

AGENDA
Administrative-Finance Committee
June 14, 2010
6:30 P.M. – City Hall Conference Room

- 1. Call to Order**
- 2. Establishment of Quorum**
- 3. Public Comment**
- 4. Discussion Items**
 - a. Street light installation at 313 Holly Ave
 - b. Backup Potable Water Supply
 - c. DuPage Water Commission Payment Review
 - d. City Budget Expenses FYE10 Review
 - e. City of Darien Emergency Operation Plan
 - f. Tri-State Radio Request
 - g. Streetlight Electric Supply Resolution
 - h. IT Audit Review
 - i. Fall Leaf Pickup Resolution
- 5. Other Business**
- 6. Next Meeting – July 12, 2010.**
- 7. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

Issue Statement

Approval of a resolution to accept a proposal from Gaffney's PMI for the purchase and installation one (1) street light at Brookbank Road and Holly Avenue in an amount not to exceed \$4,495.00.

Background/History

The Department received a petition (see attached) requesting the City to purchase and install one (1) street light at the southwest radii of Brookbank Road and Holly Avenue, see attached map labeled as Attachment 1. The petition stated that the proposed street light would provide security and motorist safety lighting for a residential area in the roadway. Director Gombac has spoken with the Jachim residents who were in opposition of the proposed street light due to light glare into their residence. The resident was informed that light shields would be installed if the conditions were warranted. Gaffney's PMI is the 2010 awarded street light vendor for the City and the unit prices are reflective of the contract. Attached are various police reports for this intersection.

On June 8th, 2010 Ms. Linda Wilczak, 305 Holly Avenue, had retracted her signature from, In Favor to an Opposition signature. Per a recent conversation with Ms. Wilczak, she felt that the proposed monies should be applied to a ditch program versus a street light. Director Gombac informed her that this item would be forwarded to the Administrative Finance Committee.

The Municipal Services Committee discussed this item at their May 24th, 2010 meeting and approved the request. Since the line item would be over budget the Administrative Finance Committee is required to review the purchase.

The proposed expenditure would be expended from the following account and would be over budget:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 10/11 BUDGET	YEAR TO DATE SCHEDULED EXPENDITURE	PROPOSED EXPENDITURE	PROPOSED BALANCE
01-30-4359	STREET LIGHTS	\$12,000.00	\$ 9,177.00	\$ 4,495.00	(\$ 1,672.00)
01-10-4330	ADMINISTRATIVE CONTINGENCY FUND	\$10,000.00	0	\$ 1,672.00	\$ 0.00)

Committee Recommendation

The Municipal Services Committee recommends approval as proposed above. Since the line item would be over budget, staff recommends considering this expense in FY 2011/12.

Alternate Consideration

1. Review current budget in the spring for available funds from other line items.
2. Considering this expense in FY 2011/12.

Decision Mode

To be determined.

PETITION

REQUEST FOR STREET LIGHT

The undersigned residents request the City of Darien to consider installing a street light at the intersection of Holly Avenue & Brookbank Ave, at the curve.

The reasons for the street light request are the following:

1. SB in the evening, drivers can see the sharp curve in the road.
2. Help slow the cars down in the evening
3. No lights now - very dark area

Name of petition circulator: Tim Alvarez

Address: 313 Holly Avenue

Home Phone No. 630-789-4547 Work: 630-333-6504
Cell ↑

Signatures In Favor

Signatures Opposed In Favor

Name Mary Lenge

Name David Suroso.

Address 309 Holly Darien

Address 7009 Brookbank Dr.

