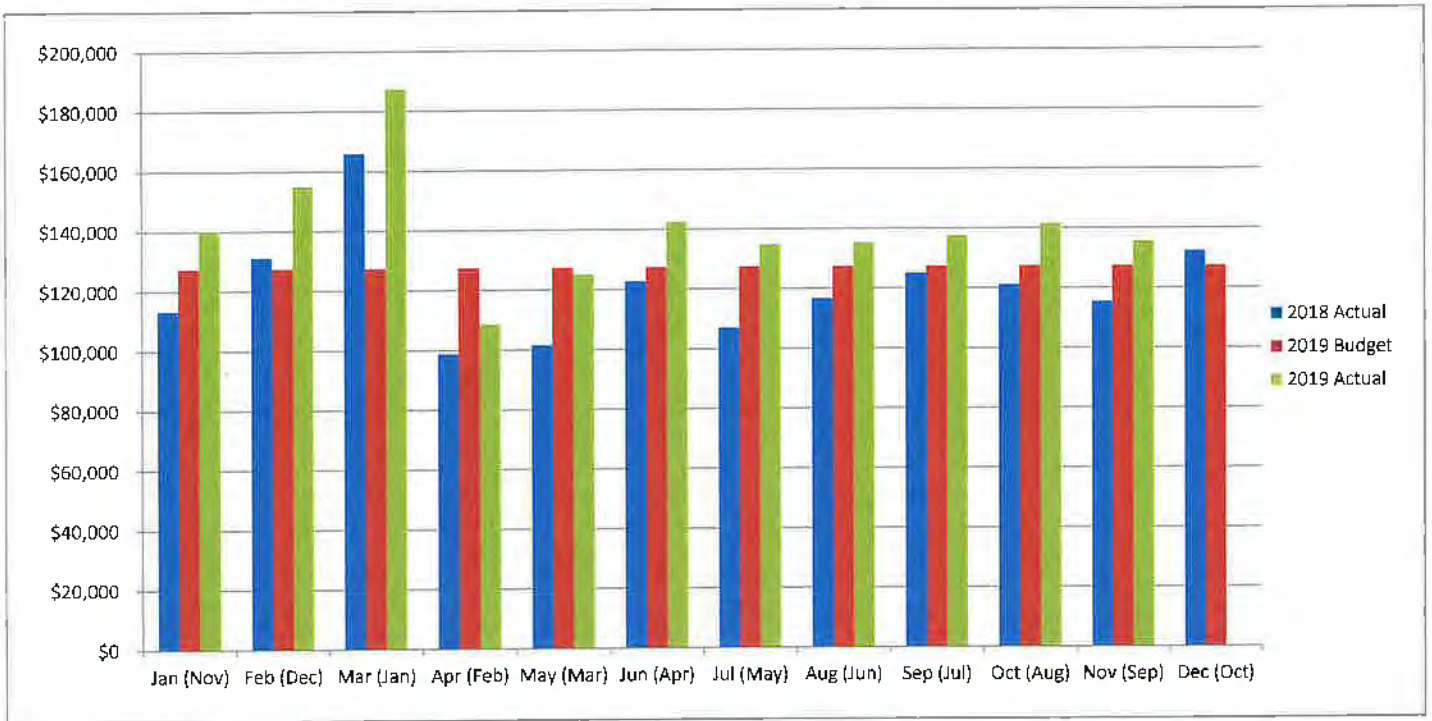
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|---------------------|--------------------|---------------------|---------------------------------------------------|
| Jan | \$ 51,874 | \$ 66,667 | \$ 93,549 | \$ 26,882 |
| Feb | 41,660 | 66,667 | 70,614 | 30,830 |
| Mar | 61,020 | 66,667 | 102,100 | 66,263 |
| Apr | 85,963 | 66,667 | 123,746 | 123,342 |
| May | 214,601 | 66,667 | 91,619 | 148,295 |
| Jun | 60,036 | 66,667 | 128,955 | 210,583 |
| Jul | 76,387 | 66,667 | 120,998 | 264,914 |
| Aug | 78,987 | 66,667 | 114,734 | 312,982 |
| Sep | 154,270 | 66,667 | 102,934 | 349,249 |
| Oct | 51,320 | 66,667 | 61,625 | 344,207 |
| Nov | 241,375 | 66,667 | 63,667 | 341,208 |
| Dec | 57,994 | 66,667 | | |
| YTD Totals | \$ 1,175,488 | \$ 800,000 | \$ 1,074,541 | |

State Sales Tax



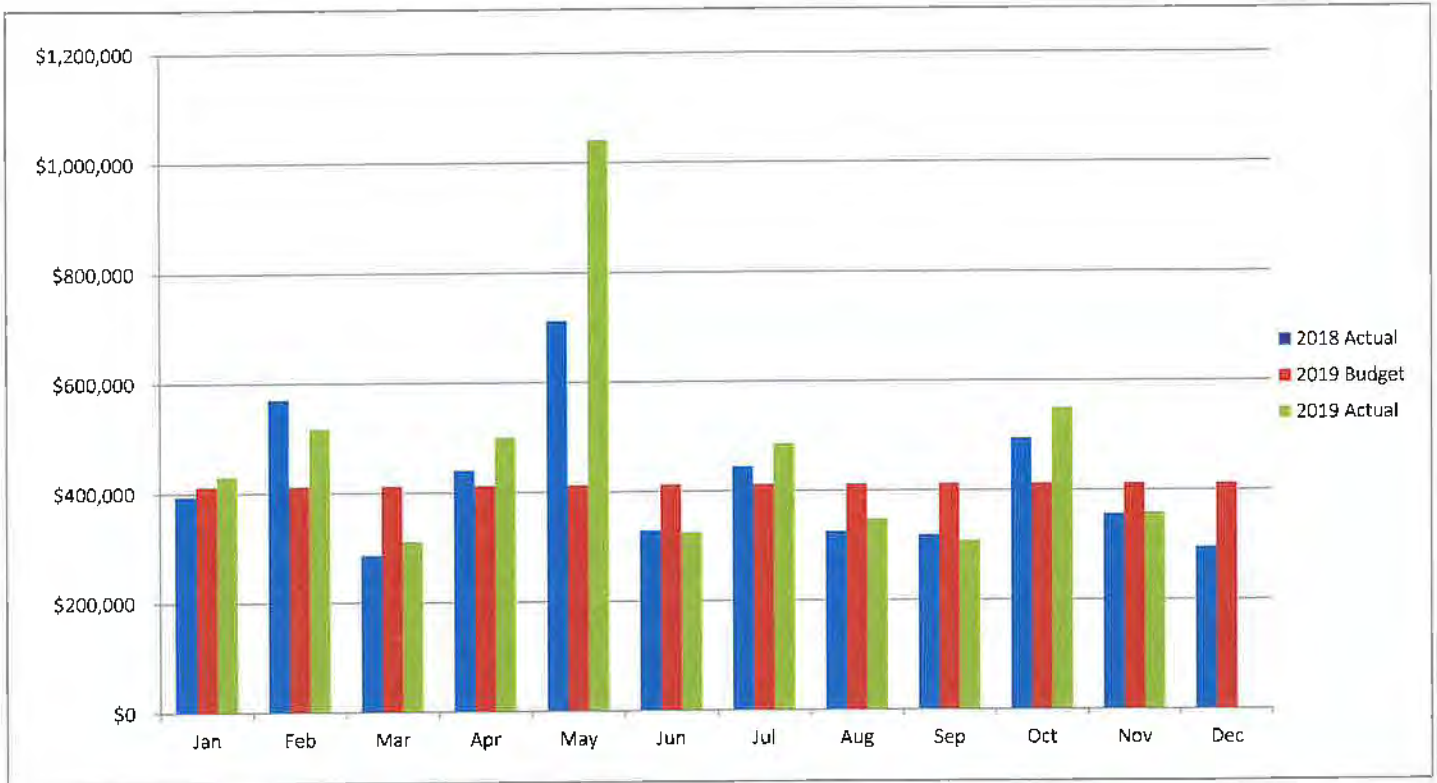
| Month Received (Liability Period) | 2018 Actual | 2019 Budget | 2019 Actual | Cumulative Variance 2019 Actual vs. Budget |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 659,220 | \$ 675,000 | \$ 647,708 | \$ (27,292) |
| Feb (Dec) | 659,346 | 675,000 | 624,801 | (77,491) |
| Mar (Jan) | 817,105 | 675,000 | 774,929 | 22,438 |
| Apr (Feb) | 604,906 | 675,000 | 542,297 | (110,265) |
| May (Mar) | 567,845 | 675,000 | 536,850 | (248,415) |
| Jun (Apr) | 688,018 | 675,000 | 651,634 | (271,781) |
| Jul (May) | 641,453 | 675,000 | 662,407 | (284,374) |
| Aug (Jun) | 670,995 | 675,000 | 592,425 | (366,949) |
| Sep (Jul) | 778,220 | 675,000 | 748,503 | (293,446) |
| Oct (Aug) | 611,782 | 675,000 | 607,826 | (360,620) |
| Nov (Sep) | 691,562 | 675,000 | 606,345 | (429,275) |
| Dec (Oct) | 641,917 | 675,000 | | |
| YTD Totals | \$ 8,032,166 | \$ 8,100,000 | \$ 6,995,725 | |

Local Use Tax



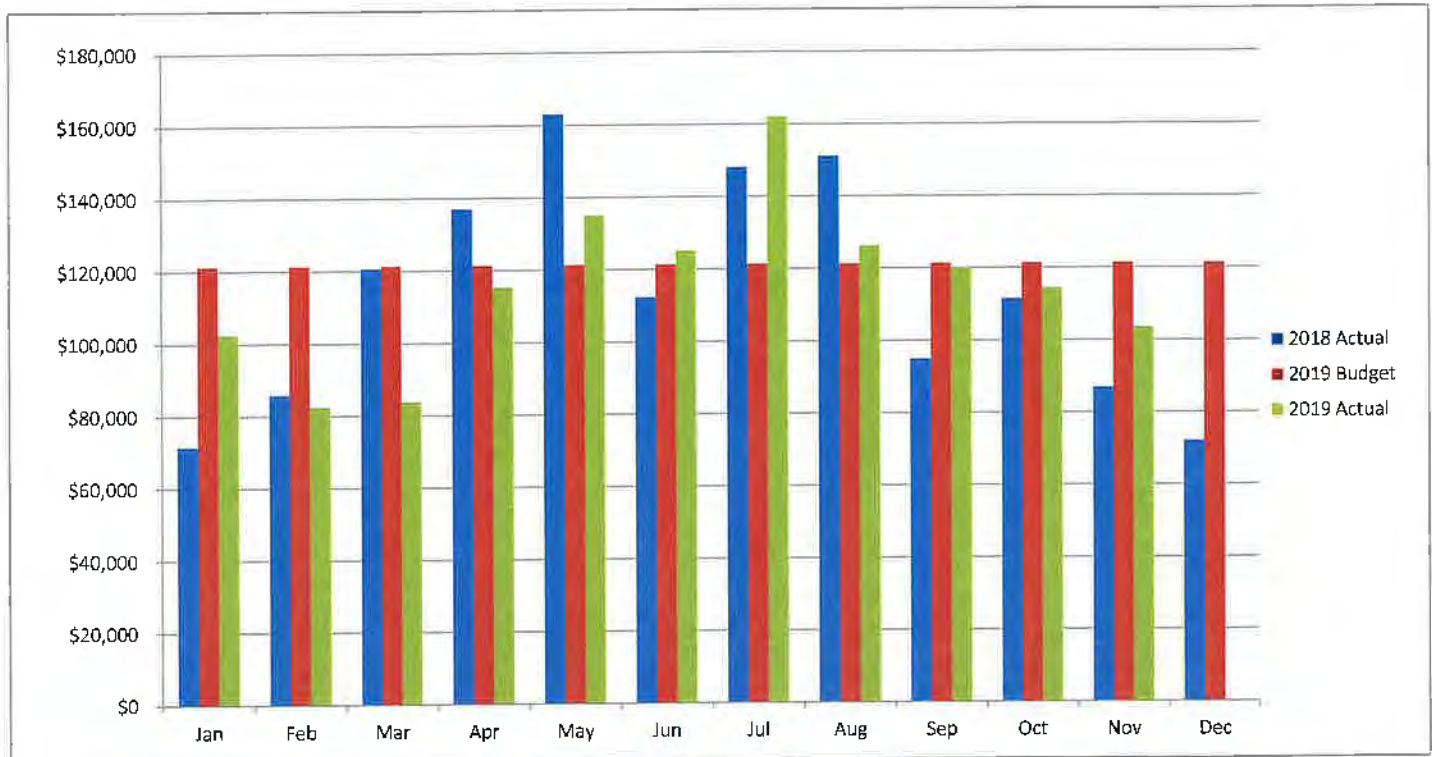
| Month Received (Liability Period) | 2018 Actual | 2019 Budget | 2019 Actual | Cumulative Variance 2019 Actual vs. Budget |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 113,343 | \$ 127,500 | \$ 140,169 | \$ 12,669 |
| Feb (Dec) | 131,295 | 127,500 | 155,093 | 40,262 |
| Mar (Jan) | 166,066 | 127,500 | 187,546 | 100,308 |
| Apr (Feb) | 98,851 | 127,500 | 108,793 | 81,601 |
| May (Mar) | 101,658 | 127,500 | 125,331 | 79,432 |
| Jun (Apr) | 122,767 | 127,500 | 142,480 | 94,412 |
| Jul (May) | 107,147 | 127,500 | 134,859 | 101,771 |
| Aug (Jun) | 116,836 | 127,500 | 135,442 | 109,713 |
| Sep (Jul) | 125,126 | 127,500 | 137,690 | 119,903 |
| Oct (Aug) | 121,382 | 127,500 | 141,552 | 133,955 |
| Nov (Sep) | 115,439 | 127,500 | 135,615 | 142,070 |
| Dec (Oct) | 132,426 | 127,500 | | |
| YTD Totals | \$ 1,452,333 | \$ 1,530,000 | \$ 1,544,570 | |

Income Tax



| 2017-2018 | | | 2018-2019 | | | | Cumulative Variance 2019 Actual vs. Budget |
|-------------------|---------|----------------------------|-------------------|----------------------------|---------|----------------------------|-----------------------------------------------------|
| Month Received | Liab Pd | 2018 Actual | Month Received | 2019 Budget | Liab Pd | 2019 Actual | |
| Jan | Dec-17 | \$ 394,357 | Jan | \$ 412,500 | Dec-18 | \$ 430,566 | \$ 18,066 |
| Feb | Jan-18 | 570,829 | Feb | 412,500 | Jan-19 | 518,005 | 123,571 |
| Mar | Feb-18 | 286,970 | Mar | 412,500 | Jan-19 | 311,906 | 22,977 |
| Apr | Mar-18 | 440,655 | Apr | 412,500 | Jan-19 | 500,986 | 111,463 |
| May | Apr-18 | 711,744 | May | 412,500 | Feb-19 | 1,042,123 | 741,086 |
| Jun | May-18 | 328,799 | Jun | 412,500 | Feb-19 | 325,451 | 654,037 |
| Jul | Jun-18 | 444,568 | Jul | 412,500 | Mar-19 | 486,704 | 728,241 |
| Aug | Jul-18 | 326,342 | Aug | 412,500 | Mar-19 | 348,884 | 664,625 |
| Sep | Aug-18 | 318,497 | Sep | 412,500 | Mar-19 | 308,780 | 560,905 |
| Oct | Sep-18 | 495,002 | Oct | 412,500 | Apr-19 | 550,920 | 699,325 |
| Nov | Oct-18 | 356,515 | Nov | 412,500 | Apr-19 | 359,560 | 646,385 |
| Dec | Nov-18 | 295,502 | Dec | 412,500 | May-19 | | |
| YTD Totals | | <u><u>\$ 4,969,780</u></u> | | <u><u>\$ 4,950,000</u></u> | | <u><u>\$ 5,183,885</u></u> | |

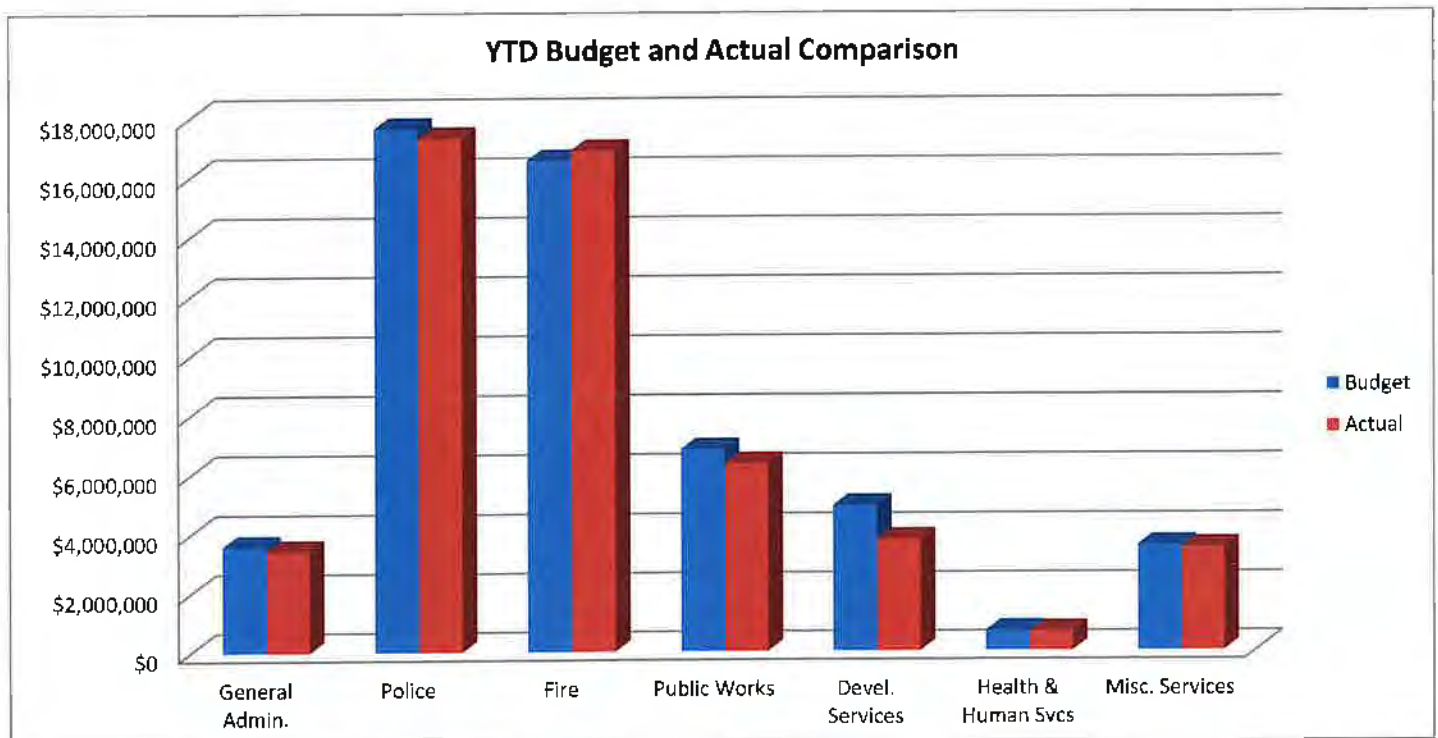
Fines



| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|---------------------|---------------------|---------------------|---------------------------------------------------|
| Jan | \$ 71,631 | \$ 121,383 | \$ 102,529 | \$ (18,854) |
| Feb | 85,889 | 121,383 | 82,643 | (57,595) |
| Mar | 120,617 | 121,383 | 84,003 | (94,975) |
| Apr | 137,043 | 121,383 | 115,421 | (100,937) |
| May | 163,094 | 121,383 | 135,100 | (87,221) |
| Jun | 112,383 | 121,383 | 125,188 | (83,418) |
| Jul | 148,104 | 121,383 | 162,077 | (42,722) |
| Aug | 151,117 | 121,383 | 126,391 | (37,715) |
| Sep | 94,939 | 121,383 | 120,110 | (38,988) |
| Oct | 111,532 | 121,383 | 114,448 | (45,923) |
| Nov | 86,923 | 121,383 | 103,679 | (63,628) |
| Dec | 72,167 | 121,383 | | |
| YTD Totals | \$ 1,355,439 | \$ 1,456,600 | \$ 1,271,589 | |

Expenditures: General Fund expenditures in November were \$166,158 above the budgeted figure of \$4,913,863. 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 | \$ 338,213 | \$ 333,842 | 1.3% |
| Administration | 594,403 | 589,307 | 0.9% |
| Legal | 483,413 | 444,330 | 8.1% |
| Finance | 991,916 | 988,131 | 0.4% |
| Village Clerk | 197,698 | 191,994 | 2.9% |
| HRM | 496,824 | 449,320 | 9.6% |
| Communications | 229,075 | 220,581 | 3.7% |
| Cable TV | 193,893 | 169,412 | 12.6% |
| Emergency Operations | 72,398 | 61,966 | 14.4% |
| Police | 17,659,473 | 17,343,678 | 1.8% |
| Fire | 16,564,622 | 16,902,678 | -2.0% |
| Public Works | 6,828,323 | 6,351,254 | 7.0% |
| Development Services | 4,922,179 | 3,783,842 | 23.1% |
| H&HS | 676,179 | 654,029 | 3.3% |
| Miscellaneous | 3,570,436 | 3,500,549 | 2.0% |
| TOTAL | \$ 53,819,046 | \$ 51,984,913 | 3.4% |



Department News

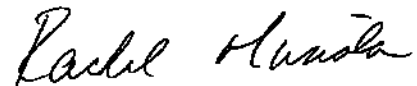
During the month of November, the following training sessions were attended by Finance staff:

- Attended Governmental Finance training provided to downstate elected officials, sponsored by IGFOA and the IL Comptroller's Office (Finance Director).
- Attended IGFOA Pension Institute (Finance Director).

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

- Participated in the annual Capital Improvements Board Meeting (Finance Director, Assistant Director, other Village staff).
- Participated in the annual Budget Workshop with the Finance Committee (Finance Director, Assistant Director, other Village staff).
- Attended special Fire Pension Board meeting (Treasurer and Finance Director)
- Attended multiple IGFOA Professional Education Committee planning meetings (Finance Director).
- Attended Platzkonzert planning meetings to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

November-19

| | Nov-19 | YTD Nov-19 | Nov-18 | YTD Nov-18 | % Inc / Dec | |
|------------------------------------------|--------------|------------|--------------|--------------|-------------|---------|
| | | | | | Month | Year |
| Credit Card Transactions | | | | | | |
| Finance and Code Front Counter | | | | | | |
| Number | 459 | 5,331 | 464 | 5,987 | -1.1% | -11.0% |
| Amount | \$ 48,303 | 686,059 | \$ 56,060 | 892,741 | -13.8% | -23.2% |
| Internet Sales | | | | | | |
| Number | 2,111 | 23,328 | 2,182 | 27,119 | -3.3% | -14.0% |
| Amount | \$ 267,215 | 2,761,334 | \$ 194,539 | 2,579,092 | 37.4% | 7.1% |
| Total | | | | | | |
| Number | 2,570 | 28,659 | 2,646 | 33,106 | -2.9% | -13.4% |
| Amount | \$ 315,518 | 3,447,393 | \$ 250,599 | \$ 3,471,833 | 25.9% | -0.7% |
| Credit Card Company Fees | | | | | | |
| General Fund | \$ 60 | 744 | \$ 49 | 17,881 | 21.7% | -95.8% |
| Municipal Waste Fund | - | - | - | 6,073 | N/A | -100.0% |
| Water Fund | 3,045 | 30,344 | 2,334 | 59,904 | 30.5% | -49.3% |
| Total Fees | \$ 3,105 | \$ 31,088 | \$ 2,383 | \$ 83,857 | 30.3% | -62.9% |
| Accounts Receivable | | | | | | |
| Invoices Mailed | | | | | | |
| Number | 91 | 1,484 | 99 | 805 | -8.1% | 84.3% |
| Amount | \$ 154,514 | 2,134,823 | \$ 101,995 | 1,919,761 | 51.5% | 11.2% |
| Invoices Paid | | | | | | |
| Number | 76 | 664 | 63 | 767 | 20.6% | -13.4% |
| Amount | \$ 101,337 | 1,873,018 | \$ 74,180 | 1,848,873 | 36.6% | 1.3% |
| Reminders Sent | | | | | | |
| Number | 9 | 111 | 7 | 176 | 28.6% | -36.9% |
| Amount | \$ 2,299 | 57,100 | \$ 10,570 | 307,752 | -78.2% | -81.4% |
| Accounts Payable | | | | | | |
| Checks Issued | | | | | | |
| Number | 350 | 3,869 | 381 | 3,625 | -8.1% | 6.7% |
| Amount | \$ 4,093,191 | 28,087,294 | \$ 2,708,950 | 21,165,049 | 51.1% | 32.7% |
| Manual Checks Issued | | | | | | |
| Number | 26 | 355 | 34 | 336 | -23.5% | 5.7% |
| As % of Total Checks | 7.43% | 9.18% | 8.92% | 9.27% | -16.8% | -1.0% |
| Amount | \$ 57,628 | 9,124,041 | \$ 56,623 | 2,668,757 | 1.8% | 241.9% |
| As % of Total Checks | 1.41% | 32.48% | 2.09% | 12.61% | -32.6% | 157.6% |
| Utility Billing | | | | | | |
| New Utility Accounts | 136 | 1,548 | 142 | 1,723 | -4.2% | -10.2% |
| Bills Mailed / Active Accounts | 15,740 | 172,654 | 15,652 | 171,747 | 0.6% | 0.5% |
| Final Bills Mailed | 136 | 1,548 | 142 | 1,723 | -4.2% | -10.2% |
| Shut-Off Notices | 1,335 | 15,562 | 1,319 | 15,694 | 1.2% | -0.8% |
| Actual Shut-Offs | 97 | 1,142 | 87 | 1,162 | 11.5% | -1.7% |
| Total Billings | \$ 1,793,541 | 20,656,018 | \$ 1,765,851 | 20,136,811 | 1.6% | 2.6% |
| Direct Debit (ACH) Program | | | | | | |
| New Accounts | 19 | 411 | 24 | 338 | -20.8% | 21.6% |
| Total Accounts | 4,218 | 42,990 | 3,183 | 30,470 | 32.5% | 41.1% |
| As % of Active Accounts | 26.80% | 24.90% | 20.34% | 17.74% | 6.5% | 40.3% |
| Water Payments Received in Current Month | | | | | | |
| Total Bills Mailed | 15,740 | 172,654 | 15,652 | 171,747 | 0.6% | 0.5% |
| ACH Payments | 4,218 | 42,990 | 3,183 | 30,470 | 32.5% | 41.1% |
| ACH Payments-% of Total Bills | 26.80% | 24.90% | 20.34% | 17.74% | 31.8% | 40.3% |
| On-line Payments (Internet Sales) | 1,784 | 19,419 | 1,814 | 23,760 | -1.7% | -18.3% |
| On-line Payments-% of Total Bills | 11.33% | 11.25% | 11.59% | 13.83% | -2.2% | -18.7% |
| Over-the-phone Payments | 493 | 5,958 | 788 | 10,866 | -37.4% | -45.2% |
| Over-the-phone Payments-% of Total Bills | 3.13% | 3.45% | 5.03% | 6.33% | -37.8% | -45.5% |
| Mail-in Payments | 8,700 | 101,458 | 9,466 | 102,974 | -8.1% | -1.5% |
| Mail-in Payments-% of Total Bills | 55.27% | 58.76% | 60.48% | 59.96% | -8.6% | -2.0% |

WATER BILLING ANALYSIS
November 30, 2019

Residential Billings
Average Monthly Consumption/Customer

| <u>Month Billed</u> | <u>2016-2017</u> | <u>2017-2018</u> | <u>2018-2019</u> |
|---------------------|------------------|------------------|------------------|
| November | 4,330 | 4,375 | 4,147 |
| December | 4,214 | 4,198 | 4,170 |
| January | 4,897 | 4,538 | 4,403 |
| February | 4,177 | 4,486 | 4,480 |
| March | 3,914 | 3,845 | 3,916 |
| April | 4,242 | 4,206 | 4,227 |
| May | 4,257 | 4,213 | 4,051 |
| June | 4,595 | 4,633 | 4,326 |
| July | 5,214 | 4,505 | 4,395 |
| August | 4,965 | 5,439 | 5,438 |
| September | 4,951 | 4,782 | 4,952 |
| October | 5,003 | 4,379 | 4,157 |
| November | 4,375 | 4,147 | 4,087 |
| 13 Month Average - | 4,549 | 4,442 | 4,365 |
| % Change - | -0.6% | -2.3% | -1.7% |

Total Water Customers

Average Bill

| <u>Customer Type</u> | <u>Total Water Customers</u> | | | <u>Customer Type</u> | <u>Average Bill</u> | | |
|----------------------|------------------------------|---------------|-----------------|----------------------|---------------------|---------------|-----------------|
| | <u>Nov-18</u> | <u>Nov-19</u> | <u>% Change</u> | | <u>Nov-18</u> | <u>Nov-19</u> | <u>% Change</u> |
| Residential | 14,727 | 14,812 | 0.6% | Residential | \$ 54.49 | \$ 56.11 | 3.0% |
| Commercial | 925 | 928 | 0.3% | | | | |
| Total | 15,652 | 15,740 | 0.6% | | | | |

