



AGENDA
Finance Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

December 9, 2024

Council Chambers

**Immediately Following Public
Health & Safety Committee**

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

A. Finance Meeting 11-25-2024 Draft Minutes

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Approval of an ordinance establishing hire back rates for Police and Fire personnel for the period January 1, 2025 through December 31, 2025.

B. Approval of:

a. the 2025 Renewal of the Property and Casualty Insurance program through the Suburban Liability Insurance Pool (SLIP); and

b. the 2025 renewal of the Village's worker's compensation, underground storage tank and liquor liability coverages through Alliant/Mesirow Insurance Services.

5. REPORTS

A. Information Technology Department Monthly Report

B. NOW Arena Monthly Report

6. PRESIDENT'S REPORT

7. ITEMS IN REVIEW

8. OTHER

9. 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**

November 25, 2024

I. Roll call

Members in Attendance:

**Gary Pilafas, Chair
Anna Newell, Vice Chairperson
Karen Mills, Trustee
Gary Stanton, Trustee
Karen Arnet, Trustee
Patrick Kinnane, Trustee
William McLeod, Mayor**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Jon Pape, Assistant Village Manager
Art Janura, Corporation Counsel
Rachel Musiala, Finance Director
Audra Marks, Asst. Director of HHS
Alan Wax, Fire Chief
Joe Nebel, Director PW
Patty Richter, Village Clerk
Kasia Cawley, Police Chief
Darek Raszka, Director of IS
Alan Wenderski, Dir. Of Engineering
Ben Gibbs, NOW Arena GM
Ric Signorella, Multimedia Production Mgr.**

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

2. APPROVAL OF MINUTES

- a. Finance Committee 10-28-24**
- b. Finance Committee 11-07-24 Special**
- c. Finance Committee 11-11-24 Special**

Motion by Trustee Kinnane, seconded by Trustee Arnet, to approve the Finance Committee meeting minutes from October 28, 2024. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve the Special Finance Committee meeting minutes from November 7, 2024. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Arnet, seconded by Trustee Kinnane, to approve the Special Finance Committee meeting minutes from November 11, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Approval of an amendment to the Service Agreement with Andy Frain Services, Inc. to provide contractual services for events at the NOW Arena.

An item summary sheet from Ben Gibbs and Dan O'Malley was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Mills, to amend the Service Agreement with Andy Frain Services, Inc., to provide contractual services for events at the NOW Arena. Voice vote taken. All ayes. Motion carried.

B. Approval to purchase additional Enterprise Services from Comcast Business to provide internet redundancy at the NOW Arena.

An item summary sheet from Ben Gibbs and Dan O'Malley was presented to Committee.

Mr. Gibbs provided background on the project that started back in 2020. All of internet came from one provider - Comcast. No redundancy – so if the system would fail then events would lose internet. The Arena is revisiting this project as entertainers are requesting more bandwidth for each show. The new system with back up will ensure no loss of connectivity.

Motion by Mayor McLeod, seconded by Trustee Mills, to purchase additional Enterprise Services from Comcast Business to provide internet redundancy at the NOW Arena. Voice vote taken. All ayes. Motion carried.

C. Request approval of:

- a. Authorization to enter into a software as a service agreement for Enterprise Resource Planning (ERP) software services with BS&A Software in an amount not to exceed \$611,540; and**
- b. Authorization to enter into a software as a service agreement and hardware purchase for time and attendance tracking services with Andrews Technology for a five-year term in an amount not to exceed \$177,685; and**
- c. Authorization to enter into a consulting services agreement for Implementation Assistance Services with Plante Moran in an amount not to exceed \$127,050; and**
- d. Grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$50,000.**

An item summary sheet from Jon Pape was presented to Committee.

Mayor McLeod asked if the \$50,000 amount applies to each change order individually. Mr. Palm replied no and confirmed it only applies to these three items.

Mr. Palm indicated the initial proposal was higher, but staff took out things we didn't think were needed and thus moved hours around.

Thank you – from Trustee Newell. A lot of work on this project.

Mr. Pape discussed two additional pieces to the project. Public Safety will have a unique time and attendance model, and the Human Resources module will allow the HR team to use for online applications, tracking, training, performance management, etc.

Public Works will be on the system as well as all non-union personnel. Public Works sign-in for work will come with hardware such as touchscreens for people to sign-in.

Motion by Mayor McLeod, seconded by Trustee Mills, to a.) to enter into a software as a service agreement for Enterprise Resource Planning (ERP) software services with BS&A Software in an amount not to exceed \$611,540; and b.) enter into a software as a service agreement and hardware purchase for time and attendance tracking services with Andrews Technology for a five-year term in an amount not to exceed \$177,685; and c.) enter into a consulting services agreement for Implementation Assistance Services with Plante Moran in an amount not to exceed \$127,050; and d.) Grant the Village Manager authority to approve change orders, as needed, in an amount not to exceed \$50,000. Voice vote taken. All ayes. Motion carried.

D. Authorization to enter into a Licensed User Agreement with Ticketmaster, LLC for ticketing services at the NOW ARENA.

An item summary sheet from Ben Gibbs and Dan O'Malley was presented to Committee.

