

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**August 17, 2015**

**7:00 p.m. – Board Room**

<b>Members:</b>	Gary Pilafas, Chairperson	Karen Mills, Trustee
	Anna Newell, Vice Chairperson	Gary Stanton, Trustee
	Michael Gaeta, Trustee	Gayle Vandenberg, Trustee
		William McLeod, Mayor

**I. Roll Call**

**II. Approval of Minutes – July 20, 2015**

**NEW BUSINESS**

1. Request acceptance of Finance Department Monthly Report. (Request for deferral)
2. Request acceptance of Information System Department Monthly Report.
3. Request acceptance of Sears Centre Monthly Report. (Request for deferral)

**III. President's Report**

**IV. Other**

**V. Items in Review**

1. Discussion regarding current ambulance fee pricing and possible increase to the rate schedule (Deferred until Budget Workshop).

**VI. Adjournment**

FINANCE COMMITTEE MEETING MINUTES

July 20, 2015

**I. Voice**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Mark Koplín, Asst. Vlg. Mgr.-Dev. Services  
Pete Gugliotta, Director of Planning  
Patrick Seger, Director of HRM  
Ted Bos, Police Chief  
Gary Salavitch, Director of Engineering  
Joseph Nebel, Dir. of Public Works  
Greg Schuldt, Deputy Fire Chief  
Algean Garner, Director of HHS  
Rachel Musiala, Director of Finance  
Fred Besenhoffer, Director of IS  
Bruce Anderson, CATV Coordinator  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Ashley Monroe, Asst. to Village Manager  
Austin Pollack, Administrative Intern**

**Others in Attendance:**

*Daily Herald*

The Finance Committee meeting was called to order at 7:07 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve the Special Finance Committee meeting minutes of June 8, 2015. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve the Finance Committee meeting minutes of June 15, 2015. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Mills, seconded by Trustee Gaeta, to approve the Special Finance Committee meeting minutes of July 6, 2015. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. **Request approval of an amendment to Chapter 13, Article 10 (Amusement and Entertainment Surcharge) of the Hoffman Estates Municipal Code to include family entertainment uses.**

An item summary sheet from Mark Koplín, Kevin Kramer, Arthur Janura and Patti Cross was presented to Committee.

Corporation Counsel Janura informed the Committee that a minor wording change to Section 13-10-1-C was made and that the Committee had the change in front of them.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve an amendment to Chapter 13, Article 10 (Amusement and Entertainment Surcharge) of the Hoffman Estates Municipal Code to include family entertainment uses. Voice vote taken. All ayes. Motion carried.

2. **Request acceptance of the Finance Department Monthly Report.**

The Finance Department Monthly Report was presented to Committee.

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

3. **Request acceptance of the Information System Department Monthly Report.**

The Information System Department Monthly Report was presented to Committee.

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

4. **Request acceptance of Sears Centre Monthly Report.**

The Sears Centre Monthly Report was presented to Committee.

Ben Gibbs reported that the Sears Centre had a very profitable month of June with the USA volleyball tournament.

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

- I. President's Report
- II. Other
- III. Items in Review
- IV. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Newell, to adjourn the meeting at 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:



# Village of Hoffman Estates **Information Systems** Department

## 2015 JULY MONTHLY REPORT

### Contents

Technical Support, Hardware & Software Review.....	2
Project Activities .....	2
Total Work Orders by Priority by Month .....	4
Savings on Printer Repairs .....	6
System and Data Functions.....	7
Email Spam Report.....	8

---

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

### **Project Activities**

#### **Project – Paypal**

After SunGard and PayPal completed the configuration setup, **significant** progress was made in testing UB payments and outstanding SunGard issues were resolved. Payments were successfully processed using PayPal with credit cards, PayPal accounts and PayPal credit. Implementation in the Live environment is currently being planned for August or September.

#### **Project – Arbitrator Upgrade**

Complete upgrade of the Arbitrator 360 system. Upgrade included new Front End software that added functionality for body cameras as well as working out various operating bugs. Upgrade of the Back End server software and refresh of the entire system.

#### **Project Completion – Public Safety Mobile Replacements: Police**

Completed the new mobile replacements for the Police Department. The new systems have been configured and imaged in accordance with department and Village policies. These are part of the annual replacement process adapted by the department.

#### **Project Completion– Fiber Relocation**

Tollway Authority personnel identified a conflict with a portion of the Village's fiber infrastructure running beneath I90 parallel to Beverly Road. Pirtano Construction Company Inc. was awarded contract in June to relocate the conflicting portion. The work to be completed the work prior to the July 4<sup>th</sup> holiday. No disruption of service to Station 4 was incurred.

