



**Meeting Minutes**  
**Civic Information Systems Commission (CISC)**  
**December 12, 2019, 7:00 p.m.**  
**Village Hall – Room 102**

**1. Call to Order**

The meeting was called to order by Interim Chair David Baker at 7:04 p.m.

**2. Roll Call Present:** Commissioners Sharon Newton, Carl Urness, Matthew Knight, and Chair David Baker

**Absent:** Commissioners Brian Turnbull and Cory Wesley

**Also present:** Communications Director David Powers and IT Director Alvin Nepomuceno

**3. Agenda Approval**

Commissioner Urness motioned to approve the agenda for December 12, 2019. The motion was seconded by Commissioner Knight. A voice vote was taken and the motion was approved unanimously.

**4. Review/Approval of Minutes**

Commissioner Urness motioned to approve the minutes from October 10, 2019 as presented. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

**5. Public Comment – there was none.**

Chair Baker reported that his appointment as Chair was official as of the November 4, 2019 Village Board meeting. Members of CISC congratulated him and thanked him for his service.

**6. Old Business**

a. Cable Contract Updates – nothing new to report.

b. Core Systems Update

Mr. Nepomuceno updated members of CISC on ongoing improvements within the CityView system. CityView was originally purchased to manage permit processing, plan review, business licensing, and code enforcement. The focus is currently on business licensing.

Upgrades for the two main phones systems, Village Hall and Public Works, were scheduled for the Friday after Thanksgiving. The Public Works hard drive crashed and the old system had to be reinstalled. That upgrade will be rescheduled.

c. Fiber WAN Status

Chair Baker announced that the IGA between D97 and the Village was approved unanimously by the Village Board on November 4, 2019 and the



related budget expenses were approved on December 2, 2019 with the approval of the Village 2020 Budget. D97 has also approved the IGA with the Village. The contract with the vendor is expected to be presented to the Village Board in January. Mr. Nepomuceno responded to questions that generally summarized next steps, how fiber will be installed to meet the needs of the Village and D97, and the contractual relationship with D97.

## 7. New Business

### a. VOP Board 2020 Goals Review

It is a goal of the Village Board to work towards becoming a SMART City. Chair Baker suggested looking into the possibility of bringing in a guest speaker/consultant to present to CISC with the hope of gaining knowledge on how to prepare for becoming a SMART City and hopefully identify grant opportunities. Mr. Baker has reached out to Columbus, Ohio, winner of SMART City of the Year award, a consultant from East Dundee, and possibly another consultant who lives locally in an attempt to identify someone with knowledge worth bringing to CISC.

Alvin's priority for SMART City initiatives are related to public safety goals. Members of CISC discussed productive ways to determine attainable and relevant objectives for Oak Park in working towards becoming a SMART City. Thoughts included that a consultant at any level would need to understand the needs of Oak Park. Ideally, members of CISC would like to understand what priorities elected officials would have for becoming a SMART City. Members also discussed the possibility of partnering with a University to offer Oak Park as a case study for a Master's level project; Public Policy or Public Administration. David Powers informed members that studies have been conducted with this type of relationship in the past. He will look those up and share them with members of CISC as examples. Members agreed to research SMART City TedX videos to aid in discussion on how to proceed.

Chair Baker has recently looked at past Oak Park National Citizen Survey (NCS) results for insight. 2019 results are expected soon. In preparation from 2020 Work Plan initiatives Chair Baker would like to understand needs, wants, and concerns of residents.

Communications Director David Powers summarized ongoing discussion regarding options for updating or creating a new website and open portal solutions. Discussion related to understanding who would look at additional data if provided and for what purpose, or determining whether the goal should be to provide interpretation of data related to how the knowledge informs municipal decisions and projects.

### b. Citizen Interaction with Village (2020 Work Plan) – Focus Group Preparation

The related Village Board goal is improving access to information. Chair Baker suggested working with the Community Relations Commission to plan focus groups for identifying actionable solutions to citizen problems. Members of CISC discussed determining how it is that residents get information and how might the Village increase access to information on a platform that residents use. A suggestion was to optimize the search function for the Village website. The Village is working on a project with other governmental bodies to link



calendars by zip code. Members of CISC agreed to delay discussion of potential Focus Group questions until after the NCS survey results are available for review.

**8. Adjourn**

Commissioner Newton motioned to adjourn. Commissioner Urness seconded the motion. Chair Baker adjourned the meeting at 8:30 p.m.

Next meeting will be January 9, 2020