Trustee Pilafas asked if there were other vendors.

Mr. Gibbs indicated there are options, but the Chicago region is primarily a heavy Ticketmaster region.

Motion by Trustee Kinnane, seconded by Trustee Stanton, to enter into a Licensed User Agreement with Ticketmaster, LLC for ticketing services at the NOW ARENA. Voice vote taken. All ayes. Motion carried.

4. 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 – Mayor reported on his activities from November 18-25.

7. Items in Review

8. Other

9. Adjournment

Motion by Trustee Kinnane, seconded by Trustee Arnet, to adjourn the meeting at 7:13 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date



AGENDA ITEM REPORT

Finance Committee
 December 9, 2024
 ITEM 4A

REQUEST: Approval of an ordinance establishing hire back rates for Police and Fire personnel for the period January 1, 2025 through December 31, 2025.

FROM: Rachel Musiala, Finance Director

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

Each year, the Village Board passes an ordinance establishing hire back rates for police and fire personnel. These rates are used when private or public entities need to have police or fire personnel on site for events.

The hire back rates for January 1, 2025 through December 31, 2025 are as follows:

Position	FY2025
Patrol Officer	\$114.14
Police Sergeant	\$137.44
Police Commander	\$150.67
Firefighter Non-Paramedic	\$117.25
Firefighter/Paramedic	\$122.58
Fire Lieutenant/Paramedic	\$136.35
Fire Captain/Paramedic	\$142.55

The hire back rates for organizations having 501(c)(3) status are:

Position	FY2025
Patrol Officer	\$84.05
Police Sergeant	\$103.31
Police Commander	\$118.64
Firefighter Non-Paramedic	\$84.23

Firefighter/Paramedic	\$88.63
FireLieutenant/Paramedic	\$99.97
Fire Captain/Paramedic	\$105.08

FINANCIAL IMPACT

Since these amounts are reimbursed to the Village, there is no financial impact.

RECOMMENDATION

Request approval of an ordinance establishing hire back rates for Police and Fire personnel for the period January 1, 2025 through December 31, 2025.

ATTACHMENTS

1. Hire Back Police Fire Ordinance 2025

ORDINANCE NO. _____ - 2024

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE ESTABLISHING HIRE BACK RATES FOR
POLICE AND FIRE PERSONNEL FOR THE PERIOD
JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

WHEREAS, members of the Hoffman Estates Police and Fire Departments are hired back by private and/or public employers; and

WHEREAS, costs of salary, fringe and administrative costs have been calculated.

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

Section 1: That the Hoffman Estates Police Department is hereby authorized to charge fees for services under hire back arrangements for the period January 1, 2025 through December 31, 2025 as follows:

Police Officer	-- \$114.14
Police Sergeant	-- \$137.44
Police Commander	-- \$150.67

However, upon a proof of a grant of 501(c)(3) status by the Internal Revenue Service, the fees for services under hire back arrangements for the period from January 1, 2025 through December 31, 2025 are as follows:

Police Officer	-- \$ 84.05
Police Sergeant	-- \$103.31
Police Commander	-- \$118.64

Section 2: That the Hoffman Estates Fire Department is hereby authorized to charge fees for services under hire back arrangements for the period January 1, 2025 through December 31, 2025 as follows:

Firefighter Non-Paramedic	-- \$117.25
Firefighter/Paramedic	-- \$122.58
Lieutenant/Paramedic	-- \$136.35
Captain/Paramedic	-- \$142.55

However, upon a proof of a grant of 501(c)(3) status by the Internal Revenue Service, the fees for services under hire back arrangements for the period from January 1, 2025 through December 31, 2025 are as follows:

Firefighter Non-Paramedic	-- \$ 84.23
Firefighter/Paramedic	-- \$ 88.63
Lieutenant/Paramedic	-- \$ 99.97
Captain/Paramedic	-- \$105.08

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 _____, 2024

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

APPROVED THIS _____ DAY OF _____, 2024

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2024.



AGENDA ITEM REPORT

Finance Committee
December 9, 2024
ITEM 4B

- REQUEST:** Approval of:
- a. the 2025 Renewal of the Property and Casualty Insurance program through the Suburban Liability Insurance Pool (SLIP); and
 - b. the 2025 renewal of the Village's worker's compensation, underground storage tank and liquor liability coverages through Alliant/Mesirow Insurance Services.

FROM: Kenneth Koop
Dan O'Malley, Deputy Village Manager
Patrick Seger, Human Resources Management Director

ITEM TYPE: Action Item - Committee

REQUEST SUMMARY

PURPOSE: To request approval to renew the Village's existing property and casualty insurance program, including cyber risk, through the Suburban Liability Insurance Pool (SLIP) expiring December 31, 2024. In addition, request approval to renew the Village's worker's compensation, underground storage tank and liquor liability coverages through Alliant/Mesirow Insurance Services.

