

**Administrative-Finance Committee
February 1, 2016
6:00 p.m. – City Hall Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. Resolution** – authorizing the City to enter into an agreement for video services from Vanilla Video in the amount of \$99.00 per event
 - b. Approval of Minutes** – October 5, 2015
- 4. Other Business**
- 5. Next Meeting – Monday, March 7, 2016**
- 6. Adjournment**

AGENDA MEMO
Admin/Finance Committee
February 1 2016

ISSUE STATEMENT

A Resolution authorizing the City to enter into an agreement for video services, from Vanilla Video in the amount of \$99 per event.

BACKGROUND/HISTORY

The city has been utilizing volunteers to operate the media room and video tape the City Council and Budget meetings for broadcasting on our local cable channel for many years. The City is anticipating as part of a long range plan, upgrading that production which would include possibly purchasing new equipment. The City feels that having professional media personnel produce the meetings will enhance our ability to make any necessary changes in the future.

The FYE 16 budget includes \$6,500 for this contract in line item 01-12-4206.

The City received 3 proposals for these services which are as follows:

- | | |
|---|--------------------------------|
| 1 Vanilla Video | \$99 per event |
| 2 Alkaye Media Group | \$225 per event up to 3 hours |
| 3 Big Shoulders Digital Video Productions | \$700 per event up to 10 hours |

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of a Resolution authorizing the City to enter into the service agreement, from Vanilla Video in the amount of \$99 per event.

ALTERNATE CONSIDERATION

As recommended by the Committee.

DECISION MODE

This item will be scheduled for consideration at the February 16, 2016 Council meeting.

mute

Vanilla Support <support@vanillavideo.com>
Wednesday, December 02, 2015 3:41 PM
Mary Wintermute
Re: Thanks for contacting Vanilla Video

subject:

Sounds good. Thanks for clarifying. Our video productions rates range from \$99 - \$399 from 30 minute to 3 hours' coverage. Given that you don't require equipment, I would only charge a "Production Assistant" rate of \$99 flat per event. Would this be in your budget?

If so, I'd also like to come and see the facility and view the equipment. Let me know your thoughts. Thanks!

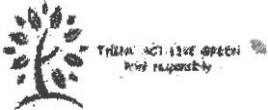
Frank R - (866) 948-4336 — Press 702
Vanilla Video Customer Support
<https://www.facebook.com/vanillavideo>

From: Mary Wintermute <mwintermute@darienil.gov>
Date: Wednesday, December 2, 2015 at 3:06 PM
To: Frank Romano <support@vanillavideo.com>
Subject: RE: Thanks for contacting Vanilla Video

One person controls them. We currently use volunteers, but are retiring and have less available time.

Mary Wintermute

City of Darien
630-353-8115



Please sign up for the **DARIEN DIRECT CONNECT** Newsletter, the best way to receive current information for the community. Just click on this link and enter your e-mail address!
<http://www.darien.il.us/Reference-Desk/DirectConnect.aspx>

From: Vanilla Support [mailto:support@vanillavideo.com]
Sent: Wednesday, December 02, 2015 3:03 PM
To: Mary Wintermute <mwintermute@darienil.gov>
Subject: Re: Thanks for contacting Vanilla Video

Would all three cameras need their own operator? Or can a single person control them?

Frank R - (866) 948-4336 — Press 702
Vanilla Video Customer Support
<https://www.facebook.com/vanillavideo>



38 N. Cass
Westmont, IL 60559
630/ 971-8700

Proposal: (updated from Oct 2014)

January 6, 2016

To:

Mary Wintermute
Administration -Building Department
City of Darien
mwintermute@darienil.gov 630-852-5000

From:

Al Kohout
Executive Producer
Alkaye Media Group (AMG)
Al@Alkayemedia.com

PROJECT OBJECTIVE

To provide production of various meetings at Darien City Hall.

