

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT OPERATIONS COMMITTEE
MONDAY, DECEMBER 19, 2016**

1. Opening of Meeting

The meeting was convened by Vice Chairman Payleitner at 7:31 p.m.

2. Roll Call

Members Present: Vice Chairman Payleitner, Ald. Silkaitis, Lemke, Bancroft, Turner, Krieger, Gaugel, Bessner, Lewis

Absent: Stellato

3. Omnibus Vote – none.

4. Police Department

a. Recommendation to approve a proposal of a new class B liquor license for Brunch Cafe to be located at 172 S 1st Street, St. Charles.

Chief Keegan: This is a recommendation to approve a proposal of a new class B liquor license for Brunch Café to be located at 172 S 1st Street, St. Charles. This is the new ALE building that's being erected at Illinois and 1st Street. Brunch Café is looking to occupy the south corner of that building. Mr. Andy Zatos owns and operates four other cafes in Fox River Grove, Huntly, McHenry and Roselle and is looking to expand his marketing place here in St. Charles. This is a breakfast/lunch only facility that will be open Monday through Sunday from 6:30 a.m. to 2:30 p.m. This item was advanced from this evening's earlier Liquor Control Commission meeting.

Andy Zatos, 172 S 1st Street, St. Charles.

Motion by Ald. Turner, second by Bancroft to recommend approval of a proposal of a new class B liquor license for Brunch Cafe to be located at 172 S 1st Street, St. Charles.

Roll Call: Ayes: Silkaitis, Lemke, Turner, Bancroft, Gaugel, Bessner, Lewis; Nays: Krieger; Absent: Stellato. Vice-Chrmn. Payleitner did not vote as Chairman. **Motion Carried.**

b. Recommendation to approve a proposal of a Massage Establishment for Spa Elysian located at 457 Dunham Road, Ste. 118, St. Charles, IL.

Chief Keegan: This is a recommendation to approve a proposal of a Massage Establishment for Spa Elysian located at 457 Dunham Road, Ste. 118, St. Charles, IL. Ashley is the current owner/operator of this practice. It's a multi-use tenant building. Ashley is an esthetician and does skin care. She is looking to expand her practice to include massage

services. Prior to her retaining the services of a massage therapist, she is looking for city approval. We did a site visit and conducted a background inspection and this too is advanced from the Liquor Control Commission earlier this evening.

Ashley Pilarski, 457 Dunham Road, Ste. 118, St. Charles.

Vice-Chair Payleitner: I didn't say this when I met you at the Liquor Control Commission, but I wanted to thank you for being pro-active for not coming to us after the fact seeking to get all your ducks in a row.

Ald. Turner: Are there any concerns from the Liquor Commission?

Ald. Lewis: I did not vote in favor of it. I'm just not comfortable with it at this point in time. There are some things about the appointment only and the lock doors; I'm here and you're not. She hasn't hired anyone yet. She's in the process of doing that. For me I need to see it move a little farther down before I vote yes on this at the Liquor Commission meeting.

Ald. Gaugel: What's your core business? Do you plan on being massages or esthetician services?

Ashley: Right now I'm just in a suite alone. I am going to share the suite with a massage therapist and once we grow, we'll move to a bigger place.

Ald. Gaugel: You are the licensed esthetician? The other thing Ald. Lewis had just alluded to was the question on item 12 and 13 where you operate by appointment only and you clicked "yes" and if you answer yes, will walk-ins be accepted? You put kind of yes, kind of no.

Ashley: If someone wants to make an appointment on the same day; one of my clients calls and asks if I can get them in for a wax? I can say sure, I'll meet you over there. If I'm not there, no one can walk in because the door is locked.

Ald. Lewis: It was my understanding it would be the same with the massage therapist also. If I'm not using it, you can use it. There's one room, one person at a time; so when the therapist is there, you're not there and vice versa. But if nobody is there, someone can call and somebody could be there. I was struggling with that.

Vice-Chair Payleitner: Chief could you explain the "by appointment only" piece of our ordinance?

