VILLAGE OF ORLAND PARK
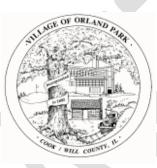
14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Meeting Minutes

Monday, May 18, 2015

6:00 PM

Village Hall

Parks and Recreation Committee

CALL TO ORDER/ROLL CALL

The meeting was called to order 6:06 PM

Present: 3 -   Chairman Gira; Trustee Fenton and Trustee Calandriello

APPROVAL OF MINUTES

2015-0286   Approval of the April 20, 2015 Parks and Recreation Minutes

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of April 20, 2015.

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

Aye: 3 -   Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

ITEMS FOR SEPARATE ACTION

2015-0294   Garage Door Removal and Installation Bid Award

Park's Division Director Frank Stec reported that bids were opened on Monday, May 4, 2015 for the Public Works garage door removal and installation. Three (3) bids were received and the low qualified bid was from House of Doors, Inc. of Brookfield, IL at a cost of $10,494 for the door replacement and $3,495 for the optional door operator replacement.

Trustee Calandriello asked if bidders are contacted right away when the bid process is dismissed.

Director Stec responded yes.

I move to recommend to the Village Board to approve accepting the low qualified bid from House of Doors, Inc. at a cost not to exceed $13,989.

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

Aye: 3 -   Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

2015-0300   Recreation Department Program Guide - Fall 2015 Programs

Recreations Division Director Nancy Flores reported that the lists of recommended programs to be offered in the Recreation Department 2015 Fall program brochure are attached. Included in the lists are contractual costs (over $5,000) that require Board approval associated with the fall sessions. These costs are covered by revenue generated through registration fees and actual costs are dependent on the number of participants registered.

Staff is requesting approval of the recommended programs and payment to the contractual instructors at the time of invoicing.

I move to recommend to the Village Board to approve the recommended programs and payment to the contractual instructors at time of invoicing.

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

> **Aye:**   3 -   Chairman Gira, Trustee Fenton, and Trustee Calandriello
>
> **Nay:**   0

2015-0303   Recreation Management Software - Expenditure Approval

The Village of Orland Park Recreation Department has been using Active Networks's Class Database Software since 1997 to manage program registration, facility bookings, membership pass validations, and point of sale functions.   In August 2011, the Board approved an agreement to use Active Network's public web-based interface to Class, known as Online Program Registration, giving residents the option of registering for recreation programs and events on-line. Prior to seeking approval to go with Active Network's Online Program Registration module, staff did extensive research, including going off-site to visit park districts and recreation departments, to determine if there were other softwares available that would provide the same functionalities as Active Network's software.   All sites visited utilized either Active Network Class or Vermont Systems Rec Trac.   These are the leading firms in the field.   At that time, staff provided documentation to the Board that compared the features and modules of both software programs to determine which software the Village would advance with.   The Village Board approved advancing with the existing vendor, Active Network's Class, and implementing Online Program Registration.

Existing Technology
The existing hybrid system of on-premise and hosted technology that is currently utilized by the Village is being phased out by Active Network in 2017. Currently, no software upgrades are available and certain portions of the software, including online registration, will no longer be supported by Active Network effective December 2016. End of support of the on-premise Class application prompted

staff to once again look at different Recreation Management Software (RMS) types. Staff researched RMS systems that have a robust internet face to the public, afford staff a comprehensive user interface to the system, and can provide a secure cloud based hosted solution. The research included reaching out to other Chicago area communities comparable to the Village.

The existing hybrid Class system consists of an on premise database and payment processing server, with a VPN tunnel to Active Net's servers. Recent developments allow for both the database and the applications to be hosted in the cloud, as both Active Network and Vermont Systems offer these Software as a Service (SaaS) solutions. Several benefits can be achieved by moving the RMS to the cloud, including (1) the ability to achieve PCI compliance via a hosted solution, (2) daily on-line backups accomplished off-site, (3) hosted servers offer redundancy and afford the Village a Disaster Recovery option, and (4) hosting will reduce IT staff support load of on-premise server applications. A hosted solution will also improve data connection reliability and customer experience by offloading Internet bandwidth.

Software Features
Staff chose to further analyze software from the two leading Recreation Management Software (RMS) providers in the Chicago area, Active Network's "Active Net" and Vermont Systems "RecTrac" and "WebTrac", as both solutions offered cloud based Software as a Service (SaaS).

Recreation, Finance and IT staff participated in demonstrations, as well as question and answer sessions, on both software packages. Staff then compared the features and functions and provided ratings on each category using a scale from 1 to 5 with 5 being the highest rating. The details are attached.

Rec Track and Active Network provide similar program registration functions. Active Network will allow us to go beyond our current uses of the systems by offering future mobile applications such as event/race management, volunteer management, online day of event registration, onsite check-in, online waivers and medical forms, digital media and marketing, and a dedicated fundraising and development module. Active Network will provide additional base modules at no additional cost. Other benefits include ease of use for customers and staff, minimal product customization, enhanced marketing and communications tools, integration of social media into program registration, strong reporting tools, unlimited use of software as workstations are added, and Active Net holds the highest available PCI certification for all payment processing.

Overall, the review committee rated Active Network higher than Rec Track using an established evaluation tool (see attached). Agencies called as references that currently utilize Active Net Class/Online Program Registration software have reported being very satisfied with Active Network and migrating over to the cloud-based Active Network software.

Costs

Active Network and Vermont Systems fee structure differ.

 -Active Network fees are based solely on a per-receipt fee structure applied to each receipt. There are no costs for the software itself with Active Network.

 In addition, current Active Network customers have the opportunity to take advantage of a buy-in discount rate of 34%, if the customer agrees to terms by June 30, 2015.

 -Vermont systems fees are based on number of users licensed for each of the software modules. See attached Total Cost of Ownership (TCO) analysis for details.

I move to recommend to the Village Board to approve an agreement with Active Network of Dallas,Texas and approve the purchase of training and technical services in an amount not to exceed $16,100.

This item will also be reviewed by the Finance and Information Technology Committee on June 1, 2015.

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

Aye: 3 -   Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

NON-SCHEDULED CITIZENS & VISITORS

ADJOURNMENT: 6:10 PM

A motion was made   that this matter be ADJOURNED.   The motion carried by the following vote:

Aye: 3 -   Chairman Gira, Trustee Fenton, and Trustee Calandriello

Nay: 0

/AS

Respectfully Submitted,

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John C. Mehalek, Village Clerk