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

| | <u>Month-To-Date</u> | | | <u>Year-To-Date</u> | | | |
|-------------|----------------------|---------------|-----------------|---------------------|---------------|-----------------|-------|
| | <u>Nov-18</u> | <u>Nov-19</u> | <u>% Change</u> | <u>Nov-18</u> | <u>Nov-19</u> | <u>% Change</u> | |
| Residential | 61 | 61 | 0.0% | Residential | 722 | 715 | -1.0% |
| Commercial | 46 | 43 | -7.0% | Commercial | 514 | 501 | -2.5% |
| | 107 | 104 | -2.8% | | 1,236 | 1,216 | -1.6% |

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|-----------------------------------------------|------------------------|----------------------|----------------------|---------------------|-----------------------|-------------------------|
| <u>General Fund</u> | | | | | | |
| Illinois Funds - General | 09/30/86 | | 4,279,980.85 | | | 1.763 |
| Illinois Funds - Veterans Memorial | 05/01/92 | | 311.19 | | | 1.763 |
| IMET Convenience Fund | 10/20/05 | | 2,844.50 | | | 1.910 |
| Citibank SDA | 11/07/08 | | 3,910,677.39 | | | 1.500 |
| Chase Money Market | 03/06/18 | | 5,638,450.85 | | | 1.490 |
| CD with PMA | 08/22/13 | | 11,012,876.29 | 11,012,876.29 | 11,231,098.28 | 0.375 |
| | | | <u>24,845,141.07</u> | | | |
| <u>Motor Fuel Tax</u> | | | | | | |
| Illinois Funds | 09/30/86 | | 57,738.18 | | | 1.763 |
| <u>Asset Seizure - Federal</u> | | | | | | |
| Illinois Funds | 06/09/99 | | 4,337.58 | | | 1.763 |
| <u>Asset Seizure - State</u> | | | | | | |
| Illinois Funds | 11/30/98 | | 55,546.30 | | | 1.763 |
| <u>Asset Seizure - BATTLE</u> | | | | | | |
| Illinois Funds | 07/10/08 | | 152.68 | | | 1.763 |
| <u>Municipal Waste System</u> | | | | | | |
| Illinois Funds | 08/31/98 | | 7,904.98 | | | 1.763 |
| <u>2005A G.O. Debt Serv.</u> | | | | | | |
| Illinois Funds | 11/30/04 | | 307,474.46 | | | 1.763 |
| <u>Central Road Corridor Improv.</u> | | | | | | |
| Illinois Funds | 12/15/88 | | 9,718.39 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 3,763.38 | | | 1.500 |
| | | | <u>13,481.77</u> | | | |
| <u>Hoffman Blvd Bridge Maintenance</u> | | | | | | |
| Illinois Funds | 07/01/98 | | 11,157.50 | | | 1.763 |
| CD with PMA | 08/22/13 | | 245,500.00 | 245,500.00 | 249,949.27 | 0.375 |
| Citibank SDA | 02/10/11 | | 8,395.68 | | | 1.500 |
| | | | <u>265,053.18</u> | | | |
| <u>Western Corridor</u> | | | | | | |
| Illinois Funds | 06/30/01 | | 38,243.74 | | | 1.763 |
| CD with PMA | 08/22/13 | | 3,163,700.00 | 3,163,700.00 | 3,234,736.02 | 1.500 |
| Citibank SDA | 01/07/09 | | 419,786.35 | | | 1.500 |
| | | | <u>3,621,730.09</u> | | | |

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|--------------------------------------------------|-----------------|---------------|--------------|--------------|----------------|------------------|
| <u>EDA Series 1991 Project</u> | | | | | | |
| Illinois Funds | 08/22/91 | | 1,066,517.88 | | | 1.763 |
| Citibank SDA | 02/10/11 | | 240,493.23 | | | - |
| | | | 1,307,011.11 | | | |
| <u>Road Improvement</u> | | | | | | |
| Illinois Funds | 01/01/15 | | 1,242,536.94 | | | |
| CD with PMA | 03/09/17 | | 241,360.53 | 241,360.53 | 247,700.55 | |
| Citibank SDA | | | 656,871.59 | | | 1.500 |
| | | | 2,140,769.06 | | | |
| <u>Capitel Improvements</u> | | | | | | |
| Illinois Funds | 12/31/96 | | 1,244.07 | | | 1.763 |
| Citibank SDA | 01/07/09 | | 247,420.77 | | | 1.500 |
| | | | 248,664.84 | | | |
| <u>Capital Vehicle & Equipment</u> | | | | | | |
| Illinois Funds | 12/31/96 | | 23,255.63 | | | 1.763 |
| Citibank SDA | 01/07/09 | | 70,954.93 | | | 1.500 |
| | | | 94,210.56 | | | |
| <u>Capital Replacement</u> | | | | | | |
| Illinois Funds | 02/01/98 | | 3,286.33 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 327,049.41 | | | 1.500 |
| | | | 330,335.74 | | | |
| <u>Water and Sewer</u> | | | | | | |
| Illinois Funds | 09/30/86 | | 10,163.99 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 744,091.75 | | | 1.500 |
| Chase Money Market | 03/06/18 | | 3,725,930.63 | | | 1.490 |
| | | | 4,480,186.37 | | | |
| <u>Water and Sewer-2017 Bond Projects</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 1,746,580.93 | | | 1.500 |
| CD with PMA | 09/13/17 | | 2,517,630.00 | 2,517,630.00 | 2,577,124.80 | |
| | | | 4,264,210.93 | | | |
| <u>Water and Sewer-2019 Bond Projects</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 7,873,938.07 | | | 1.500 |
| <u>Sears Operating</u> | | | | | | |
| Illinois Funds | | | 2,549.32 | | | |
| Citibank SDA | | | 143,723.63 | 246,600.00 | 252,045.19 | |
| | | | 392,872.95 | | | |

STATEMENT OF INVESTMENTS-VILLAGE
As of November 30, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|-------------------------------------------------------------------------|------------------------|----------------------|-------------------------|-------------------------|-----------------------|-------------------------|
| <u>Insurance</u> | | | | | | |
| Illinois Funds | 11/10/87 | | 16,304.84 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 372,028.39 | | | 1.500 |
| CD with PMA | 08/22/13 | | 1,949,542.12 | 1,949,542.12 | 1,994,756.36 | 0.375 |
| | | | <u>2,337,875.15</u> | | | |
| <u>Information Systems</u> | | | | | | |
| Illinois Funds | 02/01/98 | | 80,431.89 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 114,947.85 | | | |
| CD with PMA | | | 482,721.06 | 482,721.06 | 495,401.10 | |
| | | | <u>678,100.80</u> | | | |
| <u>EDA Special Tax Alloc.</u> | | | | | | |
| Citibank SDA | 11/07/08 | | 10,991,714.02 | | | |
| <u>Roselle Road TIF</u> | | | | | | |
| Illinois Funds | 09/30/03 | | 7,552.02 | | | 1.763 |
| Citibank SDA | 11/07/08 | | 114,484.67 | | | 1.500 |
| | | | <u>122,036.69</u> | | | |
| <u>Barr./Higgins TIF</u> | | | | | | |
| Illinois Funds | 08/26/91 | | 192,954.34 | | | 1.763 |
| <u>2019 Captial Project Fund</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 1,723,968.75 | | | 1.500 |
| Total Investments | | | <u>\$ 66,357,409.67</u> | | | |
| Total Invested Per Institution | | | | Percent Invested | | |
| Illinois Funds | | | 7,419,362.90 | 11.18 | | |
| IMET Convenience Fund | | | 2,844.50 | 0.00 | | |
| Chase Money Market | | | 9,364,381.48 | 14.11 | | |
| CD with PMA | | | 19,859,930.00 | 29.93 | | |
| Citibank at PMA | | | 29,710,890.79 | 44.77 | | |
| | | | <u>\$66,357,409.67</u> | 100.00 | | |
| Total Invested Per Institution Excluding all Trust and EDA Funds | | | | Percent Invested | | |
| Illinois Funds | | | 6,352,845.02 | 11.75 | | |
| IMET | | | 2,844.50 | 0.01 | | |
| Chase Money Market | | | 9,364,381.48 | 17.32 | | |
| CD with PMA | | | 19,859,930.00 | 36.74 | | |
| Citibank at PMA | | | 18,478,683.54 | 34.18 | | |
| | | | <u>\$54,058,684.54</u> | 100.00 | | |

| |
|---------------------------------------------------------------------------|
| STATEMENT OF INVESTMENTS-VILLAGE As of November 30, 2019 |
|---------------------------------------------------------------------------|

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|--------------------------------------------|--------------------|------------------|---------------|-----------------|-------------------|---------------------|
| Total Invested Per Fund | | | | | | |
| Total Investments - Operating Funds | | | | \$44,166,561.11 | | |
| Total Investments - Debt Service Funds | | | | \$307,474.46 | | |
| Total Investments - Trust Funds | | | | \$0.00 | | |
| Total Investments - Capital Projects Funds | | | | \$21,883,374.10 | | |
| Total Investments - All Funds | | | | \$66,357,409.67 | | |

PMA CERTIFICATE OF DEPOSITS

November 30, 2019

| | Settlement | Maturity | Cost | Interest Rate |
|------------------------------------------------|------------|----------|-------------------------|---------------|
| GENERAL FUND | | | | |
| Associated Bank, NA (N) | 03/07/19 | 12/02/19 | 245,500.00 | 2.430% |
| Bank OZK | 03/07/19 | 12/02/19 | 245,500.00 | 2.464% |
| Brookline Bank | 03/07/19 | 12/02/19 | 245,400.00 | 2.472% |
| Farmers Exchange Bank | 03/07/19 | 12/02/19 | 245,400.00 | 2.497% |
| First Internet Bank of Indiana | 03/07/19 | 12/02/19 | 245,500.00 | 2.423% |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 2,310,476.29 | 2.634% |
| Granite Community Bank/First NB of Cold Spring | 06/25/19 | 06/24/20 | 244,800.00 | 2.100% |
| Financial Federal Bank | 06/25/19 | 06/24/20 | 244,400.00 | 2.250% |
| Bank 7 | 06/25/19 | 06/24/20 | 244,200.00 | 2.327% |
| Premier Bank | 06/25/19 | 06/24/20 | 244,400.00 | 2.249% |
| Servisfirst Bank | 06/25/19 | 06/24/20 | 22,200.00 | 2.330% |
| Pacific Western Bank | 07/25/19 | 04/20/20 | 246,200.00 | 2.070% |
| First National Bank/The First, NA | 07/25/19 | 04/20/20 | 246,400.00 | 1.960% |
| East Boston Savings Bank | 07/25/19 | 04/20/20 | 246,400.00 | 1.940% |
| Southside Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.910% |
| Great Midwest Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.890% |
| Merrick Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.880% |
| Crystal Lake B&TC, NA - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Hinsdale B&TC, NA - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Village Bank & Trust - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Wheaton Bank & Trust - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Wintrust Bank | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Veritex Community Bank/Green Bank | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 1,767,000.00 | 2.220% |
| Bank of China, NY | 10/03/19 | 10/01/20 | 1,750,000.00 | 1.860% |
| GENERAL FUND TOTALS: | | | \$ 11,012,876.29 | |
| HOFFMAN BLVD BRIDGE FUND | | | | |
| Orrstown Bank | 03/07/19 | 12/02/19 | 245,500.00 | 2.450% |
| HOFFMAN BLVD BRIDGE TOTALS: | | | \$ 245,500.00 | |
| WESTERN CORRIDOR FUND | | | | |
| Preferred Bank | 03/07/19 | 12/02/19 | 245,400.00 | 2.472% |
| TBK BANK, SSB/The National Bank | 03/07/19 | 12/02/19 | 245,600.00 | 2.400% |
| Bank of China | 05/21/19 | 05/21/20 | 243,400.00 | 2.638% |
| Modern Bank, National Association | 05/21/19 | 05/21/20 | 244,100.00 | 2.370% |
| Rockford B&TC | 05/21/19 | 05/21/20 | 244,000.00 | 2.393% |
| Texas Capital Bank | 05/21/19 | 05/21/20 | 243,900.00 | 2.433% |
| Servisfirst Bank | 06/25/19 | 06/24/20 | 222,000.00 | 2.330% |
| Allegiance Bank Texas | 06/25/19 | 06/24/20 | 244,400.00 | 2.239% |
| Newbank, NA | 06/25/19 | 06/24/20 | 244,200.00 | 2.339% |
| Sonabank | 06/25/19 | 06/24/20 | 243,500.00 | 2.589% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 493,200.00 | 2.220% |
| Bank of China, NY | 10/03/19 | 10/01/20 | 250,000.00 | 1.860% |
| WESTERN CORRIDOR TOTALS: | | | \$ 3,163,700.00 | |

PMA CERTIFICATE OF DEPOSITS
November 30, 2019

| | Settlement | Maturity | Cost | Interest Rate |
|-----------------------------------------|------------|----------|------------------------|----------------------|
| ROAD IMPROVEMENT FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 241,360.53 | 2.634% |
| ROAD IMPROVEMENT TOTALS: | | | \$ 241,360.53 | |
| SEARS CENTRE FUND | | | | |
| Bank of China, NY | 08/01/19 | 07/30/20 | 246,600.00 | 2.220% |
| SEARS CENTRE TOTALS: | | | \$ 246,600.00 | |
| INSURANCE FUND | | | | |
| Third Coast Bank, SSB | 03/07/19 | 12/02/19 | 245,600.00 | 2.414% |
| Western Alliance Bank/Torrey Pines Bank | 03/07/19 | 12/02/19 | 245,300.00 | 2.523% |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 965,442.12 | 2.634% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 493,200.00 | 2.220% |
| INSURANCE TOTALS | | | \$ 1,949,542.12 | |
| INFORMATION SYSTEM FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 482,721.06 | 2.634% |
| INFORMATION SYSTEM TOTALS: | | | \$ 482,721.06 | |
| 2017 BOND PROCEEDS FUND | | | | |
| CIBC Bank USA/ Private Bank-MI | 09/13/17 | 12/02/19 | 240,700.00 | 1.675% |
| United Bank | 09/13/17 | 12/02/19 | 876,930.00 | 1.362% |
| Associated Bank, NA - C | 04/01/19 | 12/16/19 | 1,400,000.00 | 2.420% |
| 2017 BOND PROCEEDS TOTALS: | | | \$ 2,517,630.00 | |
| | | | TOTAL: \$ | 19,859,930.00 |

**OPERATING REPORT SUMMARY
REVENUES**

November 30, 2019

| | CURRENT MONTH | | YEAR-TO-DATE | | ANNUAL BUDGET | % ACTUAL TO BUDGET | BENCH-MARK |
|-------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|--------------------|--------------|
| | BUDGET | ACTUAL | BUDGET | ACTUAL | | | |
| General Fund | | | | | | | |
| Property Taxes | 50,000 | 19,622 | 16,314,510 | 16,153,368 | 16,364,510 | 98.7% | |
| Hotel Tax | 102,917 | 122,463 | 1,132,083 | 1,255,410 | 1,235,000 | 101.7% | |
| Real Estate Transfer Tax | 70,833 | 165,212 | 779,167 | 1,819,233 | 850,000 | 214.0% | |
| Home Rule Sales Tax | 316,667 | 247,095 | 3,483,333 | 3,045,860 | 3,800,000 | 80.2% | |
| Telecommunications Tax | 126,500 | 107,793 | 1,391,500 | 1,249,744 | 1,518,000 | 82.3% | |
| Property Tax - Fire | 283,565 | 6,165 | 3,119,215 | 3,349,095 | 3,402,780 | 98.4% | |
| Property Tax - Police | 318,173 | 6,993 | 3,499,898 | 3,763,963 | 3,818,070 | 98.6% | |
| Other Taxes | 98,994 | 76,285 | 1,000,123 | 1,234,651 | 1,187,930 | 103.9% | |
| Total Taxes | 1,367,648 | 751,627 | 30,719,829 | 31,871,324 | 32,176,290 | 99.1% | |
| Business Licenses | - | 7,783 | 340,000 | 383,497 | 340,000 | 112.8% | |
| Liquor Licenses | - | 430 | 262,500 | 290,858 | 262,500 | 110.8% | |
| Building Permits | 69,667 | 63,667 | 745,333 | 1,074,539 | 836,000 | 128.5% | |
| Other Licenses & Permits | 1,208 | 1,376 | 13,292 | 9,966 | 14,500 | 68.7% | |
| Total Licenses & Permits | 70,875 | 73,255 | 1,361,125 | 1,758,860 | 1,453,000 | 121.1% | |
| Sales Tax | 675,000 | 606,345 | 7,425,000 | 6,995,726 | 8,100,000 | 86.4% | |
| Local Use Tax | 127,500 | 135,615 | 1,402,500 | 1,544,570 | 1,530,000 | 101.0% | |
| State Income Tax | 429,042 | 359,560 | 4,603,667 | 5,183,885 | 5,148,500 | 100.7% | |
| Replacement Tax | 20,058 | - | 220,642 | 313,132 | 240,700 | 130.1% | |
| Other Intergovernmental | 38,374 | 563 | 422,116 | 418,567 | 460,490 | 90.9% | |
| Total Intergovernmental | 1,289,974 | 1,102,084 | 14,073,924 | 14,455,880 | 15,479,890 | 93.4% | |
| Engineering Fees | 16,667 | - | 183,333 | 94,359 | 200,000 | 47.2% | |
| Ambulance Fees | 131,375 | 132,800 | 1,429,667 | 1,510,713 | 1,576,500 | 95.8% | |
| Police Hireback | 35,417 | 50,277 | 389,583 | 446,033 | 425,000 | 104.9% | |
| Lease Payments | 63,163 | 70,826 | 694,788 | 664,305 | 757,950 | 87.6% | |
| Cable TV Fees | - | 145,079 | 690,000 | 777,253 | 840,000 | 92.5% | |
| 4th of July Proceeds | - | - | 137,415 | 137,415 | 83,900 | 163.8% | |
| Employee Payments | 100,000 | 133,966 | 1,100,000 | 1,335,573 | 1,200,000 | 111.3% | |
| Hireback - Arena | 15,875 | 9,500 | 174,625 | 240,971 | 190,500 | 126.5% | |
| Rental Inspection Fees | - | 7,675 | 150,000 | 256,323 | 300,000 | 85.4% | |
| Other Charges for Services | 72,458 | 90,214 | 797,042 | 857,461 | 869,500 | 98.6% | |
| Total Charges for Services | 434,954 | 640,338 | 5,746,453 | 6,320,405 | 6,443,350 | 98.1% | |
| Court Fines-County | 16,667 | 8,288 | 183,333 | 118,572 | 200,000 | 59.3% | |
| Ticket Fines-Village | 37,550 | 30,007 | 413,050 | 348,541 | 450,600 | 77.4% | |
| Overweight Truck Fines | 500 | 630 | 5,500 | 6,390 | 6,000 | 106.5% | |
| Red Light Camera Revenue | 56,667 | 61,995 | 623,333 | 620,000 | 680,000 | 91.2% | |
| Local Debt Recovery | 10,000 | 2,759 | 110,000 | 178,086 | 120,000 | 148.4% | |
| Total Fines & Forfeits | 121,383 | 103,679 | 1,335,217 | 1,271,589 | 1,456,600 | 87.3% | |
| Total Investment Earnings | 32,813 | 41,289 | 277,083 | 560,956 | 393,750 | 142.5% | |
| Reimburse/Recoveries | 22,500 | 17,795 | 247,500 | 151,849 | 270,000 | 56.2% | |
| S.Barrington Fuel Reimbursement | 2,500 | 2,950 | 27,500 | 32,711 | 30,000 | 109.0% | |
| Shauburg Twn Fuel Reimbursement | - | 3,829 | - | 38,715 | - | N/A | |
| Tollway Payments | 833 | 950 | 9,167 | 12,850 | 10,000 | 128.5% | |
| Other Miscellaneous | 20,550 | 36,188 | 226,050 | 369,817 | 246,600 | 150.0% | |
| Total Miscellaneous | 46,383 | 61,711 | 510,217 | 605,942 | 556,600 | 108.9% | |
| Total Operating Transfers in | 5,742 | 4,167 | 63,158 | 175,278 | 68,900 | 254.4% | |
| Total General Fund | 3,369,773 | 2,778,150 | 54,087,006 | 57,020,235 | 58,028,180 | 98.3% | 91.7% |

**OPERATING REPORT SUMMARY
REVENUES**

November 30, 2019

| | <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 | 1,570,942 | 1,501,101 | 17,280,358 | 17,205,511 | 18,851,300 | 91.3% | |
| Connection Fees | 4,167 | 2,640 | 45,833 | 87,954 | 50,000 | 175.9% | |
| Cross Connection Fees | 3,167 | 3,399 | 34,833 | 35,602 | 38,000 | 93.7% | |
| Penalties | 6,667 | 12,223 | 73,333 | 121,302 | 80,000 | 151.6% | |
| Investment Earnings | 5,104 | 20,247 | 32,083 | 154,750 | 61,250 | 252.7% | |
| Other Revenue Sources | 9,292 | 13,458 | 102,208 | 305,830 | 111,500 | 274.3% | |
| Capital Projects | - | - | - | 23,549 | 4,452,500 | 0.5% | |
| Total Water Fund | <u>1,599,338</u> | <u>1,553,067</u> | <u>17,568,650</u> | <u>17,934,497</u> | <u>23,644,550</u> | <u>75.9%</u> | <u>91.7%</u> |
| Motor Fuel Tax Fund | 113,208 | 172,185 | 1,245,292 | 1,396,231 | 1,358,500 | 102.8% | |
| Community Dev. Block Grant Fund | 21,958 | - | 241,542 | 201,151 | 263,500 | 76.3% | |
| Asset Seizure Fund | 63 | 28,968 | 688 | 669,285 | 750 | 89238.0% | |
| Municipal Waste System Fund | 245,296 | 229,970 | 2,698,254 | 2,724,387 | 2,943,550 | 92.6% | |
| Sears Centre Operating Fund | 283,468 | 233,627 | 3,118,152 | 2,979,889 | 3,401,620 | 87.6% | |
| Sears Centre Activity Fund | 706,733 | 267,478 | 7,774,067 | 6,894,100 | 8,480,800 | 81.3% | |
| Stormwater Management | 51,333 | 51,792 | 584,667 | 570,168 | 616,000 | 92.6% | |
| Insurance Fund | 145,246 | 114,440 | 1,597,704 | 1,502,467 | 1,742,950 | 86.2% | |
| Roselle Road TIF | 16,750 | 493 | 184,250 | 366,064 | 201,000 | 182.1% | |
| Barrington/Higgins TIF | 50,478 | 31,933 | 555,262 | 724,194 | 605,740 | 119.6% | |
| Higgins/Hassell TIF | 8,253 | - | 90,787 | 369,860 | 99,040 | 373.4% | |
| Information Systems | 156,849 | 156,503 | 1,725,341 | 1,740,633 | 1,882,190 | 92.5% | |
| Total Spec Rev. & Int. Svc. Fund | <u>1,799,637</u> | <u>1,287,389</u> | <u>19,796,003</u> | <u>20,138,430</u> | <u>21,595,640</u> | <u>93.3%</u> | |
| TOTAL OPERATING FUNDS | <u>6,768,747</u> | <u>5,618,606</u> | <u>91,451,659</u> | <u>95,093,162</u> | <u>103,268,370</u> | <u>92.1%</u> | <u>91.7%</u> |
| Sears EDA Gen Account | - | - | - | 7,661,977 | - | N/A | |
| 2015A & C G.O. Debt Service | 2,030,632 | 2,030,632 | 3,452,278 | 3,452,278 | 3,452,500 | 100.0% | |
| 2015B G.O. Debt Service | 106,900 | 106,900 | 124,275 | 124,275 | 124,300 | 0.0% | |
| 2016 G.O. Debt Service | 759 | 759 | 432,213 | 432,213 | 435,800 | 0.0% | |
| 2017A & B G.O. Debt Service | 124,875 | 124,875 | 180,700 | 180,700 | 180,750 | 0.0% | |
| 2018 G.O. Debt Service | 954,860 | 954,860 | 2,737,060 | 2,737,060 | 2,748,700 | 0.0% | |
| TOTAL DEBT SERV. FUNDS | <u>3,218,026</u> | <u>3,218,026</u> | <u>6,926,526</u> | <u>14,588,503</u> | <u>6,942,050</u> | <u>210.1%</u> | <u>91.7%</u> |
| Central Rd. Corridor Fund | 6,333 | 39 | 69,667 | 509 | 76,000 | 0.7% | |
| Hoffman Blvd Bridge Maintenance | 167 | 528 | 1,833 | 5,669 | 2,000 | 283.4% | |
| Western Corridor Fund | 833 | 12,304 | 9,167 | 143,079 | 10,000 | 1430.8% | |
| Traffic Improvement Fund | 33 | - | 367 | - | 400 | 0.0% | |
| Prairie Stone Capital Fund | 833 | 6,346 | 9,167 | 956,210 | 10,000 | 9562.1% | |
| Central Area Rd. Impr. Imp. Fee | - | 45 | - | 693 | - | 0.0% | |
| Western Area Traffic Impr. | - | 9 | - | 140 | - | N/A | |
| Western Area Traffic Impr. Impact Fee | - | 20 | - | 270 | - | 0.0% | |
| Capital Improvements Fund | 179,346 | 70,267 | 1,899,888 | 1,516,114 | 2,152,150 | 70.4% | |
| Capital Vehicle & Equipment Fund | 166,593 | 101,024 | 1,571,913 | 1,560,455 | 1,999,110 | 78.1% | |
| Capital Replacement Fund | 667 | 419 | 7,333 | 7,830 | 8,000 | 97.9% | |
| 2015 Project Fund | - | 1,730,826 | - | 1,730,826 | - | N/A | |
| Road Improvement Fund | 533,939 | 638,634 | 5,873,331 | 5,533,307 | 6,407,270 | 86.4% | |
| TOTAL CAP. PROJECT FUNDS | <u>888,744</u> | <u>2,560,461</u> | <u>9,442,665</u> | <u>11,455,103</u> | <u>10,664,930</u> | <u>107.4%</u> | <u>91.7%</u> |
| Police Pension Fund | 463,623 | 1,469,744 | 5,099,848 | 13,207,800 | 5,563,470 | 237.4% | |
| Fire Pension Fund | 464,432 | 1,726,949 | 5,108,748 | 17,625,942 | 5,573,180 | 316.3% | |
| TOTAL TRUST FUNDS | <u>928,054</u> | <u>3,196,693</u> | <u>10,208,596</u> | <u>30,833,742</u> | <u>11,136,650</u> | <u>276.9%</u> | <u>91.7%</u> |
| TOTAL ALL FUNDS | <u>11,803,571</u> | <u>14,593,787</u> | <u>118,029,446</u> | <u>151,970,511</u> | <u>132,012,000</u> | <u>115.1%</u> | <u>91.7%</u> |

OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2019

| | <u>CURRENT MONTH</u> | | <u>YEAR-TO-DATE</u> | | <u>ANNUAL BUDGET</u> | <u>%</u> | <u>BENCH-MARK</u> |
|-------------------------|----------------------|---------------|---------------------|---------------|----------------------|----------|-------------------|
| | <u>BUDGET</u> | <u>ACTUAL</u> | <u>BUDGET</u> | <u>ACTUAL</u> | | | |
| General Fund | | | | | | | |
| General Admin. | | | | | | | |
| Legislative | 30,747 | 32,413 | 338,213 | 333,842 | 368,960 | 90.5% | |
| Administration | 54,037 | 46,570 | 594,403 | 589,307 | 648,440 | 90.9% | |
| Legal | 43,947 | 32,636 | 483,413 | 444,330 | 527,360 | 84.3% | |
| Finance | 90,174 | 78,599 | 991,916 | 988,131 | 1,082,090 | 91.3% | |
| Village Clerk | 17,973 | 16,224 | 197,698 | 191,994 | 215,670 | 89.0% | |
| Human Resource Mgmt. | 45,166 | 34,626 | 496,824 | 449,320 | 541,990 | 82.9% | |
| Communications | 20,825 | 21,375 | 229,075 | 220,581 | 249,900 | 88.3% | |
| Cable TV | 17,627 | 11,104 | 193,893 | 169,412 | 211,520 | 80.1% | |
| Emergency Operations | 6,582 | 3,019 | 72,398 | 61,966 | 78,980 | 78.5% | |
| Total General Admin. | 327,076 | 276,566 | 3,597,834 | 3,448,884 | 3,924,910 | 87.9% | 91.7% |
| Police Department | | | | | | | |
| Administration | 132,708 | 114,052 | 1,459,792 | 1,463,685 | 1,592,500 | 91.9% | |
| Juvenile Investigations | 47,303 | 38,267 | 520,328 | 506,073 | 567,630 | 89.2% | |
| Tactical | 83,468 | 64,633 | 918,143 | 887,416 | 1,001,610 | 88.6% | |
| Patrol and Response | 917,851 | 698,437 | 10,096,359 | 9,868,164 | 11,014,210 | 89.6% | |
| Traffic | 105,900 | 94,051 | 1,164,900 | 1,011,974 | 1,270,800 | 79.6% | |
| Investigations | 118,001 | 91,475 | 1,298,009 | 1,298,868 | 1,416,010 | 91.7% | |
| Community Relations | 1,131 | 1,120 | 12,439 | 8,322 | 13,570 | 61.3% | |
| Communications | 62,676 | 117,357 | 689,434 | 704,141 | 752,110 | 93.6% | |
| Canine | 15,771 | 13,018 | 173,479 | 169,200 | 189,250 | 89.4% | |
| Special Services | 16,565 | 19,658 | 182,215 | 366,430 | 198,780 | 184.3% | |
| Records | 26,442 | 22,431 | 290,858 | 264,617 | 317,300 | 83.4% | |
| Administrative Services | 77,593 | 73,208 | 853,518 | 794,788 | 931,110 | 85.4% | |
| Total Police | 1,605,407 | 1,347,706 | 17,659,473 | 17,343,678 | 19,264,880 | 90.0% | 91.7% |
| Fire Department | | | | | | | |
| Administration | 90,808 | 81,896 | 998,892 | 977,042 | 1,089,700 | 89.7% | |
| Public Education | 3,984 | 4,941 | 43,826 | 53,145 | 47,810 | 111.2% | |
| Suppression | 713,429 | 549,191 | 7,832,263 | 8,020,298 | 8,561,150 | 93.7% | |
| Emer. Med. Serv | 645,781 | 478,192 | 7,103,589 | 7,253,572 | 7,749,370 | 93.6% | |
| Prevention | 49,703 | 102,482 | 546,728 | 565,623 | 596,430 | 94.8% | |
| Fire Stations | 3,575 | 2,296 | 39,325 | 32,998 | 42,900 | 76.9% | |
| Total Fire | 1,507,280 | 1,218,998 | 16,564,622 | 16,902,678 | 18,087,360 | 93.5% | 91.7% |
| Public Works Department | | | | | | | |
| Administration | 29,725 | 27,774 | 326,975 | 317,403 | 356,700 | 89.0% | |
| Snow/Ice Control | 153,459 | 102,289 | 1,688,051 | 1,667,174 | 1,841,510 | 90.5% | |
| Pavement Maintenance | 43,301 | 31,381 | 476,309 | 379,171 | 519,610 | 73.0% | |
| Forestry | 95,268 | 107,035 | 1,047,943 | 933,120 | 1,143,210 | 81.6% | |
| Facilities | 96,371 | 78,967 | 1,060,079 | 966,101 | 1,156,450 | 83.5% | |
| Fleet Services | 107,473 | 119,333 | 1,182,198 | 1,104,756 | 1,289,670 | 85.7% | |
| F.A.S.T. | 16,266 | 17,286 | 178,924 | 189,236 | 195,190 | 96.9% | |
| Storm Sewers | 13,466 | 13,194 | 148,124 | 144,358 | 161,590 | 89.3% | |
| Traffic Control | 65,429 | 54,652 | 719,721 | 649,933 | 785,150 | 82.8% | |
| Total Public Works | 620,757 | 551,911 | 6,828,323 | 6,351,254 | 7,449,080 | 85.3% | 91.7% |

OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2019

| | CURRENT MONTH | | YEAR-TO-DATE | | ANNUAL BUDGET | % | BENCH-MARK |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|--------------------|---------------|--------------|
| | BUDGET | ACTUAL | BUDGET | ACTUAL | | | |
| Development Services | | | | | | | |
| Administration | 33,697 | 30,511 | 370,663 | 370,908 | 404,360 | 91.7% | |
| Planning | 45,850 | 37,695 | 504,350 | 412,031 | 550,200 | 74.9% | |
| Code Enforcement | 123,715 | 113,351 | 1,360,865 | 1,315,370 | 1,484,580 | 88.6% | |
| Transportation & Engineering | 117,665 | 106,145 | 1,294,315 | 1,290,711 | 1,411,980 | 91.4% | |
| Economic Development | 126,544 | 26,157 | 1,391,986 | 394,822 | 1,518,530 | 26.0% | |
| Total Development Services | 447,471 | 313,858 | 4,922,179 | 3,783,842 | 5,369,650 | 70.5% | 91.7% |
| Health & Human Services | 61,471 | 56,033 | 676,179 | 654,029 | 737,650 | 88.7% | 91.7% |
| Miscellaneous | | | | | | | |
| 4th of July | 218 | 218 | 93,877 | 93,877 | 121,500 | 77.3% | |
| Police & Fire Comm. | 8,706 | 11,147 | 95,764 | 24,336 | 104,470 | 23.3% | |
| Misc. Boards & Comm. | 21,558 | 16,722 | 237,133 | 216,137 | 258,690 | 83.6% | |
| Misc. Public Improvements | 313,920 | 1,286,860 | 3,143,662 | 3,166,199 | 3,767,040 | 84.1% | |
| Total Miscellaneous | 344,402 | 1,314,947 | 3,570,436 | 3,500,549 | 4,251,700 | 82.3% | 91.7% |
| Total General Fund | 4,913,863 | 5,080,020 | 53,819,046 | 51,984,913 | 59,085,230 | 88.0% | 91.7% |
| Water & Sewer Fund | | | | | | | |
| Water Department | 1,106,695 | 1,060,297 | 12,149,583 | 11,940,446 | 13,280,340 | 89.9% | |
| Sewer Department | 183,646 | 160,953 | 2,020,104 | 1,917,284 | 2,203,750 | 87.0% | |
| Billing Division | 70,617 | 64,039 | 776,783 | 752,849 | 847,400 | 88.8% | |
| Debt Service Division | (123,819) | (123,819) | (123,819) | - | - | N/A | |
| Capital Projects Division | (13,230) | (13,230) | 94,548 | 94,548 | 3,035,680 | 3.1% | |
| 2015 Bond Capital Projects | 424,800 | 424,800 | 561,825 | 561,825 | 424,800 | 132.3% | |
| 2017 Bond Capital Projects | 436,978 | 436,978 | 1,542,115 | 1,542,115 | 2,507,120 | 61.5% | |
| 2018 Bond Capital Projects | 247,638 | 247,638 | 247,638 | 247,638 | 247,640 | 100.0% | |
| 2019 Bond Capital Projects | 31,343 | 31,343 | 31,343 | 31,343 | - | N/A | |
| Total Water & Sewer | 2,364,667 | 2,288,998 | 17,300,120 | 17,088,048 | 22,546,730 | 75.8% | 91.7% |
| Motor Fuel Tax | 157,515 | 157,515 | 1,424,423 | 1,424,423 | 2,135,000 | 66.7% | |
| Community Dev. Block Grant Fund | - | - | 209,592 | 209,592 | 263,500 | 79.5% | |
| Asset Seizure Fund | 15,252 | 7,315 | 167,768 | 213,089 | 183,020 | 116.4% | |
| Municipal Waste System | 256,567 | 256,454 | 2,822,233 | 2,617,453 | 3,078,800 | 85.0% | |
| Sears Centre Operating Fund | 295,626 | 2,064,214 | 3,251,884 | 3,116,684 | 3,547,510 | 87.9% | |
| Sears Centre Activity Fund | 706,733 | 411,656 | 7,774,067 | 7,144,493 | 8,480,800 | 84.2% | |
| Stormwater Management | 61,254 | 94,765 | 673,796 | 632,679 | 735,050 | 86.1% | |
| Insurance | 145,748 | 69,804 | 1,603,232 | 2,004,716 | 1,748,980 | 114.6% | |
| Information Systems | 169,349 | 93,510 | 1,862,841 | 1,384,613 | 2,032,190 | 68.1% | |
| Roselle Road TIF | 76,273 | 11,714 | 838,998 | 17,899 | 915,270 | 2.0% | |
| Barrington/Higgins TIF | 50,478 | 357,183 | 555,262 | 914,650 | 605,740 | 0.0% | |
| Higgins/Hassell TIF | 432 | 182,075 | 4,748 | 368,272 | 5,180 | 7109.5% | |
| TOTAL OPERATING FUNDS | 9,213,757 | 11,075,223 | 92,308,010 | 89,121,526 | 105,363,000 | 84.6% | 91.7% |
| Sears EDA General Account | - | - | 5,153,317 | 7,661,977 | - | N/A | |
| 2015A G.O. Debt Service | 2,638,756 | 2,638,756 | 3,453,461 | 3,453,461 | 3,453,520 | 100.0% | |
| 2015 G.O. Debt Service | 106,900 | 106,900 | 124,275 | 124,275 | 124,300 | 100.0% | |
| 2016 G.O. Debt Service | 267,900 | 267,900 | 436,275 | 436,275 | 436,300 | 100.0% | |
| 2017A & B G.O. Debt Service | 124,875 | 124,875 | 180,700 | 180,700 | 180,750 | 100.0% | |
| 2018 G.O. Debt Service | - | 2,059,100 | - | 2,748,675 | 2,748,700 | 0.0% | |
| TOTAL DEBT SERV. FUNDS | 3,138,431 | 5,197,531 | 9,348,028 | 14,605,364 | 6,943,570 | 210.3% | 91.7% |

**OPERATING REPORT SUMMARY
EXPENDITURES
November 30, 2019**

| | <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 | 6,250 | - | 68,750 | - | 75,000 | 0.0% | |
| Western Corridor Fund | - | 4,583 | - | 50,413 | 55,000 | 91.7% | |
| Hoffman Blvd Bridge Maintenance | - | - | - | 35,460 | - | N/A | |
| Prairie Stone Capital Fund | 66,875 | 5,547 | 735,625 | 108,117 | 802,500 | 13.5% | |
| Western Area Rd Improve Imp. Fee | - | 182 | - | 182 | - | N/A | |
| Capital Improvements Fund | 191,750 | 116,903 | 2,036,333 | 1,471,453 | 2,301,000 | 63.9% | |
| Capital Vehicle & Equipment Fund | 181,051 | 696,574 | 1,730,955 | 1,176,837 | 2,172,610 | 54.2% | |
| Capital Replacement Fund | 25,000 | 25,000 | 275,000 | 275,000 | 300,000 | 91.7% | |
| 2015 Project Fund | - | 6,857 | - | 6,857 | - | N/A | |
| Road Improvement Fund | 561,023 | 1,671,963 | 6,171,248 | 5,424,716 | 6,732,270 | 80.6% | |
| TOTAL CAP. PROJECT FUNDS | 1,031,948 | 2,527,609 | 11,017,911 | 8,549,037 | 12,438,380 | 68.7% | 91.7% |
| Police Pension Fund | 521,315 | 565,881 | 5,734,465 | 6,285,529 | 6,255,760 | 100.5% | |
| Fire Pension Fund | 475,513 | 539,052 | 5,230,647 | 5,448,074 | 5,706,160 | 95.5% | |
| TOTAL TRUST FUNDS | 996,828 | 1,104,933 | 10,965,112 | 11,733,603 | 11,961,940 | 98.1% | 91.7% |
| TOTAL ALL FUNDS | 14,380,964 | 19,905,296 | 123,639,060 | 124,009,529 | 136,706,890 | 90.7% | 91.7% |



HOFFMAN ESTATES

GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT DECEMBER 2019

Water Billing

A total of 14,806 residential water bills were mailed on December 1st for October's water consumption. Average consumption was 4,096 gallons, resulting in an average residential water bill of \$57.96. Total consumption for all customers was 100 million gallons, with 60 million gallons attributable to residential consumption. When compared to the December 2018 billing, residential consumption decreased by 1.6%.

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

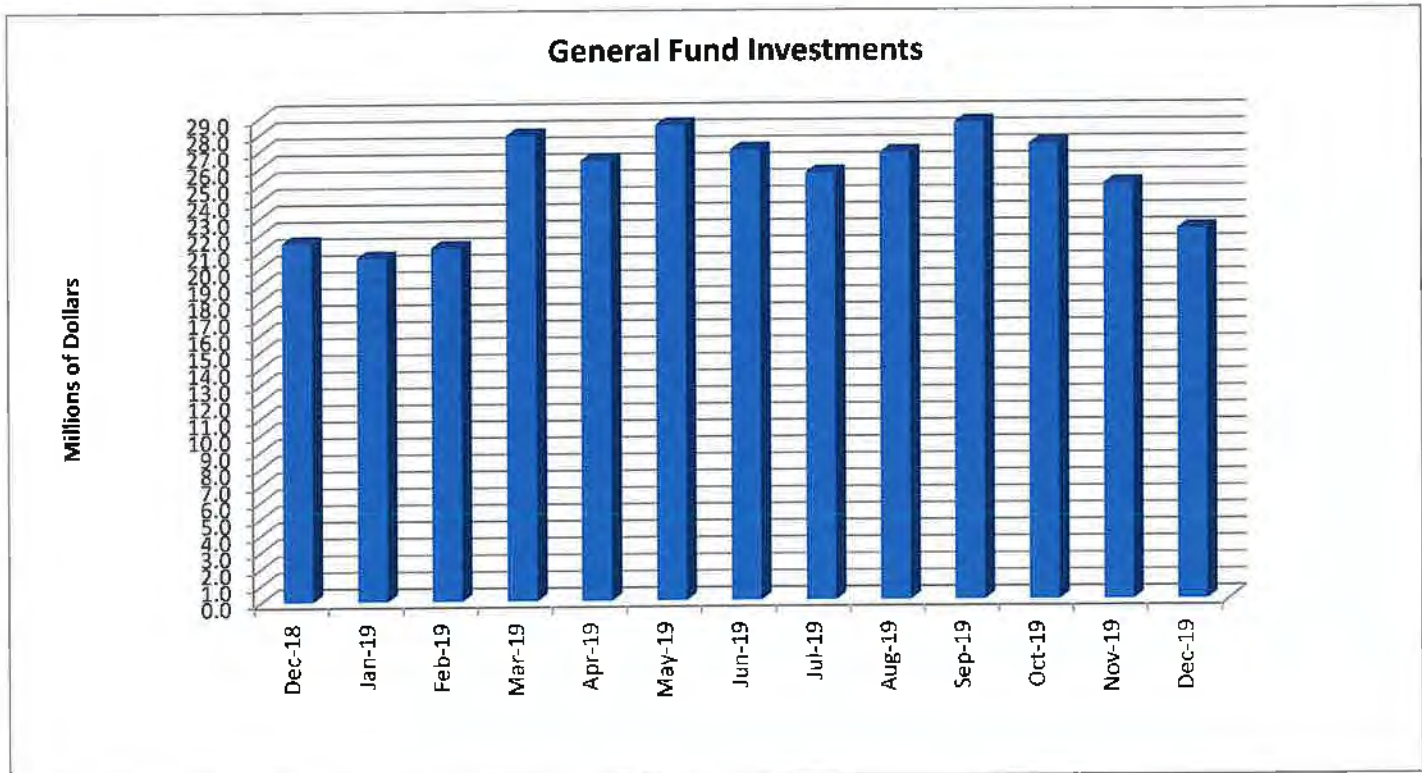
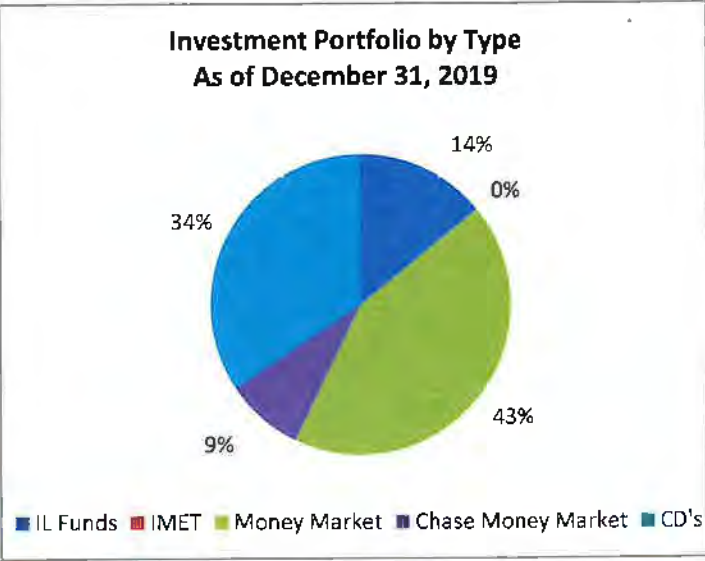
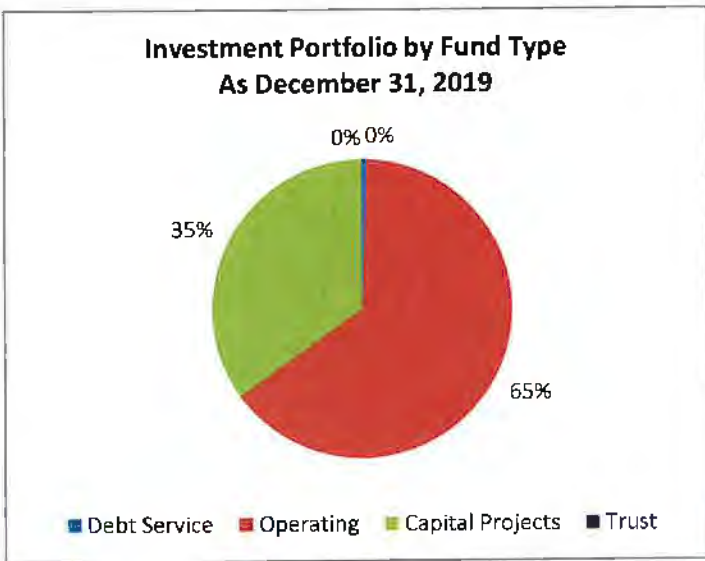


**Total Water Consumption
Month of December**



Village Investments

As of December 31, 2019, the Village's investment portfolio (not including pension trust funds) totaled \$63.4 million. Of this amount, \$41 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$22.4 million is related to debt service, capital projects and trust funds.



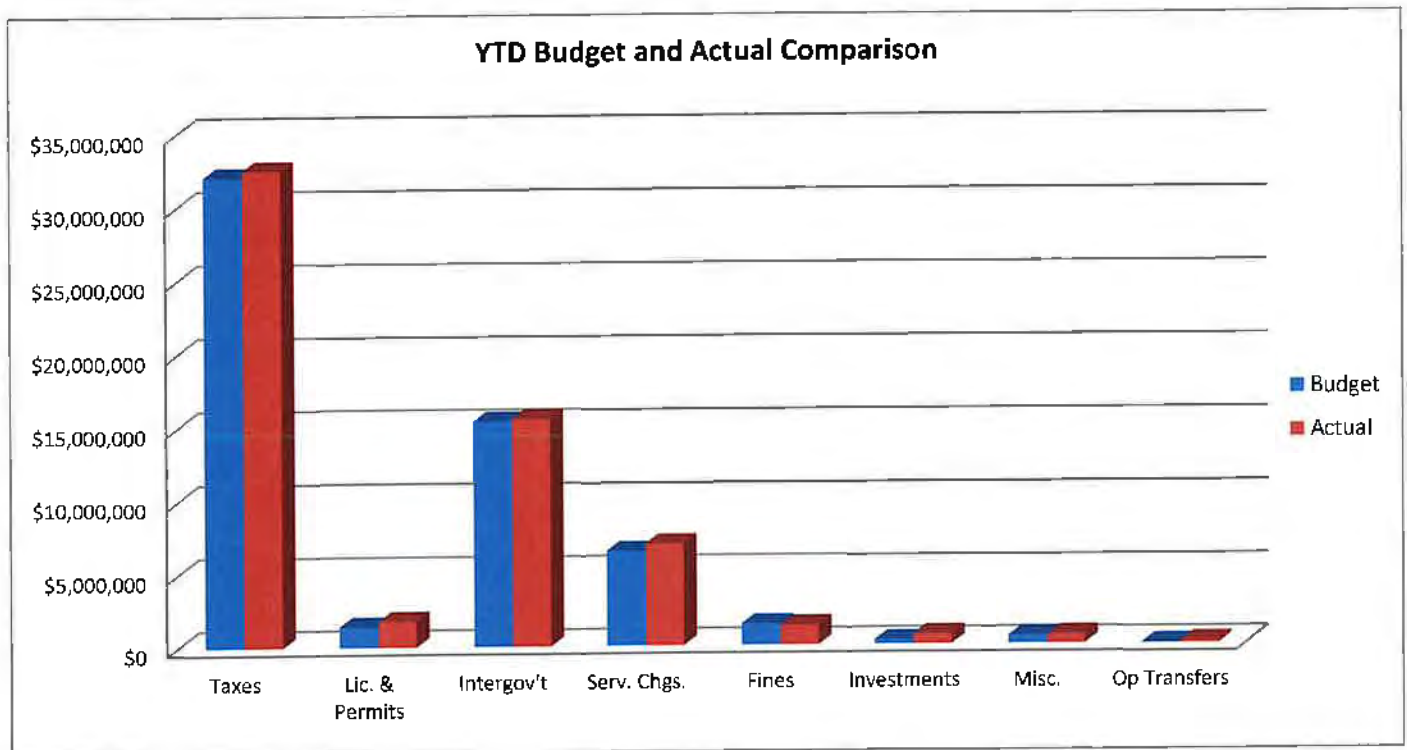
Operating Funds

General Fund

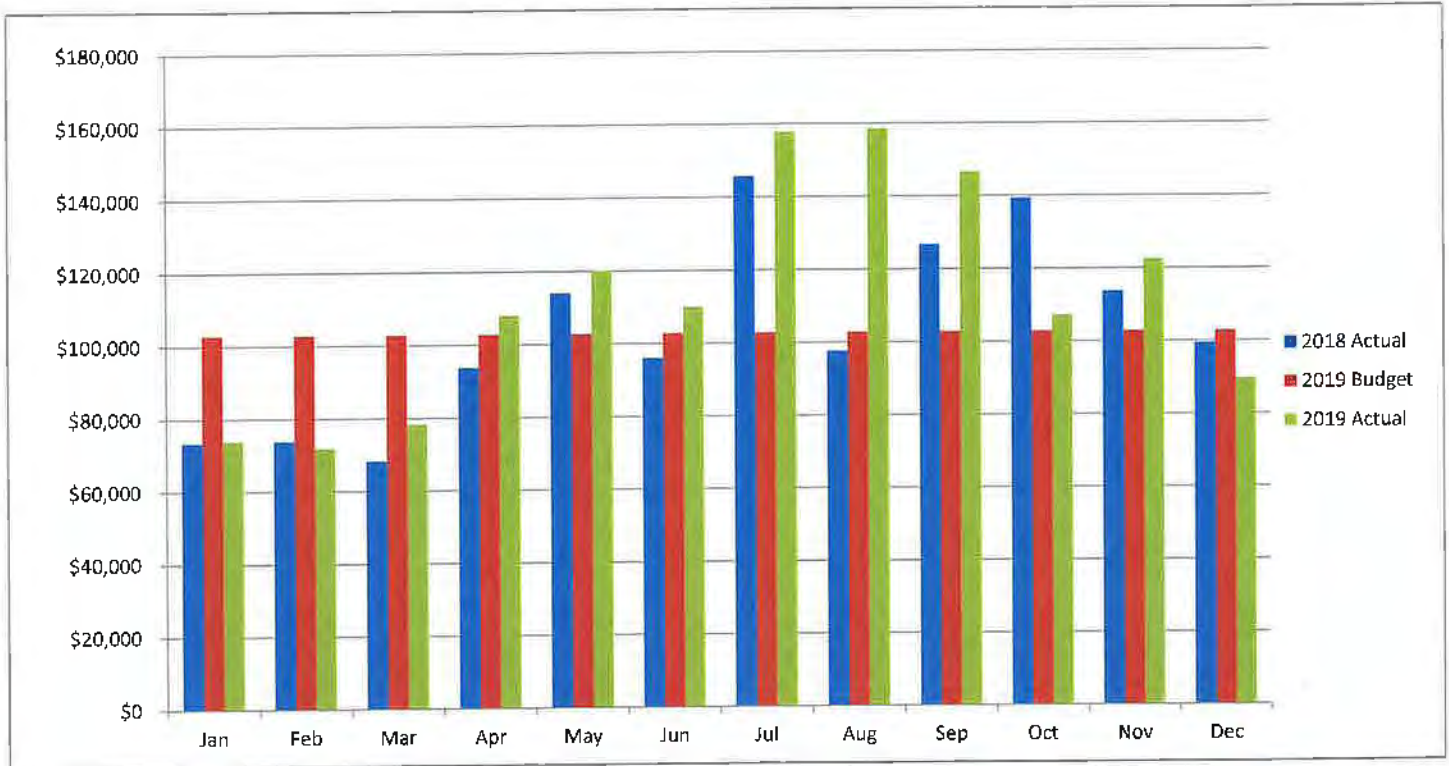
For the month of December, General Fund revenues totaled \$2,672,937 and expenditures totaled \$4,680,334 resulting in a deficit of \$2,007,397.