Name Robertta Dugan

Name _____

Address 306 Holly Ave Darien

Address _____

Name ~~Linda Wilozak~~ ^{SW 6-8-10}

Name _____

Address ~~325 Holly Ave Darien~~

Address _____

Name Mary Linnille

Name _____

Address 7018 Brookbank Rd Darien

Address _____

Signatures In Favor

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Signatures Opposed

Name Louise Jackson

Address 317 Holly
Darien 630-325-3531

Name Director Gombac spoke

Address w/ resident on May 6, 2010
Resident informed Gombac

Name that she would not be opposed

Address provided that the glare would
not be in the family master
bedroom. Gombac informed that

Name a light shield would be installed

Address _____

06/09/10

Name Sinda W. Logg

Address 305 Holly Ave 9174
(630) 323-~~1774~~

Name TX 06/08/10 1420 HRS

Address _____

Name _____

Address _____

Name _____

Address _____



Tri State Village Unit 5
P-19441 415114

Call For Service

CFS Number: DA06006765

Date: 09/09/2006

Call For Service

CFS Number	DA06006765	Complainant	[REDACTED]
Date	09/09/2006	Address	[REDACTED]
Dispatcher	803dc - Chin, Debra	City, State, Zip	DARIEN, IL 60561
Call Source		Phone	[REDACTED]
Received	4:32:29 PM	Call type	
Dispatched	5:01:02 PM	Reported Offense	6529 - TRAFFIC AND ROAD INCIDENT
Arrived	5:07:07 PM	Verified Offense	6529 - TRAFFIC AND ROAD INCIDENT
Cleared	5:21:10 PM	Tow Company	
Location	313 Holly Ave	Vehicle	
City, State, Zip	DARIEN, IL 60561	Vehicle License	
Jurisdiction		Disposition	15 - Cleared - Service Rendered
Grid		Priority	
Sector		Classification	
Map		Agency	DA - Darien Police Department
Beat		Case	
X Coordinate	0603930		
Y Coordinate	1855381		

Officers

329kfp - Foyle-Price, Kara

Notes DISPATCH -

A LOT OF CARS CALLER HASN'T SEEN BEFORE FLYING DOWN THE STREET MAYBE A SQUAD CAR WILL SLOW THEM DOWN

OFFICERS -

Complainant advised more traffic due to fest. R/O explained police are aware of situation and have extra cars in the area.

Call For Service

CFS Number: DA06009075

Date: 11/29/2006

Call For Service

CFS Number	DA06009075	Complainant	[REDACTED]
Date	11/29/2006	Address	313 Holly Ave
Dispatcher	856ap - Porzel, Aaron	City, State, Zip	DARIEN, IL 60561
Call Source		Phone	[REDACTED]
Received	8:52:07 AM	Call type	
Dispatched	8:53:07 AM	Reported Offense	DATRAF - TRAFFIC COMPLAINT
Arrived	9:03:22 AM	Verified Offense	6701 - ALL OTHER TRAFFIC
Cleared	9:43:10 AM	Tow Company	
Location	313 Holly Ave	Vehicle	
City, State, Zip	DARIEN, IL 60561	Vehicle License	
Jurisdiction		Disposition	15 - Cleared - Service Rendered
Grid		Priority	
Sector		Classification	
Map			
Beat			
X Coordinate	060393D	Agency	DA - Darien Police Department
Y Coordinate	1855381	Case	

Officers

309cf - Falco, Christopher

CFS Subject Profiles: [REDACTED]

Full Name	[REDACTED]	Address	[REDACTED]
CSZ	Darien, 60561	Home Phone	[REDACTED]
Work Phone		Email Address	[REDACTED]
Sex	M - Male	Race	
Ethnicity		DOB	[REDACTED]
Age	36	Hair Color	
Eye Color		Height	
Weight		DLN	
State		Driver License Exp.	
SSN			

CFS Subject Profiles: [REDACTED]

Full Name	[REDACTED]	Address	[REDACTED]
CSZ	Burr Ridge, IL.	Home Phone	[REDACTED]
Work Phone		Email Address	[REDACTED]
Sex	M - Male	Race	

Call For Service

CFS Number: DA06009075

Date: 11/29/2006

Ethnicity
Age 17
Eye Color
Weight
State
SSN

DOB [REDACTED]
Hair Color
Height
DLN
Driver License Exp.

