

Administrative-Finance Committee
October 3, 2016
6:00 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. Tax Levy – Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2016/2017**
 - b. Refuse Options – Discussion Only**
 - c. Resolution – Authorizing the City to accept a proposal from AIS Inc. for computer consulting services and backup solutions in the amount of \$48,240.00 annually and a one-time charge of \$5,572.00 for equipment and set up**
 - d. Approval of Minutes – September 6, 2016**
- 4. Other Business**
- 5. Next Meeting – Monday, November 7, 2016**
- 6. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
Meeting Date: October 3, 2016

Issue Statement

Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2016-2017.

Background/History

The process for setting a tax levy is to determine how much revenue to collect from the property tax, and request that the County levy a tax to generate that amount of money. The first approval required is the tax levy determination, which takes place prior to the approval of the tax levy ordinance. Not less than 20 days prior to the adoption of the aggregate levy, the Council shall determine the amounts of money to be levied. There are also special requirements if the aggregate amount of the Corporate and Special Purpose levy is more than 105% of the preceding year's extension and abatements.

Unfortunately, we are still subject to a timing constraint that requires us to make our initial request by the end of December, a few months before we are far enough into the budget process to make a final judgment on what we will need. In previous years the City has approached the process with an underlying assumption that the Council will not increase property taxes for the combined general corporate purpose (general fund) and special corporate levy (police pension fund).

At the same time, the Council can approve additional abatements up to the end of March. This gives the Council the ability to request a "ceiling" amount, while allowing us to review the budget early next year and consider abatements to the original request.

This year's approach will be similar to last year's levy due to the City prepaying \$1,394,555 to retire the 2007 B- G.O. bond. The amount to prepay the bond was taken from the General Fund reserves in FYE 15. The prepayment resulted in less money that was transferred to the Capital Projects Fund in FYE 16. The budget plan was to increase the general corporate purpose (general fund) over 2 years equal to the annual amount of the general revenue used to prepay the bond. **This changed the makeup of the levy but did not increase the total levy over last year's extension.** Please note that the 2007 B- G.O. bond repayment to the general fund will be complete in FYE 2018. The 3 year budget plan shows that the amount previously levied for the bond payments will be rolled into the Corporate Levy. **The result will be that property owners will pay the same in City property taxes as they did last year and will not see a decrease because the bonds are paid off.**

The attached ordinance requests a general corporate purpose (general fund=\$727,744) and special corporate levy (police pension fund=\$1,456,052) total of \$2,183,796, which represents a 0.00% increase over this year's non-bond extension (\$2,183,796). I determined the levy for the police pension fund based on the actuary report conducted on the Police Pension Fund.

With respect to the tax levy for Special Service Area #1, we have a plan for maintenance expenses for these wetlands and storm water infrastructure, and the recommended revenue from this levy is proposed to be maintained at \$5,000.

Additionally, a levy for any outstanding bonds has been filed upon the adoption of the bond ordinances. The 2016 levy amount to pay for the principal and interest on these bonds totals \$495,640. Lastly, any bond abatement will be presented in conjunction with our budget review.

Staff/Committee Recommendation

Staff recommends approval of the levy determination and ordinances which:

- Set the City's 2016 general property tax levy and special corporate tax levy (police pension fund) at \$2,183,796.
- Set the City's 2016 Special Service Area I property tax levy at \$5,000.

Alternate Consideration

Levy different amounts.

Decision Mode

The tax levy determination will be on the October 17, 2016 Council meeting for formal consideration.

This final tax levy ordinance will be on the December 5, 2016, City Council agenda for formal consideration.

DRAFT FOR TAX LEVY DETERMINATION

CITY OF DARIEN

DU PAGE COUNTY, ILLINOIS

ORDINANCE NO. _____

AN ORDINANCE LEVYING TAXES FOR
GENERAL AND SPECIAL CORPORATE PURPOSES
FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, 2016,
AND ENDING ON THE THIRTIETH DAY OF APRIL, 2017,
FOR THE CITY OF DARIEN, ILLINOIS

ADOPTED BY THE
MAYOR AND CITY COUNCIL
OF THE
CITY OF DARIEN

THIS _____ DAY OF DECEMBER, 2016

Published in pamphlet form by authority of
the Mayor and City Council of the City of
Darien, DuPage County, Illinois, this
_____ day of December, 2016.

ORDINANCE NO. _____

**AN ORDINANCE LEVYING TAXES FOR
GENERAL AND SPECIAL CORPORATE PURPOSES
FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, 2016,
AND ENDING ON THE THIRTIETH DAY OF APRIL, 2017,
FOR THE CITY OF DARIEN, ILLINOIS**

WHEREAS, the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

WHEREAS, the City Council of the City of Darien, Illinois, adopted the Annual Budget for the City of Darien, Illinois, for the Fiscal Year beginning on May 1, 2016, and ending on April 30, 2017, and which has been duly published.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: A tax for the following sums of money or so much thereof as may be authorized by law to defray all expenses and liabilities of the City of Darien be, and the same is hereby levied, for the purposes specified against all taxable property in said City for the Fiscal Year commencing on the First day of May, 2016, and ending on the Thirtieth day of April, 2017.

