



MAYOR
George D. Alpagianis

**VILLAGE
MANAGER**
Joseph S. La Margo

VILLAGE CLERK
Marlene J. Victorine

TRUSTEES
John C. Jekot
Joe LoVerde
Danette O'Donovan Matyas
Craig Niedermaier
Dean Strzelecki

MEETING MINUTES
General Government / IT Committee
Remote Participation
May 10, 2022 – 9:00 a.m.

The General Government / IT Committee meeting was held virtually via Zoom on Tuesday, May 10, 2022. The meeting was called to order at 9:03 a.m. by Chairman Niedermaier.

Members Present:

Chairman Craig Niedermaier
Village Manager Joe La Margo
I.T. Director Rehman Ali
Niles Resident Jeff David

Approval of Minutes

Village Manager Joe La Margo made a motion, seconded by Niles Resident Jeff David, to approve the Meeting Minutes of the General Government / I.T. Committee Meeting held on April 12, 2022. On voice vote, the roll call was:

YEAS 4 Niedermaier, La Margo, Ali, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MINUTES WERE APPROVED.

New Business

a. Resolution Authorizing a Contractual Agreement with Smith, Dawson & Andrews for Federal Lobbyist Services in the Amount of \$60,000

Deputy Village Manager Kathy Thake advised the Village currently utilizes State lobbying services to seek out funding opportunities and advocate Village initiatives. Federal lobbying services will develop a strategic and prioritized federal agenda that demonstrates the understanding of the Village's requirements and outlines an approach to complete the agreed-upon work. Smith Dawson & Andrews, Inc. is well suited to represent the Village on the Federal side, and has lengthy experience in representing state and local government clients makes SDA highly qualified to represent the Village. Brett Garson and Kristian Chin of

Smith Dawson & Andrews, Inc. were available at the meeting to discuss and answer questions from the Committee and Staff. SDA has the capacity, expertise, experience, and understanding of local government issues necessary to be successful. As well as a longstanding and direct experience providing federal representation on issues and objectives common to local government clients similar in size and governance to the Village. The expertise includes all of the domestic discretionary programs of interest to local governments, including those covering infrastructure, water, land use and environment, parks and recreation, economic development, education and public finance, human services, public health, housing, workforce development, public safety and security, environment, and justice.

SDA will continually monitor events in Washington, D.C. to bring you up-to-date analysis of new opportunities and areas of concern. Village Staff recommends the approval of the agreement for Committee Approval to go before the Board of Trustees at the May 24, 2022 Board Meeting. Chair Craig Niedermaier made a motion, seconded by Niles Resident Jeff David to approve the Resolution Authorizing a Contractual Agreement with Smith & Dawson for Federal Lobbyist Services in the Amount of \$60,000 to go before the Board of Trustees at the next Board Meeting. On voice vote, the roll call was:

YEAS	4	Niedermaier, La Margo, Ali, David
NAYS	0	
ABSENT	0	
ABSTAIN	0	

There being 4 affirmative votes, the MOTION CARRIED.

b. Board Approval - Office 365 / Microsoft 365 Migration Project Services Estimated cost Not to Exceed \$45,000

Currently, the Village hosts many Microsoft Enterprise services on-premises that have been less and less reliable and require a more advanced skill set to administer, manage, and current. Office 365 and migration is part of the Capital Improvement Plan for IT (budgeted amount of \$98,000). The first portion of the budgeted amount is for migration services for approval. The remainder will be applied towards licensing and support services for Microsoft Cloud Subscription through Dell, Inc.

Currently, the Village hosts many Microsoft Enterprise services on-premises that have been less and less reliable and require a more advanced skill set to administer, manage, and current. The on-premises model has become unsustainable and is plagued with system outages. Migrating to Office 365 (O365) / Microsoft 365 (M365) will modernize how we manage, administer and provide office productivity software to the Village of Niles workforce. By migrating to O365/M365, the Village staff will have access to the Microsoft suite of products through Microsoft Government Cloud services resulting in increased productivity and efficacy. O365 will enable all Village staff to have the same version of Microsoft apps and automatic updates at the same time. The Village staff also can log on from any device at home or in the office. The robust features of SharePoint Online will enhance collaboration within and across all departments. With OneDrive, the staff can access their files from any location with the greatest ease. In addition, data backup, security, and recovery are managed by Microsoft.

Chair Craig Niedermaier made a motion, seconded by Village Manager Joe La Margo to approve the Resolution Authorizing a Contractual Agreement with a5 Group, Inc. For Marketing and Public Relations Strategy and Implementation in the amount not to exceed

\$74,000. to go before the Board of Trustees at the next Board Meeting. On voice vote, the roll call was:

YEAS 4 Niedermaier, La Margo, Ali, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

c. Board Approval – IT Network and Infrastructure Assessment in the Amount of \$68,800

- i. \$18,000 for Discovery and Documentation
- ii. \$12,000 for Active Directory Assessment & remediation
- iii. \$38,800 for Network Assessment & remediation

IT Director Rehman Ali stated that as a part of Village updates needed the IT Department will move forward with working with CDW on IT Network and Infrastructure Assessment for Discovery and Documentation once legal approves the contractual agreement. IT Director Ali stated we would table the Active Directory Assessment & Remediation and Network Assessment & Remediation until further information was received from the vendor. IT Director Rehman Ali asked for Committee Approval to move forward with Discovery and Documentation with CDW not to exceed \$18,000. Chair Craig Niedermaier made a motion, seconded by Village Manager Joe La Margo. On voice vote, the roll call was:

YEAS 4 Niedermaier, La Margo, Ali, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

d. Update A/V for the Council Chambers and Police Training Room in the amount not to exceed \$27,800