BACKGROUND: In 2018, the Village Board approved an intergovernmental pooling agreement with the Suburban Liability Insurance Pool (SLIP) to insure all insurance coverages except worker's compensation, underground storage tank and liquor liability. Arthur J. Gallagher Risk Management Services Inc. (AJG) is the administrator of the insurance pool.

For the coverages not included with the pool, the Village has utilized Alliant/Mesirow Insurance Services to market and provide quotes for worker's compensation, underground storage tank, and liquor liability excess insurance coverages.

In 2021 the Village Board approved The Illinois Public Risk Fund to provide worker's compensation insurance coverage to the Village due to the consistently unfavorable renewal terms received by standard carriers in previous years.

DISCUSSION:SLIP POOL:

The Village of Buffalo Grove, City of Highland Park, Elk Grove Village, and the Village of Hoffman Estates are the founding members of SLIP. The pool was created to accommodate each member's individual insurance needs, while providing lower overall

fixed costs and premiums.

COVERAGE STRUCTURE: The Village's SLIP coverage structure will remain similar to the existing program. The pool provides the first layer of coverage which is a protected self-insured loss fund that attaches above each individual member's self-insured retention. Each member annually contributes to the loss fund to cover losses within that layer of coverage. There is also a one million dollar stop loss insurance policy that would pay losses if the loss fund is depleted. This layer of coverage protects each member from losses in excess of the current loss fund. To the member's benefit, if the loss fund is not depleted in a given year, the member retains these unused funds. This is the case currently with the 2019, 2020, 2021, 2022, 2023 and 2024 claims experience.

The actuaries have determined that the pool's loss fund will increase \$50,000 for 2025. If the pool were to realize losses in excess of the amount funded, the membership would be required to fund the remainder of the unfunded loss fund above the \$1,000,000 stop loss coverage. This is a minimal risk that could potentially be funded by rolling over a portion of the mature loss funds from prior years or by using the insurance fund reserves.

In addition, there are excess commercial insurance layers of coverage for losses that are in excess of the pool's retention layer. The final layers of coverage are three (3) commercial excess insurance policies that are in place for losses above the pool's self-insured retention.

Please see the attached exhibit for a visual description of the pool structure for the various layers of coverage and corresponding limits.

2025 Renewal: Premium and Limit Considerations

Although the Village has increased its loss fund contribution, if the pool's losses do not reach that layer of coverage (loss fund) the Village will be able to retain all or part of the contribution once all 2025 losses are closed out.

Secondly, the increase in premium is due, in part, to an increase in the Village's property values. SLIP conducted a formal appraisal of all insured properties in 2023. As a result, there is a market increase added to the Village's property values, which were adjusted for market value again for 2025. There is a \$26,281 or 19.01% increase in premium due to the increase in property values and insurance rates.

Lastly, there was an increase in overall premiums due to the addition of \$3,000,000 in excess coverage limit above the existing \$12,000,000 layer of coverage, totaling \$15,000,000 in excess coverage limit. The premium for this additional coverage is \$56,947. The Village added this additional layer of coverage at this time because the excess insurance market is softening, which makes this an opportune time to purchase the additional coverage. This purchase will also bring the Village's coverage level to that of the other members of the pool.

The Village realized an overall adjusted increase of 14.78% for this program (including cyber), which reflected in an increase in the Village's 2025 premium of \$126,935.

Cyber Liability Coverage

The cyber liability insurance market has started to soften in the past year. The incumbent carrier, Cowbell is an A+ rated insurance company admitted in the State of Illinois. They have provided a quote that would mirror the Village's current program, with a very minimal rate increase. The Village's 2025 premium for cyber coverage with Cowbell has increased 4.16% from 2024 or \$1689. The total premium for cyber coverage for 2025 is \$42,282.

The total program cost, including premium and other operating costs to the pool, for the renewal of the Villages SLIP program, is \$985,659; an adjusted increase of 14.78% from the prior year.

Please see the attached exhibits for a visual description of the specific renewal costs by coverage for the pool.

Loss fund Reimbursement

As stated above, the loss reserves the Village retains for coverage in prior years is subject to the Village recouping those funds if the claims in that policy year have been closed out and the reserves are not exhausted. Since the claims in the 2019 coverage term have all closed out, and a significant reserve remained, the pool has allocated a portion of those funds to offset the premium increase in 2025 by \$28,025 or 13.65%. This **adjusted premium** option will be utilized in 2026 renewal and reviewed again in future years as prior terms mature and the loss reserves become available to be reimbursed to the membership. This is a significant benefit to being in SLIP. In the standard insurance market, loss reserve funds would not be available to the insured.

NON-SLIP COVERAGES:

There are three insurance coverages that are not included in the SLIP program. Liquor liability, Underground Storage Tank and Worker's Compensation coverages are proposed to be placed with Alliant/Mesirow Insurance Services.

Liquor Liability/Underground Storage Tank

The Liquor Liability market has been tested by the broker and as a result, there were no competitive quotes from non-incumbent carriers and there is a flat renewal (no premium increase) for the liquor liability coverage.

There was a \$191 increase in premium for the underground storage tank coverage due to the age of the tanks.