Revenues: December year-to-date figures are detailed in the table below. Licenses and permits are over budget because of increased permit activity throughout the year. Fines and Forfeits are under budget because ticket revenue is not performing as expected. 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 | \$ 32,087,478 | \$ 32,526,235 | 1.4% |
| Licenses & Permits | 1,432,000 | 1,791,813 | 25.1% |
| Intergovernmental | 15,363,898 | 15,542,855 | 1.2% |
| Charges for Services | 6,481,407 | 6,968,695 | 7.5% |
| Fines & Forfeits | 1,456,600 | 1,363,057 | -6.4% |
| Investments | 309,896 | 697,347 | 125.0% |
| Miscellaneous | 556,600 | 627,891 | 12.8% |
| Operating Transfers | 68,900 | 175,278 | 154.4% |
| TOTAL | \$ 57,756,779 | \$ 59,693,172 | 3.4% |

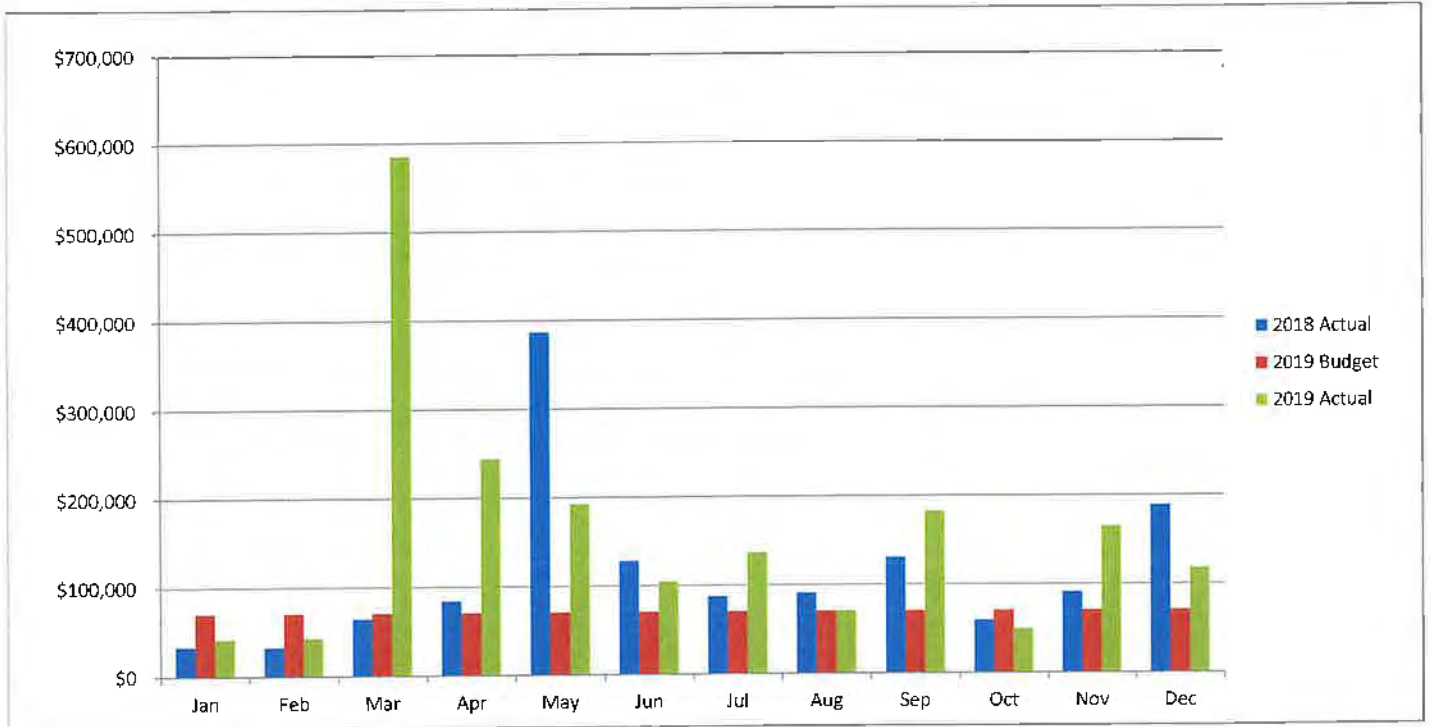


Hotel Tax



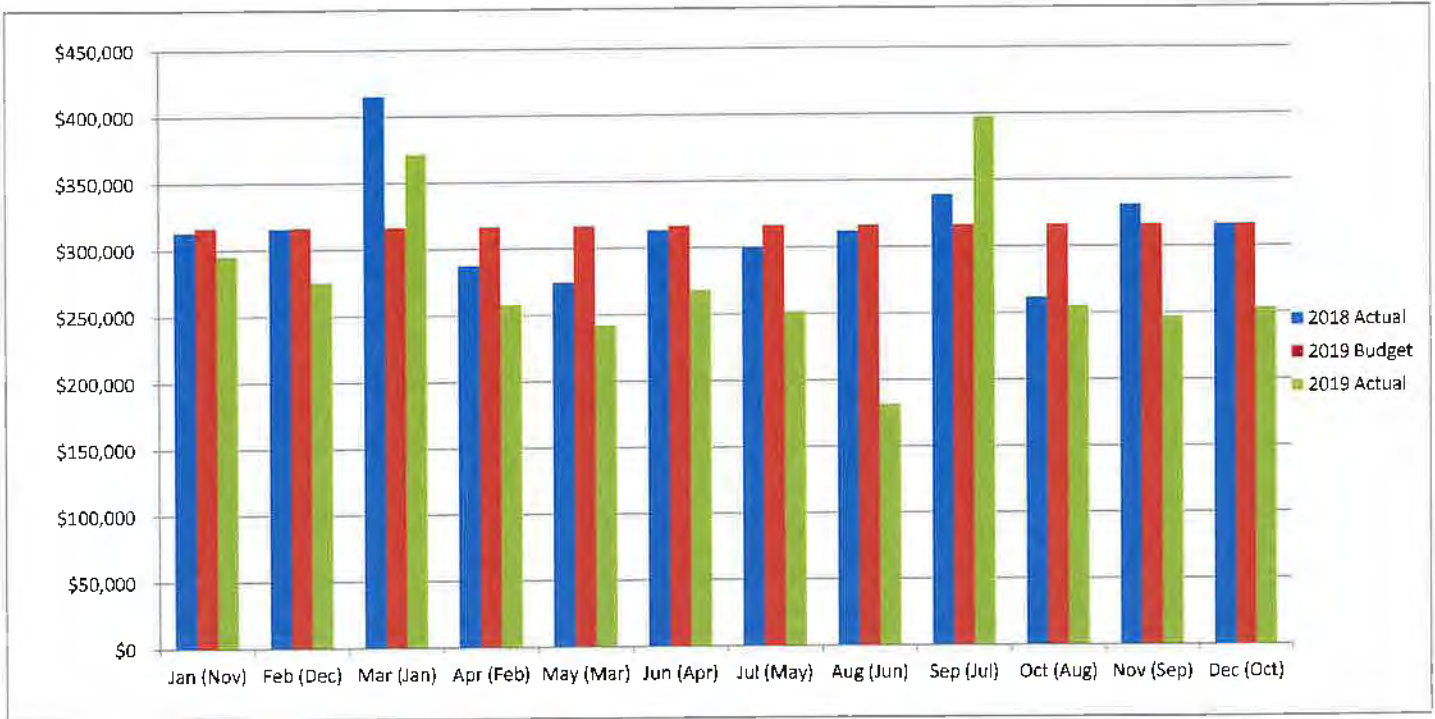
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|----------------------------|----------------------------|----------------------------|---------------------------------------------------------------|
| Jan | \$ 73,426 | \$ 102,917 | \$ 73,861 | \$ (29,056) |
| Feb | 73,833 | 102,917 | 71,935 | (60,037) |
| Mar | 68,427 | 102,917 | 78,416 | (84,538) |
| Apr | 93,845 | 102,917 | 108,026 | (79,429) |
| May | 114,055 | 102,917 | 120,207 | (62,138) |
| Jun | 96,120 | 102,917 | 110,051 | (55,004) |
| Jul | 145,737 | 102,917 | 157,865 | (56) |
| Aug | 97,633 | 102,917 | 158,661 | 55,689 |
| Sep | 126,735 | 102,917 | 146,721 | 99,493 |
| Oct | 139,436 | 102,917 | 107,205 | 103,781 |
| Nov | 113,644 | 102,917 | 122,463 | 123,328 |
| Dec | 99,472 | 102,917 | 89,727 | 110,138 |
| YTD Totals | <u>\$ 1,242,363</u> | <u>\$ 1,235,000</u> | <u>\$ 1,345,138</u> | |

Real Estate Transfer Tax



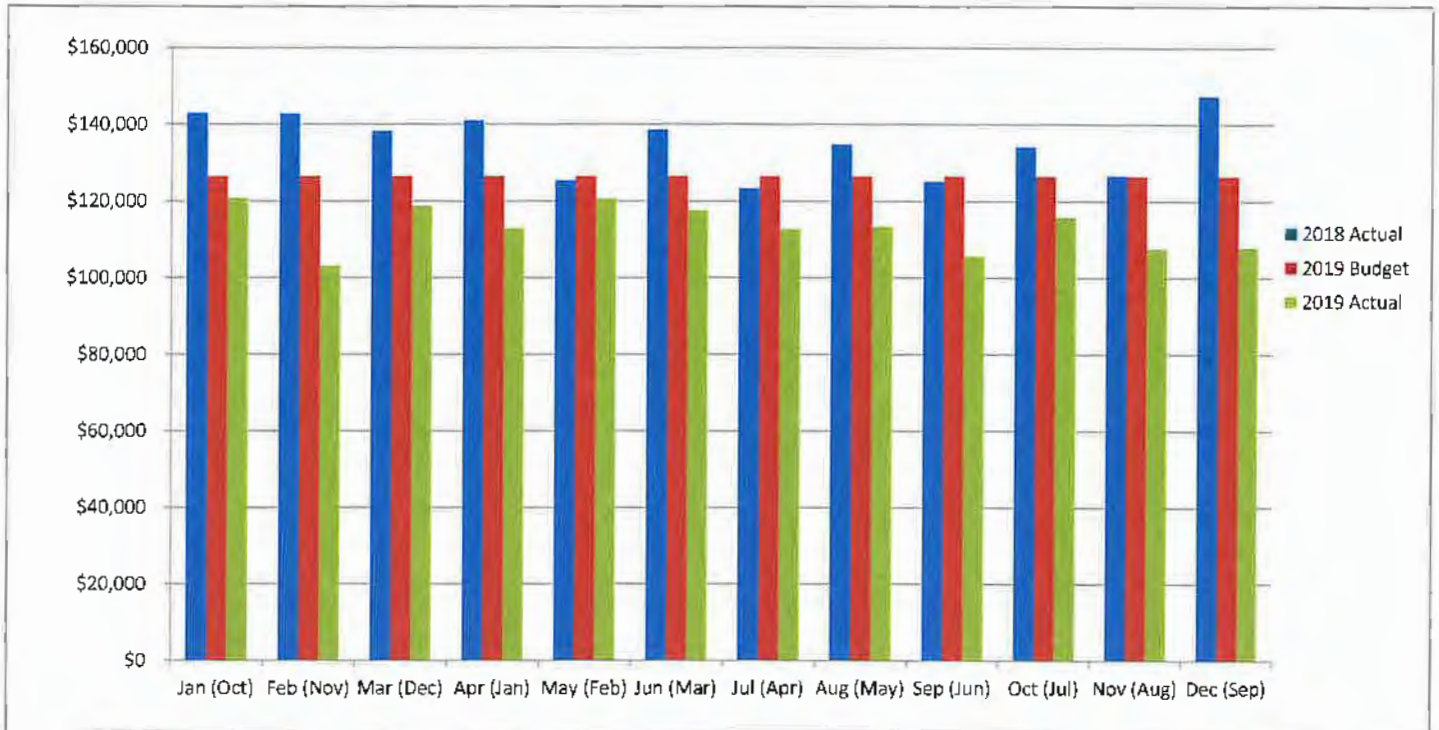
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|----------------------------|--------------------------|----------------------------|---------------------------------------------------|
| Jan | \$ 33,669 | \$ 70,833 | \$ 42,133 | \$ (28,700) |
| Feb | 33,215 | 70,833 | 43,229 | (56,305) |
| Mar | 64,943 | 70,833 | 585,748 | 458,610 |
| Apr | 84,196 | 70,833 | 244,290 | 632,067 |
| May | 386,938 | 70,833 | 192,702 | 753,935 |
| Jun | 128,366 | 70,833 | 104,977 | 788,079 |
| Jul | 87,683 | 70,833 | 137,205 | 854,451 |
| Aug | 91,143 | 70,833 | 70,674 | 854,291 |
| Sep | 130,898 | 70,833 | 183,226 | 966,684 |
| Oct | 59,570 | 70,833 | 49,838 | 945,689 |
| Nov | 91,474 | 70,833 | 165,212 | 1,040,067 |
| Dec | 189,210 | 70,833 | 118,029 | 1,087,263 |
| YTD Totals | <u>\$ 1,381,305</u> | <u>\$ 850,000</u> | <u>\$ 1,937,263</u> | |

Home Rule Sales Tax



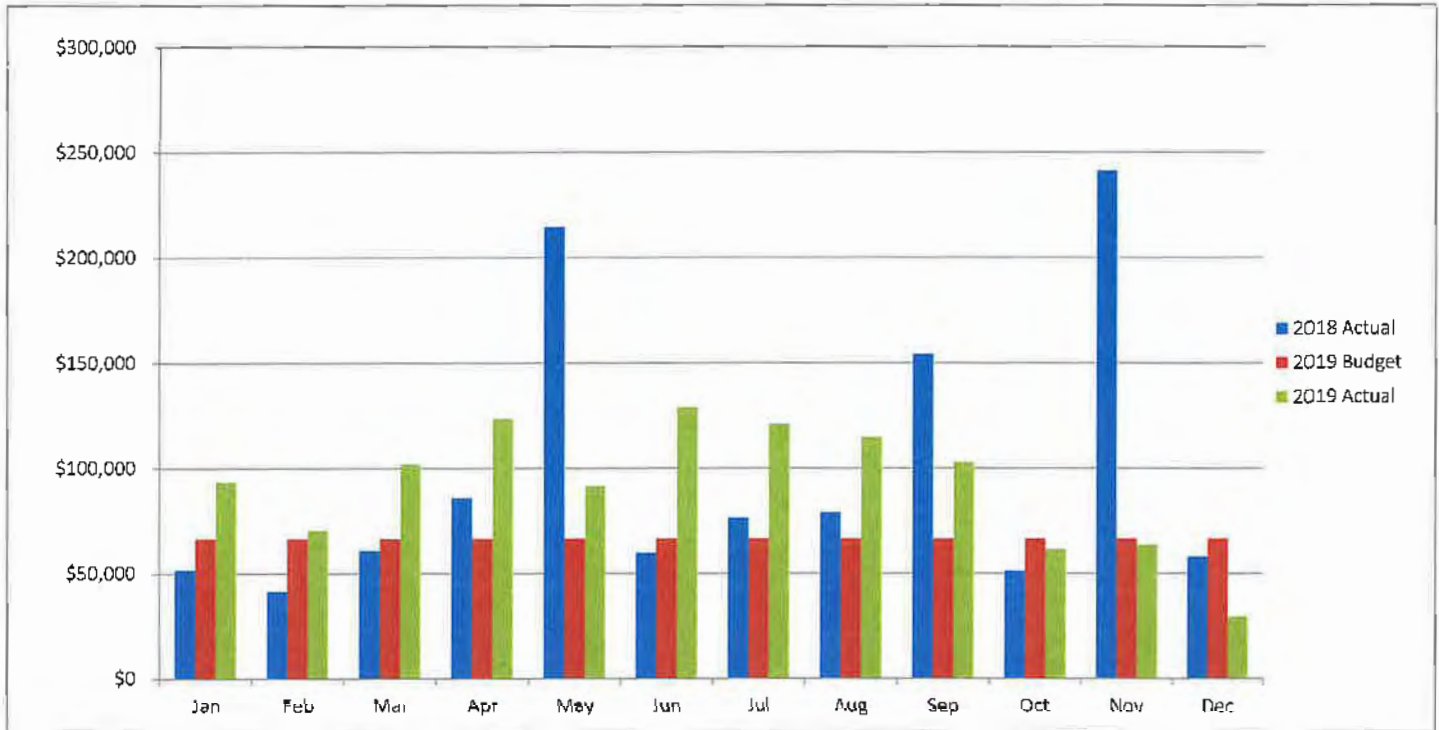
| <u>Month Received (Liability Period)</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 313,635 | \$ 316,667 | \$ 295,761 | \$ (20,906) |
| Feb (Dec) | 316,042 | 316,667 | 275,771 | (61,801) |
| Mar (Jan) | 415,305 | 316,667 | 371,809 | (6,659) |
| Apr (Feb) | 287,678 | 316,667 | 258,175 | (65,151) |
| May (Mar) | 274,533 | 316,667 | 242,128 | (139,689) |
| Jun (Apr) | 313,381 | 316,667 | 268,309 | (188,047) |
| Jul (May) | 300,246 | 316,667 | 251,842 | (252,872) |
| Aug (Jun) | 311,996 | 316,667 | 181,980 | (387,558) |
| Sep (Jul) | 339,100 | 316,667 | 397,447 | (306,778) |
| Oct (Aug) | 261,779 | 316,667 | 255,542 | (367,903) |
| Nov (Sep) | 331,367 | 316,667 | 247,095 | (437,474) |
| Dec (Oct) | 316,550 | 316,667 | 253,550 | (500,591) |
| YTD Totals | \$ 3,781,611 | \$ 3,800,000 | \$ 3,299,409 | |

Telecommunications Tax



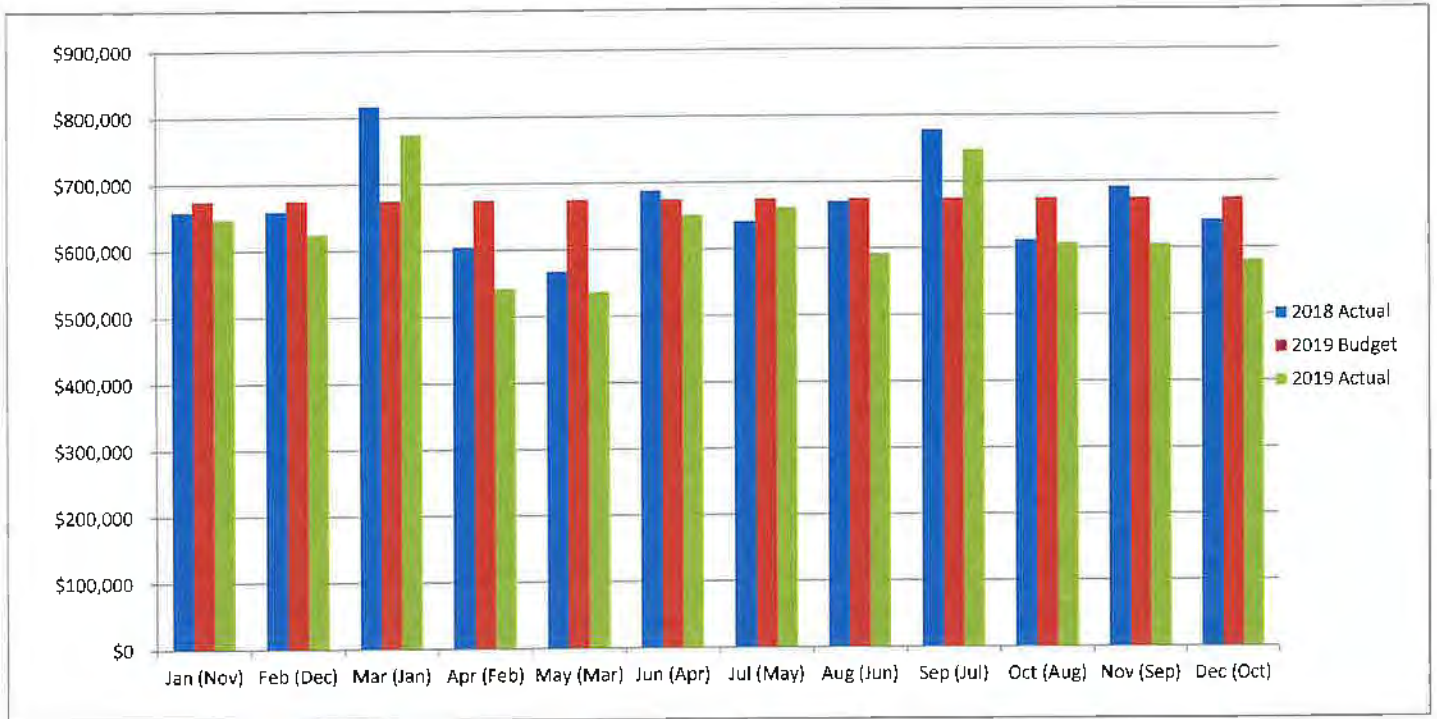
| Month Received (Liability Period) | 2018 Actual | 2019 Budget | 2019 Actual | Cumulative Variance 2019 Actual vs. Budget |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Oct) | \$ 143,036 | \$ 126,500 | \$ 120,844 | \$ (5,656) |
| Feb (Nov) | 142,880 | 126,500 | 103,168 | (28,988) |
| Mar (Dec) | 138,304 | 126,500 | 118,778 | (36,710) |
| Apr (Jan) | 141,076 | 126,500 | 113,000 | (50,210) |
| May (Feb) | 125,439 | 126,500 | 120,765 | (55,945) |
| Jun (Mar) | 138,619 | 126,500 | 117,606 | (64,839) |
| Jul (Apr) | 123,374 | 126,500 | 112,703 | (78,636) |
| Aug (May) | 134,787 | 126,500 | 113,530 | (91,606) |
| Sep (Jun) | 125,192 | 126,500 | 105,673 | (112,433) |
| Oct (Jul) | 134,173 | 126,500 | 115,884 | (123,049) |
| Nov (Aug) | 126,705 | 126,500 | 107,793 | (141,756) |
| Dec (Sep) | 147,478 | 126,500 | 107,979 | (160,277) |
| YTD Totals | \$ 1,621,062 | \$ 1,518,000 | \$ 1,357,723 | |

Building Permits



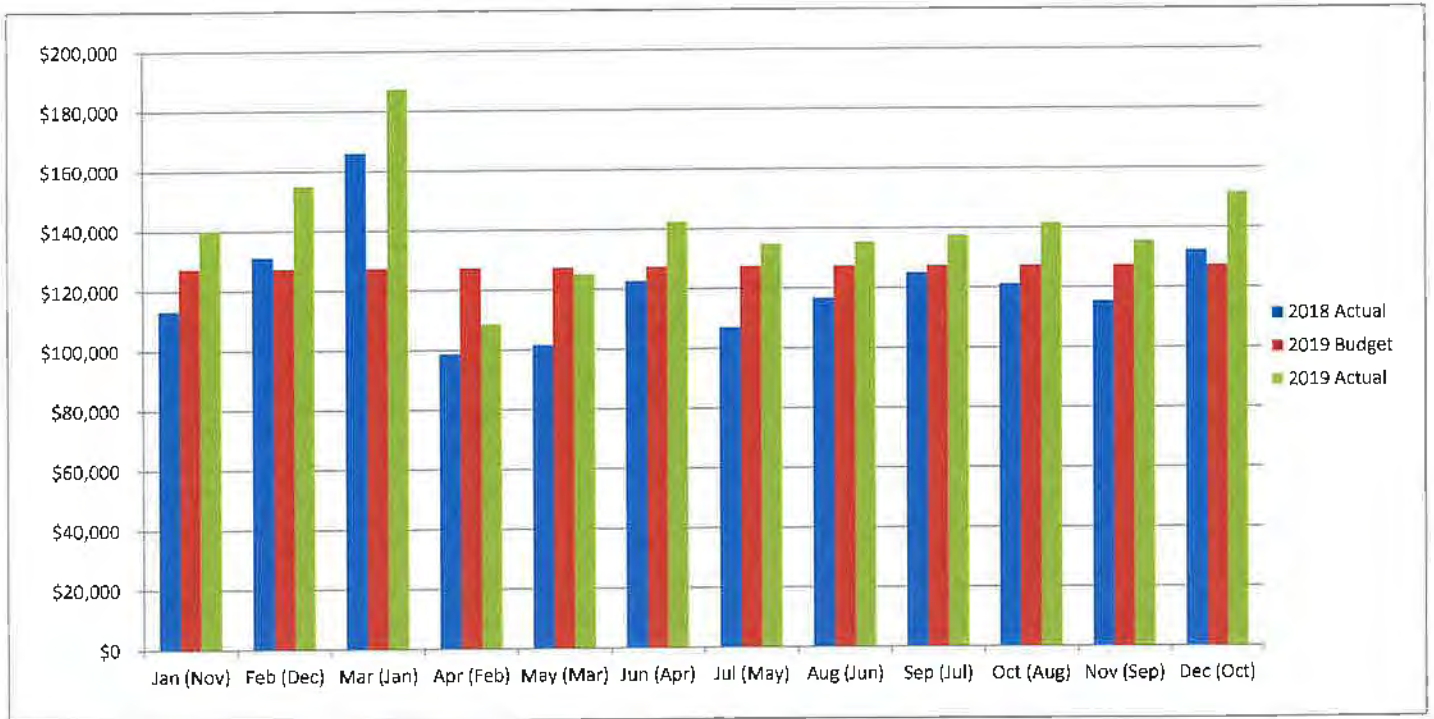
| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|---------------------|--------------------|---------------------|---------------------------------------------------------------|
| Jan | \$ 51,874 | \$ 66,667 | \$ 93,549 | \$ 26,882 |
| Feb | 41,660 | 66,667 | 70,614 | 30,830 |
| Mar | 61,020 | 66,667 | 102,100 | 66,263 |
| Apr | 85,963 | 66,667 | 123,746 | 123,342 |
| May | 214,601 | 66,667 | 91,619 | 148,295 |
| Jun | 60,036 | 66,667 | 128,955 | 210,583 |
| Jul | 76,387 | 66,667 | 120,998 | 264,914 |
| Aug | 78,987 | 66,667 | 114,734 | 312,982 |
| Sep | 154,270 | 66,667 | 102,934 | 349,249 |
| Oct | 51,320 | 66,667 | 61,625 | 344,207 |
| Nov | 241,375 | 66,667 | 63,667 | 341,208 |
| Dec | 57,994 | 66,667 | 29,644 | 304,185 |
| YTD Totals | \$ 1,175,488 | \$ 800,000 | \$ 1,104,185 | |

State Sales Tax



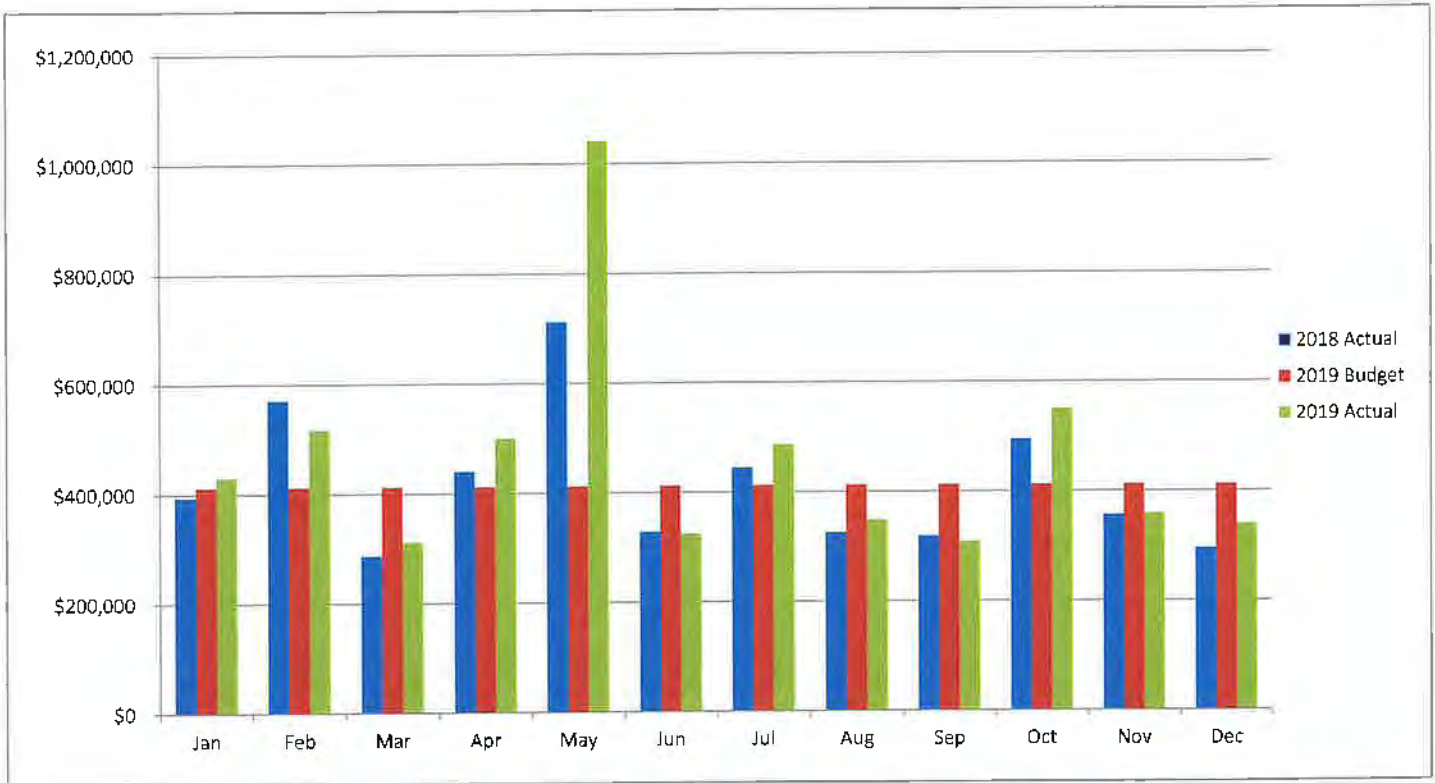
| <u>Month Received (Liability Period)</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 659,220 | \$ 675,000 | \$ 647,708 | \$ (27,292) |
| Feb (Dec) | 659,346 | 675,000 | 624,801 | (77,491) |
| Mar (Jan) | 817,105 | 675,000 | 774,929 | 22,438 |
| Apr (Feb) | 604,906 | 675,000 | 542,297 | (110,265) |
| May (Mar) | 567,645 | 675,000 | 536,850 | (248,415) |
| Jun (Apr) | 688,018 | 675,000 | 651,634 | (271,781) |
| Jul (May) | 641,453 | 675,000 | 662,407 | (284,374) |
| Aug (Jun) | 670,995 | 675,000 | 592,425 | (366,949) |
| Sep (Jul) | 778,220 | 675,000 | 748,503 | (293,446) |
| Oct (Aug) | 611,782 | 675,000 | 607,826 | (360,620) |
| Nov (Sep) | 691,562 | 675,000 | 606,345 | (429,275) |
| Dec (Oct) | 641,917 | 675,000 | 581,818 | (522,457) |
| YTD Totals | \$ 8,032,166 | \$ 8,100,000 | \$ 7,577,543 | |

