

City of Darien
Minutes of the Administrative/Finance Committee
February 3, 2020

The Meeting was called to order by Chairwoman/Alderswoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. Mayor Marchese, Treasurer Coren, and City Administrator Vana were also present.

MUNIWEB – UPDATE CITY’S WEBSITE

Staff advised that 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 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, staff is 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. The Committee unanimously recommended approval of a motion to accept a proposal from MuniWeb to update and refresh the City’s website in the amount of \$3,900.

NIMEC – WATER PUMPING

Staff advised that NIMEC will be holding its annual bid for electric services to our 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. The Committee unanimously recommended 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 up to 36 months

FYE 2021 BUDGET OVERVIEW

Staff provided the Committee with a verbal overview of the FYE 2021 budget and budget schedule.

MINUTES – JANUARY 6, 2020- The Committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:49 pm.

Approved:

Mary Sullivan, Chairwoman _____

Eric Gustafson, Member _____

Ted Schauer, Member _____