

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, December 5, 2016

6:00 PM

Village Hall

Technology, Innovation and Performance Improvement Committee

Chairman James V. Dodge

Trustees Carole Griffin Ruzich and Michael F. Carroll

Village Clerk John C. Mehalek

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:26 P.M.

Present: 3 - Chairman Dodge; Trustee Griffin Ruzich and Trustee Carroll

APPROVAL OF MINUTES

2016-0843 Approval of the November 7, 2016 Technology, Innovation and Performance Improvement Committee.

I move to approve the Minutes of the Regular Meeting of the Technology, Innovation and Performance Improvement Committee of November 7, 2016.

A motion was made by Trustee Griffin Ruzich, seconded by Trustee Carroll, that this matter be APPROVED. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Griffin Ruzich, and Trustee Carroll

Nay: 0

ITEMS FOR SEPARATE ACTION

2016-0855 The Public Response Group - Consultant Fees

The Public Response Group has provided consulting services for the Village of Orland Park for the past 10 months.

Staff is recommending that The Public Response Group (PRG) continue as an ongoing consultant for the 2017 calendar year.

Through regular weekly meetings and ongoing monthly communication with designated village staff, PRG will provide ongoing consultation related to the development, execution and dissemination of information related to key village policies and public programs.

PRG will also be available, as needed, to provide consultation to best position the village vis-a-vis news media outlets related to current or emerging issues that may impact village policies and programs.

I move to recommend to the Village Board to approve a contract with The Public Response Group in the amount not to exceed \$30,000.

A motion was made by Trustee Carroll, seconded by Trustee Griffin Ruzich, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Griffin Ruzich, and Trustee Carroll

Nay: 0

2016-0820 Vehicle Licensing Software System Purchase - Approval

Director of Finance Annmarie Mampe reported that the Finance Department currently uses the Innoprise Community Development module for the sale of biennial vehicle licenses. The module currently does not offer the ability to purchase vehicle licenses online which is a priority for the 2017 vehicle sticker sale. Staff researched firms that specialize in vehicle license software systems that offer an online payment option. Few vendors offer vehicle licensing software since Illinois is one of a small number of states that have vehicle sticker licenses. Third Millennium Associates, Incorporated is an Illinois based company with a vehicle sticker software system that includes the functionality that is required. The software is designed exclusively for the annual renewal of vehicle licenses. The software capabilities include:

- Register and pay vehicle licenses online
- Produces vehicle application renewal forms
- Maintains payments, penalties, and past due amounts
- Auto fill-in fields for efficient data entry
- Provides resident receipts for each sticker purchased
- Flexible inquiry and reporting tools
- Provides barcoding and bank lock box OCR scan line
- Improves the speed and efficiency of over the counter traffic annual licensing renewals

It is recommended that Third Millennium Associates, Incorporated be awarded the contract for vehicle licenses software, V-Pay vehicle online payments software, and vehicle application renewal forms. The one-time costs associated with the purchase of both software systems is \$21,100. This cost includes the purchase of the software, training and consulting services, a business process review, data conversion services, project and implementation management, and a project contingency. The annual cost for the software maintenance is \$3,745. A biennial cost for the setup of the application renewal mailing is \$2,585. The vehicle application renewal form price is \$.188 per vehicle record. The cost for approximately 43,000 records would be \$8,084.

Trustee Dodge asked if staff is confident with the software.

Chief Technology Officer Frank Florentine stated that Third Millennium Associates project management structure was excellent and that they have had great follow up. He went on to say that barcode readers are going to be installed at the cashiers window to read barcodes on the letters that are sent to residents which will pull up their information.

Director Mampe stated that the software should help to cut down on lines in the lobby. She stated that it will complicated it in some ways because it is not directly a part of the system that is currently being used, but that staff would work throught those issues. She hopes that it will help make it easier for the customers.

Chief Technology Officer Florentine stated that kiosk are also being placed around the village that residents will be able to buy their vehicle stickers at as well.

I move to recommend to the Village Board to waive the bid process,

And

Recommend to approve the purchase of the vehicle licenses software system and V-Pay vehicle online payments software from Third Millennium Associates, Incorporated,

And

Recommend to award Third Millennium Associates, Incorporated the five year contract for annual software maintenance, biennial application setup fees, and the printing of vehicle applications on a biennial basis.

A motion was made by Trustee Griffin Ruzich, seconded by Trustee Carroll, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Griffin Ruzich, and Trustee Carroll

Nay: 0

2016-0833 Symantec Anti-Virus Software Annual Maintenance - Expenditure Approval

Chief Technologo Officer Frank Florentine stated the Department of Business Information Systems has included funds in the FY 2017 Budget for Symantec Antivirus software maintenance and 30 additional licenses to protect newly added devices to the network over the past year. The Village uses Symantec's Endpoint Protection software package, which is a centrally managed antivirus protection system for email, servers and workstations. Maintenance includes software support, upgrades and updates.

The Village currently owns 425 licenses. The maintenance cost to cover the licenses is \$6,617.05. Sixty of these licenses are used in police squad cars and funded by Orland Joint Emergency Telephone System Board(OJETSB). OJETSB will be funding the maintenance of these 60 software licenses. The cost to add 30 more licenses is \$555.30, which would allow us to support a total of 455 devices Village wide.

I move to recommend the Village Board to approve the CDW Government purchase of Symantec Antivirus software maintenance and 30 additional licenses in an amount not to exceed \$7,172.35.

A motion was made by Trustee Carroll, seconded by Trustee Griffin Ruzich, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Griffin Ruzich, and Trustee Carroll

Nay: 0

ADJOURNMENT: 6:35 P.M.

A motion was made by Trustee Griffin Ruzich, seconded by Trustee Carroll, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Griffin Ruzich, and Trustee Carroll

Nay: 0

/AS

APPROVED: January 3, 2017

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk

/s/ Casey Griffin

Casey Griffin, Deputy Village Clerk