

**Administrative-Finance Committee  
February 3, 2020  
6:00 p.m. – City Hall Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
  - a. Muni Web – Update City’s Website**
  - b. NIMEC – Water Pumping**
  - c. FYE 2021 Budget Overview**
  - d. Approval of Minutes – January 6, 2020**
- 4. Other Business**
- 5. Next Meeting – March 2, 2020**
- 6. Adjournment**

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**February 3, 2020**

**ISSUE STATEMENT**

Motion to accept a proposal from MuniWeb to update and refresh the City's website in the amount of \$3,900.

**BACKGROUND/HISTORY**

During the October 2019 Goal Setting session, the council requested staff to update the City's website with advanced features including an emergency notification banner that would allow the City to post various communications while the website 'refresh' would provide the benefit of displaying additional content, eliminating a lot of the scrolling.

The attached plan identifies the new modules along with refreshing the current content and navigation. A summary of the improvements are:

- Rearrange home page to make it horizontal, providing more vertical space
- New modules include an emergency notification banner, image gallery, employee directory, and business directory to include images, descriptions (commercial, industrial, retail, etc)
- Refresh navigation/content. Provide search terms that are used most frequently to locate and make information easier to find

The staff solicited a proposal from our current website company to discuss in the FYE21 budget. However, given the modest cost and propriety given by the Council, we are recommending this update be done immediately and not wait until May. Further, the combination of Metro Strategies along with an updated and easy to use website will provide a better avenue of communication to the residents/businesses.

The proposed expenditure would be disbursed from Contingency Fund, 01-10-4330.

**STAFF/COMMITTEE RECOMMENDATION**

As directed.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will be placed on the February 18, 2020, City Council Agenda for consideration.

# City of Darien, Illinois

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Proposal for Website Development Services  
October 3, 2019



Lisa Purr  
lisa@muniweb.com  
888-MUNI-WEB

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Dear Maria –

I've been reviewing your website and I think there are a number of things we can do that will really refresh your website's look, enhance your visitors' experience and make information easier to find.

- Refresh Website Design (Templated Design) -The last page is a flat image of a design idea of how we can rearrange your homepage to make it more horizontal. You'll notice that it also makes it look more contemporary and takes advantage of the vertical space on today's wider monitors. The image in the middle is just a pretty picture that was the correct size that worked for the design, we will replace it with an image that is more meaningful to your community. It can be a static image, or we can use multiple images and create a slideshow, like what you have on your current website. Because we have more space for Upcoming Events and News and Announcements, you won't see the scroll bars.
  - An additional improvement a design refresh offers is that the content area of your interior pages will be wider, too. Taking advantage of the horizontal space means less scrolling for your visitors. Your website will remain responsive, so it will continue to display optimally on smaller screen sizes.
- New Modules
  - Emergency Notification Banner – This allows you to place a notification at the top of every page in your website. Communities use it to advertise road closures, cancellations, where to seek shelter from the heat/cold, etc.
  - Image Gallery – you can see an example here, <https://novilibrary.org/Youth/Youth-Photo-Gallery.aspx>. It's easy to use, just upload the images and they appear on the page and are responsive.
  - Employee Directory – a database of your employees is in your website. You can see here, <https://www.cascadetwp.org/Services-Departments/Assessing.aspx> information about the assessor and this same information is displayed here, <https://www.cascadetwp.org/Reference-Desk/Directory.aspx>. It makes it easy to update departments, city council, etc.
  - Business – Directory - you can see it here, <https://www.farmgov.com/Community/Business-Directory.aspx>. This is maintained by the city of Farmington. It can be customized to also include images, descriptions, etc. I also thought you could use the Business Directory module to show your Available Commercial Space. Because the categories are created for you, we can label them as Commercial, Industrial, Retail, etc.
- Refresh Navigation/Content – a review of Darien's website analytics indicates that you have web pages that haven't been updated in over a year and provides search terms that are used most frequently to find information on your website. This would be an ideal time to review that data with you and make any changes to your navigation that would make information easier to find.
- ADA Compliance - review all of your content for ADA Compliance and make any adjustments so that your website is accessible to all.



- Bids and Proposals Overview Page - We had discussed changing how your Bids and Proposals Overview page displayed information. (To make any modifications to that page will take a maximum of 1 hour at our regular hourly maintenance rate of \$55/hour if not included in this proposal).
- 2 Hours Monthly Support - Our regular rate is \$55/hour, but you can get two hours for \$75 and you can use that for whatever you want. Training, forms, content updates can all be used.
- 25 GB Storage - your current site's total storage is 15.7GB (most of which are PDFs 9.6 GB)

We value our long-term relationship with the City of Darien. To show our appreciation, we have attached a valued customer discount to this project's pricing. Therefore, the pricing for the items listed above is \$3,900 with a monthly hosting fee of \$295/month.