ORDINANCE NO. _____

<u>Purpose</u>	<u>Amount Budgeted</u>	<u>Derived From Other Sources</u>	<u>Amount Levied</u>
<u>For Department of Administration:</u>			
Total	959,050	959,050	0
<u>For Police Department:</u>			
Total	7,504,952	6,777,208	727,744
<u>For Community Development Department:</u>			
Total	812,900	812,900	0
<u>For Municipal Services Department:</u>			
Total	2,461,939	2,461,939	0
Total Amount Levied for General Corporate Purposes			<u>727,744</u>
<u>Police Pension Fund.....</u>			<u>1,456,052</u>
<u>2012 G.O. Refunding Bond- Water System....</u>			<u>300,025</u>
<u>2008 G.O. Bond- Capital Projects</u>			<u>195,615</u>
Total Amount Levied for Special Corporate Purposes & Debt			<u>1,951,962</u>
TOTAL TAX LEVY FOR ALL FUNDS			<u>\$2,679,436</u>

SECTION 2: The City Clerk of the City of Darien is hereby directed to file with the County Clerk of the County of DuPage, a certified copy of this Ordinance as provided by law.

SECTION 3: If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

SECTION 4: This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent that the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that

ORDINANCE NO. _____

regard within its jurisdiction.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as required by law, and shall be known as Ordinance Number _____ of the City of Darien, Illinois.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of December, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of December, 2016.

ATTEST:

KATHLEEN MOESLE WEAVER, MAYOR

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members
FROM: Bryon D. Vana, City Administrator
DATE: September 27, 2016
SUBJECT: September 6 Committee Meeting – Refuse Options

The City currently has a contract with Advanced Disposal (formally Veolia) for garbage, yard waste, and recycling services. The City approved a 4 year contract on February 7, 2011, and approved a 2 year contract extension on November 17, 2014. That extension is through March 31, 2017. Recently, Advanced Disposal contacted the City staff regarding a possible 5 year contract extension.

This item will be discussed at goal setting but I wanted to provide the Administrative/Finance Committee and Council with information in advance. Attached is the proposal from Advanced along with my memo providing additional background information.

I scheduled this for discussion only. I am asking for feedback and questions in advance of the Goal Setting session.



September 21, 2016

Mr. Bryon Vana
City of Darien
1702 Plainfield Road
Darien, Illinois 60561

Dear Mr. Vana:

Advanced Disposal would like to thank you for the opportunity to provide you with the following renewal proposals. Each of these proposals would be for a 5 year renewal with an annual CPI increase of not more than 5% and not less than 2%. The yardwaste program would remain the same with free leaf disposal between October 1 and November 30th. Each bag or can of yardwaste put out during the yard waste season (April 1 – December 15th) would require pre-paid sticker attached in order to be collected. The other terms in the current contract would not change. For Option #2 one bulk item would be included in the monthly subscription price. Additional bulk items would require only 1 sticker.

Program Option 1 (Current Program)

(Includes free leaf pick-up Oct 1 – Nov 30)

	Year 1 Prices:
Refuse/Yard Waste Sticker:	\$ 3.50/Sticker
65-gallon Refuse Cart/65-Gallon Recycling Cart:	\$16.75/Month
95-Gallon Refuse Cart/65-Gallon Recycling Cart:	\$20.75/Month

Program Option 2 (Cart Program)

(Includes free leaf pick-up Oct 1 – Nov 30)

Seniors:	Year 1 Prices:
35-Gallon Refuse Cart/35-Gallon Recycling Cart:	\$10.00/Month
Single Family:	
35-Gallon Refuse Cart/35-Gallon Recycling Cart:	\$13.25/Month
65-gallon Refuse Cart/65-Gallon Recycling Cart:	\$15.95 /Month
95-Gallon Refuse Cart/65-Gallon Recycling Cart:	\$19.95/Month
Yard Waste Sticker:	\$ 3.50/Sticker
Free Bundled Brush collection during yardwaste Season	\$ 0.49/unit/month
One Bulk item collected per week	Included
Additional bulk items	1 sticker per additional item

90 Fort Wade Road, Suite 200

Ponte Vedra, FL 32081

Tel (904) 737-7900

Fax (904) 636-0699

AdvancedDisposal.com

If you have any questions, require any additional information, or would like to discuss the specifics of these proposals please feel free to call me at (708) 774-2586. I look forward to your positive response to this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Pfister", written over a horizontal line.

Robert F. Pfister

Municipal Marketing Manager

CITY OF DARIEN

Memorandum

TO: Mayor, City Council, City Clerk, City Treasurer

FROM: Bryon D. Vana, City Administrator

DATE: September 26, 2016

RE: Goal Setting – Refuse Contract with Advanced Disposal

The City currently has a contract with Advanced Disposal (formally Veolia) for garbage, yard waste, and recycling services. The City approved a 4 year contract on February 7, 2011, and approved a 2 year contract extension on November 17, 2014. That extension is through March 31, 2017. Recently, Advanced Disposal contacted the City staff regarding a possible 5 year contract extension.