Chief Keegan: We have a covenant in our massage ordinance that states if the license establishment is appointment only, there is no longer the need for a secondary person to act as a supervisor. Walk-ins cannot walk in due to the sheer size of this location. If you have a strip mall type environment and it's open notoriously and has it's fronts on a major thoroughfare where it's going to get a lot of foot traffic, there's that secondary piece that's required which is a supervisor or a receptionist. In this case it's a small owner occupied business; a part of a larger

collaboration of other beauty type facilities and doesn't necessitate itself to walk-ins, and therefore is not required to have a secondary person to act as a supervisor or receptionist.

Motion by Ald. Turner, second by Lemke to recommend approval of a proposal of a Massage Establishment for Spa Elysian located at 457 Dunham Road, Ste. 118, St. Charles, IL.

Roll Call: Ayes: Silkaitis, Lemke, Turner, Bancroft, Gaugel, Bessner; Nays: Krieger, Lewis; Absent: Stellato. Vice-Chrmn. Payleitner did not vote as Chairman. **Motion Carried.**

c. Recommendation to approve a proposal of an event “Wine Down Winter” for Shakou LLC, 312 W Main Street, St. Charles.

Chief Keegan: This is a recommendation to approve a proposal of an event entitled “Wine Down Winter” for Shakou LLC, 312 W Main Street, St. Charles. I would like to read the memorandum I submitted in your packets tonight.

- Event will take place on Saturday, March 4, 2017 from 1-5 pm. This is the day following Restaurant Week and a week prior to our St. Patrick's Day Parade.
- Shakou is setting up a website portal for advanced ticket purchasing; similar to what the Rotary did for Craft Beer Festival.
- The cost of the event is \$20.00 for the 4 hours.
- 25 retail/service establishments will be chosen as “meet and greets”. These businesses will only be retail or service oriented; so it will not involve any restaurant/bar that serves liquor. The purpose of these locations are for the proprietor to serve a sampling of wine along with a food offering at each of their respective businesses to showcase our business district in St. Charles.
- Each stop will have a food offering and will provide a one ounce wine sample. As part of the advanced ticket sales and credentialing; once the participant signs up on the web portal, they'll stop at either two locations in St. Charles to be credential. One will be Shakou on the west side of St. Charles and the east side location will be Townhouse Books.
- Once they are checked off they will be provided a wristband that will have a sequential number and will be given a passport which is an overlay map of where the locations are and identified in St. Charles; and there will be checks and balances to ensure that they don't over consume alcohol.
- “Shakou Cares” would like to partner with Generation Rescue to offer a donation and some sort of VIP experience with some local folks in St. Charles that are well known to our business community.
- Each stop along the passport route will have a Basset certified Shakou employee serving the wine.
- Shakou is also responsible for obtaining an umbrella coverage on their Dram Shop insurance.
- This has been an event that was offered for many years at Shakou's legacy location in Libertyville. They've expanded Shakou restaurants to include Park Ridge, Arlington Heights, and Barrington. St. Charles will be the second location in which they will attempt to hold a “Wine Down Winter” event.
- The event is capped at a 1,000 to 1,100 participants.

- Shakou has a class B restaurant license. The E license is a Special Events license and per some of the language in the Special Event license, the Mayor or Liquor Commissioner has the authority to grant variances to that license.
- The DCSP was in attendance at our Liquor Control Commission tonight and they are endorsing this event to showcase our business district.
- I've talked with Libertyville police officials, Chief Herdegen. I've attached a Daily Herald article where this has been a long standing practice in Lake County. Milwaukee Avenue or Rt. 21 in Libertyville is very similar to Rt. 64, Main Street in St. Charles; and Libertyville has had great success.
- I am currently working with the Downtown Partnership and Shakou to develop a "passport" system to ensure a safe, clean, and responsible event.

We've done a lot of background work on this and are looking to approve the concept for right now. There's still a lot of legwork that has to be done prior to this event taking place. I would ask if the committee is okay with the concept, prior to taking this back to Council approval, I will work out some of the finer details with Ed and my staff including the map and what specific sites are going to be included, how we're going to do the credentialing, and the passports.

Ed Hartigan, 312 W Main Street, St. Charles.

Vice-Chair Payleitner. This is a new concept that was presented to us at the Liquor Commission and it's been in process between you, the Mayor and Chief Keegan for a while now. You've had experience with the event in another town. Our caution was we wanted to look forward to seeing all the details nailed down before we go to Council for final approval.

Ald. Turner: How many do you expect to have at this event at this point at least?

