

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

FINANCE COMMITTEE

**Thursday, March 24, 2016
6:00 P.M.¹ – Committee Room A**

AGENDA

1. Call to Order, Roll Call and Establishment of a Quorum
2. Approval of Minutes
 - A. Finance Committee Meeting of December 10, 2015
3. Public Participation / Presentations
4. Items for Consent
 - A. Ordinance No. 16-O-0010 – Project Carryover Budget Amendment
 - B. Ordinance No. 16-O-0014 – Occupancy Permit Fees Not Refundable
 - C. Ordinance No. 16-O-0015 – Amending the City Code to Remove Duplicative and Address Ambiguous Provisions – Boards and Commissions
5. Items for Discussion
 - A. Intergovernmental Agreement – Wastewater Treatment Plant Operations and Maintenance
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

¹ Rescheduled from 7:00 P.M.

Draft

MINUTES

FINANCE COMMITTEE December 10, 2015 6:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

The meeting was called to order at 6:00 P.M. Roll call found Aldermen Dimas, Sheahan, Stout, Meissner, Chassee and Grodoski present. Alderman Kubinski was absent.

Staff in attendance: City Administrator Michael Guttman, Administrative Services Department Director Linda Martin, Assistant Administrative Services Department Director Nikki Giles, Police Chief Mike Uplegger, Public Works Department Director Rob Flatter and Community Development Department Director John Said.

2. Approval of Minutes.

A. Finance Committee November 12, 2015.

Alderman Stout moved and Alderman Chassee seconded a motion to approve the minutes as presented. The motion was approved by voice vote.

3. Public Participation / Presentations. None

4. Items for Consent.

A. Ordinance No. 15-O-0062 – An Ordinance Adopting the Annual Budget for the City of West Chicago, DuPage County, Illinois for the Fiscal Year Commencing January 1, 2016 and Ending December 31, 2016.

Alderman Chassee stated that it was important to recognize staff for the amount of time and work that goes into preparing the annual budget. The entire Committee echoed Alderman's Chassee's thoughts and expressed their appreciation to the staff.

Alderman Grodoski moved and Alderman Stout seconded a motion to recommend to City Council the approval of Consent Item A. Voting Yea: Aldermen Grodoski, Stout, Dimas, Chassee, Meissner and Sheahan. Voting Nay: 0. Motion carried.

5. Unfinished Business. None

6. New Business. None

7. Reports from Staff. None

8. Executive Session. None

9. **Items to be Referred for Final Committee Action from Executive Session.** None

10. **Adjournment.**

Alderman Stout moved and Alderman Meissner seconded a motion to adjourn. The motion was approved by voice vote and the meeting adjourned at 6:05 P.M.

Respectfully submitted,

Arlene Fisher

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY	
ITEM TITLE: Ordinance No. 16-O-0010 – Project Carryover Budget Amendment	AGENDA ITEM NUMBER: <u>4. A.</u> FILE NUMBER: _____ COMMITTEE AGENDA DATE: 3/24/16 COUNCIL AGENDA DATE: 4/4/16
STAFF REVIEW:	SIGNATURE _____
APPROVED BY CITY ADMINISTRATOR:	SIGNATURE _____
ITEM SUMMARY: The attached Budget Amendment accounts for projects that the City Council approved but were not completed during the 2015 fiscal year (listed in Exhibit A), five vehicles that were ordered but have not yet been received as well as the settlement of litigation.	
ACTIONS PROPOSED: Staff recommends adoption of Ordinance No. 16-O-0010.	
COMMITTEE RECOMMENDATION:	