Staff's discussions with Advanced focused on three options:

Option 1: Sticker program similar to our current program and also includes the free leaf pickup currently offered.

Option 2: Full cart program which would include Advanced Disposal providing garbage (35, 65, and 95 gallon size options) and recycling carts to all residents covered by the agreement. Yard waste stickers would still be required for landscape waste except for the free leaf program currently offered. Residents would also be permitted to place one bulk item (under 50 pounds) out per week without needing a sticker. Also, this option reduces the required stickers for bulk items from 2 to only 1 per bulk item. Residents will also be allowed to place up to 4 rolls of carpet (4ft long x 24in wide) out per week without needing stickers.

Option 3: Identical to Option 2 with the addition of free brush pickup. The brush pickup would be offered from April 1st to November 30th. Brush would be required to be bundled with biodegradable natural fiber twine (plastic or wire is prohibited), no larger than 4 feet in length/and brush no larger than 4 inches in diameter, and weighing no more than 50 pounds.

The following chart summarizes the cost options

Program	Sticker	65gal Cart	95 gal Cart
Current	\$3.63per refuse/yard waste sticker	\$22.24 per month	\$27.23 per month
Option 1	\$3.50per refuse/yard waste sticker	\$16.75 per month	\$20.75 per month

Cart options:

Program	35gal Cart Senior Citizen	35gal Cart	65gal Cart	95 gal Cart	Yard Waste Sticker
Current	N/A	N/A	\$22.24 per month	\$27.23 per month	\$3.63 per sticker
Option 2	\$10.00 per month	\$13.25 per month	\$15.95 per month	\$19.95 per month	\$3.50 per sticker
Option 3	\$10.49 per month	\$13.74 per month	\$16.44 per month	\$20.44 per month	\$3.50 per sticker (no sticker required for bundled brush)

The Staff is recommending that the City Council implement Cart Option 2 or 3. The biggest concern with the current sticker program is that residents find a way to dispose of garbage without using stickers (bring to their place of employment, leave garbage in Park District cans, place in neighbors' carts, etc.). This practice drives the cost of the program higher for those residents who comply with the current sticker and cart program.

The primary benefits of Option 2 includes:

- Reduces the current resident cost for stickers, carts and bulk items
- Eliminates the inequity between those residents that currently purchase stickers or rent carts compared to residents that find alternate disposal methods.
- Continues to encourage recycling as residents can use a less expensive cart if they recycle more items
- Recycling carts will contain the materials so they do not blow all over on windy days
- More convenient for residents as they will be billed quarterly by Advanced Disposal and significantly reduce the need to purchase stickers

Note: In addition to the benefits of Option 2 above, Option 3 provides additional weekly brush pick up for only \$0.49 per month and should reduce municipal services time for Municipal Services brush pickup

If you have any questions, please feel free to contact me.

AGENDA MEMO
Administrative/Finance Committee
October 3, 2016

ISSUE STATEMENT

Consideration of a Resolution approving a proposal from AIS Inc. for computer consulting services and backup solutions in the amount of \$48,240.00 annually and a one time charge of \$5,572.00 for equipment and set up.

BACKGROUND/HISTORY

The City of Darien utilizes an outside consultant to maintain its computer networks and systems including all in car police laptops, network servers and field laptops. The City recently went through the process of obtaining proposals for these services and the original recommendation was unable to produce a contract that was satisfactory to both parties. The City has moved to the next lowest responsible bidder AIS.

A. Monthly service to include the following:

1. Support on all City machines and networks.
2. Updates of software and patches of software currently used.
3. Proactive alerting and monitoring.

B. Backup and Disaster Recovery Plan to include the following:

1. Daily backups to our onsite devise.
2. An option to replicate everything to the cloud as an additional backup.
3. Monthly testing of the systems for performance issues.
4. Quarterly testing of the system for a recovery situation.

C. Initial Setup Costs

1. Initial one-time set up fee to include updating to new disaster recovery system.

<u>Proposals</u>	<u>AIS</u>	<u>Andromeda</u>	<u>Konica</u>
A	\$ 3,570	\$ 4,164	\$4,142
B	\$ 450	\$0	\$ 868
C	\$ 5,572	\$5,050	\$ 4,992

STAFF/COMMITTEE RECOMMENDATION

Staff recommends consideration of a Resolution approving a proposal from AIS, Inc. for computer consulting services

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the October 17, 2016, City Council Agenda for formal consideration.