1/ AMG will oversee the production using client's equipment. Staff will provided by AMG or community volunteers (at a reduce fee)

2/ AMG will oversee video production of village events as needed

3/ AMG will oversee the maintenance of the client's equipment to be sure it is in proper working order. AMG does NOT offer repair or service, but has reliable referrals.

PRODUCTION STYLE and FEES

The fee structure below is based on the videos presented. As we know more of your project, we can suggest ideas to streamline this (perhaps shoot more videos in the time provided rather than come out to your location several times) – This can reduce costs.

All equipment is provided by the city unless otherwise stated for specific occasions.

1/ Board Meetings and other meetings within the City Hall - \$225 (minimum - up to 3 hours total) Live shoot running the switcher from the control room. We arrive approx one hour before the meeting to set up. \$75/hr. for overtime, billed in 30 min increments. – AMG staff will operate the equipment.

2/ If editing is required, we offer digital editing at our facility for \$90/hr.

3/ Planning, management and coordination fee is \$50/hr./ per person. Any labor is additional and we will attempt to set out a guideline of costs in advance. City may use volunteers who will be supervised and managed by AMG who will be responsible for the final production.

Please note: Cost is based on actual work performed. All time and cost will be broken out for client.

OTHER FEES (if applicable)

Meeting/pre-planning

\$50/hr per crew member

Production work using AiMG equipment: including single camera, audio and crew

\$425 (min- first two hours) inc set up and shoot

Additional time \$150/hr

Editing in digital suite:

\$85/hr

Including

-titles

-Basic graphics

-Sound mixing and royalty-free generic music

-Copyrighted music, pictures, film or video, which may be used: book price

Other items:

--Narration and talent: based on fees of talent plus 10%

--Window dubs for time code: \$30 per hour

--DVD duplication: book price minus 10%

--Animation: To be quoted based on \$75/hr

PAYMENT TERMS

All clients are required to accept these terms until a mutual working relationship is established.

AMG agrees to provide this video production based on the following terms:

Work will commence upon a signed acceptance of this proposal. Editing and other services/fees will be due upon work completed or in 30 days if there is a delay for any reason out of the control of AMG

PROPOSAL/QUOTE PERIOD

Quotes in this proposal are valid until April 30, 2016.

REFERENCES

Alkaye Media / Sound Memories was established in 1979 and provides video and multi-media services to a varied range of customers. Our business serves the event as well as corporate markets.

Clients also include: The Village of Burr Ridge, The City of Darien, The City of Berwyn, International Business Systems, The Willowbrook-Burr Ridge Chamber of Commerce, MB Financial Bank, Notre Dame University, The North Berwyn Park District. Ameritech, Hyundai Heavy Industries, Hinsdale Hospital, Alexian Brothers Hospital, Amita Healthcare, McCain Foods, Sony Music and many more

Samples of various videos as well as client testimonials are on our website www.alkayemedia.com

PROPOSAL SUBMITTED BY:

AL Kohout

1/16/2015

Al Kohout, Executive Producer, ALKAYE MEDIA GROUP
<http://www.alkayemedia.com>

Date

Approved by:

City of Darien

Date

BigShoulders 
Digital Video Productions

Client: Darien City Council
Client Contact: Mary Wintermute
Project: Darien City Council Meetings

Each	PRODUCTION Description	Unit Price	Total
1	1-Experienced Camera Operator	\$700.00	\$700.00

Total Cost Estimate: \$700.00

Please note:

Production crew rates based on 10 hour portal to portal days, OT applies after
Crew meals, mileage, parking to be billed additionally.

