



AGENDA
Finance Committee
Regular Meeting
Village Hall

1900 Hassell Road, Hoffman Estates, IL 60169

September 15, 2025

Council Chambers

**Immediately Following Public
Health & Safety Committee**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Finance Committee 08-18-2025
3. **PUBLIC COMMENT**
4. **REPORTS**
 - A. Finance Department Monthly Report — **Deferred**
 - B. Information Technology Department Monthly Report
 - C. NOW Arena Monthly Report
5. **PRESIDENT'S REPORT**
6. **ITEMS IN REVIEW**
7. **OTHER**
8. **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.

Village of Hoffman Estates

**FINANCE COMMITTEE MEETING
MINUTES**

August 18, 2025

I. Roll call

Members in Attendance:

**Gary Pilafas, Chairman
Gary Stanton, Trustee
Karen Arnet, Trustee
Patrick Kinnane, Trustee
William McLeod, Mayor**

Electronic Attendance:

**Anna Newell, Chairperson
Karen Mills, Trustee**

**Management Team Members
in Attendance:**

**E. Palm, Village Manager
J. Pape, Assistant Village Manager
A. Janura, Corporation Counsel
J. Dickson, Asst. Corporation Counsel
K. Cawley, Chief of Police
A. Wax, Fire Chief
R. Musiala, Finance Director
P. Gugliotta, Development Services Director
J. Nebel, PW Director
J. Horn, Planning & Transportation Director
M. Saavedra, HHS Director
P. Seger, HRM Director
D. Raszka, Director of IT
M. Brito, Communications Manager
R. Signorella, Multimedia Production Manager
B. Gibbs, NOW Arena Manager**

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

Motion by Trustee Arnet, seconded by Mayor McLeod, to approve call in votes. Voice vote taken. All ayes. Motion carried.

2. APPROVAL OF MINUTES

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve the Finance Committee meeting minutes from July 7, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

**A. Approval of an Ordinance Establishing Chapter 19 – Procurement and
Amending Section 4-7-4 (I) of the Municipal Code.**

An item summary sheet by Eric Palm, Rachel Musiala and Jana Dickson was presented to committee.

Trustee Stanton notes the ordinance should read (Article 7) as “In relation to the Village’s cybersecurity program, all contracts of two hundred fifty thousand dollars (\$250,000) or more shall be awarded by the Corporate Authority and executed by the Mayor or the Village Manager. *(recorded to include the verbiage “or more”).*”

Mayor McLeod would prefer \$40,000 threshold.

Trustee Kinnane is in favor of expediency and giving staff opportunity to more efficiently do their jobs. Most of these items are line items in the budget. If we approve through emails – part of today’s environment and we need to match that and keep the pace going. Fully support \$50,000.

Trustee Mills indicated she does not see a need to go higher. The board can always change going forward. She noted the Board still needs to have some knowledge and control of those purchases.

Trustee Newell agrees with Trustee Mills and Mayor. She also is in favor of being able to take a look, so they are aware of what is going on. She noted Trustee Kinnane makes good points.

Mr. Palm reminded the Board that these items are already items the Board has reviewed and approved of purchasing – through the budget and then at a Board meeting.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve of an Ordinance Establishing Chapter 19 – Procurement and Amending Section 4-7-4 (I) of the Municipal Code. Voice vote taken. All ayes. Three Nays (Stanton, Newell, McLeod). Motion carried.

5. REPORTS

A. Finance Department Monthly Report.

The Finance Department Monthly Report was received and filed.

B. Information System Department Monthly Report.

The Information System Department Monthly Report was received and filed.

C. NOW Arena Monthly Report

The NOW Arena Monthly Report was received and filed.

6. President’s Report

7. Items in Review

8. Other

9. Adjournment

Motion by Trustee Kinnane, seconded by Trustee Stanton, to adjourn the meeting at 7:23 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date



Village of Hoffman Estates **Information Technology** Department

2025 August MONTHLY REPORT

Contents

<i>CentralSquare Technologies/GovQA Monthly Review</i>	<i>2</i>
<i>Meetings</i>	<i>3</i>
<i>Technical Support, Hardware & Software Review</i>	<i>4</i>
<i>IT Training</i>	<i>4</i>
<i>IT Meetings</i>	<i>5</i>
<i>Completed Work Orders by Location</i>	<i>5</i>
<i>Completed Work Orders by Month</i>	<i>6</i>
<i>System and Data Functions</i>	<i>6</i>
<i>Email Spam Report</i>	<i>7</i>

