

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, March 7, 2011

6:00 PM

Village Hall

Finance Committee

Chairman Edward G. Schussler
Trustees Bernard A. Murphy and Kathleen M. Fenton
Village Clerk David P. Maher

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:41 PM

Present: 3 - Chairman Schussler; Trustee Murphy and Trustee Fenton

APPROVAL OF MINUTES**2011-0119 Approval of the February 7, 2011 Finance Committee Minutes**

I move to approve the Minutes of the Regular Meeting of the Finance Committee of February 7, 2011.

A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be APPROVED. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

ITEMS FOR SEPARATE ACTION**2011-0148 Code Red Emergency Notification System - Expenditure Approval**

MIS Manager Mary Klinger reported that on February 2, 2011 the Code Red Emergency Notification System was activated to inform our residents about road closure statuses and emergency snow removal operations in the village during the dangerous blizzard conditions.

The annual renewal of the system includes one block of 20,000 minutes and when those minutes are used, an automatic rollover occurs and an addition block of 20,000 minutes is added to the minute bank. The cost of the additional block of 20,000 minutes is .30/per minute or \$6,000.00.

The Code Red system has become prohibitively expensive to use especially when community wide notification is needed. Staff has begun researching other providers of emergency notification systems and will bring a recommendation for a more cost effective solution to the Village Board for consideration. Other systems have been identified that appear to provide the same functionality but that are based on a flat rate rather than a "per minute" charge.

In the interest of time, this recommendation will be brought forward quickly so that the new system can be activated as soon as Code Red minutes are depleted with the Beat Meeting notifications.

I move to recommend to the Village Board to approve a budget adjustment in the amount of \$6,000.00

And

Recommend approval of the payment for the additional block of minutes in the amount of \$6,000.00 to Code Red.

A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

2011-0146 Vehicle Sticker Application Printing - Approval

Finance Director Annmarie Mampe reported that in previous years, the third party firm that maintained the vehicle sticker database also printed the vehicle sticker applications. With the conversion from HTE to Innoprise, the Finance Department and MIS staffs have determined that the Village will be able to maintain the vehicle sticker database within the Innoprise software instead of using the third party's software. This conversion will also allow the Village to print up to four vehicles per address on a single application, as opposed to printing a separate application for each vehicle in the database.

Since we will no longer be using this third party to print the applications, Finance staff requested a quote from Infosend, the Village's current water bill printer. Infosend has quoted a price of \$2,500 for the one time set-up of the application printing. The quote also includes printing approximately 50,000 applications and providing the two envelopes needed for each application at a cost of \$12,500. This price includes processing the Village's data, printing the applications, mail preparation, and applying the postage. The quote also included printing an additional 7,000 applications to be used as over the counter forms at a cost of \$1,085. The total quoted cost for set-up, printing, and over the counter forms is approximately \$16,085. Based upon staff's redesign of the application, we should be able to reduce the number of applications printed by approximately 14,000 applications. If we are able to reduce the number of applications printed, staff estimates the total cost at approximately \$13,250.

Due to the specialized printing of the vehicle sticker application and the excellent customer service received from Infosend in the past, Finance staff recommends accepting the quote from Infosend.

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

And

Approve the printing of vehicle sticker applications and over the counter forms by Infosend at a cost not to exceed \$16,085.

A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

2011-0151 Drug and Alcohol Testing Third Party Administrator

Assistant Village Manager Ellen Baer reported that the LexisNexis is a professional service company that has been providing comprehensive substance abuse program administration since 1991. They have been contracted as the village's third party administrator for the past three years, providing Medical Review Officer (MRO) services, random drug program administration, statistical reporting services, and emergency collection sites for the Village's drug and alcohol testing program.

Our current three year service agreement expires March 31, 2011. We have been very satisfied with LexisNexis serving as our drug and alcohol program third party administrator and have only experienced one rate increase (\$1.00 per DOT drug test) which was the result of increased federal requirements for DOT testing in October 2010. In addition our occupational health provider utilizes Lexis Nexis in the processing of all drug and alcohol collections. This coordination provides for a very high level of service and continuity with our occupational health provider, therefore we recommend exercising the service agreement's automatic renewal provision for an additional one year term.

This is a professional service; therefore staff is also requesting to waive bids and recommend that the Board approve authorizing the one year renewal of our service agreement with LexisNexis, Inc.

I move to recommend to the Village Board to approve a one year extension to the contract with Lexis Nexis, Inc. to act as the third party administrator for the drug and alcohol testing program at an amount not to exceed \$10,834 annually.

A motion was made by Trustee Kathleen Fenton, seconded by Trustee Bernard Murphy, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

2011-0158 ArcGIS Server Software Upgrade - Expenditure Approval

MIS Manager Klinger reported that the Village of Orland Park needs to upgrade the ArcGIS Server software in order to continue to provide web-based public access. ArcGIS Server (standard) software gives organizations the ability to create, manage, and distribute GIS services over the Web to support desktop, mobile and Web mapping applications.

ArcGIS Server simplifies access to GIS services for GIS professionals, mobile workers, as well as knowledge workers without any GIS experience. With ArcGIS Server, GIS managers stay in control of the content through centralized management of spatial data, including imagery.

In addition, ArcGIS Server provides organizations with a scalable GIS server platform that can be deployed on a single machine to support small workgroups, or it can be distributed across multiple servers for supporting enterprise applications. One can also deploy ArcGIS Server on Cloud infrastructure.

Industry professionals of all types use ArcGIS Server to power fast, dependable Web mapping applications and GIS services. ArcGIS Server improves their organization's efficiency, help them reduce operational costs, and it increases the value of their information resources and decision processes through integration with other systems and databases.

The Village of Orland Park currently has ArcGIS Server basic, which has capability of geodatabase management but not the ability to deploy web based maps for public. However, web applications are being deployed through the EDN license. The EDN capability will no longer be available due to change of software version. Therefore, for the continuation of access of GIS to the public, the Village needs to upgrade the ArcGIS server software from basic to standard.

I move to recommend to the Village Board the purchase of ArcGIS Server Standard Edition software from Environmental Systems Research Institute, Inc. in an amount not to exceed \$9,000.00.

A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

ADJOURNMENT - 6:50 PM

A motion was made by Trustee Bernard Murphy, seconded by Trustee Kathleen Fenton, that this matter be ADJOURNED. The motion CARRIED by the following vote:

Aye: 3 - Chairman Schussler, Trustee Murphy, and Trustee Fenton

Nay: 0

/nm

APPROVED:

Respectfully Submitted,

David P. Maher, Village Clerk