

General Government / IT Committee
Meeting Summary
September 14, 2016

The following Voting Persons were in attendance: Chair George D. Alpogianis, Village Manager Steven Vinezeano, IT Director Bill Shaw and Cammy Fortuna. Staff present were: Kathy Thake, Cathy Spadoni, Kathy Barnat, Katy Darr, Mitch Johnson, Hadley Skeffington-Vos, and Marlene Victorine. No Members of the Press or Public were present.

I. Call to Order

The meeting was called to order at 8:52 a.m. in Room 218 at the Niles Administration Building

II. Approve Meeting Summary – General Government/IT Committee – August 10, 2016
Unanimous Approval

III. Old Business

a. Discussion of Village Longstanding Contracts/Service Agreements

Some of the long standing contracts and service agreements have been sent back to various departments for further review. A \$15,000 check was received from AT&T for over charges over the last four years. IT will compile a list of fees recovered to be presented at the September 27 Board Meeting.

b. Proposed Storage Facility Tax

The Legal Department is still researching the proposed Storage Facility Tax. A final decision should be made by the next General Government/IT Committee meeting.

c. Performance Measurement – Quarterly Report

Every department needs to report their Performance Measurement on a quarterly basis to their committee. Several departments are working with the Assistant Village Manager to review four software companies. A decision on the new software will be made soon so that the new program is up and running by early next year. Performance Measurement is a way to find inefficiencies or room for improvement in Village operations. The next steps, for which this software will help, are to find solutions to fix those inefficiencies and then to show progress.

- d. Farm on Franks and Culver Composting Sustainability Updates
The beds at Farm on Franks are built and the fence will be installed soon. There will be a soft opening on October 13. The paper work for the registration process is in the works. Registration will begin on January 3. Donations are still coming in. Culver composting – SWANCC was out to review the project, better signage is needed. SWANCC will continue to work with Culver School to make sure the project is done correctly. Press on this project will take place as soon as all of the kinks are out. A Ribbon Cutting will also take place.
- e. Revised Solicitor Ordinance
The Solicitor Ordinance has been revised per recommendations. The Police Department has approved the ordinance. The Ordinance will be on the September 27 Board meeting schedule.

IV. New Business

- a. Street Naming Policy
The Village needs to set rules on a street naming policy. Criteria needs to be looked at. There are people and businesses within the Village that have earned the right to have an honorary way. Future discussion needs to take place on this process however caution needs to be taken. The Mayor usually makes the final decision on street naming.
- b. Holly Jolly Announcement – Call for Volunteers
About 40 volunteers are needed for the Holly Jolly Event on November 26. An announcement will be made at the September 27 Board Meeting, on Facebook and an email blast to all Village employees. Other Village wide organizations will also be asked for volunteers.

V. IT Project Updates

The IT Department is assisting the Finance Department in covering the front desk during this time of transition.

The Payroll/HR /Time management project is moving along. More meetings and demos with various software companies will be scheduled. A list of review points for the software providers is being used to numerically grade each of the products to do a side by side comparison. This is one project with lots of tentacles; all facets of the project need to work together. Municipal experience is an important factor in the process. Caution must be taken and references must be checked prior to making a final decision on the software provider. A dedicated representative with the company is an important feature and will be added to the review point list. The list contains 55 to 56 measureable points.

The recording equipment in the investigative division at the Police Department is being upgraded and modernized. This project is almost complete.

There have been complaints coming from residents living at the YMCA because of the new PACE bus routes and the Mayor wanted a solution. A computer and monitor will be set up in the lobby of the YMCA that will give the residents the opportunity to check on the buses in real time. The residents can then leave for the bus stop at the appropriate time. This will be set up before winter.

AT&T wants to get out of the copper phone line business. AT&T is raising prices causing our landline costs to skyrocket, especially for the communication at our fire houses. The cost for the Village for next year will be about \$28,000 for four communications lines between our fire Stations and the RED Center. IT worked with RED to develop a more affordable alternative using multiplexing to do multiple services across on line. Equipment will need to go into the RED center and into both fire houses. With this proposed new system the cost of the circuits goes down to \$5,000 per year as opposed to \$28,000 per year. There would be a one-time cost for the new equipment of \$20,000. This project will be on the September Board of Trustees meeting agenda.

VI. Open Discussion / Public Comments

The Communications Coordinator is finding more ways to reach out to the residents.

No members of the Public present for Public Comment

VII. Next Meeting – Wednesday, October 12, 2016 at 8:45 a.m.

VIII. Adjournment

With unanimous approval, the meeting was adjourned at 9:42 a.m.