Quote

Quote Number: 2373

Payment Terms:
Expiration Date: 09/30/2016

Quote Prepared For

Paul Nosek
City of Darien
 1702 Plainfield Road
 Darien, IL 60561
 United States
 Phone: 630-852-5000
 pnosek@darienil.gov

Quote Prepared By

John Licar
All Information Services, Inc
 1815 S Meyers Road, Suite 820
 Oakbrook Terrace, IL 60181
 United States
 Phone: 708-352-7050
 Fax: 708-469-2559
JLicar@aislabs.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
Monthly Items						
1)	1	Managed Service Appliance (MSA)	\$250.00	\$0.00	\$250.00	\$250.00
2)	2	Data Continuity and Disaster Recovery - Virtual Server	\$50.00	\$0.00	\$50.00	\$100.00
3)	2	Data Continuity and Disaster Recovery - Physical Server	\$50.00	\$0.00	\$50.00	\$100.00
Monthly Total						\$450.00
One-Time Items						
4)	1	AIS Managed Service Appliance (MSA) - Level II - Series 6 AIS - MSA Monthly Rental Hardware	\$0.00	\$0.00	\$0.00	\$0.00
5)	4	Customer Hard Disk Drive (HDD) - 6TB Backup & Disaster Recovery Hard Disk Drive (HDD) 6TB - 7,200 RPM Customer will always retain drive	\$600.00	\$0.00	\$600.00	\$2,400.00
6)	8	Estimated Labor Estimated Labor to Install and Configure	\$85.00	\$0.00	\$85.00	\$680.00
One-Time Total						\$3,080.00
One-Time Discount Items						
7)	1	Credit from previous invoice	\$0.00	(\$675.00)		(\$675.00)
One-Time Discount Total						(\$675.00)
Subtotal						\$2,855.00
Total Taxes						\$0.00
Total						\$2,855.00

Authorizing Signature _____

Date _____

QUOTES: All quotes are subject to availability. Actual labor time will be billed when the project is complete. Advanced notice will be provided to client if actual labor is to exceed estimated labor quoted. Any additional service or hardware which is out of scope and thus not listed in this quote will NOT be considered part of the project and will be executed, procured and billed in addition to the quote as separate items upon client approval. Equipment and licensing will require the greater of 50% of the invoice or 100% of the equipment before the order will be placed and the remaining balance is due upon arrival. Equipment is warranted by their respective manufacturers. Warranty terms for AIS-built equipment available at www.aislabs.com/warranty. Overdue invoices shall be subject to a monthly interest charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard

rates.



Quote
Quote Number: 1874

Payment Terms:
Expiration Date: 09/23/2016

Quote Prepared For

Paul Nosek
City of Darien
1702 Plainfield Road
Darien, IL 60561
United States
Phone: 630-852-5000
pnosek@darienil.gov

Quote Prepared By

John Licar
All Information Services, Inc
1815 S Meyers Road, Suite 820
Oakbrook Terrace, IL 60181
United States
Phone: 708-352-7050
Fax: 708-469-2559
JLicar@aislabs.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
Monthly Items						
1)	4	AIS Professional Managed Services Remote - Server Main Server Apps Server Arbitrator Server RDS Server (includes VMware vHost)	\$199.00	\$0.00	\$199.00	\$796.00
2)	73	AIS Professional Managed Services Remote - Desktop 57 Domain Computers 16 Squad Car MDTs	\$38.00	\$0.00	\$38.00	\$2,774.00
3)	20	Block Hours Included	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total						\$3,570.00
One-Time Items						
4)	1	Setup Fee	\$2,717.00	\$0.00	\$2,717.00	\$2,717.00
One-Time Total						\$2,717.00
Subtotal						\$6,287.00
Total Taxes						\$0.00
Total						\$6,287.00

Authorizing Signature _____

Date _____

QUOTES: All quotes are subject to availability. Actual labor time will be billed when the project is complete. Advanced notice will be provided to client if actual labor is to exceed estimated labor quoted. Any additional service or hardware which is out of scope and thus not listed in this quote will NOT be considered part of the project and will be executed, procured and billed in addition to the quote as separate items upon client approval. Equipment and licensing will require the greater of 50% of the invoice or 100% of the equipment before the order will be placed and the remaining balance is due upon arrival. Equipment is warranted by their respective manufacturers. Warranty terms for AIS-built equipment available at www.aislabs.com/warranty. Overdue invoices shall be subject to a monthly interest charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Managed IT Service Proposal

This Statement of Work dated 7-5-2016 supplements the Master Customer Agreement between **Andromeda Technology Solutions (ATS) and City of Darien** (Client) at 1702 Plainfield Road Darien IL (Client Address). This Statement of Work (SOW) consists of the terms below, the signature page, and any unique attachments to this SOW, which are all incorporated into the Agreement by this reference and are made a part of the Agreement for all intents and purposes.

Service Description:

ATS Service is designed to provide pro-active support services that anticipate and prevent IT problems before they occur. The Service is built upon the successful installation and configuration of technologies that the ATS Helpdesk Team, Field Service Team (FST), and Monitoring Team utilize to monitor and maintain critical technology systems.

5-star Concierge Deliverables Description:



Implementation and Onboarding Process

Once this Agreement is signed and legally executed, ATS will begin the On-Boarding process of assigning a client services implementation team and will notify the Client of schedule for Service Kick-Off. A transition period may be required during the cancellation period with current provider. Below is the standard process for On-Boarding and will be delivered in the first month of service (first month invoice is generated when the Analysis portion begins):

- **Analysis:** This consists of both remote and on-site work to analyze current Client data network environment. Information will be compiled into our client Runbook and shared with the various other teams within ATS.
- **Service Kick-Off:** Installation of ATS Monitoring and Patching Agents and distribution of ATS new client Welcome Page, including a dedicated phone number to ATS Help Desk.
- **Go Live:** ATS will begin providing services to Client.