Local Use Tax



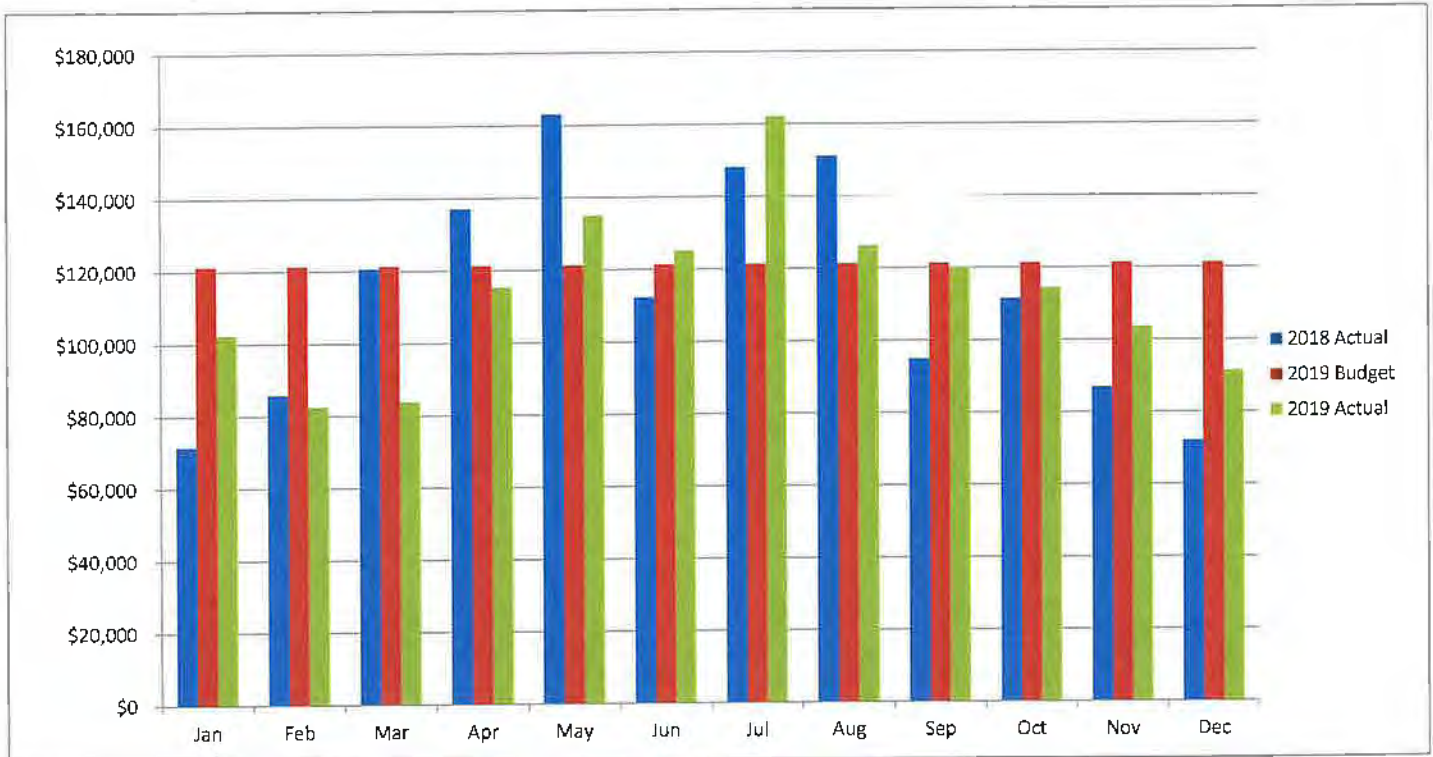
| Month Received (Liability Period) | 2018 Actual | 2019 Budget | 2019 Actual | Cumulative Variance 2019 Actual vs. Budget |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan (Nov) | \$ 113,343 | \$ 127,500 | \$ 140,169 | \$ 12,689 |
| Feb (Dec) | 131,295 | 127,500 | 155,093 | 40,262 |
| Mar (Jan) | 166,066 | 127,500 | 187,546 | 100,308 |
| Apr (Feb) | 98,851 | 127,500 | 108,793 | 81,601 |
| May (Mar) | 101,658 | 127,500 | 125,331 | 79,432 |
| Jun (Apr) | 122,767 | 127,500 | 142,480 | 94,412 |
| Jul (May) | 107,147 | 127,500 | 134,859 | 101,771 |
| Aug (Jun) | 116,836 | 127,500 | 135,442 | 109,713 |
| Sep (Jul) | 125,126 | 127,500 | 137,690 | 119,903 |
| Oct (Aug) | 121,382 | 127,500 | 141,552 | 133,955 |
| Nov (Sep) | 115,439 | 127,500 | 135,615 | 142,070 |
| Dec (Oct) | 132,426 | 127,500 | 151,887 | 166,457 |
| YTD Totals | \$ 1,452,333 | \$ 1,530,000 | \$ 1,696,457 | |

Income Tax



| 2017-2018 | | | 2018-2019 | | | Cumulative Variance 2019 Actual vs. Budget | |
|-------------------|---------|----------------------------|-------------------|----------------------------|---------|-----------------------------------------------------|-------------|
| Month Received | Liab Pd | 2018 Actual | Month Received | 2019 Budget | Liab Pd | | 2019 Actual |
| Jan | Dec-17 | \$ 394,357 | Jan | \$ 412,500 | Dec-18 | \$ 430,566 | \$ 18,066 |
| Feb | Jan-18 | 570,829 | Feb | 412,500 | Jan-19 | 518,005 | 123,571 |
| Mar | Feb-18 | 286,970 | Mar | 412,500 | Jan-19 | 311,906 | 22,977 |
| Apr | Mar-18 | 440,655 | Apr | 412,500 | Jan-19 | 500,986 | 111,463 |
| May | Apr-18 | 711,744 | May | 412,500 | Feb-19 | 1,042,123 | 741,086 |
| Jun | May-18 | 328,799 | Jun | 412,500 | Feb-19 | 325,451 | 654,037 |
| Jul | Jun-18 | 444,568 | Jul | 412,500 | Mar-19 | 486,704 | 728,241 |
| Aug | Jul-18 | 326,342 | Aug | 412,500 | Mar-19 | 348,884 | 664,625 |
| Sep | Aug-18 | 318,497 | Sep | 412,500 | Mar-19 | 308,780 | 560,905 |
| Oct | Sep-18 | 495,002 | Oct | 412,500 | Apr-19 | 550,920 | 699,325 |
| Nov | Oct-18 | 356,515 | Nov | 412,500 | Apr-19 | 359,560 | 646,385 |
| Dec | Nov-18 | 295,502 | Dec | 412,500 | May-19 | 339,769 | 573,654 |
| YTD Totals | | <u><u>\$ 4,969,780</u></u> | | <u><u>\$ 4,950,000</u></u> | | <u><u>\$ 5,523,654</u></u> | |

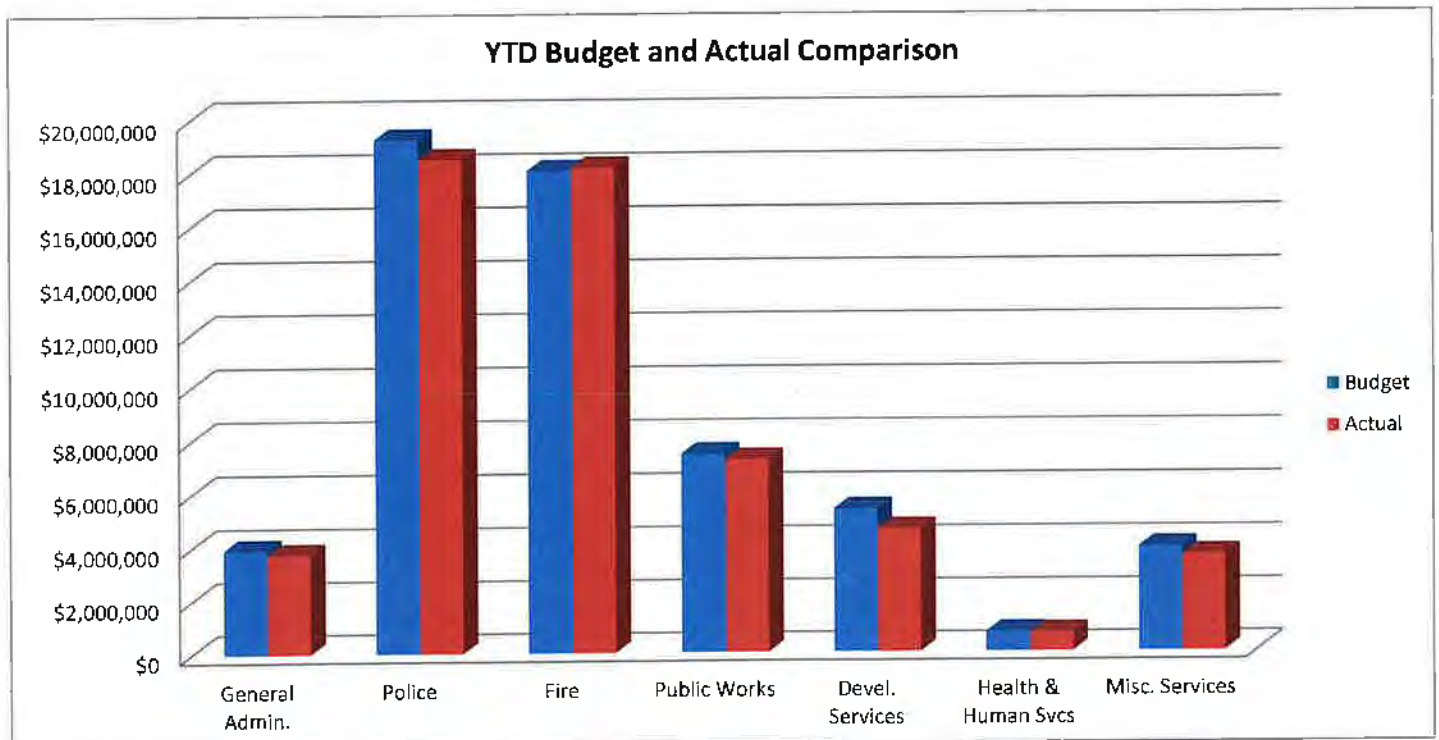
Fines



| <u>Month Received</u> | <u>2018 Actual</u> | <u>2019 Budget</u> | <u>2019 Actual</u> | <u>Cumulative Variance 2019 Actual vs. Budget</u> |
|-----------------------|----------------------------|----------------------------|----------------------------|---------------------------------------------------------------|
| Jan | \$ 71,631 | \$ 121,383 | \$ 102,529 | \$ (18,854) |
| Feb | 85,889 | 121,383 | 82,643 | (57,595) |
| Mar | 120,617 | 121,383 | 84,003 | (94,975) |
| Apr | 137,043 | 121,383 | 115,421 | (100,937) |
| May | 163,094 | 121,383 | 135,100 | (87,221) |
| Jun | 112,383 | 121,383 | 125,188 | (83,416) |
| Jul | 148,104 | 121,383 | 162,077 | (42,722) |
| Aug | 151,117 | 121,383 | 126,391 | (37,715) |
| Sep | 94,939 | 121,383 | 120,110 | (38,988) |
| Oct | 111,532 | 121,383 | 114,448 | (45,923) |
| Nov | 86,923 | 121,383 | 103,679 | (63,628) |
| Dec | 72,167 | 121,383 | 91,469 | (93,542) |
| YTD Totals | <u>\$ 1,355,439</u> | <u>\$ 1,456,600</u> | <u>\$ 1,363,058</u> | |

Expenditures: General Fund expenditures in December were \$233,310 below the budgeted figure of \$4,913,644. 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 | \$ 368,960 | \$ 360,602 | 2.3% |
| Administration | 648,440 | 638,165 | 1.6% |
| Legal | 527,360 | 493,226 | 6.5% |
| Finance | 1,082,090 | 1,065,536 | 1.5% |
| Village Clerk | 215,670 | 208,204 | 3.5% |
| HRM | 541,990 | 505,402 | 6.8% |
| Communications | 249,900 | 236,976 | 5.2% |
| Cable TV | 211,520 | 181,671 | 14.1% |
| Emergency Operations | 78,980 | 66,041 | 16.4% |
| Police | 19,264,880 | 18,520,833 | 3.9% |
| Fire | 18,071,902 | 18,192,921 | -0.7% |
| Public Works | 7,449,080 | 7,241,776 | 2.8% |
| Development Services | 5,369,650 | 4,619,090 | 14.0% |
| H&HS | 737,650 | 709,562 | 3.8% |
| Miscellaneous | 3,914,619 | 3,625,244 | 7.4% |
| TOTAL | \$ 58,732,691 | \$ 56,665,247 | 3.5% |



Department News

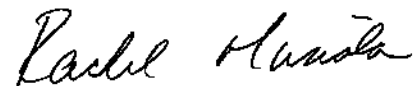
During the month of December, the following training sessions were attended by Finance staff:

- Attended an Emergency Operations Finance Function training (Finance Director, Fiscal Operations Manager, and Accountant II).

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

- Worked with the Village Clerk to assure that all required year-end filings were completed with the Counties.
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Preliminary fieldwork for the annual financial audit took place, involving the entire Department. During this initial visit, Finance staff provided them with information such as Village policies, Finance procedures, activity recorded in the financial software through November, and Village Board and Commission activity during 2019.
- Attended Platzkonzert planning meetings to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Attended multiple IGFOA Professional Education Committee planning meetings (Finance Director).

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

December-19

| | Dec-19 | YTD Dec-19 | Dec-18 | YTD Dec-18 | % Inc / Dec | |
|------------------------------------------|--------------|------------|--------------|--------------|-------------|---------|
| | | | | | Month | Year |
| <u>Credit Card Transactions</u> | | | | | | |
| Finance and Code Front Counter | | | | | | |
| Number | 408 | 5,739 | 451 | 6,438 | -9.5% | -10.9% |
| Amount | \$ 46,531 | 732,590 | \$ 50,167 | 942,908 | -7.2% | -22.3% |
| Internet Sales | | | | | | |
| Number | 2,365 | 25,693 | 2,323 | 29,442 | 1.8% | -12.7% |
| Amount | \$ 264,022 | 3,025,356 | \$ 192,175 | 2,771,267 | 37.4% | 9.2% |
| Total | | | | | | |
| Number | 2,773 | 31,432 | 2,774 | 35,880 | 0.0% | -12.4% |
| Amount | \$ 310,553 | 3,757,946 | \$ 242,342 | \$ 3,714,175 | 28.1% | 1.2% |
| Credit Card Company Fees | | | | | | |
| General Fund | \$ 56 | 801 | \$ 46 | 17,927 | 23.4% | -95.5% |
| Municipal Waste Fund | - | - | - | 6,073 | N/A | -100.0% |
| Water Fund | 3,151 | 33,495 | 2,301 | 62,204 | 37.0% | -46.2% |
| Total Fees | \$ 3,207 | \$ 34,295 | \$ 2,346 | \$ 86,204 | 36.7% | -60.2% |
| <u>Accounts Receivable</u> | | | | | | |
| Invoices Mailed | | | | | | |
| Number | 49 | 1,533 | 28 | 833 | 75.0% | 84.0% |
| Amount | \$ 132,674 | 2,267,497 | \$ 61,276 | 1,981,037 | 116.5% | 14.5% |
| Invoices Paid | | | | | | |
| Number | 50 | 714 | 55 | 822 | -9.1% | -13.1% |
| Amount | \$ 85,599 | 1,958,617 | \$ 84,208 | 1,933,081 | 1.7% | 1.3% |
| Reminders Sent | | | | | | |
| Number | 22 | 133 | 20 | 196 | 10.0% | -32.1% |
| Amount | \$ 9,222 | 66,323 | \$ 4,100 | 311,852 | 124.9% | -78.7% |
| <u>Accounts Payable</u> | | | | | | |
| Checks Issued | | | | | | |
| Number | 334 | 4,203 | 291 | 3,916 | 14.8% | 7.3% |
| Amount | \$ 2,372,691 | 30,459,984 | \$ 1,331,591 | 22,496,640 | 78.2% | 35.4% |
| Manual Checks Issued | | | | | | |
| Number | 31 | 386 | 9 | 345 | 244.4% | 11.9% |
| As % of Total Checks | 9.28% | 9.18% | 3.09% | 8.81% | 200.1% | 4.2% |
| Amount | \$ (196,157) | 8,927,885 | \$ 6,136 | 2,674,893 | -3296.9% | 233.8% |
| As % of Total Checks | -8.27% | 29.31% | 0.46% | 11.89% | -1894.2% | 146.5% |
| <u>Utility Billing</u> | | | | | | |
| New Utility Accounts | 85 | 1,633 | 87 | 1,810 | -2.3% | -9.8% |
| Bills Mailed / Active Accounts | 15,732 | 188,386 | 15,653 | 187,400 | 0.5% | 0.5% |
| Final Bills Mailed | 85 | 1,633 | 87 | 1,810 | -2.3% | -9.8% |
| Shut-Off Notices | 1,264 | 16,826 | 1,470 | 17,164 | -14.0% | -2.0% |
| Actual Shut-Offs | 91 | 1,233 | 116 | 1,278 | -21.6% | -3.5% |
| Total Billings | \$ 1,798,470 | 22,454,488 | \$ 1,830,190 | 21,967,002 | -1.7% | 2.2% |
| Direct Debit (ACH) Program | | | | | | |
| New Accounts | 15 | 426 | 23 | 361 | -34.8% | 18.0% |
| Total Accounts | 4,280 | 47,270 | 3,281 | 33,751 | 30.4% | 40.1% |
| As % of Active Accounts | 27.21% | 25.09% | 20.96% | 18.01% | 6.2% | 39.3% |
| Water Payments Received in Current Month | | | | | | |
| Total Bills Mailed | 15,732 | 188,386 | 15,653 | 187,400 | 0.5% | 0.5% |
| ACH Payments | 4,280 | 47,270 | 3,281 | 33,751 | 30.4% | 40.1% |
| ACH Payments-% of Total Bills | 27.21% | 25.09% | 20.96% | 18.01% | 29.8% | 39.3% |
| On-line Payments (Internet Sales) | 1,717 | 21,136 | 1,842 | 25,602 | -6.8% | -17.4% |
| On-line Payments-% of Total Bills | 10.91% | 11.22% | 11.77% | 13.66% | -7.3% | -17.9% |
| Over-the-phone Payments | 487 | 6,445 | 775 | 11,641 | -37.2% | -44.6% |
| Over-the-phone Payments-% of Total Bills | 3.10% | 3.42% | 4.95% | 6.21% | -37.5% | -44.9% |
| Mail-in Payments | 9,016 | 110,474 | 9,551 | 112,525 | -5.6% | -1.8% |
| Mail-in Payments-% of Total Bills | 57.31% | 58.64% | 61.02% | 60.05% | -6.1% | -2.3% |

WATER BILLING ANALYSIS
December 31, 2019

Residential Billings
Average Monthly Consumption/Customer

| <u>Month Billed</u> | <u>2016-2017</u> | <u>2017-2018</u> | <u>2018-2019</u> |
|---------------------|------------------|------------------|------------------|
| December | 4,214 | 4,198 | 4,170 |
| January | 4,897 | 4,538 | 4,403 |
| February | 4,177 | 4,486 | 4,480 |
| March | 3,914 | 3,845 | 3,916 |
| April | 4,242 | 4,206 | 4,227 |
| May | 4,257 | 4,213 | 4,051 |
| June | 4,595 | 4,633 | 4,326 |
| July | 5,214 | 4,505 | 4,395 |
| August | 4,965 | 5,439 | 5,438 |
| September | 4,951 | 4,782 | 4,952 |
| October | 5,003 | 4,379 | 4,157 |
| November | 4,375 | 4,147 | 4,087 |
| December | 4,198 | 4,170 | 4,096 |
| 13 Month Average - | 4,539 | 4,426 | 4,361 |
| % Change - | -0.2% | -2.5% | -1.5% |

Total Water Customers

Average Bill

| <u>Customer Type</u> | | | | <u>Customer Type</u> | | | |
|----------------------|---------------|---------------|-----------------|----------------------|---------------|---------------|-----------------|
| | <u>Dec-18</u> | <u>Dec-19</u> | <u>% Change</u> | | <u>Dec-18</u> | <u>Dec-19</u> | <u>% Change</u> |
| Residential | 14,729 | 14,806 | 0.5% | Residential | \$ 57.14 | \$ 57.96 | 1.4% |
| Commercial | 924 | 926 | 0.2% | | | | |
| Total | 15,653 | 15,732 | 0.5% | | | | |

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

| | <u>Month-To-Date</u> | | | <u>Year-To-Date</u> | | | |
|-------------|----------------------|---------------|-----------------|---------------------|---------------|-----------------|-------|
| | <u>Dec-18</u> | <u>Dec-19</u> | <u>% Change</u> | <u>Dec-18</u> | <u>Dec-19</u> | <u>% Change</u> | |
| Residential | 61 | 60 | -1.7% | Residential | 783 | 775 | -1.0% |
| Commercial | 40 | 40 | 0.0% | Commercial | 554 | 541 | -2.3% |
| | 101 | 100 | -1.0% | | 1,337 | 1,316 | -1.6% |

STATEMENT OF INVESTMENTS-VILLAGE

As of December 31, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|-----------------------------------------------|------------------------|----------------------|----------------------|---------------------|-----------------------|-------------------------|
| <u>General Fund</u> | | | | | | |
| Illinois Funds - General | 09/30/86 | | 5,594,451.54 | | | 1.720 |
| Illinois Funds - Veterans Memorial | 05/01/92 | | 311.62 | | | 1.720 |
| IMET Convenience Fund | 10/20/05 | | 2,848.52 | | | 1.680 |
| Citibank SDA | 11/07/08 | | 1,662,643.81 | | | 1.500 |
| Chase Money Market | 03/06/18 | | 1,641,466.62 | | | 1.490 |
| CD with PMA | 08/22/13 | | <u>13,285,576.29</u> | 13,285,576.29 | 13,537,081.57 | 0.375 |
| | | | 22,187,298.40 | | | |
| <u>Motor Fuel Tax</u> | | | | | | |
| Illinois Funds | 09/30/86 | | 130,802.22 | | | 1.720 |
| <u>Asset Seizure - Federal</u> | | | | | | |
| Illinois Funds | 06/09/99 | | 4,343.91 | | | 1.720 |
| <u>Asset Seizure - State</u> | | | | | | |
| Illinois Funds | 11/30/98 | | 55,627.48 | | | 1.720 |
| <u>Asset Seizure - BATTLE</u> | | | | | | |
| Illinois Funds | 07/10/08 | | 840.26 | | | 1.720 |
| <u>Municipal Waste System</u> | | | | | | |
| Illinois Funds | 08/31/98 | | 7,915.94 | | | 1.720 |
| <u>2005A G.O. Debt Serv.</u> | | | | | | |
| Illinois Funds | 11/30/04 | | 307,923.77 | | | 1.720 |
| <u>Central Road Corridor Improv.</u> | | | | | | |
| Illinois Funds | 12/15/88 | | 9,731.87 | | | 1.720 |
| Citibank SDA | 11/07/08 | | <u>3,768.73</u> | | | 1.500 |
| | | | 13,500.60 | | | |
| <u>Hoffman Blvd Bridge Maintenance</u> | | | | | | |
| Illinois Funds | 07/01/98 | | 11,172.97 | | | 1.720 |
| Citibank SDA | 02/10/11 | | <u>258,712.20</u> | | | 1.500 |
| | | | 269,885.17 | | | |
| <u>Western Corridor</u> | | | | | | |
| Illinois Funds | 06/30/01 | | 38,296.78 | | | 1.720 |
| CD with PMA | 08/22/13 | | 3,172,700.00 | 3,172,700.00 | 3,242,830.20 | 1.500 |
| Citibank SDA | 01/07/09 | | <u>420,230.05</u> | | | 1.500 |
| | | | 3,631,226.83 | | | |

STATEMENT OF INVESTMENTS-VILLAGE
As of December 31, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|--------------------------------------------------|-----------------|---------------|--------------|--------------|----------------|------------------|
| <u>EDA Series 1991 Project</u> | | | | | | |
| Illinois Funds | 08/22/91 | | 1,068,076.31 | | | 1.720 |
| Citibank SDA | 02/10/11 | | 240,835.10 | | | - |
| | | | 1,308,911.41 | | | |
| <u>Road Improvement</u> | | | | | | |
| Illinois Funds | 01/01/15 | | 1,365,264.71 | | | |
| CD with PMA | 03/09/17 | | 241,360.53 | 241,360.53 | 247,700.55 | |
| Citibank SDA | | | 657,805.36 | | | 1.500 |
| | | | 2,264,430.60 | | | |
| <u>Capital Improvements</u> | | | | | | |
| Illinois Funds | 12/31/96 | | 1,245.80 | | | 1.720 |
| Citibank SDA | 01/07/09 | | 247,772.49 | | | 1.500 |
| | | | 249,018.29 | | | |
| <u>Capital Vehicle & Equipment</u> | | | | | | |
| Illinois Funds | 12/31/96 | | 23,287.88 | | | 1.720 |
| Citibank SDA | 01/07/09 | | 71,055.80 | | | 1.500 |
| | | | 94,343.68 | | | |
| <u>Capital Replacement</u> | | | | | | |
| Illinois Funds | 02/01/98 | | 3,290.89 | | | 1.720 |
| Citibank SDA | 11/07/08 | | 327,514.32 | | | 1.500 |
| | | | 330,805.21 | | | |
| <u>Water and Sewer</u> | | | | | | |
| Illinois Funds | 09/30/86 | | 10,178.09 | | | 1.720 |
| Citibank SDA | 11/07/08 | | 244,438.74 | | | 1.500 |
| Chase Money Market | 03/06/18 | | 3,732,788.67 | | | 1.490 |
| CD with PMA | | | 500,000.00 | | | |
| | | | 4,487,405.50 | | | |
| <u>Water and Sewer-2017 Bond Projects</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 2,436,209.30 | | | 1.500 |
| CD with PMA | 09/13/17 | | 1,890,000.00 | 1,890,000.00 | 1,905,046.78 | |
| | | | 4,326,209.30 | | | |
| <u>Water and Sewer-2019 Bond Projects</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 7,878,222.92 | | | 1.500 |
| <u>Sears Operating</u> | | | | | | |
| Illinois Funds | | | 2,553.05 | | | |
| Citibank SDA | | | 143,927.94 | 246,600.00 | 252,045.19 | |
| | | | 393,080.99 | | | |

STATEMENT OF INVESTMENTS-VILLAGE
As of December 31, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|-------------------------------------------------------------------------|------------------------|----------------------|-------------------------|-------------------------|-----------------------|-------------------------|
| <u>Insurance</u> | | | | | | |
| Illinois Funds | 11/10/87 | | 16,327.25 | | | 1.720 |
| Citibank SDA | 11/07/08 | | 372,420.83 | | | 1.500 |
| CD with PMA | 08/22/13 | | 1,958,642.12 | 1,958,642.12 | 2,002,833.94 | 0.375 |
| | | | <u>2,347,390.20</u> | | | |
| <u>Information Systems</u> | | | | | | |
| Illinois Funds | 02/01/98 | | 80,543.44 | | | 1.720 |
| Citibank SDA | 11/07/08 | | 115,111.25 | | | |
| CD with PMA | | | 482,721.06 | 482,721.06 | 495,401.10 | |
| | | | <u>678,375.75</u> | | | |
| <u>EDA Special Tax Alloc.</u> | | | | | | |
| Citibank SDA | 11/07/08 | | 10,371,384.89 | | | |
| <u>Roselle Road TIF</u> | | | | | | |
| Illinois Funds | 09/30/03 | | 7,562.49 | | | 1.720 |
| Citibank SDA | 11/07/08 | | 114,647.41 | | | 1.500 |
| | | | <u>122,209.90</u> | | | |
| <u>Barr./Higgins TIF</u> | | | | | | |
| Illinois Funds | 08/26/91 | | 193,221.93 | | | 1.720 |
| <u>2019 Captial Project Fund</u> | | | | | | |
| Citibank SDA | 09/13/17 | | 1,724,907.92 | | | 1.500 |
| Total Investments | | | <u>\$ 63,379,283.07</u> | | | |
| Total Invested Per Institution | | | | Percent Invested | | |
| Illinois Funds | | | 8,932,970.20 | 14.09 | | |
| IMET Convenience Fund | | | 2,848.52 | 0.00 | | |
| Chase Money Market | | | 5,374,255.29 | 8.48 | | |
| CD with PMA | | | 21,777,600.00 | 34.36 | | |
| Citibank at PMA | | | 27,291,609.06 | 43.06 | | |
| | | | <u>\$63,379,283.07</u> | 100.00 | | |
| Total Invested Per Institution Excluding all Trust and EDA Funds | | | | Percent Invested | | |
| Illinois Funds | | | 7,864,893.89 | 15.21 | | |
| IMET | | | 2,848.52 | 0.01 | | |
| Chase Money Market | | | 5,374,255.29 | 10.40 | | |
| CD with PMA | | | 21,777,600.00 | 42.12 | | |
| Citibank at PMA | | | 16,679,389.07 | 32.26 | | |
| | | | <u>\$51,698,986.77</u> | 100.00 | | |

STATEMENT OF INVESTMENTS-VILLAGE

As of December 31, 2019

| Fund | Investment Date | Maturity Date | Book Value | Market Value | Maturity Value | Rate of Interest |
|--------------------------------------------|----------------------------|--------------------------|-----------------------|-------------------------|---------------------------|-----------------------------|
| Total Invested Per Fund | | | | | | |
| Total Investments - Operating Funds | | | | \$40,979,897.37 | | |
| Total Investments - Debt Service Funds | | | | \$307,923.77 | | |
| Total Investments - Trust Funds | | | | \$0.00 | | |
| Total Investments - Capital Projects Funds | | | | \$22,091,461.93 | | |
| Total Investments - All Funds | | | | <u>\$63,379,283.07</u> | | |