**Ordinance No. 16-O-0010
Project Carryover Budget Amendment
Exhibit A**

		original	amended
Reque Road and Powis Road Litigation			
01-01-10-4100	50,000	40,000	90,000
Balance for the Strategic Plan			
01-02-07-4225	45,000	50,000	95,000
Healthy West Chicago Contribution			
01-01-10-4660	30,000	10,000	40,000
Settlement Agreement			
01-08-13-4025	85,000	132,800	217,800
Offsite Data Storage and Maintenance Agreement			
01-05-03-4125	2,600	96,900	99,500
01-05-03-4806	34,000	225,400	259,400
Sergeant Promotional Exam			
01-05-01-4108	10,000	20,000	30,000
West Washington Street Redevelopment Project - Remediation - Engineering			
09-34-54-4225	10,000	300,000	310,000
Uniforms Purchased But Not Yet Received			
01-09-21-4615	500	1,600	2,100
01-09-24-4615	3,000	7,500	10,500
06-34-47-4615	1,200	7,500	8,700
06-34-48-4615	1,100	7,500	8,600
Emergency Repairs to Fueling System			
01-09-24-4225	34,800	4,000	38,800
Balance Owed on Fleet Maintenance Software			
01-09-25-4604	19,000	11,000	30,000
Street Lights Ordered and Not Yet Delivered			
01-09-26-4412	6,000	15,000	21,000
Vehicles Purchased and Not Yet Delivered (5) and Equipment for Ordered Police Vehicles			
04-34-39-4804	661,600	999,800	1,661,400
Sanitary Sewer Rehabilitation Projects			
05-34-43-4410	226,900	875,000	1,101,900
Well#12 and Sheman/Brown Watermain Improvements			
06-34-47-4806	368,800	594,100	962,900
Well #3 Pump and Motor Rehabilitation Project			
06-34-47-4420	216,700	351,000	567,700
Lift Station #3 Improvement Project and Lift Station #4 Door Replacement Project			
05-34-43-4402	257,800	585,000	842,800

Lift Station SCADA Project and Pomeroy/Brown Sewer Main Improvements			
05-34-43-4806	254,600	190,000	444,600
WWTP Grit Equipment Replacement and Disk Filtration Equipment Replacement - Engineering			
05-34-45-4225	121,100	300,700	421,800
WWTP Grit Equipment Replacement and Disk Filtration Equipment Replacement - Construction			
05-34-45-4806	465,900	4,555,600	5,021,500
Waste Lime Sludge Removal Project			
06-34-48-4210	366,900	-	366,900
Network Infrastructure at WTP			
06-34-48-4225	11,600	194,800	206,400
Emergency Repairs to the Hawthorne Lane Water Tower			
06-34-47-4421	50,000	25,000	75,000
Web Filter Equipment			
06-34-48-4600	3,100	7,000	10,100
Driveway and Apron Paving for City Rental Properties			
08-34-53-4801	18,000	40,000	58,000
Alta Vista Road Project			
08-34-53-4899	304,200	-	304,200
Wood Street Reconstruction Project			
08-34-53-4847	160,500	-	160,500
Curb/Gutter Removal and Replacement Project			
08-34-53-4848	10,000	60,000	70,000
Traffic Cones and Barricades Ordered and Not Yet Received			
08-34-53-4872	7,200	35,000	42,200
Wilson Street Bridge Maintenance Project			
08-34-53-4892	12,100	1,300,000	1,312,100
804 Forest Avenue Demolition			
08-34-53-4896	12,900	-	12,900
Powis Road Resurfacing Engineering			
08-34-53-4846	18,000	-	18,000
<u>Expenditures</u>			
General Fund	319,900	17,668,000	17,987,900
Capital Equipment Replacement Fund	661,600	999,800	1,661,400
Sewer Fund	1,326,300	11,807,700	13,134,000
Water Fund	1,019,400	6,130,400	7,149,800
Capital Projects Fund	542,900	5,921,200	6,464,100
Downtown TIF Fund	10,000	1,432,500	1,442,500
Public Benefit Fund	-	400,000	400,000
Oliver Square TIF Fund	-	5,000	5,000
Commuter Parking Fund	-	228,200	228,200
	<u>3,880,100</u>	<u>44,592,800</u>	<u>48,472,900</u>

ORDINANCE NO. 16-O-0010

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2016
AND ENDING DECEMBER 31, 2016 PASSED AND
ADOPTED BY ORDINANCE NO. 15-O-0062**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure providing for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the City of West Chicago has passed Ordinance No. 15-O-0062 passing and adopting the "2016 Proposed Budget" (ANNUAL BUDGET); and,

WHEREAS, said Ordinance No. 15-O-0062 was filed with the County Clerk of DuPage County as required by law; and,

WHEREAS, the City of West Chicago desires to revise the ANNUAL BUDGET to account for projects that the City Council approved but were not completed during the 2015 fiscal year, vehicles and equipment that were ordered but have not yet been received as well as the settlement of litigation; and,

