

City of Darien

Minutes of the Administrative Finance Committee

July 7, 2014

The Meeting was called to order by Alderman Ted Schauer at 6:09 pm. Committee members Alderman Joe Kenny and Alderman Tina Beilke were present. Staff members present included City Administrator Bryon Vana, Assistant City Administrator Scott Coren, and Director of Municipal Services Dan Gombac.

Plainfield Water Main Project

Director Gombac described the importance of the additional water main on Plainfield Road, which is over 50 years old and would be very difficult to repair in the future. Adding this quantity at this time would allow DuPage County to bury it at this time and avoid future problems.

Alderman Schauer made a motion to approve, Alderman Kenny seconded the motion, and it passed 3-0.

Copier Purchase

Assistant Administrator Coren went over the bidding process, which included eight different companies bidding on each of three new copiers that need to be replaced in the police department and municipal services. Three different companies offered the lowest price for each machine. Staff recommended going for the lowest priced machine that met minimum specifications.

Alderman Schauer made a motion to approve the minutes as amended, Alderman Beilke seconded the motion, and it passed 3-0.

Website Redevelopment

The aldermen reviewed two different website proposals from Municipal Web Services and CivicPlus. These two companies had extensive experience with municipal web development, which involves a large number of public contacts. The aldermen selected Municipal Web Services, which provided the lowest price for the project and had many other successful municipal partners.

The committee provided many ideas and feedback for the upcoming site, which will be brought together during the design phase of the site.

Alderman Schauer made a motion to approve the minutes as amended, Alderman Beilke seconded the motion, and it passed 3-0.

Adjournment

There being no further business Alderman Kenny made a motion to adjourn, with a second by Alderman Schauer. The motion carried 3-0 at 6:55 pm.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Tina Beilke, Member _____