CFS Subject Profiles: [REDACTED]

Full Name [REDACTED]
CSZ Darien, 60561
Work Phone
Sex F - Female
Ethnicity
Age 16
Eye Color
Weight
State
SSN

Address [REDACTED]
Home Phone
Email Address
Race
DOB [REDACTED]
Hair Color
Height
DLN
Driver License Exp.

Notes - DATRAFTRAFFIC COMPLA

Complainant [REDACTED] reported that approx 0800 hrs date he first observed a possible gray Ford Taurus traveling W/B Holly to N/B Brookbank near his residence. M/W driver of vehicle pulled into driveway at 7006 Brookbank. Driver picked up F/W passenger from that address at which time driver proceeded back E/B Holly at a high rate of speed. Complainant said female passenger threw a paper napkin and a pop tart out of car as vehicle left area. Complainant concerned with driver's speed, do to numerous children who play in area and lack of sidewalks, and continual speeding problem

Complainant will contact Public Works Dept. re additional Children Playing signage
Traffic complaint form filed.

R/O made contact with [REDACTED] said that her sister [REDACTED] would have been picked up by her boyfriend [REDACTED] at around 0800 hrs this morning, before going to school at Hinsdale South.

[REDACTED] will have [REDACTED] contact R/O after school regarding this incident.

R/O obtained tx number [REDACTED] for [REDACTED] From School liason Detective Campo, and subjects mother's name is [REDACTED] with a Wk Tx of [REDACTED]

1350 hrs. R/O spoke with [REDACTED] by telephone and informed her of traffic complaint. [REDACTED] will speak to her son regarding his driving.

11/30/06 R/O spoke by telephone with [REDACTED] and informed her of speeding auto and littering complaint. Verbal warning issued.

Call For Service

CFS Number: DA06009634

Date: 12/18/2006

Call For Service

CFS Number DA06009634

Date 12/18/2006

Dispatcher

Call Source

Received 12/18/2006 8:02:30 PM

Dispatched 12/18/2006 8:03:10 PM

Arrived 12/18/2006 8:09:49 PM

Cleared 12/18/2006 8:14:24 PM

Location 313 Holly Ave

City, State, Zip DA

Jurisdiction

Grid

Sector

Map

Beal DPDA

X Coordinate 0603930

Y Coordinate 1855381

Complainant

Address 313 Holly

City, State, Zip DA

Phone

Call type

Reported Offense 9103 - SUSPICIOUS PERSON REPORTED

Verified Offense

Tow Company

Vehicle

Vehicle License

Disposition

Priority

Classification

Agency DA - Darien Police Department
Case

Officers

Notes **SOLICITOR COMPLAINT** 3 SUBJECTS ALL IN KNIT HATS W/ CLIP BOARDS BIG CO
ATS HEADING TOWARDS BRK BANK
AREA CHECKED WITH NEGATIVE RESULTS.

Call For Service

CFS Number: DA08003764

Date: 05/31/2008

Call For Service

CFS Number DA08003764
Date 05/31/2008
Dispatcher
Call Source T - Telephone - UDT
Received 7:38:23 AM
Dispatched 7:38:35 AM

Arrived

Cleared 8:54:10 AM
Location 313 Holly Ave
City, State, Zip Darien, IL 60561
Jurisdiction
Grid
Sector
Map
Beat DPDA
X Coordinate 1088230
Y Coordinate 1855388

Complainant [REDACTED]
Address 313 Holly
City, State, Zip Darien, IL 60561
Phone [REDACTED]
Call type
Reported Offense 1310 - CRIMINAL DAMAGE TO PROPERTY
Verified Offense 1310 - CRIMINAL DAMAGE TO PROPERTY

Tow Company
Vehicle
Vehicle License
Disposition DAR - Report
Priority
Classification

Agency DA - Darien Police Department
Case DA08-3764

Officers

335ml - Lorek, Michael

Notes ~~CRIMINAL DAMAGE TO PROPERTY~~
MAILBOX COMP ALSO STATED THAT THERE ARE SEVERAL OTHERS ON THE BLOCK ALSO
THAT ARE DAMAGED

