

Village of Hoffman Estates

**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 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