Ed: When it first started at Libertyville we had 500 to 600 and it grew from there. Last year it was capped at 1,100 for safety reasons. I'm not targeting St. Charles' residents; I'm targeting surrounding communities via my social media. My head of PR is going to target all the cities that meet the demographics that are comparable to St. Charles.

Ald. Lemke: If there's food at each stop, is that indicative of what they might be offering if someone were to visit them as a single venue?

Ed: The food is in line with the liquor code that in order to offer servings of alcohol, you also have to have food in concert with that. I'm picking up the cost of my employees, so my only request from the retail business owners is that they provide snacks.

Ald. Lewis: We did have a lengthy conversation about this at the Liquor Commission meeting and while the general consensus was one of that we can get our concept, how do we go forward; several things came out of the conversation. There are no restaurants involved. It's only retail and service, so it would be hair salons, barber shops, places like that to bring people in. The businesses themselves would have to supply the cheese, crackers, cookies, etc. and your business will be supplying the alcohol at these locations. The Chief assured me that they checked it with the

State liquor Commission and its appropriate to do this sort of thing. My concern was its too many places in trying to get around to 25 different locations in several square blocks; it was a little too much. The Chief stated they would probably check to make sure that nobody was being served too much; although there's 25 available, you might be cut off at 10 and might not get to go to all 25 if you look like you've been drinking too much. There was a lot of good conversation that came out of it and I think it's something that could work but I shared a concern about the streets and weather with it being winter. Maybe 15, 20 places so I think it has room to have more discussion but Ald. Payleitner had said that probably before we would approve it we would need more details.

Mayor Rogina: I don't think you said anything that wasn't said that you didn't emphasize. I would like to make a few points. Ald. Payleitner brought it up that we've had discussion on this subject for a year now, just in structure of the idea, the thought. I believe I've heard, as Mayor, that businesses in this town would relish the opportunity to see people coming into the community and getting a chance to know and understand their business in a relax atmosphere. Wine tasters are pretty sophisticated and will probably not go to all 25 places; they're going to limit the number of places they are going to visit, and pick and choose which ones they'll go to. What I like about the concept is the fact that we have a number of people whether they're our residents or elsewhere, they're going to come in and spend the afternoon in St. Charles and by the time 5:00 p.m. rolls around they'll be ready for supper and dine in our establishments. The DSCP said they would like to try this to see if it's a way for us to get people into town. At the end of the day the Council is going to decide how many of these kinds of events you want to have in a year. You don't want one every weekend. The Libertyville model has been successful and they do it once a year.

Ed: The focus on how many stops there are to me is early on. I don't even have five people signed up. I don't know how many we'll end up with. I'm trying to contain it logistically with a normal walking path so people aren't spread out all over the place. Ultimately it's going to come down to 25, 20, 10 of my employees that are BASSET certified and determine whether someone is overserved. I can't help if someone walks in having drunk three bottles of wine at home. If we stop one that is intoxicated, they lose their \$20 and they're out the door. To me focusing on how many stops we're going to have, and I understand there's concern on how many ounces a person has, ultimately it comes down to Shakou's employees to determine if a person is overserved just as they would during restaurant week or a regular Friday/Saturday night. It's not the retail employees deciding who has had too much to drink, it's certified BASSET employees.

Mayor Rogina: The restaurants and bars are not included in the mix here. This is an attempt to introduce the community and visitors to our city to our retail and service organizations. If the restaurants were there, people could go in there and drink all afternoon and that's not the purpose of this event. We want to enjoy staying downtown and perhaps have dinner at one their locations afterwards.

Vice-Chair Payleitner: This is an opportunity for people in town and out of town just to be introduced to those 25 businesses, not to see how many little sips of wine we can get. They can go to all 20 or 25 without even having any wine.

Ed: They can stop at five restaurants between them. No one has any control over that. The reason I didn't want to include pubs etc. as no one is going to the pub to try their wines. They're going to drink beer and hard alcohol. Wine drinkers taste and move on. They are not sitting there consuming an entire glass. A typical bottle of wine is 750 ml or 25.7 ounces. If we have 25 locations and each one is getting 1 to 1-1/2 ounce pour, which will vary, they could have a bottle of wine over the course of 4 hours which is not a catastrophic amount of alcohol for a normal person. To the sidewalk comment as part of the due diligence to the retail stores that sign up, they're obligated to make sure the sidewalks are clear in front of their stores. They are going to have to sign an agreement with me. My Dram Shop is going to cover but I'm going to be added as additional liability on their policies as well. There will be layers here in communication. I can do part of that as the due diligence. I'm fine with that.