Call For Service

CFS Number: DA08004814

Date: 07/04/2008

Call For Service

CFS Number	DA08004814	Complainant	[REDACTED]
Date	07/04/2008	Address	313 Holly Ave
Dispatcher		City, State, Zip	Darien, IL 60561
Call Source	T - Telephone - UDT	Phone	[REDACTED]
Received	11:23:01 PM	Call type	
Dispatched	11:25:34 PM	Reported Offense	9101 - SUSPICIOUS AUTO REPORTED
Arrived	11:31:19 PM	Verified Offense	9101 - SUSPICIOUS AUTO REPORTED
Cleared	11:34:11 PM	Tow Company	
Location	313 Holly Ave	Vehicle	
City, State, Zip	Darien, IL 60561	Vehicle License	
Jurisdiction		Disposition	DAB - Unable To Locate
Grid		Priority	
Sector		Classification	
Map		Agency	DA - Darien Police Department
Beat	DPDA	Case	
X Coordinate	1088230		
Y Coordinate	1855388		

Officers

305od - DeYoung, Owen

Notes SUSPICIOUS VEHICLE
OLDSMOBILE-EB HOLLY
CAR PULLING UP TO MAILBOX THINKS PUTTING FIREWORKS INTO MAILBOXES
AREA CHECKED WITH NEGATIVE RESULTS

Call For Service

CFS Number: DA09001194

Date: 02/22/2009

Call For Service

CFS Number	DA09001194	Complainant	[REDACTED]
Date	02/22/2009	Address	313 Holly Ave
Dispatcher		City, State, Zip	Darien, IL 60561
Call Source	T - Telephone - UDT	Phone	[REDACTED]
Received	3:50:46 PM	Call type	
Dispatched	3:50:59 PM	Reported Offense	9103 - SUSPICIOUS PERSON REPORTED
Arrived	3:59:01 PM	Verified Offense	9103 - SUSPICIOUS PERSON REPORTED
Cleared	4:10:04 PM	Tow Company	
Location	313 Holly Ave	Vehicle	
City, State, Zip	Darien, IL 60561	Vehicle License	
Jurisdiction		Disposition	15 - Cleared - Service Rendered
Grid		Priority	
Sector		Classification	
Map			
Beat	DPDA		
X Coordinate	1088230	Agency	DA - Darien Police Department
Y Coordinate	1855388	Case	

Officers

321rs - Stutte, Richard

323jm - Murphy, James

Notes SUSPICIOUS PERSON

JACKET WITH HOOD AND JEANS LS 2 DOORS EAST OF 313 HOLLY

GOING DOOR TO DOOR ASKING PEOPLE FOR \$20 FOR CAB

LS EB DOWN MIDDLE OF STREET ON HOLLY

SUBJECT LIVED IN AREA, DENIED ASKING FOR MONEY, STATED HE WAS WALKING HOME.

Call For Service

CFS Number: DA10000275

Date: 01/14/2010

Call For Service

CFS Number	DA10000275	Complainant	[REDACTED]
Date	01/14/2010	Address	313 Holly Ave
Dispatcher		City, State, Zip	Darien, IL 60561
Call Source	T - Telephone - UDT	Phone	[REDACTED]
Received	6:51:53 PM	Call type	
Dispatched	6:51:59 PM	Reported Offense	2440 - RECKLESS DRIVING
Arrived	6:53:59 PM	Verified Offense	2440 - RECKLESS DRIVING
Cleared	7:35:20 PM	Tow Company	
Location	313 Holly Ave	Vehicle	
City, State, Zip	Darien, IL 60561	Vehicle License	
Jurisdiction		Disposition	DAC - GOA
Grid		Priority	
Sector		Classification	
Map		Agency	DA - Darien Police Department
Beat	DPDA	Case	
X Coordinate	1088230		
Y Coordinate	1855388		