Worker's Compensation/Illinois Public Risk Fund (IPRF)

Alliant/Mesirow Services has marketed this line of coverage this year and found that there are no other insurance quotes that are competitive to the Villages' existing program with IPRF.

IPRF was established in 1985 due to the hard market conditions at the time. It is a municipal risk pool that provides worker's compensation coverage exclusively to its 600+ members. It is rated AAA by Demotech who rates insurance pools. This is the

highest rating available. The pool is reinsured by Safety National, which was the Village's previous carrier.

IPRF provides a litany of loss control and safety related training materials and services that are included in the premium. Third party claims administration (TPA) services are included in the premium as well.

A review of the pools' bylaws reveals that if a member decides to leave the pool, only a 90-day notice of separation is required. This would allow the Village to easily market this line of coverage and if as a result, the Village decides not to withdraw from the pool, IPRF would simply require the Village to rescind the notice of separation to continue in the pool. This provides the Village a great deal of flexibility with marketing this line of coverage. The Village is essentially not locked into the pool for any duration past the policy period, unlike most municipal risk pools.

The total premium cost for worker's compensation coverage for 2025 is \$136,745, a 2.5% or \$3,455 decrease from the prior year.

IPRF has also increased their Safety Grant amount from \$6,376 in 2024 to \$12,736 in 2025. The Safety Grant can be used to reimburse the Village's expenses related to the safety program and in turn offset the premium expense.

Please see the attached exhibits for the actual renewal costs for each coverage.

FINANCIAL IMPACT

The SLIP renewal recommendation presented below represents an adjusted 14.78% or \$126,935 increase in the overall cost for the package program as compared to the Village's expiring program. This is mainly due to the increase in property premiums, increased exposure and the loss fund reimbursement.

The cyber premium recommendation of \$42,282 reflects an increase of 4.16% or \$1689.

There is also a 2.5% or \$3,455 decrease in premium for the purchase of the three lines of coverage outside the IPRF through Alliant/Mesirow Insurance Services

The recommendations herein for these expenses will be completely funded by the approved FY25 budget.

RECOMMENDATION

SLIP Renewal

Approval of the renewal of the SLIP coverage package for the cost of \$985,659, for the policy term 12/31/24 through 12/31/25.

Alliant/Mesirow Insurance Services Renewal

Approval of the renewal of the Liquor liability, Underground Storage Tank, and Worker's Compensation coverages for a total fixed cost of

\$145,552 for the policy term of 1/1/25 through 1/1/26 for Liquor liability and Underground Storage Tank coverages and policy term 12/31/24 through 12/31/25 for the worker's compensation coverage.