Ald. Lewis: We're not agreeing to a license tonight; we're agreeing to a concept – correct?

Ed: I'm trying to get to the point where you all are comfortable so I can approach the businesses. I don't want to be left with egg on my face in getting people involved then having to be turned down. I'm going to be paying for all of this but am also getting some help from my partners in the industry and I need to line that all up. I've got a lot of due diligence on my side.

Vice-Chair Payleitner: You need this to go out and to solicit participants which is why I'm comfortable with Chief Keegan's offer of having a little bit of a break between committee and Council to get all those details nailed down and get the license at that point.

Ald. Lemke: I'm not sure how long it will take you to round up 5, 10 businesses; does it have to be winter. Could it be Wine Down Spring?

Ed: We talked about that early on at initial meetings. It's a play on words – Wine Down Winter. It doesn't make a whole lot of sense for Wine Down Summer. People are traveling more at that time. The idea behind March is that everyone is back from the holidays, it's typically the slower season with restaurants and retail; and it's a way to draw people into the community.

Ald. Lemke: Would you be talking about a dedicated route like from A to B or first hole to the 18th hole or would people start and stop in a multiple of directions?

Ed: They could start at the front end or the back. My thought would be to gear the map with the locations, parking, safety, emergency aid, Shakou on one side and Town House on the other; and then have a walking type map where you could start at the east or west. My hope is to get some sort of a sensible walking path established. The Chief has agreed to give me officers to assist which I'll be paying for on an overtime basis; so the more concentrated and fluid I have it, the easier it is for me to determine how many police officers I have. I have two check-in locations so as not to have someone stuck strictly on the east or west side of town.

Ald. Lewis: One other thing as this came up with the plaza events. The liquor license was given for three events and one event was canceled due to weather. I would like you to think about what you would do if it was horrendous weather and you had to cancel. Would you be looking

for another date? Then that liquor license is hanging there and is for only that day? I would like you to think about how you would work through that situation.

Ed: I believe the Illinois law is that when you're issued a license it's good for 15 business days, so it would have to fall within that time frame.

Chief Keegan: At the state level the 15-day window, once you go down and get your State license, that goes for a 15- day window, however the local license is good for the day we specify. When I take this back to Council, if it's the pleasure of the committee to advance this, I'll talk about that.

Ald. Turner: So we're going to approve the liquor license and the concept for the advance subject to final approval at City Council?

Motion by Ald. Lewis, second by Turner to recommend approval of liquor license and the concept of a proposed event "Wine Down Winter" for Shakou LLC, 312 W Main Street, St. Charles.

Chief Keegan: I'll table this until further notice.

Mayor Rogina: A point of order on this would be to the Council that at the Council pending the final document, they're in position to vote Yeah or Nay on the final document.

Ald. Payleitner: Right, what we would like to do now is to communicate whether we buy into the concept and then Mr. Hartigan can go out and find businesses to participate.

Roll Call: Ayes: Silkaitis, Lemke, Turner, Bancroft, Gaugel, Bessner, Lewis; Nays: Krieger; Absent: Stellato. Vice-Chrmn. Payleitner did not vote as Chairman. **Motion Carried.**

d. Recommendation to approve street and parking lot closures for the 2017 Sly Fox Half Marathon on April 22, 2017.

Chief Keegan: In your packet is a detailed account of not only the street closures but also the event itself. This is the third annual event of the Sly Fox.

Scott Iott, 2285 Country Water Court, Elgin: I am one of the race directors.

Motion by Ald. Turner, second by Gaugel to recommend approval of street and parking lot closures for the 2017 Sly Fox Half Marathon on April 22, 2017.

Voice Vote: Ayes: Unanimous; Nays: None. Vice Chrmn. Payleitner did not vote as Chair. **Motion Carried.**

5. Information Systems Department

- a. Recommendation to approve an agreement with MAD Security to provide information security program development services for a not-to-exceed cost of \$38,680.**

Larry Gunderson: This is related to a project for developing an information security program and we're looking to have you approve an agreement with MAD Security out of Washington, D.C. We want to make sure our information security investments in the City are based on our risk; and we want to have a risk assessment drive on the parties of our Information Security program.