Project Activities

- UKG Ready
- BS&A Discovery and Information Requests

CentralSquare

PLUS Applications

- Created Cognos Reports for Development Services
- Assisted several new employees having difficulty setting up their passwords and questions in Psync.
- Submitted multiple CST Support tickets to have them add new employees to the PLUS environment.
 - Tiffany Cuevas
- Requested CST Support restore access for multiple employees who let their passwords expire within 30 days. Added back their security access in the PLUS applications once their accounts were enabled.
- Updated Access for Users
 - Kerin Browne – Cash Receipt Adjustments
 - Mark Wondolkowski and Michael Atkins – Alarm Billing
- Ran penalties for BL, HB, GP and RRL
- Created ticket on how to map non-default budget unit from UKG Ready Import

Community Development Applications

GovQA

- Created a ticket on issue found for some FOIA requests where it doesn't recognize the customer's email address and assigns it to a default address 160 E Illinois. Found that multiple requests have been auto assigned this address and they are different customers.
- Updated access to Brian Raymond and Patrick Clarke for FOIA - Fire

Administration

- Prepared monthly report.
- Processed Payroll for department employees
- UKG Issues/Implementation

Meetings

- Weekly PM Meeting with Plante Moran and Jon
- Weekly Meetings for Andrews/UKG Ready Implementation
- Attended several BS&A Meetings
 - Laserfiche integration
 - Backflow
 - GIS Integration
 - Bi-weekly project meeting with Katie from BS&A
- Central Square Contract Renewal Options

Project Activities

Project – Building camera replacement

- The IT staff with assistance from Facilities are currently replacing and re-locating all building cameras within the Village buildings. All camera replacements were completed at the Village Hall this month. Next up will be the Public Works Center and Fleet building.

Project – New Internet Providers

- The IT Department is currently preparing for two new internet providers' installations. These two connections will drastically increase inbound and outbound internet traffic

Project – Backup connection for Fire Station 23

- Fire Station 23 on the northside of Hoffman Estates currently utilizes a Point to Point microwave connection for its only connection back to the Village's infrastructure due to the Forest Preserve preventing standard fiber connection like the remaining buildings. This connection has been reliable, but a backup connection was needed. The IT department was able to install, configure and test a secondary connection for this fire station.

Project – Mobile Device Management (MDM)

- IT staff continue to configure and test the new MDM system before rolling out all staff

Security and Other Updates

- Met with Spatial Technology Director to discuss enhancing EOC with different solutions
- Continued enhancements towards network security and isolation