Help Desk Support and Monitoring

This service of ATS is designed to provide both reactive and proactive support services. This includes the following services:

- End-user Helpdesk Support
- Workstation Maintenance and Support
- Network and Infrastructure Management
- 24x7 Monitoring Services
- Server and Workstation MS Patching
- Server Management, Maintenance and Support
- Backup Management and Support
- Peripheral Basic Support (e.g., iPhone, Android and other PDAs, Printers, Scanner and other)

ATS Help Desk is available to Client from 7am to 6pm CST, Monday through Friday exclusive of designated ATS holidays. ATS After-hours emergency service is provided by On-Call technicians. ATS will schedule periodic Proactive Maintenance of Client system and provide a summary report to designated Client contact.



Annual Business Review (ABR):

Once a year, ATS will perform an analysis of Client network's trends, security, and performance, and meet with Client to review Client company goals and technology issues. This review will allow ATS to make recommendations to improve Client network performance, office productivity, and help Client plan and budget for future IT needs.



Monitoring Services

ATS 24x7 Network Monitoring Service will allow ATS to watch every aspect of Client network to detect and report problems before they escalate into downtime, data loss, or expensive repair issues. Some of the items ATS will monitor include:

- Network and Server uptime
- Hardware integrity and reliability
- Exchange storage and availability
- Server traffic and load
- Storage space and availability
- Firewall and Internet performance

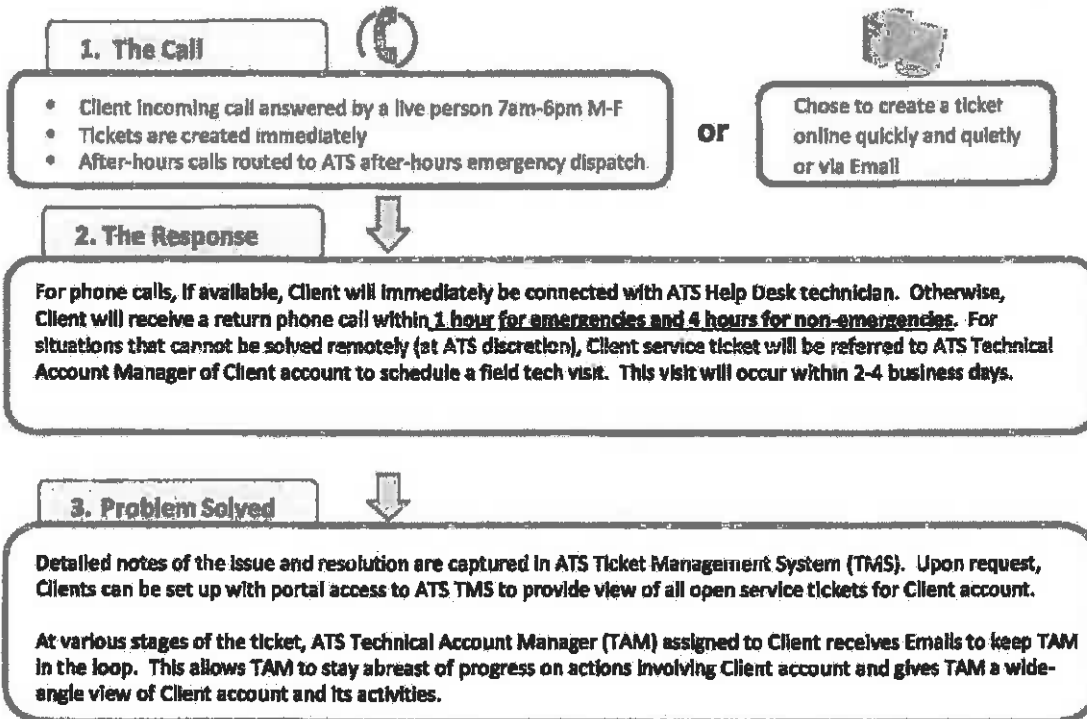
ATS will provide on-going monitoring and security services of all critical devices on Client network. Network Monitoring Services will be provided 24x7x365. ATS will provide monthly reports as well as document critical alerts, scans and event resolutions to Client. Should a problem be discovered during monitoring, ATS shall make every attempt to rectify the condition in a timely manner through remote means.



Project & Consulting Services

ATS shall provide planning, design and implementation services for Project work on existing equipment or migration of existing equipment. Project work is not covered by this Agreement and will be arranged through a Quotation of Work as requested or required.