This includes our software applications and the key things that really support the City's business. We need to look at what are the threats to our information assets; and threats would be things like software, malware, search engineering problems. Another threat could be weather related events: flooding, tornadoes and things that could impact the delivery of our services with their information security.

Then the vulnerabilities of what potential gaps do we have in our building to control our security environment? So we work with a consultant to provide these services to look at where we are now, where we want to be going forward, our target date, and our plan to be able to get there. That's the proposal for MAD Securities for a total \$38,680.

Ald. Payleitner: Note that on the Executive Summary the numbers are wrong but they have been corrected.

Larry: Yes, its \$38,680 and it's budgeted.

Ald. Gaugel: I liked the way you weighted and did a best value selection. Can you clarify the scores; it wasn't necessarily the highest score when you did all the weighting? It was the scored and then you weighted it with the price and came up with your ranking. In reading it looked like Moss Adams had the highest technical score.

Larry: Yes they did and we did that without looking at the cost. It was a blind review and that proposal came out the best with having the most resources and time; however weighting against cost, it didn't have the best value.

Ald. Gaugel: I commend you. It's a great job in looking at all the pertinent and relevant points to make sure we're picking the right vendor at the best cost. Since Moss Adams had the highest score, there was a reason behind that, and are there things that we can potentially look at MAD Security providing what Moss Adams had already built in their proposal, or is there a gap there that we should be concerned about since there is a significant disparity between the Moss Adams ranking and everybody else's ranking? Is there anything in that gap that we should address or be on the lookout as we go forward?

Larry: Good question, one of the things that we do when evaluating proposals is look at what is

the best fit for the objective for the project? Sometimes when someone goes way beyond your scope of what you expect it to be, they're really not providing you what you want. There is a mismatch between their scope. They may provide some additional services around technology planning which were viable good services, but not really appropriate for the scope of work we're looking at here. Certainly some of the things they proposed we would consider in going forward but not necessarily part of this project.

Ald. Lemke: The organization is from Washington, D.C. Do they have a strong presence here with all these resources of the folks that would help us; would they have to fly in?

Larry: Yes and of the six consultants, two are Chicago area based; so their travel cost is built in and it wasn't a differentiating factor given their additional travel costs didn't penalize them so much that they weren't a viable solution for our project.

Motion by Ald. Gaugel, second by Lemke to recommend approval of an agreement with MAD Security to provide information security program development services for a not-to-exceed cost of \$38,680.

Voice Vote: Ayes: Unanimous; Nays: None. Vice-Chair Payleitner did not vote as Chair.

Motion Carried.

b. Recommendation to approve an agreement with Plante Moran to provide a Work Order/Asset Management and Community Development System Needs Assessment for a not-to-exceed cost of \$89,965.

Larry Gunderson: This item will be proposed in two parts and I'll be joined by Michael Drake, Senior System Analyst, who will do the second part of the presentation. I'll give some background related to the recommendation and Mike will present the recommendation.

This is for our software Enterprise applications and I'll give you some examples. Enterprise application supports a lot of the core business processes, such as building permits, utility billing. Generally they cross departments and functions so workflows begin in one department and are eventually approved by a manager in another department. They provide a high degree of functionality within the Enterprise and along with that is a high degree of support as well. More examples will be to talk about with regards to asset management, redevelopment systems, such as plan review, permitting processing and licensing, utility billing applications, as well as our core financial applications through our Accounting, Human Resources, Payroll and Budgeting departments.

Back in 2010 we implemented a modern integrated system for our financials/accounting and HR payroll system which is called Infor Lawson. Many of our other Enterprise applications are a bit outdated, and don't meet the needs of our users. Utility Billing we had a recommendation for a consultant support for a few years. It was developed in the 70's and is antiquated. Asset Management systems is where we have several stand-alone systems that lack in agreement with each other. Community Development system, we have an application that was implemented in

2002 and was upgraded in 2005 as the last upgrade.