#### **Project Completion– Verizon Inventory and Phone Replacements**

Verizon Online Inventory update for over 200 phones and devices was completed. This will significantly reduce the number of phone requests to Verizon and the time involved in upgrading phones in the future. Over 60 phone replacements were done onsite at Village Hall, Public Works and Police decreasing the amount of employee down time.

#### **Project Initiation– Computer Replacements**

Began to identify and replace desktop computers per our annual replacement cycle (2015). A total of 45 systems have been identified this year for replacement.

#### **Project Initiation– Support for Additional Adjudication Hearings**

Began to identify the processing and reporting requirements for additional hearings for unpaid citations.

## Technical Support, Hardware & Software Activities

- Add and remove user accounts from Active Directory, Exchange and the telephone systems as needed.
- Provided Finance with the figures for the Information Systems User charges.
- Attended the quarterly Technology Liaison meeting at Northwest Central Dispatch center.
- Setup, configuration and removal of equipment as needed.
- Applied necessary software updates as needed.
- Provided assistance to Police and Fire personnel with device connectivity issues.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 2
- SunGard passwords reset: 4
- Voicemail passwords reset: 3
- User accounts unlocked: 2
- Active Directory Password Resets: 10

### User Group - The following topics were discussed in our bi-monthly User Group meeting.

- Computer rollouts including Desktops and CF units in Police Vehicles
- Credit card machine replaced in various locations
- Cell phone rollout for all non iPhones
- New server replacements and storage system
- New wireless controller and access points scheduled to be installed
- Arbitrator updates (Police video software)
- 3<sup>rd</sup> party software automatic updates implemented
- Scanning folders changes – research scanning to secure folders
- Network Access Form – redesign planned
- IS Policy Manual being updated
- IS Help Desk Procedures – review of after-hours procedures

