

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT OPERATIONS COMMITTEE
MONDAY, NOVEMBER 17, 2014**

1. Opening of Meeting

The meeting was convened by Chairman Turner at 7:19 p.m.

2. Roll Call

Members Present: Chair. Turner, Ald. Stellato, Silkaitis, Payleitner, Lemke, Bancroft, Martin, Krieger, Bessner, and Lewis

Absent:

3. Omnibus Vote - None

Budget Revisions – October 2014.

Motion by Ald. Stellato, second by Silkaitis to approve the omnibus items as presented.

Voice Vote: Unanimous; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**

4. Downtown St. Charles Partnership

a. Presentation for discussion and feedback regarding Adirondack Chair Promotion “Chair-ity Event”.

Rita Tungare introduced Lynne Scwhartz to present this item regarding the Adirondack Chair Promotion “Chair-ity Event to get feedback from this committee on going forward with this plan.

Lynne Schwartz, Downtown St. Charles Partnership (DSCP), 2 E Main Street, St. Charles:

The Downtown St. Charles Partnership would like to organize a promotion for the summer of 2015. The “Chair-ity Event” is a downtown, St. Charles, outdoor, public art exhibition sponsored by DSCP. Businesses, community groups, and individuals can use their imagination to decorate Adirondack chairs which will be placed throughout downtown St. Charles from Memorial Day weekend through Labor Day. The purpose of this event is provide incentive for people to come downtown, explore and enjoy all areas of the central business district, lengthen time spent downtown by visitors, and provide further opportunities for positive economic impact to the downtown businesses. Participants who buy these chairs to decorate have the option to donate them on an online auction concluding Labor Day weekend or keep them for themselves. The donation process for the auctioned chairs will have signage and an assigned auction number where people can go to the website and bid on a chair. Auction proceeds will be used to benefit downtown St. Charles and we are currently exploring options to ensure we make the most impact with that money. There is an application that needs to be submitted to DSCP by April 15, 2015 and the deadline for the finished product is May 1, 2015. Participants will be assigned a location and be responsible for delivering to said location by May 22, 2015. You can use your own Adirondack chair or purchase one. St. Charles Ace Hardware has chairs available at a

discounted price of \$39.99 for this event. For further questions you can email the Marketing & Development Coordinator at jsawicki@downtownstcharles.org. We will return after the New Year with the next steps of the proposed event.

5. Information Systems Department

- a. Recommendation to accept and approve the proposal submitted by MCCI, approve the contract with MCCI, and authorize the City Administrator to execute the same.**

Mike Drake: This proposal addresses the replacement of the City's enterprise document management system, along with the addition of substantial new requested functionality. Our current document management software currently in use by the City was purchased in 2001. The system functions as an electronic archive of City historical documents such as agendas, contracts, agreements, easements, minutes ordinances, plans, project documents and standards and policies. Since its implementation, city requirements and technological expectations have changed significantly. The City has implemented several new key enterprise applications each of which would benefit significantly by being integrated with the City's working documents which have limited life span. These include things such as invoices, employee assessments, etc.

We are rolling out a distributed capture application which means that documents that are imported into the system are imported when they're actually collected and being capture, such as, invoice and purchase documents will be imported by the A/P Department and HR will start collecting their documents and importing them instead of sending them over to IS. This will also allow field workers from Public Works to fill in inspection forms or take pictures and have those come back into the system; so bottom line is one can capture documents from wherever they are being created from.

We also will be providing application integration that has two points: 1) will reduce the need for city employees to jump between systems or look through paper files to find the supporting documentation they need, and 2) the biggest driver in what we are doing are the people's request to have a more simple user interface to find documents easier without having to search through file folders, etc. Staff will be able to go into applications that they use on a daily basis, pull up a record, click a button, and pull up all supporting documentation. These items will increase our efficiency of the way we do our jobs and will address the expanding expectations of city staff.

We have gone through an RFP process, interviews, demonstration of different packages available, and a team of city staff chose an implementation partner MCCI who is the number one LaserFiche Value Added Reseller (VAR) in the United States; they have over 400 government entities that utilize their services to implement LaserFiche Rio which is the new document management system that is being recommended here tonight. We have 12-month plan to implement this software which includes setup of the software/hardware, converting 40,000 documents/500,000 pages and all associated indexes into the new system, training for IS staff and rest of city staff to utilize this software, and the final step is to configure and build out and roll out the systems integration piece.