Client Experiences: Support Tickets and Escalation





Included Services:

ATS Service rendered under this Agreement includes the following:

Description:	Included
Helpdesk & Onsite Support Services	✓
24/7 Network Monitoring	✓
Layered Security Software (anti-malware) and Updates	✓
Microsoft Patch Management	✓
Unlimited break/fix reactive support both remote and on-site	✓
On-Site and Off-site Backup Monitoring, including monitoring	✓
Unlimited Website Hosting (not including high-availability or specialty hosting)	✓
On-site Hybrid Backup device and offsite cloud storage	✓
Add and Remove Users from Server (Servers and Complete Desktops Only)	✓
Email Spam Protection	✓
Annual On-Site/Call Strategy Meeting – Professional Services	✓

Managed Units:	Per Device Cost	Device Count	Monthly Cost
Desktop or Laptop - Total Managed	56	69	3864
Managed Server	150	2	300
CCTV Security Cameras and System	5		0
Telephone System hand-sets	10		0
Access Control System	10		0
Burglar Alarm system	5		0
Amount of raw data to be backed up (GB)		n/a	0

Total Monthly Managed IT Services Cost: \$ 4,164.00 per month
Total One-Time Setup and Installation Charge: \$ 1300

Terms of Service:

The Service will begin on the date signed and the term of the Service will be month-to-month from this date. The service chosen will be billed for its service at the beginning of each month. The agreement will renew on a monthly basis unless written notification is received by either party at least 30 days before end of term.

Minimum Compliance Standards:

In order for Client's existing environment to qualify for ATS Service under this Agreement, the following requirements must be met:

- All Servers with Microsoft Windows Operating Systems must be running Windows 2008 Server or later.
- All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must be running Windows 7 Pro or later and have all of the latest Microsoft Service Packs and Critical Updates Installed. Home versions of Windows OS are not supported.

Andromeda Technology Solutions, Inc.
 16624 West 159th St. Suite 600 Lockport, IL 60441
 www.WeNetwork.com



- All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.
- Valid Hardware warranty on network and server equipment. Without warranty, response time on equipment will no longer be guaranteed.
- Any Wireless data traffic in the environment must be secured with a minimum of 256-bit (WPA) data encryption.

Excluded Services:

- Adding new, system-wide, hardware or software technologies or functionality, is not covered by this contract. —This includes any new or replacement servers.
- Adding additional network wiring to existing structures or any new structures.
- Moving any office building to a new location. Computer systems / Network / Telephones, etc.
- Data recovery from a computer hard drive that requires a 3rd party recovery service.
- The cost of any parts, hardware, or software.
- Any troubleshooting, configuration, or installation at an employee's or owner's home which is not part of the previously designated Client Device Count specified above.
- Any work performed on an employee's or owner's home PC, even if the work is done at the Client address specified above.
- Any initial design or redesign of a web site, including Search Engine Optimization work
- Any work related to a natural disaster (tornado, flood, lightning, etc.) or fire. This includes, but is not limited to system recovery, data recovery, system restoration or new system setup.
- Any work caused by a virus or hacker attack, besides simple virus cleanup on no more than 2 PCs. System-wide virus attacks are not covered. Any data loss or data recovery efforts related to a virus or hacker attack is not covered.
- Any custom software development.

CLIENT

Name: _____

Signature: _____

Title: _____

Date: _____

ANDROMEDA COMPUTING SYSTEMS, INC.:

Name: Jeffrey L. Borello

Signature: _____

Title: President

Date: _____

Andromeda Technology Solutions
 Phone: (815) 836-0030
 Fax: (888) 389-9870
 16624 West 159th Street, Suite 600
 Lockport, IL 60441



Quote
 No.: 20314
 Date: 07/07/2016

Prepared for:

City of Darien
 1702 Plainfield Road
 Darien, IL 60561 U.S.A.

Prepared by: Carl J. Utz
 Account No.: 508
 Phone: (630) 852-5000
 Fax: (630) 852-4709

Qty	Part Number	Description	UOM	Sell	Total
Quotation for Backup, Archiving, Offsite-Storage and Disaster Recovery System - with Virtualization Server					
ONE-TIME, UPFRONT COST					
1		Backup and DR continuity Siris 3 P6000 device, Rackmount 6TB	EA	\$3,500.00	\$3,500.00

MONTHLY COST (determined by BADR model chosen above)

Backup Licenses (if required) for devices beyond the included #. This is a monthly cost per additional device

Before Backup services can begin, we also require a signed copy of our Data Backup and Offsite Replication Agreement

From time-to-time, there may be troubleshooting and/or adjustments made to this backup device (just like any backup device). This labor is not included in the monthly costs and will be billed accordingly. This work may be on-site or remote.

In the event of a disaster that affects both your server and the BADR device, a new BADR will be loaded with your data and sent overnight. There will be a one-time cost for the new BADR device and the labor to get things recovered and set back up.

Your Price:	\$3,500.00
Freight:	\$50.00
SubTotal:	\$3,550.00
Total:	\$3,550.00

Prices are firm until 8/5/2016 Terms: Net 15

Quoted by: Carl J. Utz, carlu@wennetwork.com

Date: 7/7/2016

Accepted by: _____

Date: _____

Disclaimer

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ANY ADDITIONAL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. Andromeda Technology Solutions does not provide a warranty on purchased hardware (parts or entire systems) or software. The original manufacturer's warranty applies to parts or warranty service. Any work done by Andromeda is billable, even if the unit is still covered under the original manufacturer's warranty. This billable work may include, but is not limited to, debugging of hardware or software problems and removing/replacing a piece of hardware supplied by the manufacturer. (The replacement part may be provided free of charge by the manufacturer.) This holds true even if the hardware is covered under an on-site replacement warranty.