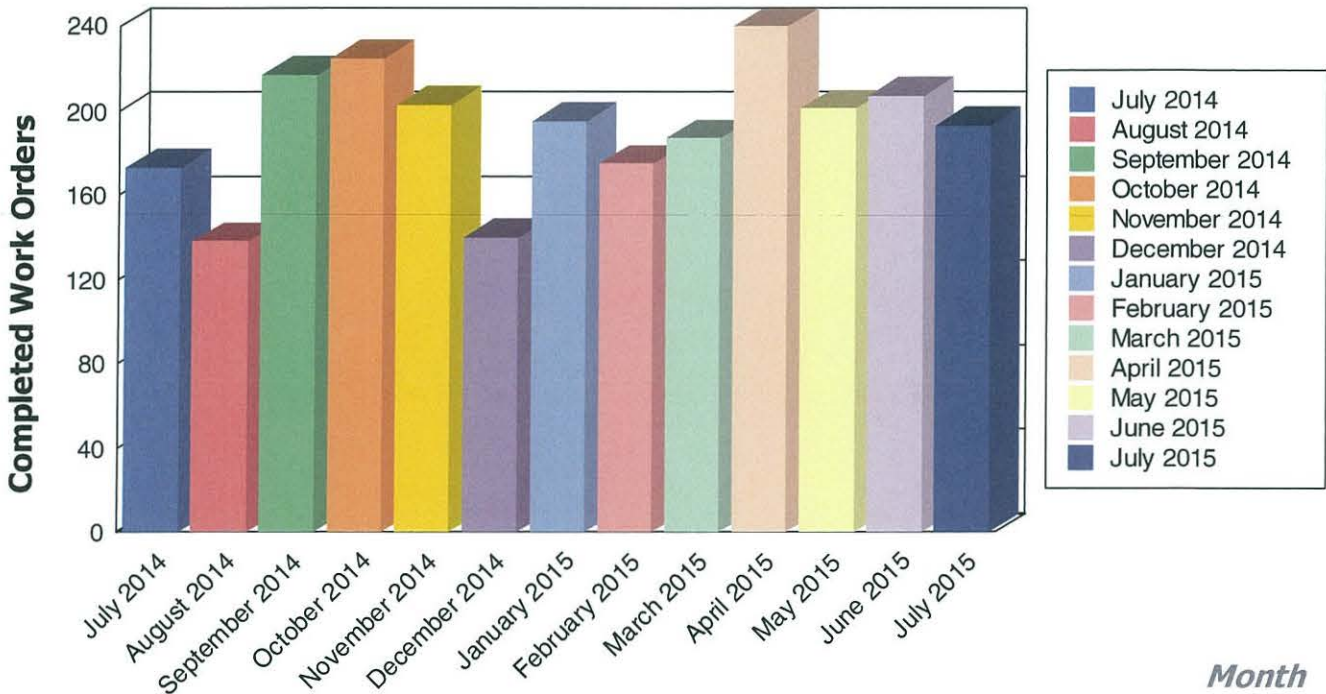
## Miscellany

- Scheduled and facilitated a demonstration between the sales representatives of ExecuTime Software and the Director of Public Works, the Assistant Fire Chief, the Fire Battalion Chief, the Assistant Police Chief, the Director of Finance and the Assistant to the Human Resources Director. The purpose of the meeting was to give the invited personnel a look at the solution we are looking at implementing that would replace the legacy processes currently being used to track and submit payroll.
- Met with the Assistant Village Manager – Development Services and Sears Center Arena personnel to discuss technology issues and challenges.
- Met with the Assistant to the Village Manager to discuss new performance measurement department guidelines.
- ETAC quarterly meeting, topics of discussion included developing a “drone” ordinance and a review of the Villages disaster recovery plan in relation to Information Technology.

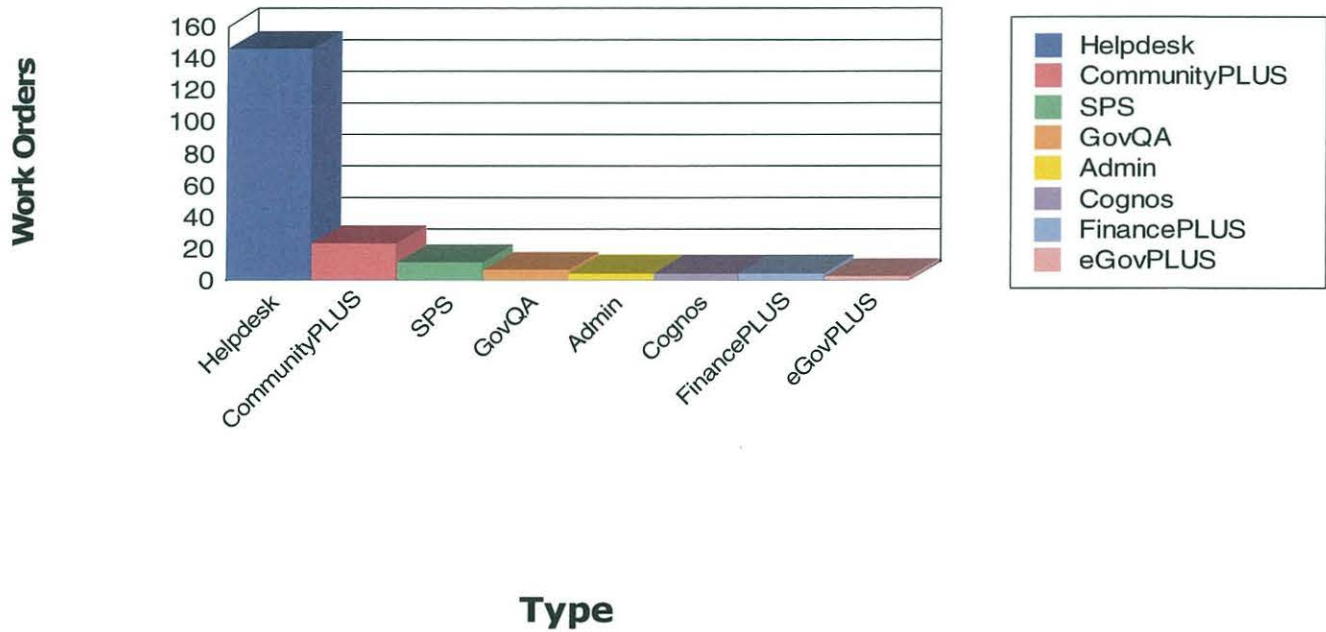
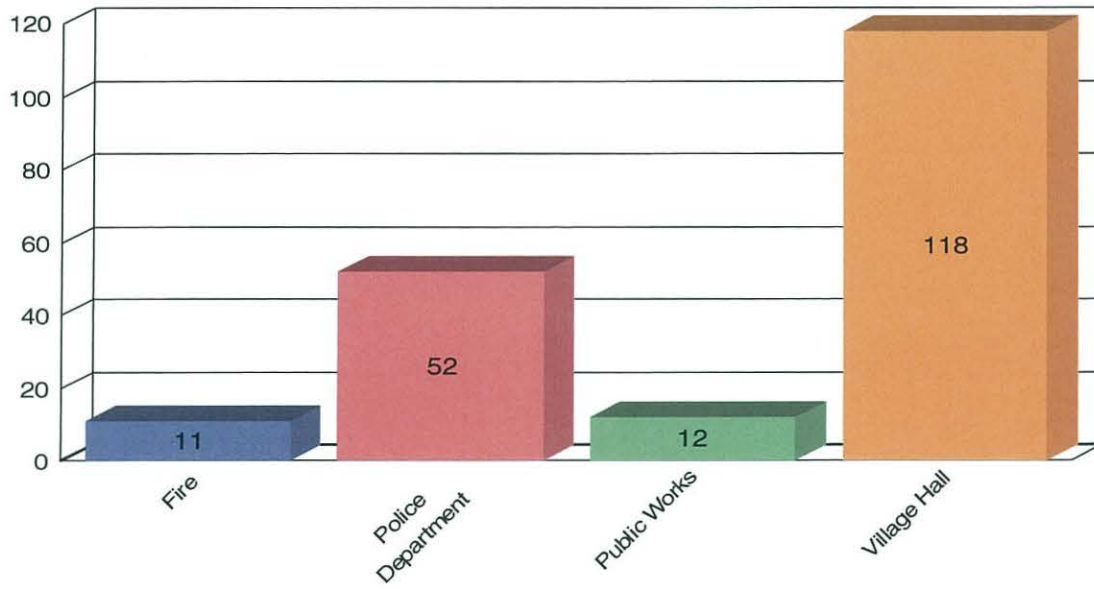
# Total Work Orders by Priority by Month