What is our response to those challenges? Working with City Council and staff, we've identified some strategic plan goals that impact these challenges head on. Future plan goals for ways of updating our management system, and we identified that if we put all these application in we need to look at it in a holistic manner; making sure you're doing it in way that simplifies and consolidates and looking for economy of scales for these applications. We're looking at the end in mind and will build our way there. To do that we are doing an Enterprise application assessment and the core principles behind that is this notion that our Enterprises apps are really strategic in foundation. Our planning used a long term 10-year planning horizon. In consulting with Plante Moran they use the SWOT process and help us with our Enterprise applications and came up with some recommendations. There are three recommendations that they made to us that formed the core of what we're presenting going forward.

First recommendation is start using commercial, off the shelf, software as much as possible. In certain instances applications are customized for our environment and going forward we should limit that as much as possible.

Another recommendation is we should understand all the business needs of our departments, particularly data integration before we finalize our approach, such as, a citizen's request or a street light that is out. Right now they make a request on our website, but we would like that data in that request to go to our data management systems.

Finally we want to make sure that whatever approach that we do propose, we would like the software vendor community to provide response back to us. We don't want to over define what we want, we want the software community that supports these applications to give us a good approach that integrates applications together.

Our plan is within the next 18 months to include core applications: asset management and community development as well as utility billing or sometimes called customer information systems. Also we'll look at other applications like system request management and ability to do applications on-line. Going forward we would like our residents to be able submit a building permit on-line. I will now turn the presentation over to Mike Drake to talk about Needs Assessment Project.

Mike Drake, Senior System Analyst – IS Department: I will talk about the Enterprise Asset Management and Community Development System Needs Assessment. Primarily we're talking about Public Works items: support and maintenance of our streets, water, wastewater lines, transformers, fleet, buildings, etc.; and Community Development systems are the areas that the development plan manages and that's permit management, land development applications, code enforcement, business licensing, etc. What bonds these areas together are the overactive responsibilities that these departments share with one another and also these items that they manage are typically tied to a physical address or location within the City.

To begin with we're going to launch a needs assessment which is one component of the overall

project. A needs assessment actually defines where we are, where we need to be, and the process that we'll use to get there. The scope is going to be a needs assessment in the beginning, special systems design that's in the middle, and then an implementation plan is provided at the end. Our goal is to complete this project within 4 to 6 months; that's dependent on procuring resources from the vendor as well as our own resources internally, because this kind of project requires the internal house resources and outside consultant's expertise.

Mike showed a list of the major project activities and deliverables in sequential order. First we'll have strategy sessions with the executive staff and consultant, also called visioning sessions. This will educate staff on potential systems and also give feedback to the consultant so they understand the way we operate and what we're looking for. We'll then get into department staff interviews to capture both divisions and departments for either one of these systems. The consultant will perform an audit of the current software and business processes by Public Works and Community Development and then we'll lead a discussion of the industry best practices regarding these items; the development of an Asset Management program and a Community Development processes. They'll be recommended software from a proposed plan and associated budget with that plan; and finally they'll be a development of an RFP specifications that we can go to market with.

Our special process is a little unique. The City conducted a competitive RFP process. The team was comprised of staff from Public Works, Finance, and IS and from that the RFP process plan was selected for the Enterprise Asset Management Needs Assessment. During our contract negotiations we identified an opportunity which is the proposed consultants or the Enterprise Asset Management Needs Assessment also has significant experience in Community Development, and we went back out to the departments and consulted with them and then asked Plante Moran to provide us a bid for similar services for Community Development.

The one thing that we recognized was the overlapping assessments that provides some savings for us, such as, lower project management cost, travel cost will be less because we plan on having them onsite and during those visits to add a day or so that will allow us to capture both systems requirements; and also provide opportunity to expedite the timeframe of both of these projects.

Our project partner is Plante Moran. They are a national company with both a regional and local presence. What made them unique in our assessment is they are vendor independent which means they have no working relationship with these software vendors, no agreements or affiliation. We feel the recommendations that they'll provide will be in the best interest of the City; not any vendor that they are actually supporting. The project manager tied into this project is a project manager professional. He's been in this business for many years and are members of several city/county organizations, including the Institute of Asset Management, American Public Works Association, and International City/County Association. Plante Moran has more than 30 years of experience providing service to municipal clients and they have shown us in their demonstrations the credibility of their experience that we are asking them to do for us.

Ald. Lemke: Would it be considered that our existing system with a new release or functions that are available from our existing vendor; would those be an alternative that's considered by

Plante Moran? Or does it have to be entirely something new?

