

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved 8/14/14

MINUTES

FINANCE COMMITTEE

March 27, 2014 7:00 P.M.

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

The meeting was called to order at 7:00 P.M. Roll call found Aldermen Dimas, Chassee, Smith, Stout, Meissner and Grodoski present.

Alderman Fuesting was absent.

Staff in attendance: City Administrator Michael Guttman, Administrative Services Director Linda Martin and Assistant Administrative Services Director Nikki Giles.

2. Approval of Minutes.

A. Finance Committee, December 10, 2013. Alderman Stout moved and Alderman Chassee seconded a motion to approve. The minutes were approved as presented by voice vote.

3. Public Participation / Presentations. None

4. Items for Consent.

A. Resolution No. 14-R-0003 – Amending City Council Rules.

B. Ordinance No. 14-O-0011 – Carryover Budget Amendment. Alderman Smith asked if the number of microphones proposed for the new sound system in the Council Chamber would be adequate as they would need to be shared. Director of Administrative Services Linda Martin stated that it is most likely the specs for the new audio system were based on the current system and if needed, more microphones can be added. Ms. Martin further stated that the recommended vendor had current technology knowledge and had done a very thorough job; including a walk through with the City's I.T. Manager Pete Zaikowski, testing current microphones and checking cable/wiring. Alderman Smith stated that he had knowledge of the Shure SM58 microphone and felt it may be a better fit for the City's needs. Ms. Martin stated that she would need to get more information from the City's I.T. Manager and vendor to better address Alderman Smith's concerns.

C. Resolution No. 14-R-0017 – Authorizing the Mayor to Sign an Engagement Letter with the Auditors for Fiscal Years 2014, 2015, 2016 and 2017.

D. Resolution No. 14-R-0016 – Intergovernmental Agreement with District 94 – Possession of 157 West Washington Street.

E. Ordinance No.14-O-0012 – Amending Appendix G, Fee Schedule.

Alderman Stout moved and Alderman Smith seconded a motion to recommend to City Council the approval of Consent Items A., B., C., D., and E.

Voting Yea: Aldermen Stout, Smith, Dimas, Chassee, Meissner and Grodoski. Voting Nay:

0. Motion carried.

5. Items for Discussion.

A. Direction on Strategic Planning. City Administrator Michael Guttman discussed the consideration of a recommendation made by staff to implement a strategic planning process. As there are many steps to creating this process; a document will serve as a guide for future projects/initiatives. Mr. Guttman asked if the Finance Committee would be interested in participating in the process of preparing/reviewing a Request for Proposal (RFP) to find a qualified consultant to help design and facilitate a strategic planning process. The Mayor and an appointed Aldermanic Committee would review and recommend submitted proposals for City Council approval. Once selected, the consultant would work with the Finance Committee to design the strategic planning process.

Aldermen Chassee and Meissner agreed that the hiring of a consultant is a good idea but felt the consultant's fee should be taken into consideration. Alderman Stout agreed that it is a step in the right direction.

Mr. Guttman was directed to move forward with preparation of an RFP document to find a qualified consultant.

6. Unfinished Business. None

7. New Business. None

8. Reports from Staff. None

9. Executive Session. None

10. Adjournment.

Alderman Stout moved and Alderman Chassee seconded a motion to adjourn. The motion was approved by voice vote and the meeting adjourned at 7:15 P.M.

Respectfully submitted,

Arlene Fisher