ATTACHMENTS

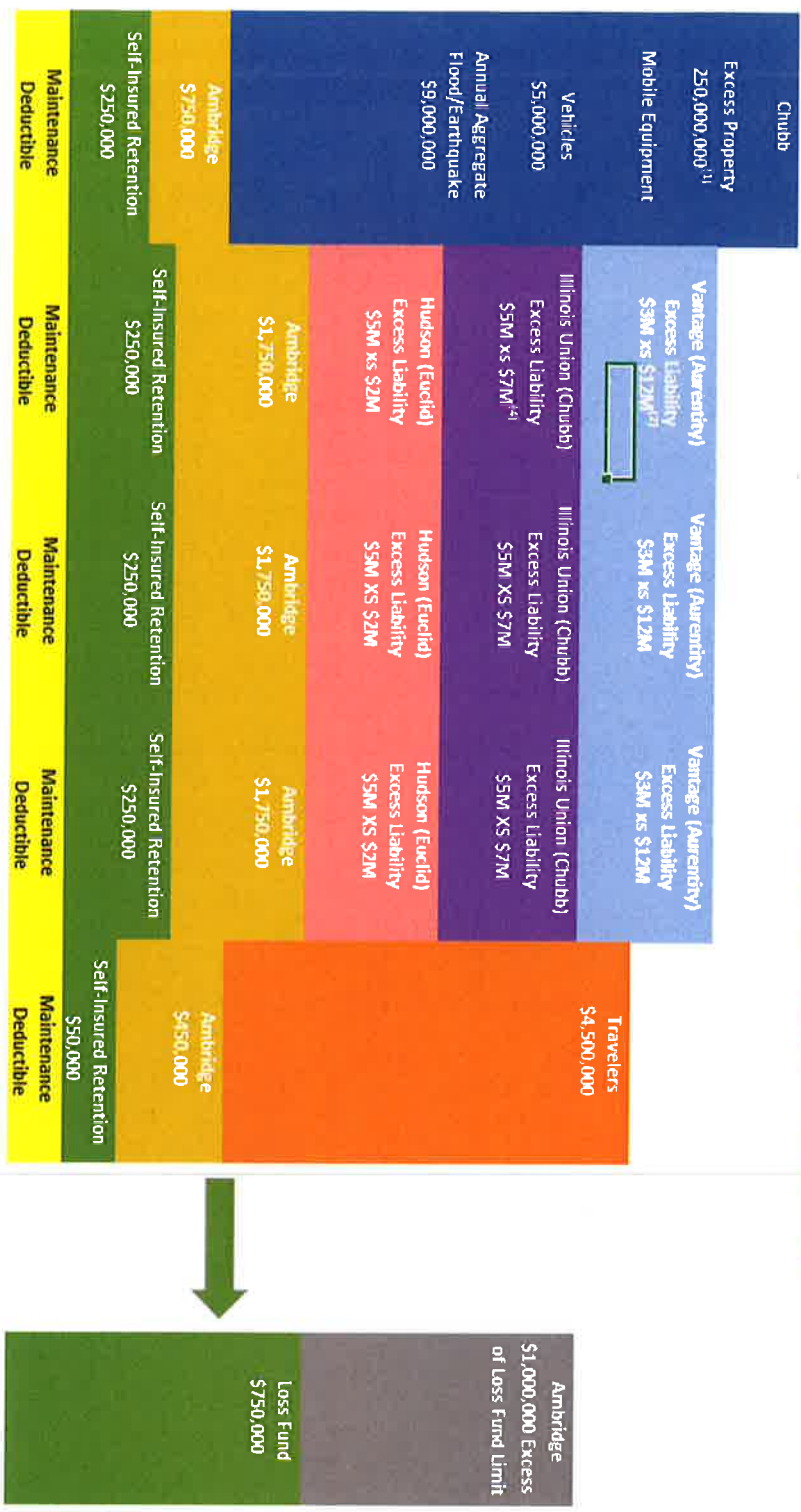
1. 20241202091650

Village of Hoffman Estates
Pricing Comparison
12/31/2024-2025

Lines of Coverage*	1/1/2024-2025	12/31/2024-2025	\$ Change	% Change
SLIP Package	\$187,813.00	\$197,231.37	\$9,418.37	5.01%
SLIP Terrorism	\$10,335.00	\$10,738.61	\$403.61	3.91%
SLIP Excess Property	\$138,261.00	\$164,542.45	\$26,281.45	19.01%
SLIP Boiler	\$9,713.00	\$10,272.80	\$559.80	5.76%
SLIP Excess Crime	\$3,861.00	\$3,871.89	\$10.89	0.28%
SLIP Excess Liability - 1st Layer	\$193,501.00	\$209,597.99	\$16,096.99	8.32%
SLIP Excess Liability - 2nd Layer	\$108,728.00	\$115,056.14	\$6,328.14	5.82%
SLIP Excess Liability - 3rd Layer	\$0.00	\$56,947.00	\$56,947.00	100.00%
Cyber	\$40,593.00	\$42,282.00	\$1,689.00	4.16%
CCMSI Claims Fee	\$28,195.00	\$29,027.49	\$832.49	2.95%
ALG Broker Fee	\$45,008.00	\$46,359.28	\$1,351.28	3.00%
Loss Fund	\$145,335.00	\$155,716.08	\$10,381.08	7.14%
Net Postion Credit	(\$27,959.00)	(\$27,959.00)	\$0.00	0.00%
SLIP Operating Costs	(\$24,660.00)	(\$28,025.00)	(\$3,365.00)	-13.65%
TOTAL \$	858,724 \$	985,659 \$	\$ 126,935	14.78%

*TRIA not included in pricing

12/31/2024 – 12/31/2025 Draft Structure Chart



Note: The SIR is a per occurrence retention. Only one retention applies in the event of a multiple coverage part loss.

(1) Various Sub-limits may apply.
 (2) Hoffman Estates not included in the Vantage Excess Coverage
 (4) Sexual Abuse sub-limit of \$2M total of \$9M



Village of Hoffman Estates - Premium Summary - 1/1/2025-2026

Excess Workers Compensation

	Expiring	Renewal - Opt 1	Renewal - Opt 2	Renewal - Opt 3
Carrier	Illinois Public Risk Fund	Illinois Public Risk Fund	Safety National	Midwest Employers - Could not compete with IPRF
SIR /Deductible	\$500,000 deductible	\$500,000 deductible	\$750k all other - \$600,000 All Other	\$750,000 All Claims
Employers Liab. Limit	\$ 3,000,000	\$ 3,000,000	\$ 2,000,000	\$ 1,000,000
Payroll	\$ 36,835,890	\$ 39,281,370	\$ 39,281,370	\$ 39,281,370
Premium	\$ 146,576	\$ 149,481	\$ 166,700	\$ N/A
Est. TPA Costs	Included	Included	\$ 25,000	\$ 25,000
Safety Grant	-\$6,376.00	-\$12,736.00	N/A	N/A
Total Net Cost	\$ 140,200	\$ 136,745	\$ 191,700	\$ N/A
Liquor Liability				
Carrier	Expiring	Renewal - Opt 1		
SIR /Deductible	Lloyds of London	Lloyds of London		
Premium	None	None		
Limit	\$1,525	\$1,525		
	\$1,000,000	\$1,000,000		
Underground Storage Tank				
Carrier	Expiring	Renewal - Opt 1		
SIR /Deductible	Ironshore	Ironshore		
Premium	\$ 75,000	\$ 75,000		
Limit	\$ 4,091	\$ 4,282		
Retro Date	\$ 1,000,000	\$ 1,000,000		
	1/1/2013	1/1/2013		

1. Other markets approached: Berkley and Chubb - declined as they cannot write tanks 30 years or older . As per last year Crum only offers a 20k limit.