PMA CERTIFICATE OF DEPOSITS

December 31, 2019

| | Settlement | Maturity | Cost | Interest Rate |
|------------------------------------------------|------------|----------|-------------------------|---------------|
| GENERAL FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 2,310,476.29 | 2.634% |
| Granite Community Bank/First NB of Cold Spring | 06/25/19 | 06/24/20 | 244,800.00 | 2.100% |
| Financial Federal Bank | 06/25/19 | 06/24/20 | 244,400.00 | 2.250% |
| Bank 7 | 06/25/19 | 06/24/20 | 244,200.00 | 2.327% |
| Premier Bank | 06/25/19 | 06/24/20 | 244,400.00 | 2.249% |
| Servisfirst Bank | 06/25/19 | 06/24/20 | 22,200.00 | 2.330% |
| Pacific Western Bank | 07/25/19 | 04/20/20 | 246,200.00 | 2.070% |
| First National Bank/The First, NA | 07/25/19 | 04/20/20 | 246,400.00 | 1.960% |
| East Boston Savings Bank | 07/25/19 | 04/20/20 | 246,400.00 | 1.940% |
| Southside Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.910% |
| Great Midwest Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.890% |
| Merrick Bank | 07/25/19 | 04/20/20 | 246,500.00 | 1.880% |
| Crystal Lake B&TC, NA - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Hinsdale B&TC, NA - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Village Bank & Trust - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Wheaton Bank & Trust - Wintrust | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Wintrust Bank | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Veritex Community Bank/Green Bank | 07/25/19 | 04/20/20 | 246,600.00 | 1.840% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 1,767,000.00 | 2.220% |
| Bank of China, NY | 10/03/19 | 10/01/20 | 1,750,000.00 | 1.860% |
| Bank of China, NY | 12/05/19 | 12/03/20 | 3,500,000.00 | 1.597% |
| GENERAL FUND TOTALS: | | | \$ 13,285,576.29 | |
| WESTERN CORRIDOR FUND | | | | |
| Bank of China | 05/21/19 | 05/21/20 | 243,400.00 | 2.638% |
| Moderrn Bank, National Association | 05/21/19 | 05/21/20 | 244,100.00 | 2.370% |
| Rockford B&TC | 05/21/19 | 05/21/20 | 244,000.00 | 2.393% |
| Texas Capital Bank | 05/21/19 | 05/21/20 | 243,900.00 | 2.433% |
| Servisfirst Bank | 06/25/19 | 06/24/20 | 222,000.00 | 2.330% |
| Allegiance Bank Texas | 06/25/19 | 06/24/20 | 244,400.00 | 2.239% |
| Newbank, NA | 06/25/19 | 06/24/20 | 244,200.00 | 2.339% |
| Sonabank | 06/25/19 | 06/24/20 | 243,500.00 | 2.589% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 493,200.00 | 2.220% |
| Bank of China, NY | 10/03/19 | 10/01/20 | 250,000.00 | 1.860% |
| Bank of China, NY | 12/05/19 | 12/03/20 | 500,000.00 | 1.597% |
| WESTERN CORRIDOR TOTALS: | | | \$ 3,172,700.00 | |
| ROAD IMPROVEMENT FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 241,360.53 | 2.634% |
| ROAD IMPROVEMENT TOTALS: | | | \$ 241,360.53 | |
| WATER & SEWER FUND | | | | |
| Bank of China, NY | 12/05/19 | 12/03/20 | 500,000.00 | 1.597% |
| WATER & SEWER TOTALS: | | | \$ 500,000.00 | |

PMA CERTIFICATE OF DEPOSITS

December 31, 2019

| | <u>Settlement</u> | <u>Maturity</u> | <u>Cost</u> | <u>Interest Rate</u> |
|-----------------------------------|-------------------|-----------------|------------------------|----------------------|
| SEARS CENTRE FUND | | | | |
| Bank of China, NY | 08/01/19 | 07/30/20 | 246,600.00 | 2.220% |
| SEARS CENTRE TOTALS: | | | \$ 246,600.00 | |
| INSURANCE FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 965,442.12 | 2.634% |
| Bank of China, NY | 08/01/19 | 07/30/20 | 493,200.00 | 2.220% |
| Bank of China, NY | 12/05/19 | 12/03/20 | 500,000.00 | 1.597% |
| INSURANCE TOTALS | | | \$ 1,958,642.12 | |
| INFORMATION SYSTEM FUND | | | | |
| Bank 7 (CDARS) | 03/21/19 | 03/19/20 | 482,721.06 | 2.634% |
| INFORMATION SYSTEM TOTALS: | | | \$ 482,721.06 | |
| 2017 BOND PROCEEDS FUND | | | | |
| Bank of China, NY | 12/05/19 | 06/04/20 | 1,890,000.00 | 1.601% |
| 2017 BOND PROCEEDS TOTALS: | | | \$ 1,890,000.00 | |
| | | | TOTAL: \$ | 21,777,600.00 |

**OPERATING REPORT SUMMARY
REVENUES**

December 31, 2019

| | CURRENT MONTH | | YEAR-TO-DATE | | ANNUAL BUDGET | % ACTUAL TO BUDGET | BENCH-MARK |
|-------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| | BUDGET | ACTUAL | BUDGET | ACTUAL | | | |
| General Fund | | | | | | | |
| Property Taxes | 50,000 | 11,438 | 16,364,510 | 16,164,806 | 16,364,510 | 98.8% | |
| Hotel Tax | 102,917 | 89,727 | 1,235,000 | 1,345,137 | 1,235,000 | 108.9% | |
| Real Estate Transfer Tax | 70,833 | 118,029 | 850,000 | 1,937,262 | 850,000 | 227.9% | |
| Home Rule Sales Tax | 316,667 | 253,550 | 3,800,000 | 3,299,409 | 3,800,000 | 86.8% | |
| Telecommunications Tax | 126,500 | 107,979 | 1,518,000 | 1,357,723 | 1,518,000 | 89.4% | |
| Property Tax - Fire | 283,565 | 3,606 | 3,402,780 | 3,352,701 | 3,402,780 | 98.5% | |
| Property Tax - Police | 318,173 | 4,127 | 3,818,070 | 3,768,090 | 3,818,070 | 98.7% | |
| Other Taxes | 98,994 | 66,455 | 1,099,118 | 1,301,106 | 1,107,930 | 109.5% | |
| Total Taxes | 1,367,648 | 654,911 | 32,087,478 | 32,526,235 | 32,176,290 | 101.1% | |
| Business Licenses | - | 2,704 | 340,000 | 386,201 | 340,000 | 113.6% | |
| Liquor Licenses | - | 55 | 262,500 | 290,913 | 262,500 | 110.8% | |
| Building Permits | 69,667 | 29,644 | 815,000 | 1,104,182 | 836,000 | 132.1% | |
| Other Licenses & Permits | 1,208 | 552 | 14,500 | 10,517 | 14,500 | 72.5% | |
| Total Licenses & Permits | 70,875 | 32,953 | 1,432,000 | 1,791,813 | 1,453,000 | 123.3% | |
| Sales Tax | 675,000 | 581,818 | 8,100,000 | 7,577,544 | 8,100,000 | 93.5% | |
| Local Use Tax | 127,500 | 151,887 | 1,530,000 | 1,696,457 | 1,530,000 | 110.9% | |
| State Income Tax | 429,042 | 339,769 | 5,032,708 | 5,523,654 | 5,148,500 | 107.3% | |
| Replacement Tax | 20,058 | 12,734 | 240,700 | 325,866 | 240,700 | 135.4% | |
| Other Intergovernmental | 38,374 | 766 | 460,490 | 419,333 | 460,490 | 91.1% | |
| Total Intergovernmental | 1,289,974 | 1,086,975 | 15,363,898 | 15,542,855 | 15,479,690 | 100.4% | |
| Engineering Fees | 16,667 | - | 200,000 | 94,359 | 200,000 | 47.2% | |
| Ambulance Fees | 131,375 | 154,545 | 1,561,042 | 1,665,258 | 1,576,500 | 105.6% | |
| Police Hireback | 35,417 | 43,236 | 425,000 | 489,269 | 425,000 | 115.1% | |
| Lease Payments | 63,163 | 38,373 | 757,950 | 702,678 | 757,950 | 92.7% | |
| Cable TV Fees | 150,000 | - | 840,000 | 777,253 | 840,000 | 92.5% | |
| 4th of July Proceeds | - | - | 137,415 | 137,415 | 83,900 | 163.8% | |
| Employee Payments | 100,000 | 124,886 | 1,200,000 | 1,460,459 | 1,200,000 | 121.7% | |
| Hireback - Arena | 15,875 | 37,595 | 190,500 | 278,566 | 190,500 | 146.2% | |
| Rental Inspection Fees | 150,000 | 138,625 | 300,000 | 394,948 | 300,000 | 131.6% | |
| Other Charges for Services | 72,458 | 111,029 | 869,500 | 968,490 | 869,500 | 111.4% | |
| Total Charges for Services | 734,954 | 648,289 | 6,481,407 | 6,968,695 | 6,443,350 | 108.2% | |
| Court Fines-County | 16,667 | 7,088 | 200,000 | 125,660 | 200,000 | 62.8% | |
| Ticket Fines-Village | 37,550 | 22,836 | 450,600 | 371,377 | 450,600 | 82.4% | |
| Overweight Truck Fines | 500 | 460 | 6,000 | 6,850 | 6,000 | 114.2% | |
| Red Light Camera Revenue | 56,667 | 56,227 | 680,000 | 676,227 | 680,000 | 99.4% | |
| Local Debt Recovery | 10,000 | 4,857 | 120,000 | 182,943 | 120,000 | 152.5% | |
| Total Fines & Forfeits | 121,383 | 91,469 | 1,456,600 | 1,363,057 | 1,456,600 | 93.6% | |
| Total Investment Earnings | 32,813 | 136,391 | 309,896 | 697,347 | 393,750 | 177.1% | |
| Reimburse/Recoveries | 22,500 | 5,680 | 270,000 | 157,529 | 270,000 | 58.3% | |
| S.Barrington Fuel Reimbursement | 2,500 | 2,487 | 30,000 | 35,198 | 30,000 | 117.3% | |
| Shaumburg Twn Fuel Reimbursement | - | 2,638 | - | 41,353 | - | N/A | |
| Tollway Payments | 833 | 400 | 10,000 | 13,250 | 10,000 | 132.5% | |
| Other Miscellaneous | 20,550 | 10,743 | 246,600 | 380,560 | 246,600 | 154.3% | |
| Total Miscellaneous | 46,383 | 21,949 | 556,600 | 627,891 | 556,600 | 112.8% | |
| Total Operating Transfers In | 5,742 | - | 68,900 | 175,278 | 68,900 | 254.4% | |
| Total General Fund | 3,669,773 | 2,672,937 | 57,756,779 | 59,693,172 | 58,028,180 | 102.9% | 100.0% |

OPERATING REPORT SUMMARY

REVENUES

December 31, 2019

| | <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 | 1,570,942 | 1,476,582 | 18,851,300 | 18,682,093 | 18,851,300 | 99.1% | |
| Connection Fees | 4,167 | 1,320 | 50,000 | 89,274 | 50,000 | 178.5% | |
| Cross Connection Fees | 3,167 | 3,241 | 38,000 | 38,843 | 38,000 | 102.2% | |
| Penalties | 6,667 | 10,310 | 80,000 | 131,612 | 80,000 | 164.5% | |
| Investment Earnings | 5,104 | 24,874 | 37,188 | 179,624 | 61,250 | 293.3% | |
| Other Revenue Sources | 9,292 | 3,539 | 111,500 | 309,369 | 111,500 | 277.5% | |
| Capital Projects | - | - | - | 23,549 | 4,452,500 | 0.5% | |
| Total Water Fund | 1,599,338 | 1,519,866 | 19,167,988 | 19,454,363 | 23,644,550 | 82.3% | 100.0% |
| Motor Fuel Tax Fund | 113,208 | 203,859 | 1,358,500 | 1,600,090 | 1,358,500 | 117.8% | |
| Community Dev. Block Grant Fund | 21,958 | 12,518 | 263,500 | 213,669 | 263,500 | 81.1% | |
| Asset Seizure Fund | 63 | 2,097 | 750 | 671,382 | 750 | 89517.6% | |
| Municipal Waste System Fund | 245,296 | 294,411 | 2,943,550 | 3,018,798 | 2,943,550 | 102.6% | |
| Sears Centre Operating Fund | 283,468 | 274,002 | 3,401,620 | 3,253,891 | 3,401,620 | 95.7% | |
| Sears Centre Activity Fund | 706,733 | 1,186,560 | 8,480,800 | 8,080,660 | 8,480,800 | 95.3% | |
| Stormwater Management | 51,333 | 51,768 | 616,000 | 621,936 | 616,000 | 101.0% | |
| Insurance Fund | 145,246 | 121,409 | 1,742,950 | 1,623,876 | 1,742,950 | 93.2% | |
| Roselle Road TIF | 16,750 | 356 | 201,000 | 366,421 | 201,000 | 182.3% | |
| Barrington/Higgins TIF | 50,478 | 277 | 605,740 | 724,471 | 605,740 | 119.6% | |
| Higgins/Hassell TIF | 8,253 | - | 99,040 | 369,860 | 99,040 | 373.4% | |
| Information Systems | 156,849 | 169,621 | 1,882,190 | 1,910,254 | 1,882,190 | 101.5% | |
| Total Spec Rev. & Int. Svc. Fund | 1,799,637 | 2,316,878 | 21,595,640 | 22,455,308 | 21,595,640 | 104.0% | |
| TOTAL OPERATING FUNDS | 7,068,747 | 6,509,681 | 98,520,406 | 101,602,843 | 103,268,370 | 98.4% | 100.0% |
| Sears EDA Gen Account | - | - | - | 7,661,977 | - | N/A | |
| 2015A & C G.O. Debt Service | 507 | 507 | 3,452,785 | 3,452,785 | 3,452,500 | 100.0% | |
| 2015B G.O. Debt Service | - | - | 124,275 | 124,275 | 124,300 | 0.0% | |
| 2016 G.O. Debt Service | 443 | 443 | 432,656 | 432,656 | 435,800 | 0.0% | |
| 2017A & B G.O. Debt Service | - | - | 180,700 | 180,700 | 180,750 | 0.0% | |
| 2018 G.O. Debt Service | 15,696 | 15,696 | 2,752,756 | 2,752,756 | 2,748,700 | 0.0% | |
| TOTAL DEBT SERV. FUNDS | 16,646 | 16,646 | 6,943,172 | 14,605,149 | 6,942,050 | 210.4% | 100.0% |
| Central Rd. Corridor Fund | 6,333 | 3,325 | 76,000 | 3,834 | 76,000 | 5.0% | |
| Hoffman Blvd Bridge Maintenance | 167 | 2,087 | 2,000 | 7,756 | 2,000 | 387.8% | |
| Western Corridor Fund | 833 | 18,323 | 10,000 | 161,402 | 10,000 | 1614.0% | |
| Traffic Improvement Fund | 33 | 2,748 | 400 | 2,748 | 400 | 0.0% | |
| Prairie Stone Capital Fund | 833 | 21,351 | 10,000 | 977,561 | 10,000 | 9775.6% | |
| Central Area Rd. Impr. Imp. Fee | - | 25 | - | 718 | - | 0.0% | |
| Western Area Traffic Impr | - | 5 | - | 146 | - | N/A | |
| Western Area Traffic Impr. Impact Fee | - | 11 | - | 281 | - | 0.0% | |
| Capital Improvements Fund | 179,346 | 175,914 | 2,079,233 | 1,692,028 | 2,152,150 | 78.6% | |
| Capital Vehicle & Equipment Fund | 166,593 | 375,747 | 1,738,506 | 1,936,202 | 1,999,110 | 96.9% | |
| Capital Replacement Fund | 667 | 469 | 8,000 | 8,300 | 8,000 | 103.7% | |
| 2015 Project Fund | - | 2,196 | - | 1,733,021 | - | N/A | |
| Road Improvement Fund | 533,939 | 148,172 | 6,407,270 | 5,681,479 | 6,407,270 | 88.7% | |
| TOTAL CAP. PROJECT FUNDS | 888,744 | 750,372 | 10,331,409 | 12,205,475 | 10,664,930 | 114.4% | 100.0% |
| Police Pension Fund | 463,623 | 3,180,841 | 5,563,470 | 16,388,641 | 5,563,470 | 294.6% | |
| Fire Pension Fund | 464,432 | 3,526,859 | 5,573,180 | 21,152,801 | 5,573,180 | 379.5% | |
| TOTAL TRUST FUNDS | 928,054 | 6,707,699 | 11,136,650 | 37,541,441 | 11,136,650 | 337.1% | 100.0% |
| TOTAL ALL FUNDS | 8,902,191 | 13,984,398 | 126,931,637 | 165,954,909 | 132,012,000 | 125.7% | 100.0% |

OPERATING REPORT SUMMARY
EXPENDITURES
December 31, 2019

| | <u>CURRENT MONTH</u> | | <u>YEAR-TO-DATE</u> | | <u>ANNUAL BUDGET</u> | <u>%</u> | <u>BENCH-MARK</u> |
|-------------------------|----------------------|---------------|---------------------|---------------|----------------------|----------|-------------------|
| | <u>BUDGET</u> | <u>ACTUAL</u> | <u>BUDGET</u> | <u>ACTUAL</u> | | | |
| General Fund | | | | | | | |
| General Admin | | | | | | | |
| Legislative | 30,747 | 26,760 | 368,960 | 360,602 | 368,960 | 97.7% | |
| Administration | 54,037 | 48,857 | 648,440 | 638,165 | 648,440 | 98.4% | |
| Legal | 43,947 | 48,896 | 527,360 | 493,226 | 527,360 | 93.5% | |
| Finance | 90,174 | 77,405 | 1,082,090 | 1,065,536 | 1,082,090 | 98.5% | |
| Village Clerk | 17,973 | 16,210 | 215,670 | 208,204 | 215,670 | 96.5% | |
| Human Resource Mgmt. | 45,166 | 56,081 | 541,990 | 505,402 | 541,990 | 93.2% | |
| Communications | 20,825 | 16,395 | 249,900 | 236,976 | 249,900 | 94.8% | |
| Cable TV | 17,627 | 12,259 | 211,520 | 181,671 | 211,520 | 85.9% | |
| Emergency Operations | 6,582 | 4,074 | 78,980 | 66,041 | 78,980 | 83.6% | |
| Total General Admin. | 327,076 | 306,938 | 3,924,910 | 3,755,822 | 3,924,910 | 95.7% | 100.0% |
| Police Department | | | | | | | |
| Administration | 132,708 | 114,558 | 1,592,500 | 1,578,243 | 1,592,500 | 99.1% | |
| Juvenile Investigations | 47,303 | 36,090 | 567,630 | 542,163 | 567,630 | 95.5% | |
| Tactical | 83,468 | 54,929 | 1,001,610 | 942,345 | 1,001,610 | 94.1% | |
| Patrol and Response | 917,851 | 611,995 | 11,014,210 | 10,480,159 | 11,014,210 | 95.2% | |
| Traffic | 105,900 | 126,610 | 1,270,800 | 1,138,584 | 1,270,800 | 89.6% | |
| Investigations | 118,001 | 89,477 | 1,416,010 | 1,388,345 | 1,416,010 | 98.0% | |
| Community Relations | 1,131 | 4,368 | 13,570 | 12,691 | 13,570 | 93.5% | |
| Communications | 62,676 | - | 752,110 | 704,141 | 752,110 | 93.6% | |
| Canine | 15,771 | 10,694 | 189,250 | 179,894 | 189,250 | 95.1% | |
| Special Services | 16,565 | 29,594 | 198,780 | 396,024 | 198,780 | 199.2% | |
| Records | 26,442 | 22,418 | 317,300 | 287,035 | 317,300 | 90.5% | |
| Administrative Services | 77,593 | 76,421 | 931,110 | 871,210 | 931,110 | 93.6% | |
| Total Police | 1,605,407 | 1,177,155 | 19,264,880 | 18,520,833 | 19,264,880 | 96.1% | 100.0% |
| Fire Department | | | | | | | |
| Administration | 90,808 | 93,024 | 1,089,700 | 1,070,066 | 1,089,700 | 98.2% | |
| Public Education | 3,984 | 2,911 | 47,810 | 56,056 | 47,810 | 117.2% | |
| Suppression | 713,429 | 610,025 | 8,545,692 | 8,630,322 | 8,561,150 | 100.8% | |
| Emer. Med. Serv. | 645,781 | 549,860 | 7,749,370 | 7,803,432 | 7,749,370 | 100.7% | |
| Prevention | 49,703 | 29,868 | 596,430 | 595,491 | 596,430 | 99.8% | |
| Fire Stations | 3,575 | 4,554 | 42,900 | 37,552 | 42,900 | 87.5% | |
| Total Fire | 1,507,280 | 1,290,243 | 18,071,902 | 18,192,921 | 18,087,360 | 100.6% | 100.0% |
| Public Works Department | | | | | | | |
| Administration | 29,725 | 28,749 | 356,700 | 346,153 | 356,700 | 97.0% | |
| Snow/Ice Control | 153,459 | 387,645 | 1,841,510 | 2,054,819 | 1,841,510 | 111.6% | |
| Pavement Maintenance | 43,301 | 61,693 | 519,610 | 440,864 | 519,610 | 84.8% | |
| Forestry | 95,268 | 89,483 | 1,143,210 | 1,022,603 | 1,143,210 | 89.5% | |
| Facilities | 96,371 | 115,633 | 1,156,450 | 1,081,735 | 1,156,450 | 93.5% | |
| Fleet Services | 107,473 | 116,913 | 1,289,670 | 1,221,669 | 1,289,670 | 94.7% | |
| F.A.S.T. | 16,266 | 9,662 | 195,190 | 198,898 | 195,190 | 101.9% | |
| Storm Sewers | 13,466 | 6,859 | 161,590 | 151,217 | 161,590 | 93.6% | |
| Traffic Control | 65,429 | 73,884 | 785,150 | 723,818 | 785,150 | 92.2% | |
| Total Public Works | 620,757 | 890,522 | 7,449,080 | 7,241,776 | 7,449,080 | 97.2% | 100.0% |

OPERATING REPORT SUMMARY
EXPENDITURES
December 31, 2019

| | <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 | 33,697 | 30,516 | 404,360 | 401,424 | 404,360 | 99.3% | |
| Planning | 45,850 | 19,793 | 550,200 | 431,824 | 550,200 | 78.5% | |
| Code Enforcement | 123,715 | 116,733 | 1,484,580 | 1,432,103 | 1,484,580 | 96.5% | |
| Transportation & Engineering | 117,665 | 103,390 | 1,411,980 | 1,394,101 | 1,411,980 | 98.7% | |
| Economic Development | 126,544 | 564,816 | 1,518,530 | 959,638 | 1,518,530 | 63.2% | |
| Total Development Services | 447,471 | 835,248 | 5,369,650 | 4,619,090 | 5,369,650 | 86.0% | 100.0% |
| Health & Human Services | 61,471 | 55,533 | 737,650 | 709,562 | 737,650 | 96.2% | 100.0% |
| Miscellaneous | | | | | | | |
| 4th of July | - | - | 93,877 | 93,877 | 121,500 | 77.3% | |
| Police & Fire Comm. | 8,706 | 18,259 | 104,470 | 42,595 | 104,470 | 40.8% | |
| Misc. Boards & Comm. | 21,558 | 20,172 | 258,690 | 236,309 | 258,690 | 91.3% | |
| Misc. Public Improvements | 313,920 | 86,264 | 3,457,582 | 3,252,463 | 3,767,040 | 86.3% | |
| Total Miscellaneous | 344,183 | 124,695 | 3,914,619 | 3,625,244 | 4,251,700 | 85.3% | 100.0% |
| Total General Fund | 4,913,644 | 4,680,334 | 58,732,691 | 56,665,247 | 59,085,230 | 95.9% | 100.0% |
| Water & Sewer Fund | | | | | | | |
| Water Department | 1,106,695 | 1,064,847 | 13,256,278 | 13,005,293 | 13,280,340 | 97.9% | |
| Sewer Department | 183,646 | 193,598 | 2,203,750 | 2,110,882 | 2,203,750 | 95.8% | |
| Billing Division | 70,617 | 72,548 | 847,400 | 825,397 | 847,400 | 97.4% | |
| Debt Service Division | - | - | (123,819) | - | - | N/A | |
| Capital Projects Division | 1,288 | 1,288 | 95,836 | 95,836 | 3,035,680 | 3.2% | |
| 2015 Bond Capital Projects | - | - | 561,825 | 561,825 | 424,800 | 132.3% | |
| 2017 Bond Capital Projects | 212,750 | 212,750 | 1,754,866 | 1,754,866 | 2,507,120 | 70.0% | |
| 2018 Bond Capital Projects | - | - | 247,638 | 247,638 | 247,640 | 0.0% | |
| 2019 Bond Capital Projects | - | 5,744 | 31,343 | 37,087 | - | N/A | |
| Total Water & Sewer | 1,574,996 | 1,550,775 | 18,875,116 | 18,638,822 | 22,546,730 | 82.7% | 100.0% |
| Motor Fuel Tax | 128,154 | 128,154 | 1,552,577 | 1,552,577 | 2,135,000 | 72.7% | |
| Community Dev. Block Grant Fund | 12,518 | 12,518 | 222,110 | 222,110 | 263,500 | 84.3% | |
| Asset Seizure Fund | 15,252 | 8,897 | 183,020 | 221,986 | 183,020 | 121.3% | |
| Municipal Waste System | 256,567 | 396,854 | 3,078,800 | 3,014,307 | 3,078,800 | 97.9% | |
| Sears Centre Operating Fund | 295,626 | (22,599) | 3,547,510 | 3,094,084 | 3,547,510 | 87.2% | |
| Sears Centre Activity Fund | 706,733 | 1,148,628 | 8,480,800 | 8,293,121 | 8,480,800 | 97.8% | |
| Stormwater Management | 61,254 | 25,947 | 735,050 | 658,627 | 735,050 | 89.6% | |
| Insurance | 145,748 | 45,174 | 1,748,980 | 2,049,892 | 1,748,980 | 117.2% | |
| Information Systems | 169,349 | 97,124 | 2,032,190 | 1,481,737 | 2,032,190 | 72.9% | |
| Roselle Road TIF | 76,273 | 8,079 | 915,270 | 25,978 | 915,270 | 2.8% | |
| Barrington/Higgins TIF | 50,478 | 66,907 | 605,740 | 981,557 | 605,740 | 0.0% | |
| Higgins/Hassell TIF | 432 | 1,122 | 5,180 | 369,394 | 5,180 | 7131.2% | |
| Lakewood Center TIF | - | 2,244 | - | 2,244 | - | N/A | |
| TOTAL OPERATING FUNDS | 8,407,024 | 8,150,158 | 100,715,033 | 97,271,684 | 105,363,000 | 92.3% | 100.0% |
| Sears EDA General Account | - | - | 5,153,317 | 7,661,977 | - | N/A | |
| 2015A G.O. Debt Service | - | - | 3,453,461 | 3,453,461 | 3,453,520 | 100.0% | |
| 2015 G.O. Debt Service | - | - | 124,275 | 124,275 | 124,300 | 100.0% | |
| 2016 G.O. Debt Service | - | - | 436,275 | 436,275 | 436,300 | 100.0% | |
| 2017A & B G.O. Debt Service | - | - | 180,700 | 180,700 | 180,750 | 100.0% | |
| 2018 G.O. Debt Service | - | - | - | 2,748,675 | 2,748,700 | 0.0% | |
| TOTAL DEBT SERV. FUNDS | - | - | 9,348,028 | 14,605,364 | 6,943,570 | 210.3% | 100.0% |

OPERATING REPORT SUMMARY
EXPENDITURES
December 31, 2019

| | <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 Western Corridor Fund | 6,250 | - | 75,000 | - | 75,000 | 0.0% | |
| Hoffman Blvd Bridge Maintenance | - | 9,587 | - | 60,000 | 55,000 | 109.1% | |
| Prairie Stone Capital Fund | - | - | - | 35,460 | - | N/A | |
| Western Area Rd Improve Imp. Fee | 66,875 | 6,063 | 802,500 | 114,180 | 802,500 | 14.2% | |
| Capital Improvements Fund | - | - | - | 182 | - | N/A | |
| Capital Vehicle & Equipment Fund | 191,750 | 163,178 | 2,228,083 | 1,634,631 | 2,301,000 | 71.0% | |
| Capital Replacement Fund | 181,051 | 88,676 | 1,912,006 | 1,265,513 | 2,172,610 | 58.2% | |
| 2015 Project Fund | 25,000 | 25,000 | 300,000 | 300,000 | 300,000 | 100.0% | |
| Road Improvement Fund | - | 1,257 | - | 8,114 | - | N/A | |
| | 561,023 | 385,164 | 6,732,270 | 5,809,882 | 6,732,270 | 86.3% | |
| TOTAL CAP. PROJECT FUNDS | 1,031,948 | 678,924 | 12,049,859 | 9,227,961 | 12,438,380 | 74.2% | 100.0% |
| Police Pension Fund | 521,315 | 553,315 | 6,255,780 | 6,838,844 | 6,255,780 | 109.3% | |
| Fire Pension Fund | 475,513 | 500,764 | 5,706,160 | 5,948,838 | 5,706,160 | 104.3% | |
| TOTAL TRUST FUNDS | 996,828 | 1,054,080 | 11,961,940 | 12,787,682 | 11,961,940 | 106.9% | 100.0% |
| TOTAL ALL FUNDS | 10,435,800 | 9,883,162 | 134,074,861 | 133,892,691 | 136,706,890 | 97.9% | 100.0% |



2019 NOVEMBER MONTHLY REPORT

Contents

| | |
|---------------------------------------------------------------|-----------|
| <i>CentralSquare Technologies/GovQA Monthly Review</i> | <i>2</i> |
| <i>Training</i> | <i>3</i> |
| <i>Meetings</i> | <i>4</i> |
| <i>Geographic Information System Review.....</i> | <i>5</i> |
| <i>Training</i> | <i>6</i> |
| <i>Meetings</i> | <i>6</i> |
| <i>Technical Support, Hardware & Software Review.....</i> | <i>7</i> |
| <i>Meetings</i> | <i>9</i> |
| <i>Director Summary</i> | <i>9</i> |
| <i>Total Work Orders by Priority by Month</i> | <i>11</i> |
| <i>Completed Work Orders by Month.....</i> | <i>11</i> |
| <i>Completed Work Orders by Location</i> | <i>12</i> |
| <i>Work Order Trends by Type</i> | <i>12</i> |
| <i>System and Data Functions</i> | <i>13</i> |
| <i>Sentinel IPS Attack Report</i> | <i>13</i> |
| <i>Email Spam Report.....</i> | <i>14</i> |

November Synopsis

- The Open Enrollment period continued until mid-November and we worked closely with HRM to help employees complete the online enrollment process. We provided many reports to analyze the choices made to check for correctness. At the end of the month, we posted the employees' choices for Dental Coverage, and in December will do the same for all the other benefits.
- Planning for the project to move to Community Development (TRAKIT) is now in full swing. We met multiple times with CentralSquare and Village Staff to iron out the timeline and the staff to be involved in the various tasks required to successfully complete this project. The GIS portion of the project kicked off with a detailed meeting with the GIS Coordinator from CentralSquare and the involved Village Staff.
- The CentralSquare customs required for the Smart Meter Replacement project were installed by the end of November after working with CST staff. Testing will begin in December.
- The Cognos Analytics 11 environment is still in the processed of being tested and corrections made. This project will be continued until the first quarter of 2020.

