

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**April 3, 2023**

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Chairwoman/Alderwoman Sullivan called the Meeting to order at 6:30 pm. Committee member Schauer was present. City Administrator Vana, and Treasurer Coren and Mayor Marchese were also present.

**A resolution accepting a proposal from AIS, Inc. for computer consulting services and back up services in the amount of \$96,024 annually.**

Staff advised the City of Darien utilizes an outside consultant to maintain its computer network and systems. Currently, the city has a limited block of hours each month (32 hours) which includes a technician onsite twice a month at an annual price of \$71,163. Staff provided an overview of the city's computer needs. Staff recommended moving to an unlimited block of hours and a technician onsite once a week, which will allow the Police Department, City Hall and Public Works the ability to address computer issues. The contract also includes replacement of up to three computers (desktops, laptops, or tablets) annually. The committee unanimously recommended approval of the resolution

**A motion to approve one electronics recycling event with the city's current refuse hauler, Lakeshore Recycling Systems, LLC (LRS) in an amount not to exceed \$9,800.**

Staff advised that the City of Darien sponsored two (2) electronics recycling events for Darien residents in FYE23. These events allowed residents to place their electronics curbside for pick up by LRS. LRS waived the fees last year. The fee charged by LRS is based on the bill count. The cost per home is \$1.23. Both events were well received by the residents. The FYE24 proposed budget includes \$9,800 to continue this service. The committee unanimously recommended approval of this expense.

**A resolution approving an Employee Leasing Agreement with GovTempUSA, LLC to provide a Worksite Employee- assignment City Administrator.**

Mayor Marchese advised that on March 5, 2018, the City Council unanimously approved an Employee Leasing Agreement with GOVTEMPSUSA, LLC to provide a worksite employee to perform the duties of the City Administrator position, with Administrator Vana serving as the worksite employee. Mayor Marchese advised he and Administrator Vana would like to renew the current employee leasing agreement between GovTemps and Darien, which expires in June. Staff provided a summary of the agreement and advised that this agreement provides a significant cost savings of approximately \$70,000 per year to the city due to the reduction in estimated salary and the elimination of employee benefits. The committee unanimously recommended approval of the resolution

**Minutes – February 6, 2023** – The committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:48 p.m.

Approved:

Mary Sullivan, Chairwoman \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_

Gerry Leganski, Member \_\_\_\_\_