

**Village of Niles**  
**General Government / IT Committee**  
**Meeting Summary**  
**October 19, 2016**

The following Voting Persons were in attendance: Chair George D. Alpogianis, IT Director Bill Shaw and Cammy Fortuna. Member Steven Vinezeano was absent. Staff present were: Steve Cusick, Kathy Thake, Danielle Grcic, Cathy Spadoni, Kathy Barnat, Katy Darr, Mitch Johnson, Hadley Skeffington-Vos, and Marlene Victorine. No Members of the Press were present; one member of the Public was present.

**I. Call to Order**

The meeting was called to order at 2:04 p.m. in Room 218 at the Niles Administration Building

**II. Approve Meeting Summary – General Government/IT Committee – September 14, 2016 - Unanimous Approval**

**III. Old Business**

a. Discussion of Village Longstanding Contracts/Service Agreements

The Longstanding Contracts/Service Agreements list is being reviewed and is in the final stages of moving forward.

b. Proposed Storage Facility Tax

The wording should be **Proposed Storage Facility Fees**. The Legal Department researched the Village's options and looked into surrounding communities. Best recommendation is the proposed fee could be built into the business license for the storage facility based on the square footage not based on gross receipts or income generated. This fee will fall into the revamp of Community Development and they will be asked to provide a list of current storage facilities, how many square feet are in each facility and what the impact on the Village would be.

c. Street Naming Policy

Three suggestions per a neighboring municipality's policy are: charge an application fee, set a limit per year, and any applications that do not make it in the year, a new application must be submitted, it cannot be rolled over. Criteria needs to be established. A list will be compiled with information on street naming policies from other communities gathered so far.

d. Holly Jolly Announcement – Call for Volunteers

A call was sent out asking for volunteers using Volgistics. Many people have signed up to volunteer for general things. Volunteers not on Volgistics and employees are also being asked. 50 to 60 spots need to be filled and so far 19 volunteers have signed up. There is still time to meet the targeted number. Notices asking for volunteers will also be sent to the local schools and churches.

**IV. New Business**

a. Discussion Regarding Employee Handbook Revision of Time Donation Policy

It is recommended that the Employee Handbook be revised to include compensatory time in the Time Donation Policy. The policy will be amended to say that vacation time, personal time and compensatory time will now be included. The donation is made in half day or full day increments with a maximum of 5 days. The maximum number of days may be increased with Village Manager approval. At this time the policy reads that "A maximum of twenty (20) days will be allowed to be used by the recipient in a calendar year." The maximum number of donated days may be increased on a case-by-case basis with Village Manager approval, will be added to the policy. This Handbook revision will be brought to the Village Board for approval at the October 25, 2016 Board Meeting. As of this meeting, 45 days have been donated to an employee with a life threatening condition.

**V. IT Project Updates**

IT department performance measures were distributed for review covering the quarter ending 7/31/2016. The second page of this document lists the IT projects and the strategic goals. This form will be updated and distributed quarterly at General Government/IT meetings for discussion explaining where and what IT projects are being worked on. Goals for this year will be met ahead of schedule. In Calendar year 2016 IT projects an overall savings in communications costs of \$164,298.79.

The following projects were completed this quarter:

- Implement Virtual Desktop Infrastructure at H&W facility
- Complete Glenview/Niles network connection
- SCADA project 100% complete and used to reduce water plant O.T.

Performance measures for FY 2017 Q2 will be presented in a future meeting time permitting.

**VI. Open Discussion / Public Comment**

Resident Louella Preston commented on the location of the meeting and early voting that the entrance to Village Hall is in need of repair and needs some autumnal landscaping.

**VII. Next Meeting – Wednesday November 9, 2016 8:45 a.m.**

**VIII. Adjournment**

With unanimous approval the meeting was adjourned at 2:25 p.m.