## Total Work Orders by Priority by Month

Month	7/2015
1 - Urgent	5
2 - High	99
3 - Medium	42
4 - Normal	27
Project	15
Scheduled Event	3
Vendor intervention required	9
<b>Total for Month</b>	<b>200</b>

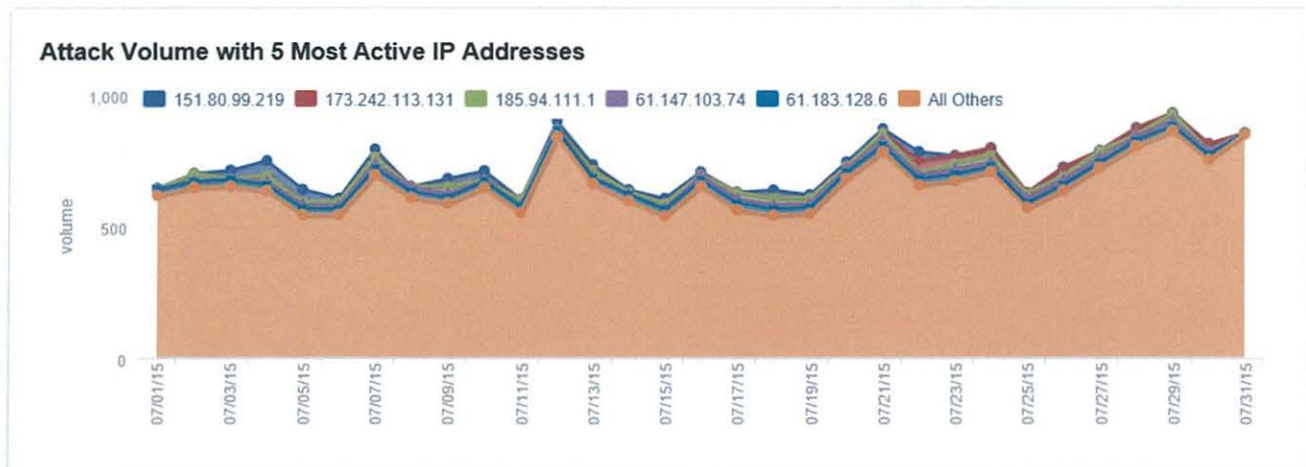


### Completed Work Orders by Location





The Village network was attacked 22502 times during the month of July by external parties.