IT Director Rehman Ali stated that as a part of the Village of Niles Capital Improvements Project the IT Department has received several requests from other departments stating the need for an updated Audio / Visual capabilities for the Village Hall Council Chambers and Police Training Room. The IT Department recommends Abt Electronics to modify the A/V for the Council Chambers and Police Training Room. This project is under budget. Chair Craig Niedermaier made a motion, seconded by Niles Resident Jeff David to approve the Update A/V for the Council Chambers and Police Training Room in the amount not to exceed \$27,800 to go before the Board of Trustees at the next Board Meeting. On voice vote, the roll call was:

YEAS 4 Niedermaier, La Margo, Ali, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

e. Human Resources Update

Director of Human Resources Donna Dunn gave an update on the Human Resources Department, and reported HR is proposing a structure change: instead of two full-time HR Generalists, HR proposes one full-time HR Generalist, which is already filled, and a full-time HR Assistant. This is a budget savings in salary costs and also provides growth opportunities within a small department, which is typically very difficult. The HR Generalist would supervisor the Assistant, and the Assistant, in time and if approved through future budget processes, could eventually grow into an HR Generalist. This would also alleviate some FLSA concerns with the exemption status of our current Generalists due to the amount of clerical and administrative work they complete, allowing them to focus on process improvement and enhancements, and big picture initiatives. One of the primary reasons HR wants to be fully staffed is so the Village can finalize all of the clean-up and work towards maintaining the day-to-day operations, which will allow us to focus on new initiatives and strategic plan goals. One of the main goals is working with the Board and staff to find new and creative ways to be the Employer of Choice. Also, during this fiscal year, front-line and supervisory staff will go through professional development workshops, focusing on building and cultivating a service culture, provided by TKFay Consulting. There are three phases of this program, and after each session and phase, the Village will have customized tools to use after the training is complete and to onboard new employees into the service culture we expect. The Committee agreed with Human Resources proposed structure change.

f. Presentation and Discussion of the Payment to Solid Waste Agency of Northern Cook County (SWANCC) for Fiscal Year 2023 Operation and Maintenance Costs in the Amount of \$427,824

At the beginning of each fiscal year, the Village creates a blanket purchase order for the annual payment to SWANCC. Based on the SWANCC's FY 23 annual budget as approved by the SWANCC Board; the Niles portion is based on the estimated tons with a true up at the end of the year. This year the annual fee to SWANCC for FY2023 Operation and Management costs based on an estimated 8,530 tons at \$50.15/ton. Niles system waste is the residential waste that is picked up by Groot under the residential hauling contract. This waste is for single family and all multi-family that is less than 4 units. SWANCC records the waste delivered to the SWANCC transfer station and uses the waste total to calculate Niles annual waste estimate which is what is based to invoice waste to Niles. In general, Niles gets a monthly bill from SWANCC based upon the estimated waste deliveries and our estimated operating costs. After the fiscal year is completed then the Agency calculates the actual deliveries and costs of operation and then prepare a true-up for all Members.

Village Manager Joe La Margo made a motion, seconded by IT Director Rehman Ali to approve the Payment to Solid Waste Agency of Northern Cook County (SWANCC) for Fiscal Year 2023 Operation and Maintenance Costs in the Amount of \$427,824 to go before the Board of Trustees at the next Board Meeting on May 24, 2022. On voice vote, the roll call was:

YEAS 4 Niedermaier, La Margo, Ali, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

g. Discussion and Recommendation - Authorizing a Contractual Agreement with Marina Samovsky for Photography Services in the Amount of \$8,000 to Build a Village Photo Library

Community Engagement Coordinator Katie Schneider advised as part of village-wide marketing initiatives, in FY2023 we have budgeted \$8,000 for contracted photography work to build a library of photos for and of the Village of Niles. Over the years, staff has hired Marina Samovsky for photography on an as needed basis. Village staff has been extremely satisfied with her photography work as well as her knowledge of Niles and ability to engage with the community and capture Niles stories and interesting subjects as she works.

Community Engagement Coordinator Schneider recommends we contract directly with Marina Samovsky, who the Village has an established relationship with and track record of successful results, to build a library of Niles photos over the course of the year. A proposed \$8,000 contract over 8 months will include events and featured stories. A photo library would encompass all parts of the community including village services, village departments, events, amenities, businesses and people. Photos will be used for promotional materials like events, services and programs as well as on our website and social media. This photo library will be most beneficial for projects and studies that require visuals of Niles like the annual report and sponsorship packet. The Village of Niles would own the rights to all photos. The Communications and Multimedia Coordinator and Community Engagement Coordinator would oversee their usage. Marina is a professional photographer with an established commercial photography business and is a long time Niles resident. She is active at Culver School and Niles West as well as her Bunker Hill neighborhood. Marina Samovsky has been a member of the Public Arts and Culture Council since 2017 and has led the Niles At Our Table project.

Chair Craig Niedermaier made a motion, seconded by Niles Resident Jeff David to approve the Resolution Authorizing a Contractual Agreement with a5 Group, Inc. For Marketing and Public Relations Strategy and Implementation in the amount not to exceed \$74,000. to go before the Board of Trustees at the next Board Meeting. On voice vote, the roll call was:

YEAS	4	Niedermaier, La Margo, Ali, David
NAYS	0	
ABSENT	0	
ABSTAIN	0	

There being 4 affirmative votes, the MOTION CARRIED.

Public Comment

Trustee Niedermaier welcomed new Deputy Village Clerk Angela Murphy.

Next Meeting

June 14, 2022

Adjournment

Motion to adjourn was made by Chair Craig Niedermaier, seconded by IT Director Rehman; all concurred and the meeting adjourned at 10:31 a.m.

Margaret Keating - General Government / IT Committee Secretary