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**City of Darien
Minutes of the Administrative/Finance Committee
October 5, 2015**

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

Motion to approve the Tax Levy Determination for General and Special Purposes for Fiscal Year 2015-2016

Staff advised that they recommend approval of the levy determination and ordinances which:

- Set the City's 2015 general property tax levy and special corporate tax levy (police pension fund) at \$2,161,624
- Set the City's 2015 Special Service Area I property tax levy at \$5,000

Staff advised this year's approach will be different 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 last year. The prepayment resulted in less money that was transferred to the Capital Projects Fund. The budget plan was to increase the general corporate purpose (general fund) and special corporate levy (police pension fund) over the next 2 years equal to the annual amount of the general revenue used to prepay the bond. This will change the makeup of the levy but will not increase the total levy over last year's extension. The levy for the police pension fund is based on the actuary report conducted on the Police Pension Fund. The committee unanimously recommended approval of the tax levy determination.

Discussion - Budget to Actual Comparison

Staff reviewed the FYE 15 audited financial expenses as they compared to the budget figures for the current fiscal year.

Motion to approve the payment of an amount not to exceed \$20,000 to the DuPage County Senior Citizen Council

Staff advised the City of Darien has budgeted an amount of \$20,000 to assist funding the DuPage County Senior Citizens Council, a 501(c)3 Charitable Organization. The City Council was able to obtain information regarding this organization and its contributions to the Seniors of Darien. The City has not contributed since FYE 2013. There is a contribution schedule from the various communities over the years as well as the Tax return for 2013 for the agency for your review. The Tax return contains notes made by Treasurer Coren, which he reviewed with the committee. The committee voted 1 -1 with Alderman Schauer voting for and Alderman Kenny voting against funding the request.

Motion to approve the "Reciprocal Agreement on Exchange of Information between the City of Darien and the Illinois Department of Revenue"

Staff advised that the City of Darien would like to enter into an agreement which would allow the City to obtain Sales Tax information regarding business located in the City of Darien. The information received must be kept confidential and a list of employees that may see the information must be provided to the State of Illinois and kept up to date with any changes. This new procedure, implemented by the State of Illinois, will allow the City to more timely access sales tax information and analyze the economic incentive agreements that we are currently in place and analyze future agreements. The committee unanimously recommended approval of the agreement.

Discussion - Petition for relief from the “felony conviction” requirement of the Darien Local Liquor Control Commission

Staff advised that under Section 3-3-6(C) of the City Code, no liquor license shall be issued to “a person who has been convicted of a felony under any federal or state law.” Under subsection (1), a corporation is not eligible for a license “if any officer, manager, or director thereof, or any stockholder owning in the aggregate more than five percent (5%) of the stock of such corporation would not be eligible to receive a license under this Chapter for any reason other than citizenship.” The material furnished to us from the attorney for Central Florida Restaurants, Inc. indicates that an individual named Romi Randhawa (i) is a 12.5% shareholder of the corporation which is operating T.G.I. Friday’s; and (ii) has a felony conviction for bribery of a public official. Under the literal terms of the ordinance, this corporation is ineligible for a liquor license because of the felony conviction. The owners of Friday’s have followed through and have filed a formal petition for relief from the “felony conviction” requirement of the Liquor Ordinance. It should be noted that this conviction is almost 25 years old and the attorney for the petitioner states that Mr. Randhawa has substantially rehabilitated himself. The committee unanimously recommended approval of the ordinance.

Resolution to enter into a lease with the Darien Historical Society and School District 61 for the property known as “Old Lace School House” located on District-owned property at the northwest corner of 75th Street and Cass Avenue in the City of Darien

The preliminary lease was brought forward to the Admin/Finance committee prior to review by the other parties. Subsequently, the School District and Historical Society have reviewed and made input regarding insurance and hold harmless clauses. The lease is a 25 year lease with \$1 consideration and a 30 day written termination clause. The City also included a dollar limit of \$5,000 for the threshold at which the City would contribute towards repairs and the City may be responsible for utilities if the Historical Society cannot maintain those services. Each party will maintain insurance covering each entity’s respective interest. The only work that has been done was a minor roof repair which cost under \$1,000.00 The City has budgeted \$42,500 for Painting of the exterior, interior and wood work at the Historical Society. The committee unanimously recommended approval of the ordinance.

Minutes – September 8, 2015

The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:52

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____