2. The UST premiums do not include TRIA



2024 November MONTHLY REPORT

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CentralSquare Technologies/GovQA Monthly Review

- Open Enrollment
 - After the upgrade to 5.2, I found that I could not post the Open Enrollment Selections from EAC to FinancePLUS Effective Date Changes. I had tested this before Go Live and it had worked. This did fix it by the end of the month so that I could start writing reports and confirming the data.

- FinancePLUS 5.2 Upgrade
 - After Go Live, every issue that was identified and fixed during the testing period recurred and had to be fixed again. Additional issues also were found. This is a list of the previously identified and fixed issues that recurred and their current state:
 - Human Resource access was missing from the menu in FP. This is fixed.
 - None of the Dedicated Printers for POs, HR and AP checks, UB Final Bills, and Miscellaneous Invoices were functioning. This is fixed.
 - The Custom Payroll Interface was not available once again. This is fixed.
 - Emails not being sent for REQ/PO approvals. This is fixed.
 - Emails not being sent for Electronic Leave Requests. Still not fixed
 - The Electronic Leave Request form was not available. This is fixed
 - Task List for ELR was missing. Not fixed.
 - EAC Demographics Page not loading on Log In. This is fixed.
 - Cognos Event Studio application is missing. This is fixed, but only in Firefox.
 - All Cognos Images were no longer available. This is fixed
 - Annual Enrollment Post from EAC to Effective Date Changes failed. This is fixed

 - New Issues:
 - All interfaces from CP to FP failed. Permissions issues were the cause. It took over a week to restore access to our staff to do the daily work needed. This was fixed after ten days of daily issues.
 - The nightly UB Scheduled Tasks were not running and had to be restored.
 - All Cognos Report Schedules were missing. This is an ongoing issue as the Schedules need to be rebuilt one at a time.
 - Security issues in Cognos prevented users from being able to run reports. This was fixed.
 - Fatal errors occurred during the UB Monthly Billing process which is resulting in reports not being available. This is still not fixed.
 - Attachments were missing in FinancePLUS and CommunityPLUS. This is fixed.

- Errors occurred in CP whenever an existing Note was opened on a record. This is fixed.
- Continued working on reconnecting the Cognos reports to the appropriate data package, which will continue after Go Live due to the number of reports.

CentralSquare

PLUS Applications

- Created Cognos reports of Business License information to extract data to Excel files for new Business Tax application implementation.
- 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.
- Worked with CST to terminate several employees from the PLUS environment.
- Requested CST Support restore access for multiple employees who let their passwords expire beyond the 30-day limit. Added back their security access in the PLUS applications once their accounts were enabled.
- Penalized all unpaid General Premise and Home Business Licenses.
- Ran all renewal checks for Residential Rental Licenses and worked with Development Services staff to resolve outstanding issues.
- Renewed all the Residential Rental Licenses.
- Multiple requests from DS staff regarding addresses required verification in PLUS and Community Development. Worked with GIS Tech to provide verification for entry into Community Development.

Community Development Applications

- Added access for new employees.
- Inactivated terminated employees.

GovQA

- At request of Clerk's Office, the Holidays in GovQA changed to match the State of Illinois official holidays, per state request.
- Removed access for terminated employees.
- Added access for new employees.

Administration

- My replacement started on November 18. I set up access to all the applications in my area and began training him in all my job responsibilities.
- Prepared monthly report.
- Processed Payroll for department employees on November 11 and 25, 2024.

Training

- Provided training for the new Business Systems Analyst I, EJ Mungcal. This will be a months' long process.

Meetings

- Met several times during the month with the IT Director to review project status and issues of note.
- Attended numerous meetings with the 5.2 upgrade team after Go Live to resolve issues and identify new ones.

Project Activities

Project – PC Rollout

- The IT Department deployed several PCs at Village Hall, PD, PW, replacing old workstations. Several Fire MDT laptops were deployed as well.

Project – Cybersecurity Audit

- The IT Department, in coordination with the chose 3rd party vendor, has begun the security audit. The vendor has been scanning our internal & external network traffic, as well as our domain controllers for vulnerabilities.

Project – Real-Time Information Center (RTIC)

- The IT Department, in coordination with the chose 3rd party vendor, has begun the installation and configuration of new hardware for the new RTIC at the front desk at Police. Most of the old hardware has been removed. Twelve modern displays of varying sizes have been installed and configured to display vital real time information and surveillance of PD, and other village buildings. The project is mostly complete, expected to be completed before EOY 2024.

Project – MDM

- The IT Department has begun standing up an MDM solution that will allow for enhanced security more granular control over Village Mobile devices.