WHEREAS, 65 ILCS 5/8-2-9.6 provides in part that by a vote of two-thirds of the corporate authorities then holding office, the annual budget of a municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves, provided no revision increasing the budget shall be made in the event funds are not available to effectuate the purpose of the revision.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled as follows:

SECTION 1. That the ANNUAL BUDGET of the City of West Chicago is hereby amended as detailed in "Exhibit A" and as summarized below:

<u>Fund</u>	<u>Original Amount</u>	<u>Amended Amount</u>
General Fund (01)		
Expenditures	\$17,668,000	\$17,987,900
Capital Equipment Replacement Fund (04)		
Expenditures	\$999,800	\$1,661,400
Sewer Fund (05)		
Expenditures	\$11,807,700	\$13,134,000
Water Fund (06)		
Expenditures	\$6,130,400	\$7,149,800
Capital Projects Fund (08)		
Expenditures	\$5,921,200	\$6,464,100
Downtown TIF Fund (09)		
Expenditures	\$1,432,500	\$1,442,500

SECTION 2. That the City Clerk is authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County.

SECTION 3. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 4. That this Ordinance shall be in full force and effect from and after its passage by two-thirds of the corporate authorities and approval and publication in pamphlet form as provided by law.

PASSED this 4th day of April 2016.

Alderman L. Chassee	_____	Alderman J. Beifuss	_____
Alderman A. Hallett	_____	Alderman J. Banas	_____
Alderman M. Ferguson	_____	Alderman S. Dimas	_____
Alderman K. Meissner	_____	Alderman R. Stout	_____
Alderman L. Grodoski	_____	Alderman D. F. Earley	_____
Alderman N. Ligino-Kubinski	_____	Alderman M. Edwalds	_____
Alderman J. Sheahan	_____	Alderman J. C. Smith, Jr.	_____

APPROVED as to form: _____
City Attorney

APPROVED this 4th day of April 2016.

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Mayor Ruben Pineda

ATTEST:

City Clerk Nancy M. Smith

PUBLISHED: _____

Logicalis Representatives

Representative: Mike Kelly

Email: mike.kelly@us.logicalis.com

Phone: 800-444-0938

Inside Rep. Cindy Magic

Email: cindy.magic@us.logicalis.com

Phone: (440) 268-4000 x4309

Quote #: 50094916 v. 2

Quote Name: City of West Chicago - Nimble Storage

Created: 01/28/2016 Expires: 02/29/2016

<u>Prepared For:</u>	<u>Bill To</u>	<u>Ship To</u>
Pete Zaikowski City Of West Chicago IL 475 Main St West Chicago IL 60185	Pete Zaikowski City Of West Chicago IL 475 Main St West Chicago IL 60185	Pete Zaikowski City Of West Chicago IL 475 Main St West Chicago IL 60185

<u>LINE#</u>	<u>Part#</u>	<u>QTY</u>	<u>ITEM</u>	<u>Unit Price</u>	<u>Ext Price</u>
Nimble CS235 w/SLA 60th 4hr Support					
2	CS235-2T-24T-1200F	1	Nimble Storage CS235 SAN Array - 12 x HDD Installed - 24 TB Installed HDD Capacity - 4 x SSD Installed - 1.20 TB Installed SSD Capacity - 10 Gigabit Ethernet - iSCSI - 3U Rack-mountable - 1 SAS Port(s) External	\$28,389.38	\$28,389.38
3	SLA-4HR	1	4Hr Parts Del, SW Sup & InfoSight - NextGen Arrays - 5 yr	\$13,876.06	\$13,876.06
4	ES1CBLG2-1M	2	Nimble Storage SAS Data Transfer Cable - SAS for Storage Enclosure - 3.28 ft - SAS	\$0.00	\$0.00
Nimble CS235 w/SLA 60th 4hr Support Subtotal					\$42,265.44
Pro Intall					
0	PRO-INSTALL-ARRAY2	1	INSTALLATION FOR NIMBLE ARRAY (CS235/300/500/700)	\$4,445.00	\$4,445.00
Pro Intall Subtotal					\$4,445.00
Freight					
0	Freight	1	NIMBLE STORAGE STANDARD GROUND SHIPPING	\$288.00	\$288.00
Freight Subtotal					\$288.00
Proof of Concept					
0		1	Nimble Storage is offering a 60 day proof of concept free trial of the CS235 SAN Array. The 60 days will commence the day the array is installed, and there will be no charge and no purchase obligation by accepting this proof of concept free trial.	\$0.00	\$0.00
Proof of Concept Subtotal					\$0.00