Quote

No.: 20314

Date: 07/07/2016

For any new devices (telephones, access points, computers etc) that require additional wiring (including network and telephone patch cables, surge protectors, etc), the work will be billed Time & Materials at our standard rates (unless that wiring is specifically covered in a line item above.) For any existing building wiring that is not station-to-station, does not follow standard color coding, or is below needed specifications, any additional work that is incurred will be billed Time & Materials at our standard rates.

Please Sign above and fax back to (888) 389-9870 (or Email to your account manager) to accept this quotation. For new customers, or existing customers with quotations over \$2,000, a 75% payment will be required before any hardware is ordered. The final balance will be due upon completion of the job.

Please note, any parking/tax charges incurred during any visits to your facility will be added on to your service invoice. Also, a travel surcharge fee may be added on a per invoice basis as well. Any permit, license, and drawing submittal fees are not included and will be billed in addition to this quotation. Pricing is based on non-union job-site and within normal business hours of Monday-Friday, 8am-5pm.

Andromeda's final acceptance and pricing is subject to approval after initial design review/meeting between Andromeda and end-user.

IMPORTANT: You agree that you have reviewed the terms and conditions of the Services Agreement located at www.WeNetwork.com/agree.pdf and that your purchase is subject to these terms and conditions. By signing this quotation you are subject to the terms of the agreement.

All Covered

IT SERVICES FROM KONICA MINOLTA

All Covered Care Proposal and Schedule of Services for City of Darien

May 25, 2016



KONICA MINOLTA

Pricing is valid for 15 days from the date of this document.
Confidential and not to be distributed to third parties.

SCHEDULE OF SERVICES FOR ALL COVERED CARE

Effective Date: July 1st, 2016

Supported Locations: 2

With: Network Remote Monitoring and Network Incident Remediation

Unified Management for the following environment

Computers: 82, including:

- Asset inventory
- Virus Protection*
- Online Threat Protection*
- Hosted Email Protection*
- OpenDNS On Net and Off Net
- Windows Patching

Client Owned Servers: 2

including:

- Asset inventory
- Virus Protection*
- Windows Patching
- Remote 24 x 7 server monitoring
- Server incident remote remediation

Help Desk and Remote Support

86 Users

Standard Hours are Monday through Friday 7 a.m. to 7 p.m., in the time zones of supported locations, excluding public holidays

- Included during Standard Hours

On-site Support

Standard Hours for On-Site Support are Monday through Friday, 8 a.m. to 6 p.m., in the time zones of supported locations, excluding public holidays

See www.allcovered.com/holidays for a list of public holidays for the purposes of this Statement of Work

During Standard On-Site Support Hours

- Included up to four hours per month, as deemed necessary by All Covered Engineering for problem resolution. Thereafter, \$150 per hour between 8 a.m. and 6 p.m. local time Mon-Fri, plus one-way travel time, minimum 1/2 hour; \$225 outside of these hours & on public holidays, plus round trip travel time, minimum 1/2 hour

Included Services

- Guidebook documentation; Itemized monthly billing; Secure Client Portal
- Management of escalations to telecommunications and software providers
- Procurement Services; Assistance with hardware & software purchasing
Leasing and Finance Programs available

Monthly Fee of: \$4,142

All prices are exclusive of any applicable sales or use taxes, and shipping costs.

Fee assumes that Client equipment is under manufacturer warranty or maintenance contract.

See www.allcovered.com/terms for additional terms of service.

See www.allcovered.com/holidays for a list of public holidays for the purposes of this Schedule.

Additional Fee Details:

- Monthly support fee for each additional computer: \$50
- Monthly support fee for each shared computer user: \$30
- Monthly support fee for each additional server: \$150
- On-site visits requested by client: \$150 per hour between 8 a.m. and 6 p.m. local time Mon-Fri, plus one-way travel time, minimum 1/2 hour, \$225 outside of these hours & on public holidays, plus round trip travel time, minimum 1/2 hour.
- Remote work beyond scope of this Schedule: \$150 per hour between 7 a.m. and 7 p.m., local time Mon-Fri, \$225 outside of these hours & on public holidays.
- Labor rates for project work may differ from these rates based on the nature of the work.

Transition Process

Transition Fee of: \$4,142

All Covered will provide additional support through the early phases of contract, as the Client's environment is documented, monitoring systems are deployed and Client specific support procedures are put in the place

The transition process includes the following:

- **Presentation of All Covered support procedures including Client Portal training**
- **Preparation of Guidebook**
 - Gaining access to the environment
 - Network, computer and device inventory
 - Agreement and expectations around escalation paths and processes
 - Documenting support windows
 - Establishing and programming of remote monitoring thresholds
- **Infrastructure Inspection**
 - Information technology assets
 - Network Security
- **Set-up**
 - Email spam control and antivirus as required
 - Installation of any backup devices and remote monitoring agents

* No anti-virus solutions are foolproof. In tandem with All Covered's anti-virus services, Client should implement its own set of best practices, including safe browsing and email procedures. Additional charges may apply for the recovery of devices from virus infections if the need is significantly higher than anticipated in these Contract Documents.