You also may be interested in our Facility Reservation and Event / Class Registration modules. I didn't see that you currently have a need for these, but if the Fire Department wants to offer CPR classes, for example, they can register through your website and if there is a charge for the class there will be a monthly credit card processing fee. If there is no charge associated with the event or class, then it's just the flat \$500 fee to set up the module. Setting up individual events is something I can train you or someone in Darien to handle.

I'll give you a call next week to follow up. If you need additional information or have any questions, please feel free to reach out any time.

Best Regards,

*Laura Hoffman*

Laura Hoffman

Municipal Web Services

[darienupdate@muniweb.com](mailto:darienupdate@muniweb.com)

Direct: 248.639.4445



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### Upcoming Events

- Board of Fire and Police Commissioners Tue, Oct 1, 2019 5:00pm
- Planning and Zoning Commission Wed, Oct 2, 2019 7:00pm
- Administrative / Finance Committee Mon, Oct 7, 2019 6:00pm
- Pre-Council Work Session Mon, Oct 7, 2019 7:00pm
- MORE ...

### News & Announcements

- Sterigenics - Update
- Heart of Darien Award
- Refuse Sticker Price Increase - April 1, 2019
- Sterigenics Update on Air Quality
- Ordinance - Vehicle Idling
- MORE ...



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 Darien, Illinois 60561  
 Phone: 630-852-5000  
 Monday - Friday 8:30am - 5:00pm



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888-MUNI-WEB



**AGENDA MEMO**  
**Administrative/Finance Committee**  
**February 3, 2020**

**ISSUE STATEMENT**

Approval of a resolution authorizing the participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) bid for water pumping facilities and authorizing the city administrator to approve a contract with the lowest cost electricity provider for a period of up to 36 months.

**BACKGROUND/HISTORY**

NIMEC will be holding its annual bid for water pumping facilities. NIMEC is setting our annual bid date for March 3. To accept a bid on March 3, the City will need to execute our winning supplier's agreement by the end of the day. As such, staff will need to have signing authority delegated by a resolution from the City Council prior to March 3.

Below are the water pumping that will be included in the upcoming bid.

<b>Member</b>	<b>Account #</b>	<b>Address</b>
City of Darien	0171115094	18W736 Manning
City of Darien	0185101035	1220 Plainfield
City of Darien	1389036061	0 Lakeview & Oakley
City of Darien	4105091007	9S720 Lemont Road
City of Darien	6149050015	87th & Ridge Road

**STAFF/COMMITTEE RECOMMENDATION**

As directed

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This resolution will be placed on the February 18, 2020 City Council Agenda for formal consideration.



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE CITY ADMINISTRATOR TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER FOR A PERIOD UP TO 36 MONTHS.**

**WHEREAS** the City of Darien ("The City") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

**WHEREAS**, on January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison; and,

**WHEREAS**, as a result of this deregulation, electricity may be purchased based on market price and Commonwealth Edison will no longer be the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Commonwealth Edison, and competitive market forces dictating the price of electricity; and,

**WHEREAS**, the City of Darien has selected the Northern Illinois Municipal Electric Collaborative (NIMEC) to serve as the City's broker relative to the acquisition of electrical energy for City facilities, due to NIMEC's municipal experience and the fact that NIMEC is the largest municipal Collaborative in northern Illinois which will be aggregating the energy needs of 150 government members of the Collaborative in order to secure more competitive pricing based in higher volumes than can be provided individually to a single municipality; and,

**WHEREAS**, there is no cost to join NIMEC, with the amount of compensation that NIMEC receives, if the City chooses the NIMEC electricity supplier, being built into the prices bid by the electricity, so there will be no direct payment made to NIMEC by the City; and,

**WHEREAS** the City has been working with NIMEC since 2008, and the City has enjoyed a good working relationship with NIMEC; and

**WHEREAS**, Commonwealth Edison will no longer offer a fixed energy rate for large or medium sized commercial accounts and would instead charge based on a floating hourly rate and the City desires to enter the market to secure a fixed rate, up to 36 months in term.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:**

**Section 1.** That the Northern Illinois Municipal Electric Collaborative (NIMEC) has been appointed the City's broker for purposes of obtaining an electricity supply for the City's municipal needs.

**Section 2.** That the City Administrator is authorized to negotiate energy rates directly with suppliers in an effort to secure lower energy costs.

**Section 3.** That in light of the time constraints and procedures required, applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC, the City Administrator is hereby authorized to sign the contract with the most optimal bidder, with the Mayor being hereby directed to place said contract on the first available City Council regular meeting following the execution thereof by the Mayor, for ratification by the City Council.

**Section 4.** That the City Administrator is authorized to name the Administrative Assistant to the City Administrator as the City Administrator's designee in matters concerning the bid.