Summary

	<u>Amount</u>
Nimble CS235 w/SLA 60th 4hr Support	\$42,265.44
Pro Intall	\$4,445.00
Freight	\$288.00
Proof of Concept	\$0.00
Total	\$46,998.44

A/C# 010503-4806 33122.38
010503-4125 13876.06
46998.44

Logicalis Representatives

Representative: Mike Kelly
Email: mike.kelly@us.logicalis.com
Phone: 800-444-0938
Inside Rep. Cindy Magic
Email: cindy.magic@us.logicalis.com
Phone: (440) 268-4000 x4309

Quote #: 50094916 v. 2
Quote Name: City of West Chicago - Nimble Storage
Created: 01/28/2016 **Expires:** 02/29/2016

Logicalis' terms of sale, found on our website at www.us.logicalis.com/tcsales/ are incorporated herein by reference.

This offer may be accepted by purchase order or other acknowledgement of acceptance, including, without limitation, by signing this quotation. The information in this proposal is considered proprietary and confidential to Logicalis, Inc. By acceptance of this information, Customer agrees to maintain this confidentiality and use such information for internal purposes only.

In the event Customer chooses to lease the Products from a third party leasing company, Customer remains liable for payment to Logicalis for all Products purchased until Logicalis receives payment from such leasing company.

Any variation in quantity, or requested delivery may result in price changes. Prices are valid for 30 days from date of quotation unless otherwise stated. Prices are subject to change without notice in the event the Product's manufacturer/distributor changes the price to Logicalis.

Shipping and taxes are added at time of invoice. Shipping charges are subject to handling fees for specifying carriers and same day shipments. Logicalis collaborates with OEM/distributor to schedule delivery to Customer's loading dock; inside delivery is available upon request and may increase the cost of delivery.

By signing below, the undersigned accepts this offer and confirms that he/she is authorized to purchase these items on behalf of Customer.

Signature

Date

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 16-O-0014 – Occupancy Permit Fees Not Refundable

AGENDA ITEM NUMBER: 4. B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: March 24, 2016

COUNCIL AGENDA DATE: April 4, 2016

STAFF REVIEW:

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The City charges a fee for all change of occupancy inspections that covers the costs associated with such. Many times, owners list their property for sale, have the inspection, and then decide to remove the property from the market, and afterwards request a refund for the inspection fee (recognizing that if six months pass before the property is sold, another inspection and fee is required).

While City staff thought it was evident that this fee should not be refunded (and has taken that position) since the City conducted an inspection (and perhaps one free re-inspection) and incurred the cost, we get challenged from time to time. Therefore, it would be best to amend the Code to include language that makes it abundantly clear that the fee is not refundable.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 16-O-0014.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 06-O-0014

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF WEST CHICAGO – OCCUPANCY PERMIT FEES NOT REFUNDABLE

BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled as follows:

Section 1. That Section 10.1(2) of Appendix G of the Code of Ordinances of the City of West Chicago is hereby amended to add subsection (f) as follows:

“(f) All fees contained listed in Section 10.1 are not refundable.”

Section 2. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 3. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this 4th day of April 2016.

Alderman L. Chassee	_____	Alderman J. Beifuss	_____
Alderman D. Earley	_____	Alderman J. Sheahan	_____
Alderman L. Grodoski	_____	Alderman A. Hallett	_____
Alderman S. Dimas	_____	Alderman M. Ferguson	_____
Alderman J.C. Smith, Jr.	_____	Alderman K. Meissner	_____
Alderman M. Edwalds	_____	Alderman R. Stout	_____
Alderman J. Banas	_____	Alderman N. Ligino-Kubinski	_____

APPROVED as to form: _____
City Attorney

ADOPTED this 4th day of April 2016.

Mayor Ruben Pineda

ATTEST:

City Clerk, Nancy M. Smith

PUBLISHED: _____

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 16-O-0015 – Amending the City Code to Remove Duplicative and Address Ambiguous Provisions – Boards and Commissions

AGENDA ITEM NUMBER: 4.C.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** March 24, 2016
COUNCIL AGENDA DATE: April 4, 2016**STAFF REVIEW:****SIGNATURE** _____**APPROVED BY CITY ADMINISTRATOR:****SIGNATURE** _____**ITEM SUMMARY:**

There are a significant amount of redundant provisions within the Boards and Commissions Section. The attached Ordinance strikes those provisions from within each Board/Commission Subsection and moves them to the beginning Section. No substantive changes have been made.