TERMS AND CONDITIONS OF SERVICE

1. Term and Termination: (a) The initial term of this Schedule of Services shall commence on the Effective Date and terminate after one (1) year. This Schedule shall automatically renew for successive terms of one (1) year unless either party gives notice of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. If the Schedule is terminated early due to non-payment of fees or Client's cancellation of services for any reason other than for cause, Client agrees to pay a lump sum termination fee equal to the monthly fee multiplied by the number of months remaining for the term. As used herein, 'cause' shall mean a material breach of any obligation in this Schedule, which remains uncured thirty (30) days after written notice thereof.

(b) Either party may terminate this Schedule for cause if the other party fails to cure a material breach of any obligation set forth therein within thirty (30) days after written notice of such breach. Termination is not an exclusive remedy and the exercise by either party of such remedy shall be without prejudice to any other available legal or equitable remedies. Sections 3(b) (Warranty

All Covered

IT SERVICES FROM KONICA MINOLTA

Schedule of Services for City of Darien

June 30, 2018



Pricing is valid for 15 days from the date of this document.
Confidential. Not to be distributed outside of the City of Darien.

Schedule of Services for All Covered Care

Effective Date: September 1st, 2016

The following services will be added

All Covered Backup

- All Covered Business Continuity for Servers - Hybrid: 2, with 1TB of storage to be protected
- Total cloud backup space contracted: 1.5TB
- Rental of 6TB Devices with 11 concurrent recovery spin ups: 1
 - Additional fees may apply for major data restores
 - Additional terms of use for All Covered Server Backup can be found at: www.allcovered.com/terms
 - If contract is terminated all data is removed from storage

Additional Monthly Fee of: \$868

Total One-Time Setup Fee of: \$850

All prices are exclusive of any applicable sales or use taxes, and shipping costs.

See www.allcovered.com/terms for additional terms of service.

See www.allcovered.com/holidays for a list of public holidays for the purposes of this Schedule.

Additional Fee Details:

- Remote work beyond scope of this Schedule: \$155 per hour between 7 a.m. and 7 p.m., local time Mon-Fri, \$230 outside of these hours & on public holidays.
- \$83 monthly for every additional 0.5TB of Server Backup - Hybrid storage capacity. Additional backup devices may be required.
- \$50 monthly for additional servers to be protected with Server Backup - Hybrid

Client agrees to purchase the additional services designated above subject to the terms and conditions of the existing Schedule of Services

Client:
Signature:

Name:
Title:
Date:

All Covered
Signature:

Name:
Title:
Date:

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH AIS, INC TO PROVIDE INFORMATION TECHNOLOGY SERVICES FOR THE CITY OF DARIEN IN THE ANNUAL AMOUNT OF \$48,240.00 AND A ONE TIME CHARGE OF \$5,572.00 FOR EQUIPMENT AND SET UP.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, that the City Administrator is hereby authorized and directed to enter into an agreement with AIS, Inc., a copy of which is attached hereto, to provide information technology services for the City of Darien, if it is provided for within the budget.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this ____ day of _____ 2016

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this ____ day of _____ 2016

ATTEST: _____
KATHLEEN MOESLE WEAVER, MAYOR

JOANNE E. RAGONA CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

City of Darien
Minutes of the Administrative/Finance Committee
September 6, 2016

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee members Aldermen Kenny and Alderman Chlystek were present. Treasurer Mike Coren and staff members present included City Administrator Bryon Vana, and Assistant City Administrator Paul Nosek, and Accountant Marie Kyriakoulis

Presentation – Draft FYE 16 Annual Financial Report

Jim Savio, of Sikich LLP, presented the draft Annual Financial Report and Management Letter for FYE 4-30-16 and answered questions. Staff advised the final Report will be presented to the City Council on 9-19-16.

FYE 16 Audit to Budget Comparison

Staff advised that upon completion of the annual audit the Administrative/Finance Committee reviews a comparison between the FYE 4-30-16 audited numbers and the FYE 4-30-17 estimated numbers included in the FYE 4-30-17 budget. This year's review includes an excel document containing a detailed sheet on the General, Capital Projects, and Water Funds. The General Fund audited fund balance exceeded the estimated balance used in the 4-30-16 budget by \$794,336. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes the following:

- Surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually

Based on these guidelines staff recommended that the Admin/Finance Committee recommend a transfer of \$750,000 to the Capital Projects Fund from the General Fund. The Committee unanimously approved the recommendation.

Minutes – August 1, 2016

The Committee unanimously approved the minutes of the August 1 meeting.

Other Business

Alderman Kenny asked why the chair purchase was discussed at the Municipal Services Committee and not the Admin Committee. Staff advised it was sent to Municipal Services because it was in the Municipal Services Budget.

Adjournment - The meeting adjourned at

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____