CentralSquare/GovQA Support Cases

- Contacted CentralSquare University Support to set up employees to take Year-End training courses on their learning site.
- Worked with CentralSquare Support to finally resolve the issue with Leave Request User Registration.
- Discovered that our Cognos Reports are not being refreshed in our Cognos Training environment and contacted CentralSquare to get them refreshed.
- Provided CentralSquare with SQL script to update the deadline date to 02/11/2020 rental inspections in Business Licensing.
- Tested and closed case that end user can no longer cancel leave request prior to approval, this broke due to Open Enrollment fix.
- Tested and close case that the sort order of leave request needs to be fixed so most recent is on top, this broke due to Open Enrollment fix.
- Opened and closed case to add image to Cognos Image Directory in order to build letter for PD.
- Opened and closed case to refresh FinancePLUS Training and EAC to test loading the submitted employees' deductions for Open Enrollment.
- Verified with Finance that UB issue from 7/3 was resolved and closed case.
- Opened and closed case related to Citation not showing paid.

- Opened and closed case to add a user to CommunityPLUS.

Work Orders

- Resolved issue with Business Tax payment that was entered incorrectly.
- Entered a new Citation Code.
- Provided assistance to HRM Director with printing the details of a FOIA request.
- Created SQL script to update RRL License Deadline date.
- Ran GP Late Penalties.
- Ran the RRL Renewal, updated the Letters.
- Create a Cognos Letter for BASSET license upcoming expirations for PD.
- Edited a Cognos report showing all open GP and BL business that opened in last three years.
- Closed track-it case related to UB Payments be duplicated on 7/3, Finance determined issue was resolved.
- Unconfirmed several individuals' open enrollment.
- Assisted Finance with issue related to a PO not printing.
- Updated the RRL Temporary Certificate Cognos letter with 2020 dates.
- Created Tobacco Final Determination Letter in Cognos.
- Updated the Cannabis Final Determination Letter in Cognos.
- Started working on Cognos Invoice Letter showing Fire Permit Reinspection fees, waiting for additional wording to be put in letter.
- Assisted with issue related to citation not showing paid.
- Created a Cognos report showing count of completed Pal Reviews per inspector.
- Added a Flow Test Inspection Type for Fire Sprinkler Permits.
- Add locations for Fire and Safety.
- Add location for Front Counter.
- Modified Cognos Citations report to include additional data fields.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on November 4th and November 18th.

Training

- Met with Fire Admin to show additional staff how to update the UB and Alarm Billing accounts with the radio numbers from TYCO.

Meetings

- Biweekly meeting with IS Director on November 11 and 25.
- Monthly Staff Meeting.
- Met with Fire Admin to show other Fire Staff how Fire Permits, Fees and Inspections should be handled.
- Met with CentralSquare PM and Support staff to discuss our concerns with the Cognos Analytics 11 upgrade and related questions.
- Provided a demo of eGov.
- Attended a Path to PA Suite Professional hosted by CentralSquare. The purpose of this meeting was to discuss what the future of the ancillary applications in CommunityPLUS, and when we might be able to move to their Azure Cloud environment to the upgraded versions of FinancePLUS, CommunityPLUS, and Utility Billing, along with the Community Development software we are implementing.
- Attended a meeting discussing the database conversion related to the Community Development Project.
- Attended two meetings regarding the time line of the Community Development Project.
- Attended a meeting discussing GIS and Community Development

Geographic Information System Review

November Synopsis

- November had GIS preparing for a number of new projects. Attended several meetings in preparation of the new Community Development ERP software. A number of questions and scenarios were posed to the GIS consultant to better understand what would be needed. The mapping portion of the software will require us to provide service URLs of our data, as well as exports of the raw data to assist Central Square with configuration. We will continue to meet through spring of 2020.
- GIS received approval from P. Gugliotta to move forward with an ArcGIS Online user account for the Planning Dept. technicians. The account will allow planning staff to update zoning and future land use information contained in the GIS parcel layer. A draft map will be prepared in December. A meeting will be planned at that time.
- PW staff informed us at our GIS-PW meeting that they will begin bringing in companies to present/demo their asset management software. GIS Admin will attend these presentations that are scheduled to begin in December.
- Cook County sent out a notification that they may not continue support for certain CORS stations, namely one that the Village uses in conjunction with our GPS devices. We will need to test our devices against other stations in December to prepare for the potential change from the County. In the meantime, we're in contact with the County for updates to this situation.
- We'll begin working on the trees database in December. We'll start by importing the necessary tables into the LGIM database. Once complete we'll need to meet with Nick to discuss the keywords necessary for all the fields in the database. This will require several meetings.

Work Orders

- Webmap Request: abandoned sanitary pipes & private storm manholes added (PW)
- Map Request: 2020 storm sewer televisings (DS-TE/PW)
- Map Request: 119S Woodcreek construction license (PW)
- Map Request: kml screenshots (PD)
- Data Request: replace Pipetech map layers (PW)
- Data Request: NWCDS police beat discrepancy (PD)
- Data Request: NWCDS CAD layers (FD)
- Data Request: Zoning and municipal boundary shapefiles (FOIA)
- Scan Request: Astor & Abbeywood reservoir as-built documents

Administration

- GIS Database maintenance
- Memorandum of Understanding inquiry follow up
- HazardHub data inquiry
- ArcGIS Online for Planning recommendation
- Cook County CORS station inquiry
- Village GIS Information document
- Annual GIS Accomplishments

Training

- ArcGIS for Server: Map authoring considerations (11/14)

Meetings

- GIS-IS Biweekly (11/11, 11/25)
- GIS Update w/ S. Diatte (11/8)
- GIS-PW Bimonthly (11/5)
- CentralSquare Community Development (11/7, 11/13, 11/22)

Project Activities

Project – New Server Installations

- During the month of November, I.S. Staff installed and partially configured number of servers which are due for replacement. We have installed two new file servers which will be configured to work with our file cluster services. The replacement for SQL server is physically installed and SQL services are installed. We are currently reaching out to number of vendors to coordinate application and database upgrades prior to migrations. New domain controller has been installed and configured, most of the services are up and running. We are currently working on decommissioning the old server.

Project – Higherground Advanced Mail Security

- I.S. Staff along with representatives from Higherground started implementation of the new Email Security System. The new system will help our employees better understand where emails are coming from, and will help users decide if delivered emails are potentially dangerous. During the month of November, I.S. Staff started basic configuration and implemented the learning module to work with the vendor.

Project – Sierra Firmware Updates

- Sierra wireless released critical security patch for the Sierra GX440 devices which are widely used by our Fire and Police Departments. During the month of November, I.S. Staff worked with respective departments on upgrading the mentioned devices to the recommended Firmware. All upgrades except two devices were completed successfully. The defective devices will have to be sent out for replacements.

Project – NAS for PipeTech Inspections

- I.S. Staff installed new inexpensive NAS storage device for use with PipeTech inspections. Recently, I.S. Staff noticed that our fast and expensive storage was running out of space. Upon further inspection it was determined that PipeTech videos were taking a lot of space. Due to the nature of the data, it was determined that the best

solution for such dormant data will be an inexpensive NAS solution. In pursuing that resolution I.S. Staff were able to free about 1TB of data.

Project – Training Room Computers Refresh

- I.S. Staff recycled twelve of the best computer from the last computer roll out and installed them in the IS Training Room. All of the computers are past their warranty and will serve as shared computers for anyone taking training classes. All computers were reinstalled with fresh copies of windows and updated to the current patch levels. Also, all computers have the same protection as any production computer used on the network.

Project – Print Server Migration

- I.S. Staff migrated our current print server to the Virtual Environment. After an extensive testing and tryout phase, it was determined that our print services will work without any problems as the virtual machine. The services were migrated without any down time or impact on staff's productivity.

Project – Laserfiche Web Adapter

- During the month of November, I.S. Staff installed and partially configured new server that will act as a Web Access for Laserfiche system. The new server is configured to work in the DMZ environment and will be isolated per best practices from our production environment.

Project – MedixSafe

- I.S. Staff continues deploying new Safes for Fire Department. During the month of November, I.S. Staff configured another two devices. The mentioned devices are installed in the Fire Department vehicles and are used for narcotics safe-keeping.

Security and Other Updates

- I.S. Staff continues monitor and update Windows Servers with patches, updates and other security installations.
- I.S. Staff continues to update and monitor anti-virus system to ensure at most reliability and safety.
- I.S. Staff continues to monitor and adjust if necessary all of our backup jobs.

- I.S. Staff updated and reorganized our network documentation in order to reflect new changes.
- I.S. Staff continues to deploy KnowBe4 email campaign.

Meetings

- I.S. Staff attended Higherground kickoff meeting.
- I.S. Staff attended meeting with Sentinel about upcoming phone system upgrade and switch replacement.
- I.S. Staff meet Public Works Staff to discuss new Weather Station project.
- I.S. Staff meet with vendor at Sears Centre to complete a Wi-Fi access point location.

Technical Support, Hardware & Software Activities

- I.S. Staff deployed new spam and phishing campaign to all Village employees. This campaign and training started on 10/25/2019
- Applied necessary software updates as needed.
- 156 Help desk requests were opened during the month of November.
- 149 Help desk requests were closed during the month of November.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 2
- SunGard passwords reset: 0
- Voicemail passwords reset: 1
- User accounts unlocked: 1
- Active Directory Password Resets: 2

Director Summary

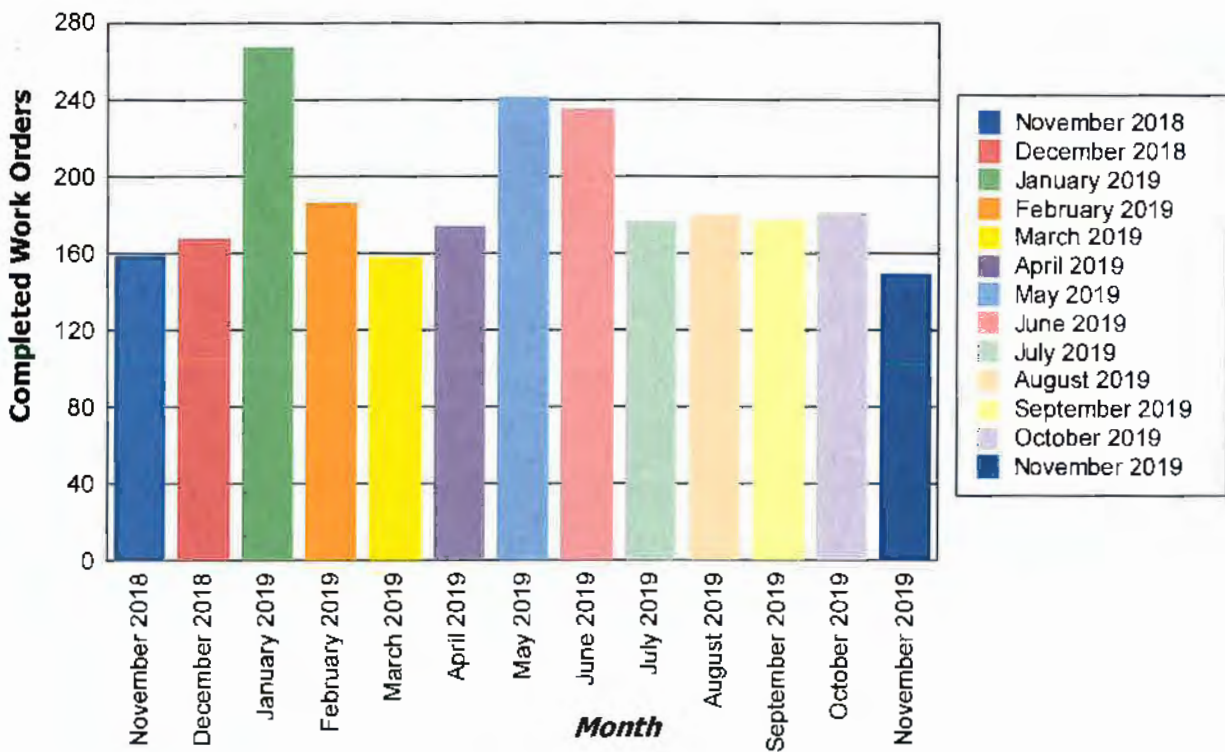
- Attended the GMIS conference in Bloomington-Normal
 - Highlight sessions:
 - EOC breakout session
 - Recruiting Gen Z - Dr Traci Carte, ISU
 - Supporting Cybersecurity Best Practices Without a Budget Burden - MS-ISAC

- How Unified Adjudication Creates a More Effective and Efficient Municipal Enforcement System – DACRATEch
 - Ransomware Lessons Learned: How to Stay out of the News – Thinkgard
 - Incident Response Tabletop Exercise - Eric Hodges, ISU
- Capital Improvements Board
- Monthly MS-ISAC/EI-ISAC conference call.
- Vendor meetings with Central Square to discuss the following areas of note and concern regarding the migration from CommunityPLUS to Community Development (TrackIT)
 - Path to PA Suite Professional
 - Database conversion related to the Community Development Project.
 - Time line of the Community Development Project.
 - GIS and Community Development
- Vendor meeting with Sentinel Technologies to discuss the QoS, telephone and switch replacement project
- Vendor meeting with DACRA to discuss the concerns Finance and Legal have regarding the software and its administrative capabilities.
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
 - Project progress
 - Division Goals Review
- Monthly meeting with the Manager's office.
- Bi Weekly Management team and Committee agenda meetings.
- EMCT meeting

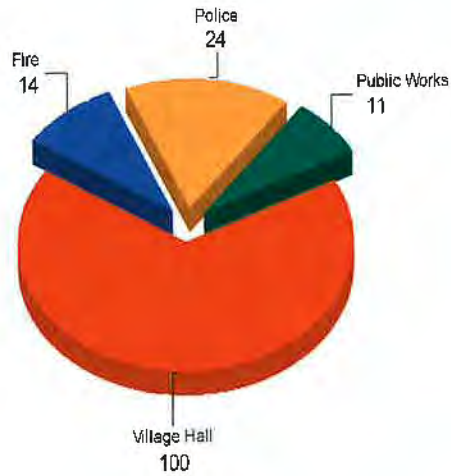
Total Work Orders by Priority by Month

| Month | November |
|------------------------------|------------|
| 1 - Normal | 136 |
| 2 - High | 1 |
| 3 - Urgent | 1 |
| Project | 5 |
| Scheduled Event | 11 |
| Vendor intervention required | 2 |
| Total for Month | 156 |

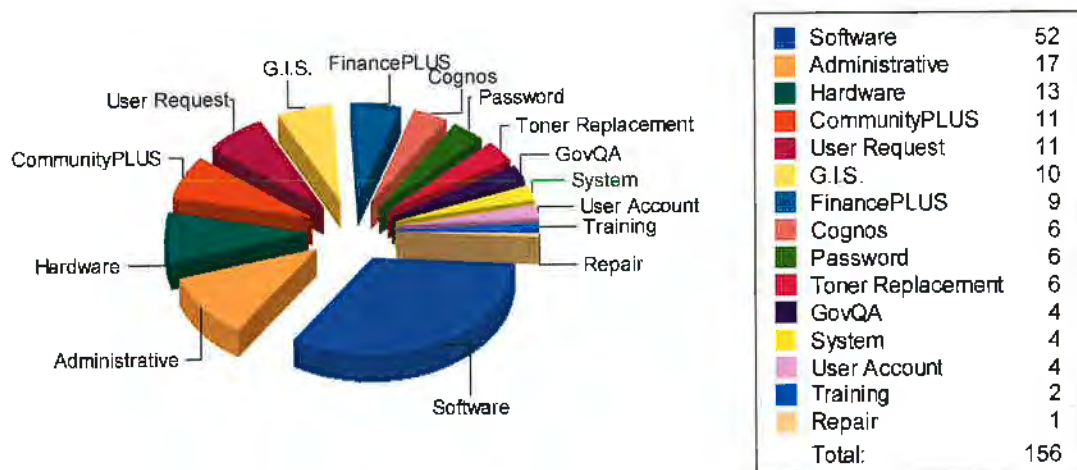
Completed Work Orders by Month



Completed Work Orders by Location

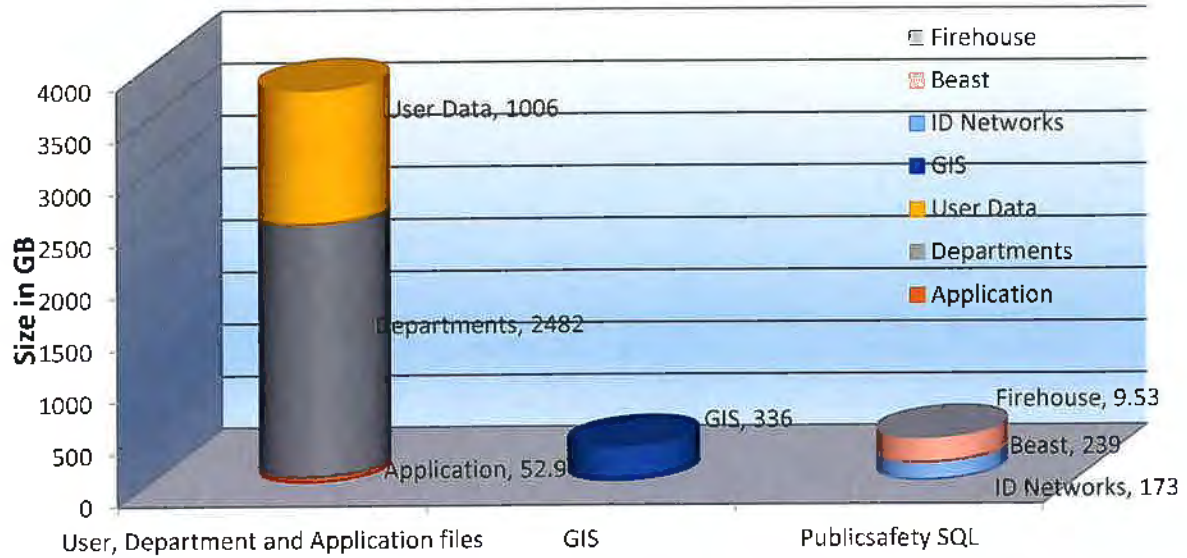


Work Order Trends by Type



System and Data Functions

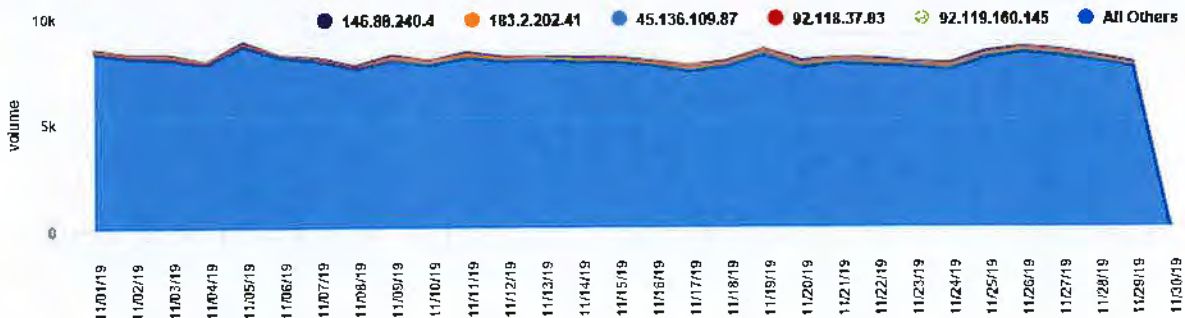
Disk Usage



Sentinel IPS Attack Report

External parties attacked the Village network 232912 times during the month of November

Attack Volume with 5 Most Active IP Addresses



Phishing Training Report

Phishing Security Test Report

10/25/2019 - 12/03/2019

Campaign: Monthly Test

Months: Banking and Finance Social Networking Government Online Services Business Online Services

Groups: All users

Statistics

See report at <https://training.knowled.com>

2.5%
Phish-prone Percentage

355
Recipients

354
Deliveries

9
Clicks

0
Attachment Opened

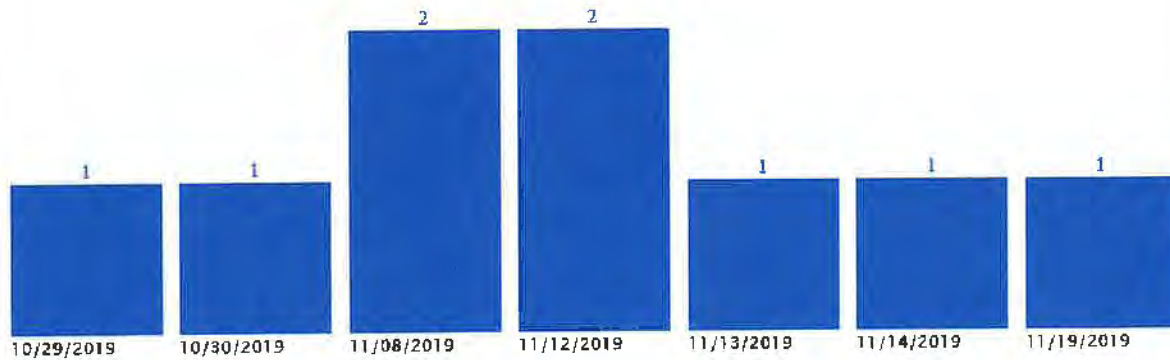
0
Data Entered

0
Other Failures

1
Bounces

Phish-prone Percentage is calculated from the total number of phishing test failures divided by the number of emails delivered.

Clicks by day



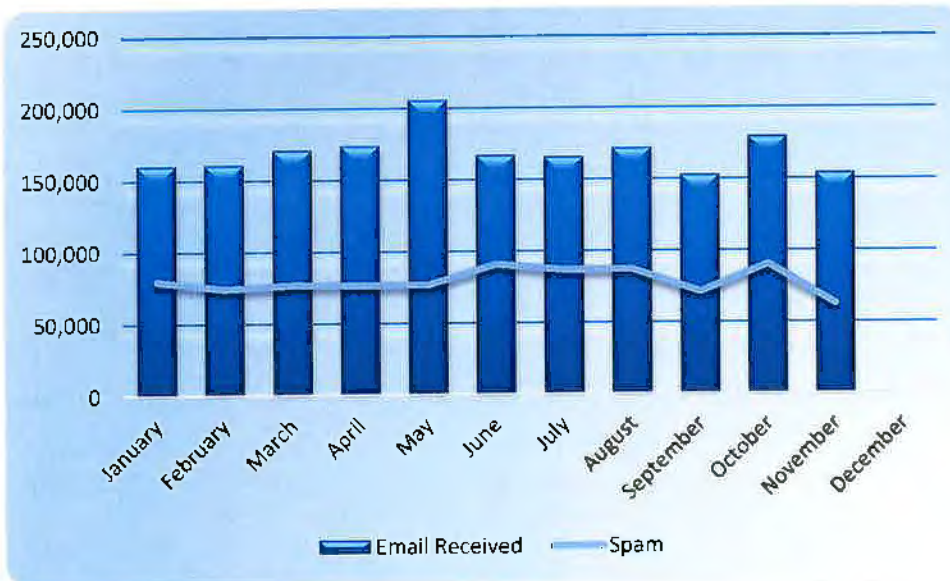
Phishing Email Sent

See report at <https://training.knowled.com>

Phishing email was sent to **355** recipients. Each recipient received a different email. Go to this Phishing Security Test's [users](#) page to see which user received which email.

Email Spam Report

| Month | Email Received | Spam | Percent Spam |
|--------------|------------------|----------------|--------------|
| January | 160,097 | 79,625 | 50% |
| February | 160,829 | 74,276 | 46% |
| March | 170,853 | 76,876 | 45% |
| April | 173,671 | 76,461 | 44% |
| May | 205,359 | 76,643 | 37% |
| June | 166,712 | 90,812 | 54% |
| July | 165,373 | 86,770 | 52% |
| August | 171,595 | 86,918 | 51% |
| September | 152,526 | 71,112 | 47% |
| October | 179,387 | 90,249 | 50% |
| November | 153,890 | 62,598 | 41% |
| December | | | 0% |
| Total | 1,860,292 | 872,340 | 47% |





Fred Besenhover, Director of Information Systems



2019 DECEMBER MONTHLY REPORT

Contents

| | |
|----------------------------------------------------------------|-------------------------------------|
| <i>CentralSquare Technologies/GovQA Monthly Review</i> | 2 |
| <i>Training</i> | 4 |
| <i>Meetings</i> | 4 |
| <i>Geographic Information System Review</i> | 5 |
| <i>Training</i> | Error! Bookmark not defined. |
| <i>Meetings</i> | Error! Bookmark not defined. |
| <i>Technical Support, Hardware & Software Review</i> | 7 |
| <i>Meetings</i> | Error! Bookmark not defined. |
| <i>Director Summary</i> | 8 |
| <i>Total Work Orders by Priority by Month</i> | 10 |
| <i>Completed Work Orders by Location</i> | 11 |
| <i>Work Order Trends by Type</i> | 11 |
| <i>Printer Usage Report</i> | 12 |
| <i>System and Data Functions</i> | 12 |
| <i>Sentinel IPS Attack Report</i> | 13 |
| <i>Email Spam Report</i> | 14 |

December Synopsis

- Finalizing the employee elections made during Open Enrollment was a high priority in December. We continued to analyze and validate the data's readiness for posting all the remaining deduction categories to the payroll tables. More specialized reports were created to achieve this, and once we determined we could proceed, those changes were posted successfully to all employees making changes. There were some manual updates that needed to be done to complete this project and we ensured that those changes were also entered.
- The Community Development (TRAKiT) implementation project had its first on-site visit by CentralSquare staff in December to perform the Business Process Optimization, which is structured to determine how the Village currently processes Plan Reviews, Permits, Code Enforcement Violations, Contractor Licensing, etc., and how we would like to take advantage of the features of the Community Development software to realize more efficient and streamlined processes in all areas covered.
- The kick-off meeting for the Siemens Smart Meter project was held in December to review all the different areas to be covered and everyone's role in the process.
- The Cognos Analytics 11 environment is still in the process of being corrected, and we will continue this project in 2020.

CentralSquare/GovQA Support Cases

- Provided CentralSquare with SQL script to update the deadline date to 03/10/2020 rental inspections in Business Licensing.
- The Scheduled Tasks didn't run, causing Utility Billing to be out of balance. Worked with Support to run the tasks manually and resolve the Out of Balance issue.
- Opened and closed case to removing users from FinancePLUS and CommunityPLUS that have left the organization.
- Opened and closed case to add a user to FinancePLUS in order to process Reqs/POs.
- Closed case after retesting fix in order to Interface to Financials using the reinspection fee in the Fire and Safety application.
- Opened and closed case to reset users password.
- Opened and closed case to refresh FinancePLUS Training Databases with 12/5 backup to test Open Enrollment for non-dental deductions.
- Opened and closed case to refresh FinancePLUS Training Databases with 12/20 backup to run executive payroll.

Project Activities

- **Community Development** – CentralSquare replaced the Project Manager at the beginning of December, and a new Timeline was presented to us and the differences will need to be hashed out between the Village and CST. This change required additional conference calls to introduce the involved staff and to determine the next steps. We also had the on-site BPO in December and that involved multiple pre-visit meetings to determine involved staff and areas to be covered. During the BPO, met with the CST Consultant and Pete to go over questions that arose during sessions with staff members.
- **Siemens Smart Meter Implementation** – Initial Kick-off meeting held and next steps defined.
- **EFT Payments Project** – We met with Finance to determine the timeline and answer questions about how the process would work. It was determined to table this project for the next month or so.