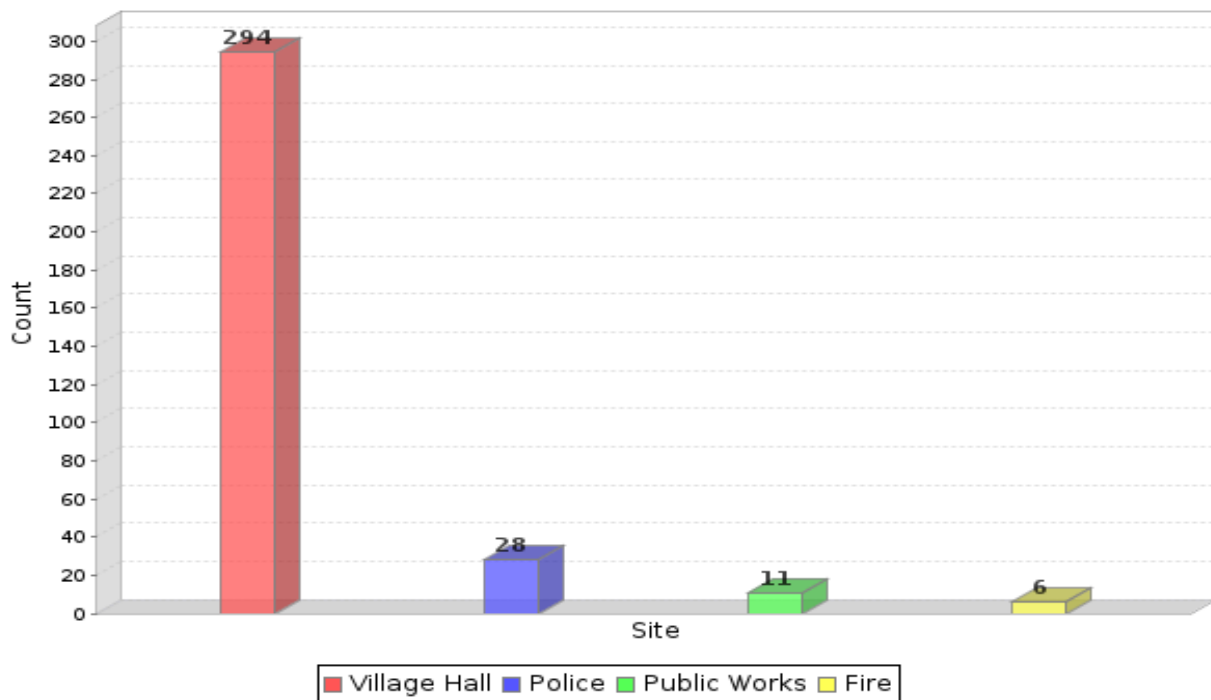
IT Training

- Completed 12 new user orientations
- Assisted multiple staff members with UKG

IT Meetings

- Attended GMIS Internation conference in Indianapolis, IN
- Met with Sentinel Technologies and staff from the SCADA department to discuss security items
- Continued bi-weekly meetings with Flock and Police members
- Met with 2 new internet providers that the Village will be utilizing soon
- Attended EOC tabletop exercise