Ald. Lemke: When you say LaserFiche, if there is a document that has color in it, will that be contained as well?

Mike: Yes and we'll be able to capture receipt size drawings up to 36x48 plan drawings.

Motion by Ald. Lemke, second by Bancroft to recommend to accept and approve the proposal submitted by MCCI, approve the contract with MCCI, and authorize the City Administrator to execute the same.

Roll Call: Ayes: Martin, Krieger, Bessner, Lewis, Stellato, Silkaitis, Payleitner, Lemke, Bancroft; Nays: None; Chrmn. Turner did not vote as Chairman. **Motion Carried.**

6. Police Department

a. Recommendation for approval of expenditure for New World Records Management System Software Updates/Upgrades.

Chief Keegan: This is a recommendation to approve expenditures for the New World Records Management System software updates/upgrades. Our records management system has been in place since 2000 and is shared amongst the municipalities of Geneva, Batavia, Elburn, and Sugar Grove. I took an intergovernmental agreement before the Council in August that specified some improvements and specifications in moving forward. The current system and software provisions that are in place are no longer compatible with our current servers, database software, and associated GIS database. We currently share the records management systems costs with the aforementioned municipalities and our share is 33% of the cost. Additionally a secondary component to our system that is called a mobile field reporting system and is shared only with Batavia and this is at 66%. That system allows our officers in the field to complete police reports and automated reports. This is a budget item and the Police Department respectfully requests and recommends approval of the expenditures in the amount \$44K.

Motion by Ald. Stellato, second by Silkaitis to recommend for approval of expenditure for New World Records Management System Software Updates/Upgrades.

Voice Vote: Unanimous; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**

7. Fire Department

a. Recommendation for approval of the Houston Galveston Area Purchasing Cooperative Agreement (HGAC Buy) and authorization of City Administrator to sign the same.

Chief Schelstreet: This is a proposal to join an organization called HGAC Buy. This stands for Houston Galveston Area Purchasing Cooperative. This is a government to government cooperative purchasing plan similar to the Northwest Municipal Conference. The reason for this coming forward is that our Fire Department has approval to replace one of our fire engines which is a major piece of apparatus and will come with considerable expense. In an effort to gain the most favorable terms and conditions for the City we've done considerable research as to the best

method of purchasing this piece of apparatus. In doing so, Wheaton and Geneva have both utilize HGAC Buy to purchase fire apparatus and found it to be a very smooth process. The only costs for being a part of this cooperative would come at the time of purchase. If we do utilize HGAC Buy there would be an administrative fee that is assessed as part of the total purchase price for the apparatus. We would pay the money to the vendor and they would take care of the rest. It's a very seamless process.

Ald. Stellato: Is the estimated cost really zero?

Chief Schelstreet: To become a member the estimated cost is zero. The only cost is if we do purchase a fire apparatus. For example, when Geneva purchased their last engine company similar to ours, they paid a \$2,000 administrative fee. That would be based on the type of vehicle you purchase and the cost for purchasing it.

Ald. Turner: In the past when we've purchased our last few fire engines, do you think we spent over \$2,000 in staff on that?

Chief Schelstreet: Yes, one of the main benefits of this is that this is not a take it or leave type organization. There are multiple vendors that are available and we have the ability to customize. For example, we recently purchased a brush pumper but made it small enough that it could access the parking garage. That was a customization that was specific to our needs in St. Charles. We would have the same ability to customized through HGAC Buy.

Motion by Ald. Stellato, second by Bessner to recommend for approval of the Houston Galveston Area Purchasing Cooperative Agreement (HGAC Buy) and authorization of City Administrator to sign the same.

Voice Vote: Unanimous; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**

5. Executive Session - None

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining
- Review of Minutes of Executive Sessions

6. Additional Items

None.

7. Adjournment

Motion by Ald. Stellato, second by Silkaitis to adjourn meeting at 7:37 p.m.

Voice Vote: Unanimous; Nays: None. Chrmn. Turner did not vote as Chairman. **Motion carried.**