

# COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

July 7, 2026 at 4:45 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Terrio, Goonan, Burkush, Vincent

Messrs.: J. Heon, S. Wickens

1. Communication from Jennifer Heon, Finance Manager, requesting approval to execute the Submerchant Agreement with NIC Services, LLC, for utility billing payments.

Jennifer Heon, Finance Manager: Tyler Munis is our new financial software package that we just implemented on July 1. In order to go live with the utility billing for Water Works and EPD, we need this payments solution in place. They are a merchant, so they're collecting the credit card fees for us. So, it's going to replace our existing merchant so that it works with the new software. And then eventually the remainder of the city, we're going to bring the rest of them on to that one platform.

Alderman Terrio: Getting new software is a big deal. Are you having problems? Is it going smoothly?

Sharon Wickens, Finance Officer: Any financial conversion is a pretty big deal. And yes, we have some issues. They are in house now; we're working through them. The agreement that is coming forward, it would be great to use their credit card processing because it interfaces and everything's in real time, other departments can see things. It's much better. But they do have an indemnity clause. And the only people that can let us sign a contract that has an indemnity clause is the Board. There's no way around it to use this. This is pretty standard language. The solicitor's office has looked at it, but they just agree that to sign the agreement, we would need to come before you first.

***Alderman Burkush moved to approve and expedite the committee's report to the full Board. Alderman Vincent duly seconded the motion.***

Chairman O'Neil: Can this lead to other billing that we need to do?

J. Heon: It should be able to encompass the whole city for every credit card payment that we accept now. And we do accept them over several different merchants, it would be great if we can get them all onto one merchant.

Chairman O'Neil: Top of your head, how many other departments accept credit cards but use another entity that process it?

J. Heon: Almost every department.

S. Wickens: The big one is the airport because of parking. And same with the city's parking. We have a different credit card processor that deals with the machines. I don't know that MUNIS is going to help with that. But if you're coming into the city, like if you're going to the Clerk's office or to Tax, this could be another way around, just using one processor.

Chairman O'Neil: But we're taking steps. We're not going for it all at once.

J. Heon: No.

Chairman O'Neil: Are you working with the two respective departments, Water Works and EPD?

S. Wickens: Water Works, their financials are already live. The utility billing piece is not. And they would like to use MUNIS credit card processing capabilities so that it all talks to each other. It'll be much easier for them.

Chairman O'Neil: Director Croasdale, he likes to step up on this stuff. He was the first one with purchasing, I think.

*Chairman O'Neil called for a vote. The motion carried unanimously.*

2. Communication from the Finance Manager requesting approval to execute the renewal of the City's purchasing card contract with Bank of America.

*On motion of **Alderman Terrio**, duly seconded by **Alderman Burkush**, it was voted to approve and expedite the committee's report to the full Board.*

*There being no further business, on motion of **Alderman Goonan**, duly seconded by **Alderman Vincent**, it was voted to adjourn.*

A True Record. Attest.



Clerk of Committee

Meeting Start Time: 4:45PM  
Meeting End Time: 4:50PM  
Minutes Prepared By: Michael Intranuovo