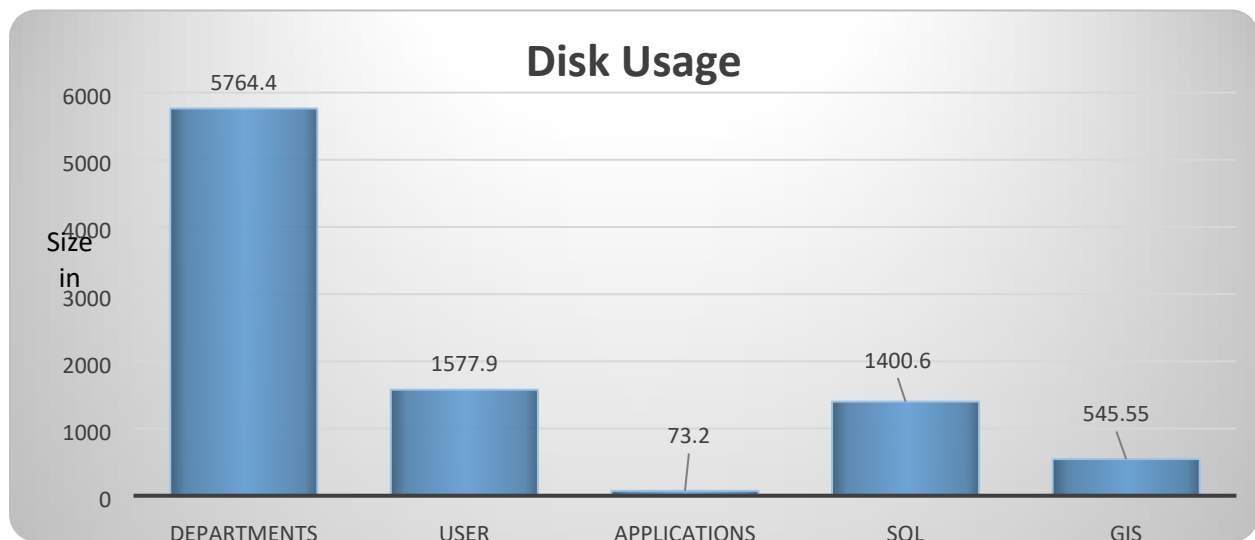
Completed Work Orders by Location



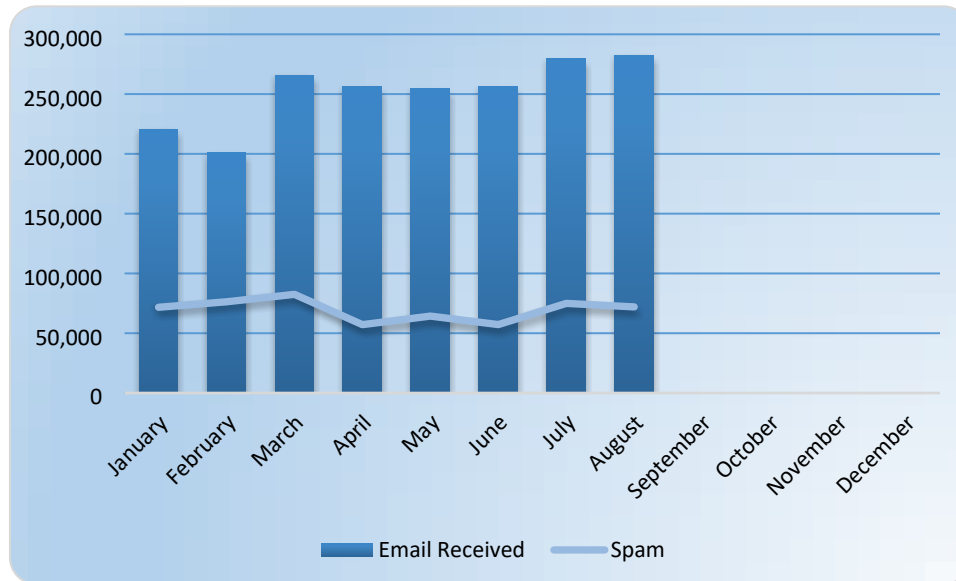
Completed Work Orders by Month



System and Data Functions



Email Spam Report



Darek Raszka, Director of Information Technology

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee

FROM: Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.-NOW Arena

RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
SEPTEMBER 2025**

DATE: September 11, 2025



1. The north elevator project is nearing completion. The contractor is finalizing work on the interior of the cab and inspection is scheduled for next week.
2. The retaining wall project work began on August 4 and is in final stages. This project is currently projected to be completed next week.
3. Budgeted capital items are progressing. The fencing adjacent to the suite lot on top the dock area is to be replaced. Work will begin later this month. Sealing/painting of the east wall is complete. The AV equipment replacement project will be bid later this month. All projects are scheduled to be completed by the end of this fiscal year.
4. OVG has proposed to extend the management agreement. They have provided a draft amended agreement which is being reviewed. This matter will come before Committee and the Board for consideration at a future Finance Committee/Village Board meeting.
5. Several budgeted capital items have been purchased to replace arena equipment such as sewer pumps and beverage coolers, these projects are nearing completion. Replacement of the main kitchen freezer was approved by the Board on July 21 and this project is complete.
6. Staff has prepared the arena capital projects for the FY26-30 CIP program. This plan is scheduled to be considered by the Capital Improvement Board on October 15 and then by the Village Board during the annual budget review later this year.
7. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.
8. Meet regularly with Ben Gibbs, General Manager to discuss operational items and events at the arena.
9. The Hideaway Beer Garden is closed for the season. The contractor is mobilizing to begin work on the new concession building. Check out the website www.hideawaybrewgarden.com for details of the events for the upcoming 2026 season.

Attachment

cc: Ben Gibbs, General Manager (OVG)

Now Arena
General Manager Update
September 2025 Update

Event Highlights	Notes
Sept 5-7: PlatzKonzert Germanfest Sept 12-14: Electrify Festival Sept 20: Badshah - Live Sept 26-27: Western Governors Graduation	
Finance Department	
General	New Director of Finance is onboarding next week
Monthly Financial Statement	Building Event Revenue YTD: \$1,454,251
	Building Sponsor/Other Revenue YTD: \$95,110
	Building Expenses YTD: \$1,017,035
	Building Income YTD: \$532,325 vs Budget \$328,356
Operations Department	
General	Preparing for construction at the beer garden and prepping arena for upcoming concerts.
Positions to Fill	
Third Party Providers	N/A
Village Support	PW assisting with completing the elevator replacement and repair of the loading hill.
Events Department	
General	Event Managers are prepping upcoming events and finishing beer garden workbooks.
Positions to Fill	Senior Event Manager
Marketing Department	
General	Supporting marketing for Windy City Bulls.
Positions to Fill	N/A
Group Sales Department	
General	N/A
Box Office Department	
General	Working on several on sales including Monster Truck, Bull Riding and upcoming November concerts.
Food & Beverage Department	
General	Looking to hire additional culinary support.
Premium Seating Department	
General	Continue to renew annual suites, marquee signage and working on beer pouring rights.
Positions to Fill	NA
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor.
Monthly Financial Statement	Corporate Sales: \$67,948
	Suites Sales: \$35,220
General	

Capital Improvements/Repairs	Additional capital projects are being investigated based on possible grant disbursements related to the Shuttered Venue Grant program via the Small Business Administration.
------------------------------	--