Security and Other Updates

- Continued testing of a new password manager solution. Deployment of password manager has begun with the IT department.
- Continued email phishing testing
- Installed Windows Updates on all computers and servers

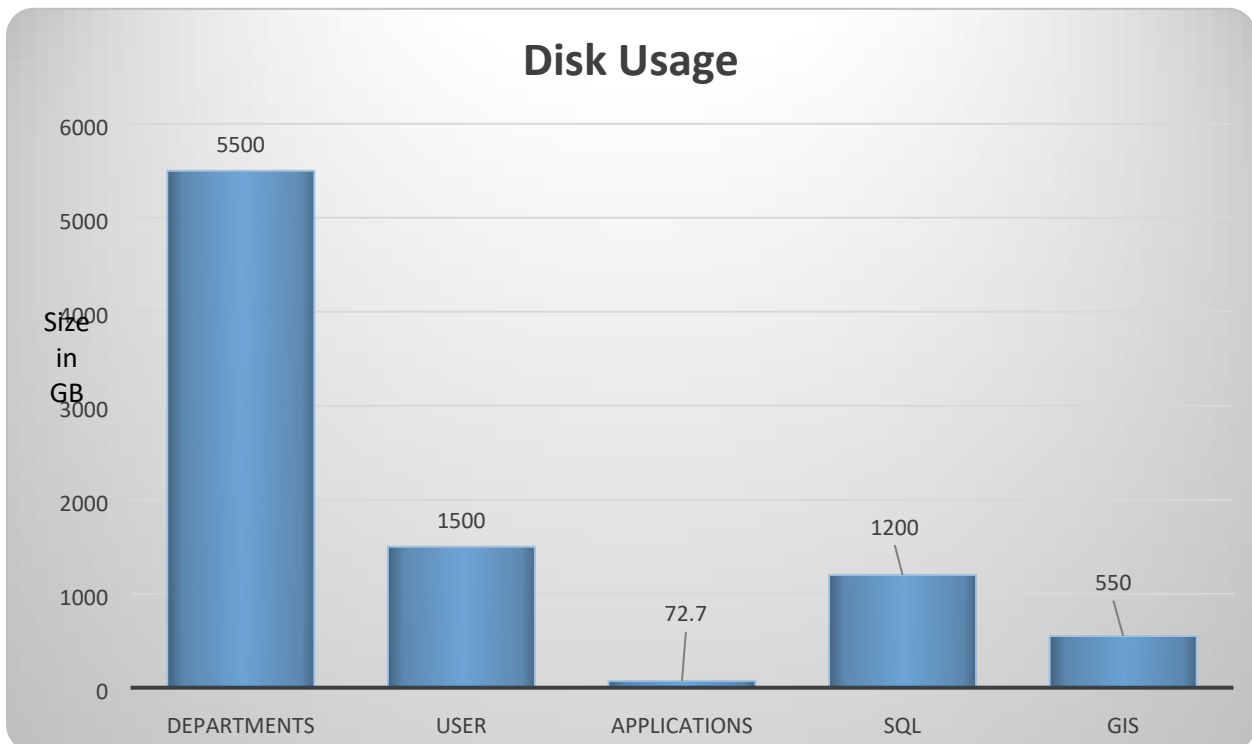
IT Training

- 6 User Orientations
- IT staff attended Ethics training w/ HR

IT Meetings

- IT Staff attended meetings with the following staff/companies
 - DACRA regarding enabling Single Sign-On logins for Police
 - Deft for off-site cloud storage

System and Data Functions



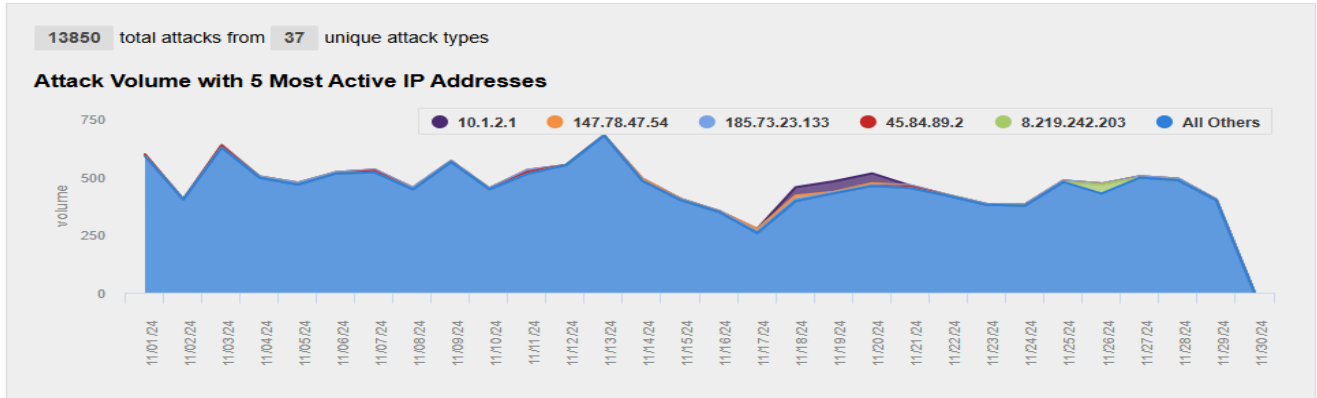
Sentinel IPS Attack Report

External parties attacked the Village network 13850 times during the month of November