Mike: It wouldn't have to be something new. With regards to asset management that is a bit of a reach. The systems we have for our asset management is we have some that are Excel spreadsheets up to the point where we have more mature applications. None of them are connected in any way with one another. Community Development's application is just dated. The company that owns that software is still in business, it could be one that we look at for Community Development to see if there is a chance of upgrading it to fulfill our needs.

Ald. Lemke: Could there be some Community Development that interfaces with somebody that provides everything else?

Mike: Yes, there are. The company that does our Community Development also have a separate package that handles asset management. I expect they'll be looking at our RFP.

Ald. Lemke: Is the software that far along that it can integrate with GPS and that type of data?

Mike: One of the requirements that will come out of this will be mobile. The expectation is that both our field crews need to have to access that they can use remotely and also for our citizens to be able to submit requests, to look at permit status, etc. What's unique about this project and where it's overlapping between the two of them is we call it spatial. Everything we listed here has a location and we understand the integration with our GIS is critical and this is one of our base requirements.

Ald. Lewis: This is just for the consulting, this \$90K correct? Do we have any idea what the project cost will be?

Larry: Correct on the \$90K and there is a tentative budget with some items already in it; and this software has been identified that it has to be replaced down the road. Budget has been identified and part of the enterprise application strategy is to take a realistic look at all the applications. We're going to make sure we understand all possibilities of what will be for these different components. That will be in the fiscal 2018 budget. Some of these applications have already been identified as part of the budget.

Ald. Lewis: Is this a 5-year project?

Larry: This project here tonight, yes it can be; and depending upon the application and the order that we do it, it could be as little as 2 to 3 years or as much as 5 to 6 years.

Ald. Lewis: And then this will last for another 20 years?

Larry: Depending upon the functionality it provides the City, we could continue to stay with the same vendor with different releases. If we make good solid choices that are strategic, we'll get more long term value out of it.

Mike: One of the things they are going to provide for are applications. There are certain divisions of the City that are better prepared for this. Other areas that still using those spreadsheets may not be quite as prepared. This will be a phase by phase application and we will chose which departments will be the first ones.

Ald. Lewis: So when we're done with this system are we still going to talk within ourselves, it won't talk with anyone from another government entity?

Larry: Yes, these applications are built for our particular needs. There may be data sharing or opportunities down the road of co-locating our applications with other government entities, but this is not part of this strategy right now. This is intended for our own internal processes.

Ald. Gaugel: You said this process is expected to be 4 to 6 months that they're going to be doing consulting and we're phasing this in over 5 years; are we confident that this \$90K that we're spending, and it was two-prong with 105 hours with about \$25K that is consulting services; do we anticipate that to be finite? Is it going to drag on if we do the implementation over 5 years; are we going to go back to Plante Moran and they'll say you're in year 3 and you've used up your \$90K? Are they going to keep asking for money? When they give us a recommendation can we then say it's up to us to phase this in and thank you Plante Moran, we appreciate it and we're on our own from here?

Mike: I'm confident that the \$90K will be just for the project. It won't drag on. The program we develop with their assistance, will be something we can live with during the time we are implementing this software.

Ald. Gaugel: Once they give us the recommendation, is it up to us to select the vendors or either go with their recommendations or modify them to a certain extent, and then implement – that's on us? The question was that this is just the consulting piece and then we move forward in buying all these different software packages and it then is on the City's shoulders to implement and put in place, and Plante Moran steps to the background – correct?

Mike: Correct.

Vice Chair Payleitner: My understanding is this assessment will be about 9 months and then 18 months to put out an RFP?

Larry: Yes.

Ald. Lemke: If we're talking about data migration that would be separate and outside of this. We chose the system and we're doing data cleansing and migration – that's for the next package?

Larry: Yes.

Ald. Bancroft: We have our assessment done, recommendations are made, we go out and decide what we're going to do in terms of applications; is there an ongoing role for Plante Moran

with respect to the implementation of these?

Mike: As of right now there is not. When we put out this RFP we asked the consultants for these additional services. The next step is the selection process and a consultant can be used for that as well; and once the application process begins the consultant can be used for that too. The selection process and implementation process, the main reason for that was to get some budget figures that we could look at. As far as this is concern, Plante Moran's work ends when we have the RFP done. There is nothing that we're contractually obligated to do with them beyond that.