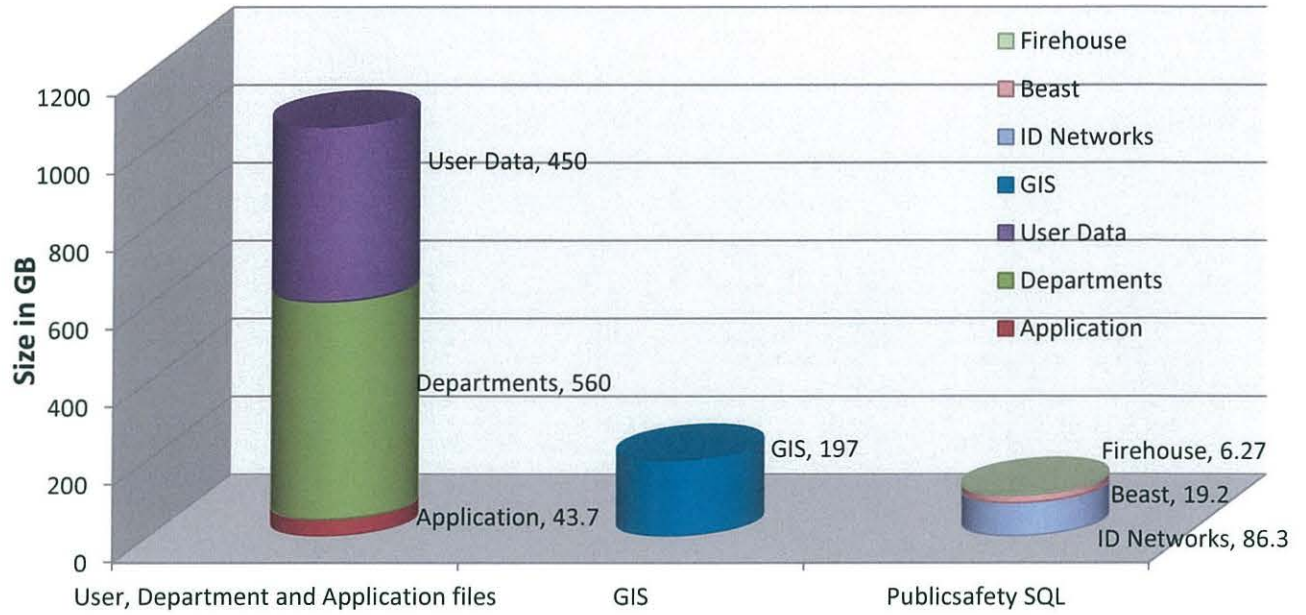


## Savings on Printer Repairs

Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of July there were no requests for service from this provider.

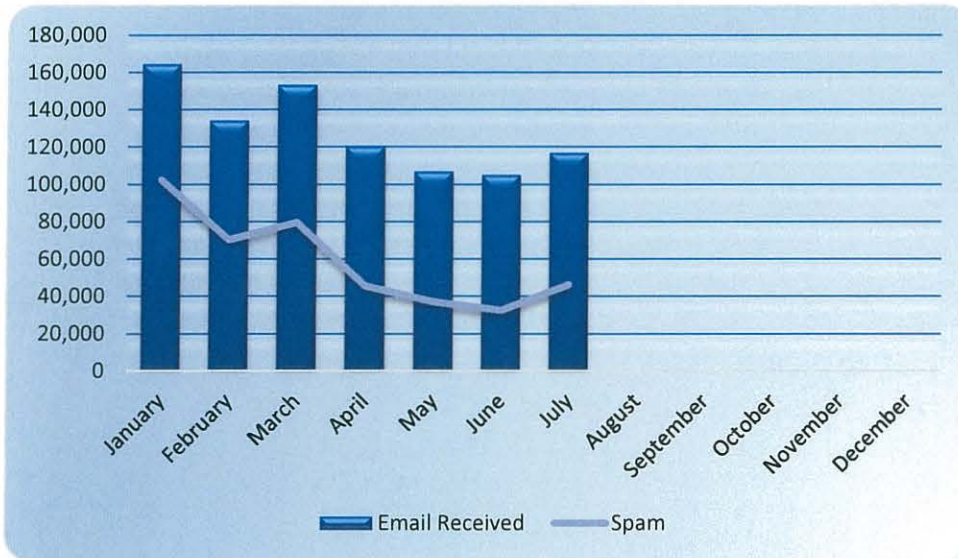
# System and Data Functions

## Disk Usage



# Email Spam Report

Month	Email Received	Spam	Percent Spam
January	164,247	102,431	62%
February	134,141	70,395	52%
March	153,129	79,577	52%
April	120,374	45,671	38%
May	106,740	37,216	35%
June	104,930	32,628	31%
July	116,708	46,245	40%
August			
September			
October			
November			
December			
<b>Total</b>	<b>900,269</b>	<b>414,163</b>	<b>46%</b>



Fred Besenoffer, Director of Information Systems