

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**February 1, 2016**

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

**Resolution authorizing the City to enter into an agreement for video services from Vanilla Video in the amount of \$99.00 per event**

Staff advised that the City has been utilizing volunteers to operate the media room and video tape the City Council and budget meetings for many years. The City is anticipating, improving that production which may include purchasing new equipment. It has been difficult at times to find new volunteers and with the new equipment it may be even more difficult. 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;

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

The Committee unanimously recommended approval of Vanilla Video.

**Minutes – October 5, 2015**

The committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:24pm

Approved:

Ted Schauer, Chairman \_\_\_\_\_

Joseph Kenny, Member \_\_\_\_\_

Thomas Chlystek, Member \_\_\_\_\_