Motion by Ald. Lemke, second by Turner to recommend approval of an agreement with Plante Moran to provide a work order/asset management and community development system needs assessment for a not-to-exceed cost of \$89,965.

Roll Call: Ayes: Silkaitis, Lemke, Turner, Bancroft, Krieger, Gaugel, Bessner, Lewis. Nays: None; Absent: Stellato. Vice Chair Payletiner did not vote as Chairman. **Motion Carried.**

6. Finance Department

a. Presentation Update regarding City's Preliminary Financial Results for 2nd Quarter ending October 31, 2016 – Information Only.

Chris Minick: This October 31, 2016 report represents six months of our fiscal year. There is nothing tremendously remarkable in any of the numbers; the results are where we expected them to be and are pretty consistent with prior years.

Ald. Turner: How are we doing with the State?

Chris: The State is making all their payments on income tax, state sales tax. We've recently begun receiving the video gaming taxes. The one issue we've had with the State which has recurred and has been prevalent during this fiscal year is with regards to the income tax revenue that they share with us. Recently they have instituted some new accounting systems at the state level and its changed some of the allocations that they have done between the personal property replacement tax and income tax. All that said, that results roughly in a 14.5% decline in our income tax receipts between 2016 and 2015. We've been seeing that across the board. The indications we have is that this is going to continue and that may have the impact of lowering the income tax revenue we will get from the State compared to our expectations when the budget was adopted last year. They are paying their bills pretty much on time as they've gone so far. My understanding with regards to the 6-month budget that will expire here at the end of the month, none of our allocations are tied up in that. I believe those allocations have been approved through the end of the State's fiscal year which is June 30, 2017. The operations of the State itself is what is going to lapse as of December 31.

Ald. Turner: We're not the only city that's experiencing this formula?

Chris: No, it's been across the board with everyone. I've talked with my colleagues and it's been very consistent between 14%-15% and we're right in that range.

Ald. Turner: I'm sure our representatives know about that in Springfield?

Chris: They do. We've sent letters requesting an explanation and that's what we've gotten so far. I understand they are going to continue to keep on the Department of Revenue to make sure we get a good explanation and a good accounting.

Ald. Turner: Our Local Distribution Funds, are they still coming in?

Chris: Yes, the delay is as consistent as it has been; 2 to 3 months.

Ald. Turner: If there was some mis-reallocation would you say some cities might get more of the personal property replacement tax than less of, but it seems like it's trending against everybody and makes me wonder how they come up with the 14 percent?

Chris: As of today, we haven't gotten a good explanation of that.

Ald. Turner: We should make our budget at this point?

Chris: We're forecasting right now that we'll not make the budgeted revenue for income tax specifically, but overall between our revenues and expenditures coming in under budget, we're projecting roughly a \$478K surplus in the General Fund at the end of April, 2017.

Motion by Ald. Lemke, second by Silkaitis to go into Executive Session to discuss Pending Litigation and Property Acquisition at 8:40 p.m.

Roll Call: Ayes: Silkaitis, Lemke, Turner, Bancroft, Krieger, Gaugel, Bessner, Lewis. Nays: None; Absent: Stellato. Vice Chair Payletiner did not vote as Chairman. **Motion Carried.**

7. Executive Session – None.

- Personnel 5 ILCS 120/2(c)(2), 5 ILCS 120/2(c)(5)
- Pending Litigation 5 ILCS 120/2(c)(4)
- Probable or Imminent Litigation 5 ILCS 120/2(c)(4)
- Property Acquisition 5 ILCS 120/2(c)(3)
- Collective Bargaining 5 ILCS 120/2(c)(1)
- Review of Minutes of Executive Sessions 5 ILCS 120/2(c)(14)

Motion by Ald. Lemke, second by Turner to come out of Executive Session at 9:09 p.m.

Voice Vote: Ayes: Unanimous; Nays: None. Vice-Chair Payleitner did not vote as Chair. **Motion Carried.**

8. Additional Items from Mayor, Council, Staff or Citizens.

9. Adjournment

Motion by Ald. Lemke, second by Ald. Turner to adjourn meeting at 9:09 p.m.

Voice Vote: Ayes: Unanimous; Nays: None. Vice-Chair Payleitner did not vote as Chair.
Motion Carried.

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