**Section 5:** The Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

**BE IT FURTHER RESOLVED,** that a copy of this Resolution be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators representing the City of Darien, to the Office of the Governor, and to department heads in the City of

RESOLUTION NO. \_\_\_\_\_

Darien.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE**

**COUNTY, ILLINOIS** this 18<sup>th</sup> day of February, 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF DARIEN, DU PAGE COUNTY, ILLINOIS,**

this 18<sup>th</sup> day of February, 2020

\_\_\_\_\_  
JOSEPH A. MARCHESE, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

# **CITY OF DARIEN**

## **M E M O**

**TO: Administrative/Finance Committee Members**  
**FROM: Bryon D. Vana, City Administrator**  
**DATE: January 30, 2020**  
**SUBJECT: February 3, 2020 Committee Meeting –FYE 2021 Budget Overview**

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I will provide the Committee with a verbal overview of the FYE 2021 budget. The Council will begin review of the budget on February 19, 2020. I will send out a copy of the budget to the Council by February 14, 2020.

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**January 6, 2020**

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The Meeting was called to order by Chairwoman/Aldерwoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. Mayor Marchese, Treasurer Coren, and City Administrator Vana were also present. Metro Strategies employees Jen Vana and Kaitlin Cernak attended the meeting.

**STRATEGIC COMMUNICATIONS PLAN REVIEW**

Staff advised that at the November 18, 2019, City Council meeting, the Council agreed to accept a proposal from Metro Strategies to conduct a communication analysis and develop a resident engagement plan. Jennie Vana from Metro strategies presented final plans that identified the framework needed to guide the City in implementing an effective and robust communications plan. Further, the plan outlines the recommended goals, objectives and specific strategies that will lead to effective, accurate, professional and consistent communications and storytelling. The Committee unanimously recommended approval of a motion to accept the Strategic Communications Plan prepared by Metro Strategies.

**COMMUNICATIONS SUPPORT PROPOSAL**

Staff advised that the City Council approved a proposal from **Metro Strategies, Inc** to conduct a communications analysis and develop a resident engagement plan. Given the high priority of this topic expressed in the goal-setting meeting and the Council survey, staff requested a proposal from Metro to provide services identified in the plan. In summary, the proposal provides that Metro Strategies would provide full-service communications support under a monthly retainer of \$4,000 to help the City achieve its communications goals and implement the strategies identified in its Strategic Communications Plan. The proposal also provides estimated costs if the City wanted to continue distributing four printed quarterly newsletters to Darien residents. The optional annual costs for the four newsletters range from \$19,404 to \$26,648 and include \$8,000 to \$10,700 for Metro designing/writing/creating the newsletter and the balance for printing/ mailing services/postage. As a comparison, Staff also researched current recruitments from several communities that are advertising for full time Communications and Community Engagement Directors. It was estimated that the starting salary and benefits for these positions would be \$115,000 per year, which are considerably higher than Metro's proposal. The Committee unanimously recommended approval of a proposal from **Metro Strategies, Inc.** to provide communications and public engagement services, along with policy, issue advocacy, planning and project implementation services.

**BROOKHAVEN INCENTIVE AGREEMENT**

Staff advised that at the December 16, 2019 Council meeting, the Council approved a motion for staff to negotiate a formal economic development agreement with Jemco & Associates, LTD. John Manos, President of Jemco & Associates, LTD. is moving forward with plans to construct a new building at the vacant lot on the NW Corner of Plainfield and Cass Avenue. Upon review of building plan options, the City Council expressed interest in having the developer include certain discretionary building upgrades to compliment the clock tower/retail center developed across the street. These upgrades are over and above what is required by city codes. Current cost estimates to include upgrades to the building total \$300,000 of which the developer would split with the City. If the final upgrade costs were below \$300,000 then the City would split those equally with the developer making our maximum contribution \$150,000. The developer will still develop the property if the City Council does not approve the grant agreement, however, it will not include the discretionary upgrades. The Committee unanimously recommended approval of **AN ORDINANCE AUTHORIZING THE EXECUTION OF A CONSTRUCTION GRANT AGREEMENT (NORTHWEST CORNER OF PLAINFIELD AND CASS) NOT TO EXCEED \$150,000**

**CLARKE MOSQUITO RENEWAL**

Staff advised that Clarke Mosquito has been the contractor to control mosquito populations for the City of Darien for many years. There currently are no other alternatives for mosquito abatement and Clarke has prepared a three-year proposal. The three-year proposal is a 2% increase from the previous three-year contract. This proposal is part of their EarthRight Program, a more environmentally friendly operation that reduces the City’s carbon footprint as well as utilizes an EPA recognized larvicide called Natular. The Committee unanimously recommended approval of a three-year contract with Clarke Mosquito at \$41,700 per year.

**MINUTES – NOVEMBER 4, 2019**

The Committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:53 pm.

Approved:

Mary Sullivan, Chairwoman \_\_\_\_\_

Eric Gustafson, Member \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_