Work Orders

- Cognos Scheduled Reports did not come through Outlook and it was determined they were being blocked by an application designed to help identify spam emails. Once they were unblocked they came through. I set up a process to make sure they are actually running.
- Assisted Finance Department with Vacation Accrual issue reported by an employee. It wasn't a result of the payroll process, but instead due to manual entry by the Payroll Coordinator.
- Created SQL script to update RRL License Deadline date.
- Ran GP Late Penalties.
- Set up the six Leave Request Groups in Training #2 for the Finance Department to demonstrate the process.
- Added several locations for front counter.
- Added a location for Development Services.
- Purged old batch data.
- Added new citation codes for Development Services.
- Removed terminated users.
- Researched status of W-4 software updates needed for 2019 and 2020, reaching out to CST for updates.
- Research issue with changing primary owner per front counter.
- Assisted Fire Administration with finalizing matches on UB accounts with Alarm Services and Alarm Billing accounts, including reviewing how we designed the process and where the data belonged. We created new reports for them to use in validating the data they have entered and they are about 95% complete in their entries.

- Rebuild report to assist Fire Administration with reconciling Alarm Services billed through UB and Alarm Billing accounts.
- Retested fix with cancelation email not returning correct values, a solution was provided.
- Completed Open Enrollment process, loaded all non-dental deductions for 12/30 payroll processing.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on 12/2/2019, 12/16/2019, and 12/20/2019.
- Prepared 2019 Accomplishments and Career Discussion Form for IS Director.

Training

- Attended two on line GovQA training sessions.
- Attended End of Year Training through CentralSquare.

Meetings

- Biweekly meeting with IS Director on December 9th.
- Monthly staff meeting on December 18th.
- Attended GovQA Release Webinar.
- Attended Meeting with CentralSquare regarding BPO agenda.
- Attended discussion on EFTs.
- Attended PA Suite Profession Webinar hosted by CentralSquare.
- Participated in a Conference Call with CentralSquare management to determine any roadblocks to moving to the latest version of FinancePro and their other software we use. We also discussed open cases to be resolved.
- Attended meeting with HR discussing all the Open Enrollment exceptions.
- Attended meeting discussing Project Management changes with CentralSquare.
- Attended CentralSquare Demo on Community Development.
- Attended opening and wrap up sessions for the Community Development Business Process Optimization.
- Attended 2019 Project wrap up meeting.

Geographic Information System Review

December Synopsis

- We added a new Planning user account to our ArcGIS Online organization. It is a general user account accessible to both Kevin Anderson and Parth Joshi. This account will give them the ability to update zoning information that is stored in our parcel data. To accommodate this, two maps were created. One map allows them to edit the zoning district codes. The second map is a temporary map that will allow them to update the Future Land Use code. The temporary map was created to incorporate a tool that will allow the user to update multiple selections at once, since the Future Land Use codes needed to be updated for the entire town. Within a few weeks, Planning staff had updated the Future Land Use code for the entire town (14,970 parcels). A follow-up meeting was held to discuss their user experience for future projects.
- Public Works began their first Asset Management software demos in December with Element XS and NexGen. Both products rely on GIS services to populate their forms and the visual mapping components. From a GIS perspective, we'll want to know if the data can be edited and if editing rights can be configured per user. Software demonstrations will continue into January.

Work Orders

- Webmap Request: update Portal Zoning map (DS-P)
- Webmap Request: add subdivisions to Hoffnet Planning (DS-P)
- Map Request: utilities for Roux Inc (PW)
- Map Request: CDBG eligible areas (DS-P)
- Map Request: Village sidewalk snow removal (PW-F)
- Data Request: American Community Survey data discrepancy (DS-P)
- Data Request: configure water main popup in Hoffnet Infrastructure (PW)
- Data Request: streetlights/cables added at ADESA (PW)
- Print Request: Volunteer Dinner poster (GG)
- Print Request: Barrington Rd interchange subdivisions (DS-TE)

Administration

- PW large format plotter inquiry
- Comprehensive Plan future land use code list
- Engineering plotter config & paper order
- Arrow/KARA info for IMAUG discussion
- CDBG research

- Performance Evaluation document

Training

- ArcGIS Online users orientation for Planning account (12/20)

Meetings

- GIS-IS Biweekly (12/9, 12/23)
- GIS Update w/ S. Diatte (12/11, 12/26)
- GIS 2019 Projects w/F. Besenhoffer (12/4)
- CentralSquare Community Development (12/9)
- GIS-Planning AGO orientation & follow up w/ P. Joshi, K. Anderson (12/20, 12/27)

Project Activities

Project – Higherground Advanced Mail Security

- I.S. Staff along with representatives from Higherground continued implementation of the new Email Security System. The new system will help our employees better understand where emails are coming from, and will help users decide if delivered emails are potentially dangerous. During the month of December, I.S. Staff continued configuration and implementation of different modules.

Project – Laserfiche Web Adapter

- During the month of December, I.S. Staff finished configuration of the DMZ and Web Access for Laserfiche system. Performed multiple tests to make sure the system is ready for deployment.

Project – Security and Other Updates

- I.S. Staff continues monitor and update Windows Servers with patches, updates and other security installations.
- I.S. Staff continues to update and monitor anti-virus system to ensure at most reliability and safety.
- I.S. Staff continues to monitor and adjust if necessary all of our backup jobs.
- I.S. Staff updated and reorganized our network documentation in order to reflect new changes.
- I.S. Staff continues to deploy KnowBe4 email campaign.
- I.S. Staff installed and configured VDI system for EOC deployment.

Meetings

- I.S. Staff attended meeting with HP Storage Solutions.
- I.S. Staff attended CAD IT meeting.

- I.S. Staff attended Police CAD meeting.
- I.S. Staff met and discussed projects for year 2020.
- I.S. Staff met with Dell and discussed possible networking solutions.
- I.S. Staff met and discussed new CAD client deployment.
- I.S. Staff met with Fortinet and discussed firewall upgrade and endpoint security.

Training

- Fred Besenhoffer and Darek Raszka attended HR's Employees Evaluation training.

Technical Support, Hardware & Software Activities

- I.S. Staff deployed new spam and phishing campaign to all Village employees. This campaign and training started on.....
- Applied necessary software updates as needed.
- 135 Help desk requests were opened during the month of December.
- 104 Help desk requests were closed during the month of December.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 0
- User accounts unlocked: 3
- Active Directory Password Resets: 4

Director Summary

- Multiple meetings throughout the month with CentralSquare to discuss the following items:
 - BPO agenda
 - Project Management changes
 - PA Suite Profession Webinar
 - Opening and wrap up sessions for the Community Development Business Process Optimization
- Vendor demonstration with DACRA to discuss the concerns Finance and Legal have regarding the software and its administrative capabilities.

- Vendor demonstrations at Public Works for a asset management software
 - Element XS
 - NexGEN

- Participated in the assessment center for the replacement of the Development Services Director

- Vendor meeting with DELL representatives to discuss switch upgrades/compatibility with current systems.

- Vendor meeting with Fortinet representatives to discuss upgrades to the firewalls and new endpoint protection

- Quarterly ETAC meeting

- Demonstration of the automated PANs forms the ISDEPT developed for Human Resources

- Demonstration of the Task Log process the ISDEPT developed for the EOC.

- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
 - Project progress
 - Division Goals Review

- Monthly meeting with the Manager's office.

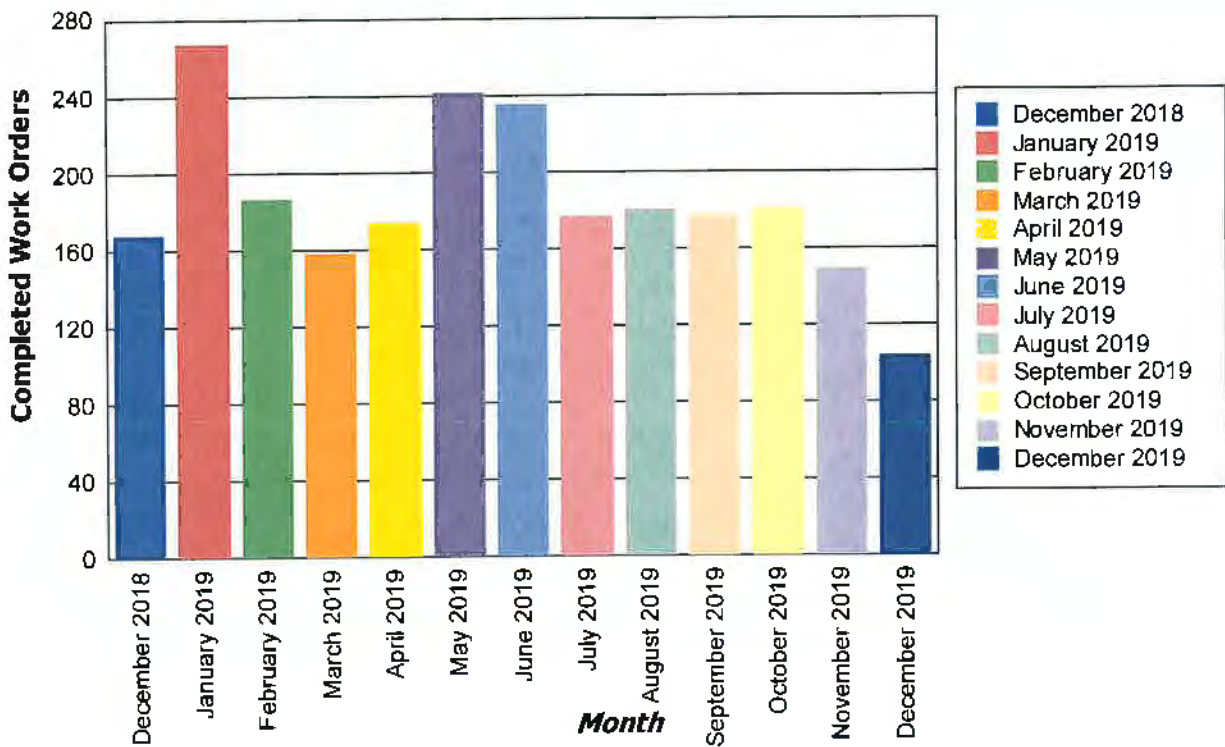
- Bi Weekly Management team and Committee agenda meetings.

- Monthly MS-ISAC/EI-ISAC conference call.

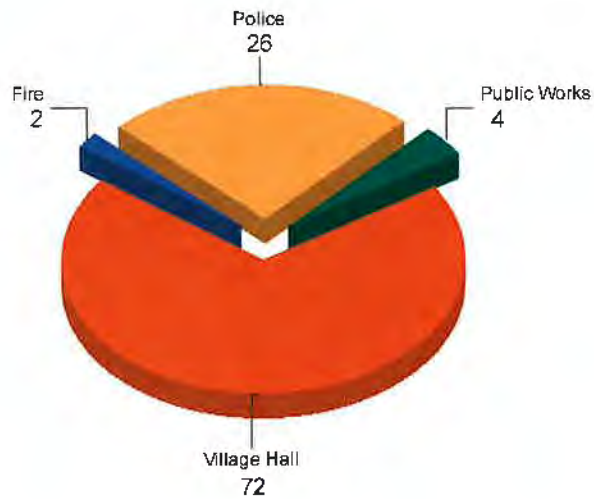
Total Work Orders by Priority by Month

| Month | December |
|------------------------------|------------|
| 1 - Normal | 110 |
| 2 - High | 2 |
| 3 - Urgent | 2 |
| Project | 3 |
| Scheduled Event | 15 |
| Vendor intervention required | 3 |
| Total for Month | 135 |

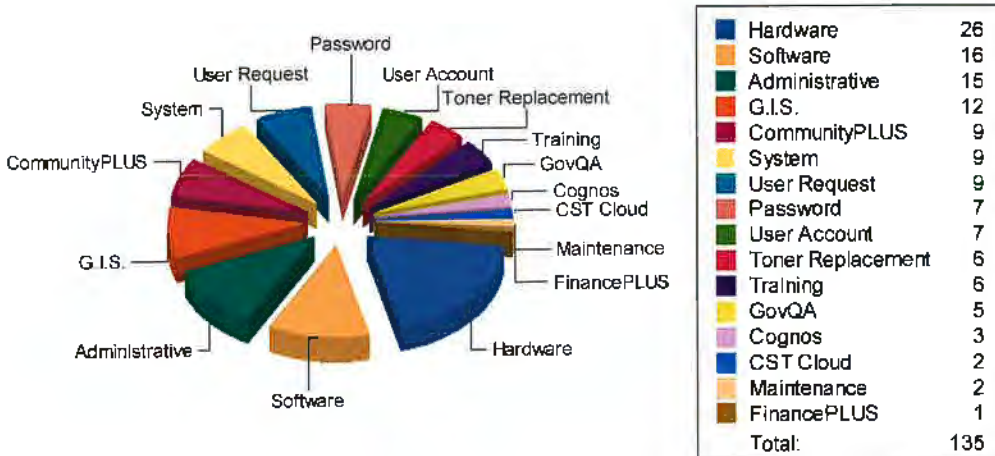
Completed Work Orders by Month



Completed Work Orders by Location

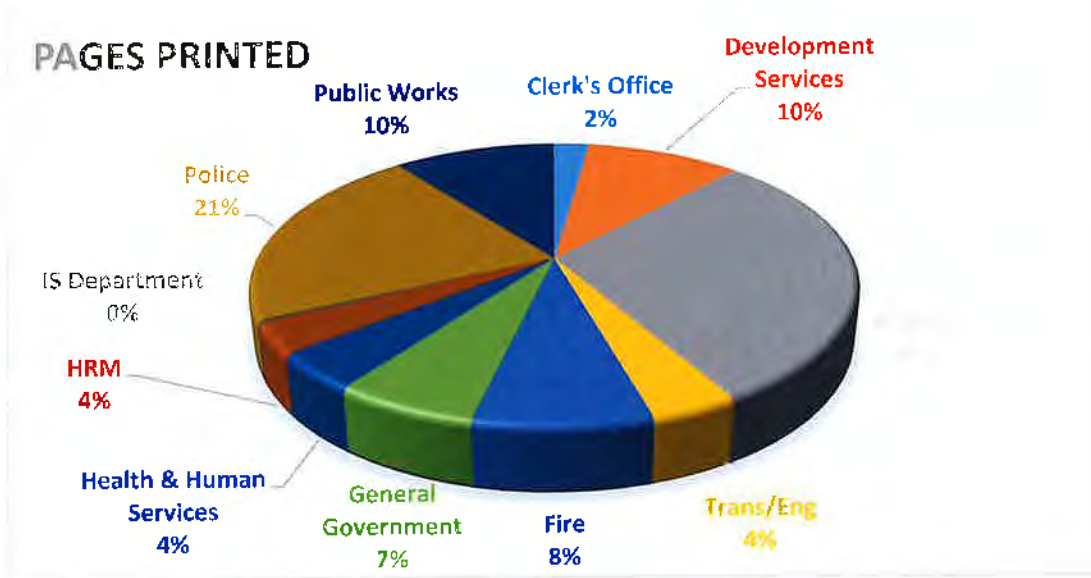


Work Order Trends by Type



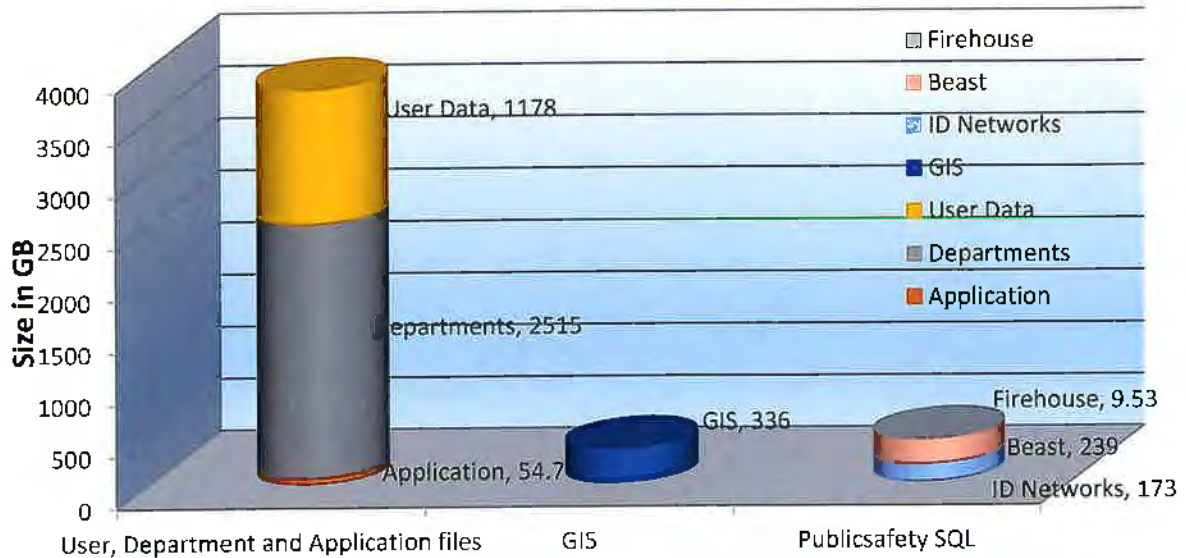
Printer Usage Report

In the month of January there were 63457 pages printed across the village. The following graph breaks down printer usage by department.



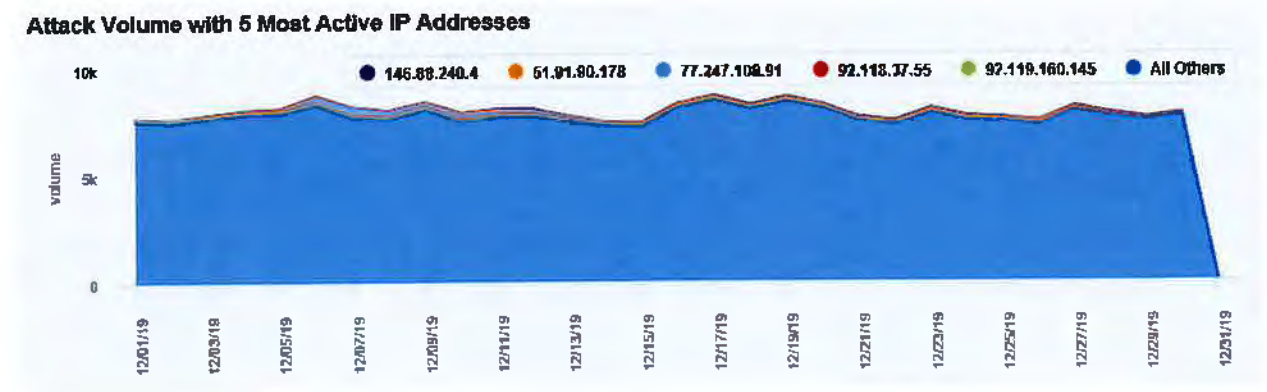
System and Data Functions

Disk Usage



Sentinel IPS Attack Report

External parties attacked the Village network 238442 times during the month of December



Phishing Training Report

Phishing Security Test Report

11/25/2019 - 01/01/2020

Campaign: Monthly Test

Monthly promotion by Banking and Finance, Social Networking, U.S. Government, Utility Services, Business, Online Services

Groups: All users

Statistics

See report at <https://training.knowledge.com>

2.3%

Phish-prone Percentage

354

Recipients

353

Deliveries

7

Clicks

1

Attachment Opened

0

Data Entered

0

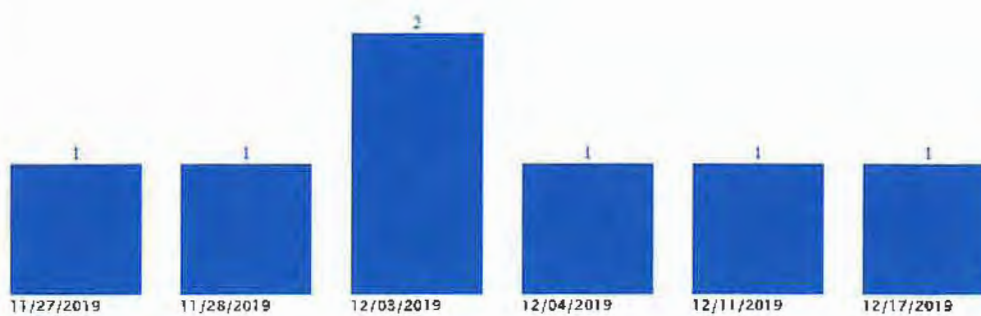
Other Failures

1

Bounces

Phish-prone Percentage is calculated from the total number of phishing test failures divided by the number of emails delivered

Clicks by day



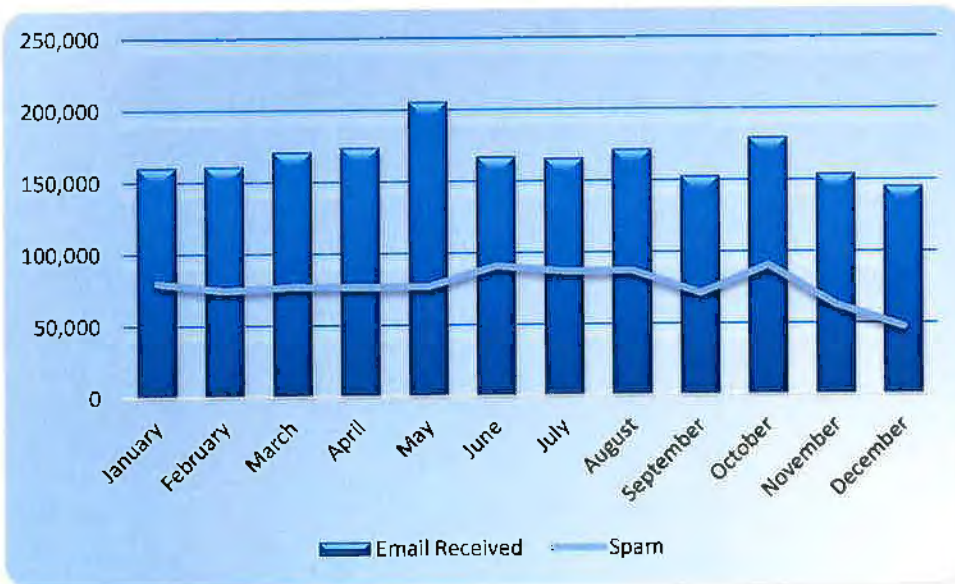
Phishing Email Sent

See report at <https://training.knowledge.com>

Phishing email was sent to 354 recipients. Each recipient received a different email. Go to this Phishing Security Test's [users](#) page to see which user received which email.

Email Spam Report

| Month | Email Received | Spam | Percent Spam |
|--------------|------------------|----------------|--------------|
| January | 160,097 | 79,625 | 50% |
| February | 160,829 | 74,276 | 46% |
| March | 170,853 | 76,876 | 45% |
| April | 173,671 | 76,461 | 44% |
| May | 205,359 | 76,643 | 37% |
| June | 166,712 | 90,812 | 54% |
| July | 165,373 | 86,770 | 52% |
| August | 171,595 | 86,918 | 51% |
| September | 152,526 | 71,112 | 47% |
| October | 179,387 | 90,249 | 50% |
| November | 153,890 | 62,598 | 41% |
| December | 145,100 | 47,307 | 33% |
| Total | 2,005,392 | 919,647 | 46% |



Fred Besenoffer, Director of Information Systems

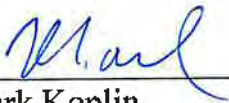
VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Owner's Representative-Sears Centre Arena
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
DECEMBER 2019/JANUARY 2020**
DATE: January 24, 2020

1. Working with Village I.S. Department on upgrading the WIFI at the SCA.
2. Installation of the backup generator at the SCA was completed in December and is now operational. An update on costs will be presented at the January Finance Committee.
3. The replacement of metal dock doors was completed in early December.
4. Snow removal equipment for the SCA was approved at the December Finance Committee, was purchased, and is now on-site.
5. Coordination with Public Works regarding the new western area storage building to be sited on the SCA property.
6. Monitoring the Sears Holdings situation as it relates to the naming rights.
7. Working with SCA and Levy staff on a closeout of the 2019 Beer Garden and recommendations for 2020.
8. Discussions with Levy regarding potential I.T. upgrades.
9. Follow-up to the Spring Awakening Music Festival.
10. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
11. Review of monthly financial reports and staffing/operational costs.
12. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.

13. A request to replace seven of the public address system amplifiers will be presented at the January Finance Committee.
14. I.S. purchased a new server for Levy's food and beverage software. The SCA I.T. consultant installed the server, which is now operational.



Mark Koplin
Owner's Representative
Sears Centre Arena

Attachments

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
 Jan 2020

| Event Highlights | Notes |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan 1 - WCB Jan 3 - WCB Jan 4 - WCB Jan 10 - WCB Jan 11 - WCB Jan 25 - WCB | |
| Finance Department | |
| General | Arena finished December financials. Ahead of budget by \$355,407 |
| Monthly Financial Statement | Building Event Revenue YTD: \$2,280,046 |
| | Building Sponsor/Other Revenue YTD: \$359,292 |
| | Building Expenses YTD: \$2,695,713 |
| | Building Income YTD: (\$315,900) vs. YTD Budget (\$671,308) |
| Operations Department | |
| General | Completed end of year projects, including training on new snow removal equipment, renovation of sensory inclusive lounge, new loading dock doors, and selection of new preventative maintenance vendor for kitchen equipment. |
| Positions to Fill | Ops Coordinator position (will not be filled at this time) |
| Third Party Providers | Hired new preventative maintenance company for kitchen equipment |
| Village Support | New generator is installed and functional |
| Events Department | |
| General | N/A |
| Positions to Fill | Event intern was hired, which could turn into a full time position based on performance |
| Marketing Department | |
| General | Supporting circus, bull riding, WCB and beer garden |
| Positions to Fill | N/A |
| Group Sales Department | |
| General | Group sales will be handled by a third party company. |
| Box Office Department | |
| General | Ticketmaster is operational and selling tickets for circus |
| Food & Beverage Department | |
| General | Looking to hire new chef position |
| Premium Seating Department | |
| General | Continue to pursue suite renewals, highway marquee sales and soliciting new clients for concourse displays |
| Positions to Fill | N/A |
| Sponsorship Department | |
| General | Concentrating on unsold categories including insurance and liquor |
| Monthly Financial Statement | Corporate Sales: \$113,099 |
| | Suites Sales: \$105,066 |
| General | |
| Capital Improvements/Repairs | Amplifier replacement |

sears **Centre Arena**

POWERED BY **SHOP YOUR WAY**[®]

Event Announcement

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

When:

| EVENT SPACE | | | | |
|-------------|-----------------------------|----------------------------|----------------------------|-------------------------------------------------------------------|
| Date | Start (incl. Load In) | End (incl. Load Out) | Event Space Description | Event Start Time(s) |
| 01/31/20 | | | Arena | LOAD IN DOORS: 6:30pm EVENT START: 7:30pm EVENT END: TBD |
| 02/01/20 | | | Arena | LOAD IN DOORS: 6:30PM EVENT START: 7:30pm EVENT END: TBD |

Where: Sears Centre Arena

Tickets: Ticketed:
 PL1 - \$63 PL2 - \$38 PL3 - \$18, Youth - \$10
 *All Ticket Prices Increase \$2 on the day of the event.

On Sale: *Monday, November 25, 5:00PM*

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: Lauren Kincannon

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

Notes: PL3 seating is General Admission.

Comps: No - GM approval only.

ACCOUNTING USE ONLY: ___Royalties Calculation___ E-time Coding ___Event Coding Sheet 9_Tax%

sears Centre Arena

POWERED BY SHOP YOUR WAY®

Event Announcement

What: 2020 Carden International Circus Spectacular

When:

| EVENT SPACE | | | | |
|----------------|-----------------------------|----------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------|
| Date | Start (incl. Load In) | End (incl. Load Out) | Event Space Description | Event Start Time(s) |
| 2/28/20 FRI | 8:00am | 11:59pm | Arena | LOAD IN: 8:00AM DOORS: 6:00pm EVENT START: 7:00pm EVENT END: 10:00pm |
| 2/29/20 SAT | 8:00am | 11:59pm | Arena | DOORS: 9:30am, 2:00pm, 6:30pm EVENT START: 10:30am, 3:00pm, 7:30pm EVENT END: 1:30pm, 5:30pm, 10:00pm |
| 3/01/20 SUN | 8:00am | 3:00AM (3/2/20) | Arena | DOORS: 12:00pm, 4:30pm EVENT START: 1:00pm, 5:30pm EVENT END: 3:30pm, 9:00pm LOAD OUT |

Where: Sears Centre Arena

Tickets: Ticketed:
PL1 – RINGMASTER SEATS - RESERVED \$46
PL2 – SPECTACULAR SEATS - RESERVED \$28
PL3 – GENERAL ADMISSION - GA \$20

On Sale: *Public Onsale: Wednesday, January 15, 2020 @ 12:00pm*

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: Lauren Kincannon

Event Contact: Brett Carden
Carden International Circus
417-848-4394 - Cell
brett@cardencircus.com

Brenda Clinton: circusbfc@yahoo.com

Notes: Buy one-get, one free when using the promo code FREEPASS.
First event to be sold on Ticketmaster.com

Comps: Yes

ACCOUNTING USE ONLY: __ Royalties Calculation __ E-time Coding __ Event Coding Sheet 7.5% Tax Rate