Also, there were some ambiguous provisions regarding the selection of the chairman of each Board and Commission, and those were corrected to read as to what has been done for decades now: the Mayor has the power to appoint the chairman of each Board/Commission annually. The only substantive change that has been made is that the appointment must be done by June of each year, as opposed to the beginning of the fiscal year (which at the time this language was added to the City Code, it was May 1).

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 16-O-0015.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 16-O-0015

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF WEST CHICAGO – BOARDS AND COMMISSIONS – ADDRESSING
DUPLICATIVE AND AMBIGUOUS PROVISIONS

BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled as follows:

Section 1. That Section 2-267 of the Code of Ordinances of the City of West Chicago, titled “Appointment” is hereby deleted in its entirety and the following language shall be substituted:

“All members of the plan commission and zoning board of appeals, building board of appeals, historical preservation commission, environmental commission and cultural arts commission shall be appointed by the mayor with the advice and consent of the city council. Any vacancy which exists in an unexpired term of a member shall be filled by appointment of the mayor, subject to the advice and consent of the city council, for the remainder of the unexpired term. Each member shall hold office as a member of a board or commission until a successor has been appointed.

All members of the civil service commission and the two resident appointees of the police pension board shall be appointed by the mayor. Any vacancy which exists in an unexpired term of a member shall be filled by appointment of the mayor, for the remainder of the unexpired term. Each member shall hold office as a member of a board or commission until a successor has been appointed.

The mayor, with the advice and consent of the city council, may remove any member who fails to regularly attend meetings without a valid reason.”

Section 2. That Section 2-268 of the Code of Ordinances of the City of West Chicago, titled "Chairman Selection", is hereby deleted in its entirety and the following language shall be substituted:

"The mayor shall annually, on or before June 1st of each year, appoint one (1) member of each board and commission as chairman, unless the appointment is prescribed by state statute. A chairman may serve multiple terms as chairman. The boards and commissions shall select among themselves a secretary, assistant chairman or other positions as set out in their rules."

Section 3. That Section 2-279(c) of the Code of Ordinances of the City of West Chicago, under a section titled "Membership" for the Historical Preservation Commission, is hereby deleted in its entirety.

Section 4. That Section 2-361 of the Code of Ordinances of the City of West Chicago, titled "Established; membership" for the Board of Local Improvements, is hereby amended to replace "public works committee" with "infrastructure committee."

Section 5. That Section 2-383(a) of the Code of Ordinances of the City of West Chicago, titled "Terms of Office" for the Plan Commission and Zoning Board of Appeals, is hereby amended as follows:

- (a) the second sentence that references that the term of office will coincide with the city's fiscal year is hereby deleted; and
- (b) subsection (b) and (c) are hereby deleted in their entirety as the language was moved to Sections 2-267 and 2-268.

Section 6. That Section 2-427 of the Code of Ordinances of the City of West Chicago, titled "Terms" for the Environmental Commission, is hereby amended by deleting the second sentence as it is no longer needed since the terms of all members have already been established.

Section 7. That Section 2-437(b) and the second and third sentences of Section 2-438 (a) of the Code of Ordinances of the City of West Chicago regarding the Cultural Arts Commission, are hereby deleted in their entirety as the language was moved to Sections 2-267 and 2-268.

Section 8. All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 9. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this 4th day of April 2016.

Alderman L. Chassee	_____	Alderman J. Beifuss	_____
Alderman D. Earley	_____	Alderman J. Sheahan	_____
Alderman L. Grodoski	_____	Alderman A. Hallett	_____
Alderman S. Dimas	_____	Alderman M. Ferguson	_____
Alderman J.C. Smith, Jr.	_____	Alderman K. Meissner	_____
Alderman M. Edwalds	_____	Alderman R. Stout	_____
Alderman J. Banas	_____	Alderman N. Ligino-Kubinski	_____

APPROVED as to form: _____
City Attorney

ADOPTED this 4th day of April 2016.

Mayor Ruben Pineda

ATTEST:

City Clerk, Nancy M. Smith

PUBLISHED: _____