Outpost Activity Summary Reporting

From 11/01/2024 to 11/30/2024

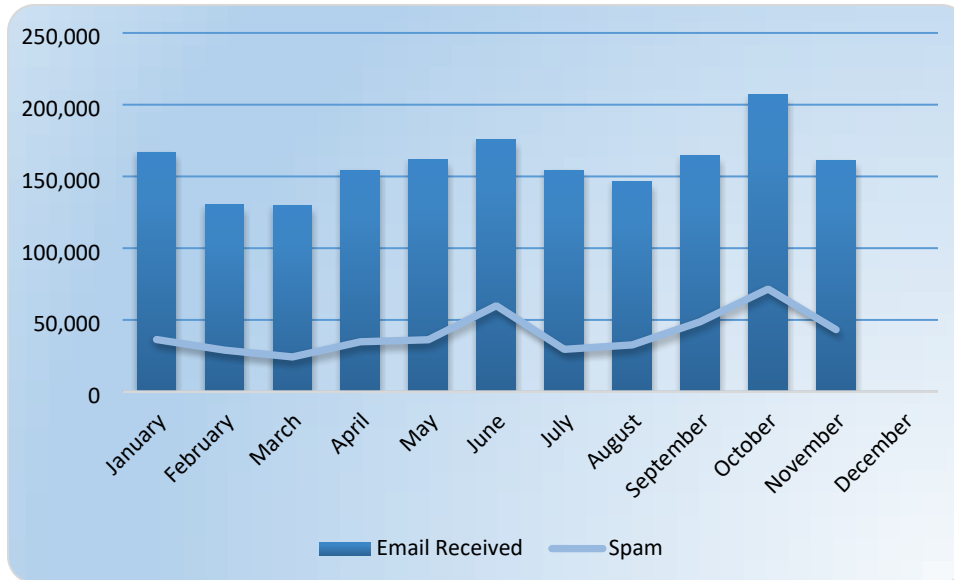
11/01/2024 11/30/2024 Shortcuts apply date filter



Attacks by Severity

Severity	Volume
3	57
2	374
1	13419

Email Spam Report



A handwritten signature in black ink, appearing to read 'Darek Raszka', enclosed in a thin black rectangular border.

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
DECEMBER 2024**
DATE: December 6, 2024

1. There are no COVID-19 public health restrictions at this time.
2. Village and Arena staff have concluded the Federal Shuttered Venue Operators Grant (SVOG) program. The closeout documentation has been filed and accepted by the SBA.
3. The FY2025-29 CIP was reviewed by the CIB on October 8 and the NOW arena capital items for FY25 have been incorporated into the annual budget which was reviewed by the Finance Committee at the November 7 budget meeting. The Village Board approval occurred at the Dec 2 meeting.
4. The Village Board approved the north elevator project back in May. The equipment and materials have been ordered and installation is scheduled for next year.
5. The retaining wall in the dock area needs repair. This project has been included in the FY25 CIP for arena capital and design of this work has commenced with bidding and construction planned for FY25.
6. The boiler system bids have been opened and contract approved by the Board. This work will be scheduled and completed in 2025.
7. The UPS battery back up for the server room at the arena was replaced last month.
8. The Board approved the contract for the arena website redesign, that work has commenced.
9. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.
10. Meet regularly with Ben Gibbs, General Manager to discuss operational items and events at the arena.
11. The Hideaway Beer Garden is closed for the season. Check out the arena website www.hideawaybrewgarden.com for the new events coming in 2025.

Attachment

cc: Ben Gibbs, General Manager (OVG)

Now Arena
General Manager Update
December 2024 Update

Event Highlights	Notes
Dec 7: WCB Dec 13: WCB Dec 14: NOW Foods X-mas Party Dec 15: WCB Dec 29-30: Ken Kraft Midlands Wrestling	
Finance Department	
General	Arena Finished October Financials
Monthly Financial Statement	Building Event Revenue YTD: \$3,307,175
	Building Sponsor/Other Revenue YTD: \$455,357
	Building Expenses YTD: \$3,377,896
	Building Income YTD: \$384,636 vs Budget (\$70,014)
Operations Department	
General	Dept preparing for winter season including snow removal plan, salt prep, etc. Planning upcoming event conversions including two overnight conversions in mid-December as part of the NOW Foods Christmas Party
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	PW assisting with determining solution for addressing the hill degradation adjacent to the loading dock, replacement of arena boiler and replacement of north elevator.
Events Department	
General	Event Managers are prepping upcoming events including Windy City Bulls and NOW Foods Christmas Party
Positions to Fill	N/A
Marketing Department	
General	Working on replacing existing website and volleyball on sale
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Working on building volleyball event
Food & Beverage Department	
General	Hired new F&B Manager and continuing to train new chef position.
Premium Seating Department	
General	Continue to renew annual suites, marquee signage
Positions to Fill	NA
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$200,389

	Suites Sales: \$155,692
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.