Officers

320wg - Greenberg, William

CFS Subject Profiles: Alvarez, James

Full Name	[REDACTED]	Address	313 Holly
CSZ	Darien, IL 60561	Home Phone	[REDACTED]
Work Phone		Email Address	
Sex		Race	
Ethnicity		DOB	11/17/1970
Age	39	Hair Color	
Eye Color		Height	
Weight		DLN	
State		Driver License Exp.	
SSN			

Notes RECKLESS DRIVER
LS/WB HOLLY
SECOND CALL FROM 7009M BROOKBANK A VEHICLE UNK DESC DROVE THROUGH
CIRCULAR DRIVE RECKLESSLY AND HIT SOMETHING AND KEPT GOING EB
DROVE THROUGH YARD ON HOLLY
POSS OFFENDER LS/SB HIGH IN A SMALL SPORTS CAR PER 320
UNKNOWN DARK COLORED VEHICLE WAS UNABLE TO NAVIGATE THE CURVE OF
HOLLY/BROOKBANK. VEH DROVE THROUGH FRONT YARDS OF 313/309 HOLLY CAUSING

Call For Service

CFS Number: DA10000275

Date: 01/14/2010

SOME LANDSCAPE DAMAGE

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A PROPOSAL FROM GAFFNEY'S PMI FOR THE PURCHASE AND INSTALLATION OF A STREET LIGHT AT 313 HOLLY AVENUE IN AN AMOUNT NOT TO EXCEED \$4,495.00

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City Council of the City of Darien does hereby accepts a proposal from Gaffney's PMI to purchase and install one (1) street light at 313 Holly Avenue in an amount not to exceed \$4,495.00, a copy of which is attached hereto as "Exhibit A" and is by this reference expressly incorporated herein.

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 21st day of June, 2010.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 21st day of June, 2010.

KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

JOANNE F. COLEMAN, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

DATE REQUESTED:

November 30, 2009
Revised: April 12, 2010

NEW STREET LIGHT ACKNOWLEDGEMENT FORM

Approved for funding April 5, 2010

LOCATION OF WORK	313 Holly Avenue			
ITEM	ITEM INDICATION	CONTRACT UNIT PRICING 2010	QUANTITY	TOTAL COST
CONCRETE LIGHT POLE 250 WATT HPS		\$ 2,295.00		\$ -
ALUMINUM LIGHT POLE 250 WATT HPS	X	\$ 2,320.00	1	\$ 2,320.00
UNIDUCT-WITH CABLE		\$ 7.50	280	\$ 2,100.00
LIGHT SHIELD	**	\$ 75.00	1	\$ 75.00
TOTAL PROJECT COST				\$ 4,495.00
ACKNOWLEDGED BY				
DATE				
CONTACT TELEPHONE NO:				

RESIDENT CONTACT:	
ADDRESS:	
PHONE NUMBER:	
E-MAIL ADDRESS:	

CITY USE	
APPROVED ON	
BY ORDER OF:	
COM ED NOTIFIED ON:	
COM ED NOTIFIED BY:	
ACCOUNT NO:	

** To Be Determined

AGENDA MEMO
Administrative Finance Committee
Meeting Date: June 14, 2010

ISSUE STATEMENT

Authorize staff to prepare a proposal for an engineering agreement with Christopher B. Burke Engineering for an emergency back-up potable water supply study for the City of Darien in an amount not to exceed \$10,500.

BACKGROUND

The proposed hydraulic study is a follow up to a recent City Council Meeting inquiry regarding the emergency backup potable water supply for the City of Darien. The question is, "Does the City have an adequate supply of potable water to provide the residents should the DuPage Water Commission supply line fail?" Attached, please find various critical scenarios and protocols that would be implemented should key potable transmission lines be interrupted.

Upon review, staff has determined that under the attached Scenarios 1, 2, 3, 4, 5 and 6 that the City could provide an adequate supply of potable water. Under Scenario 2, 4 and 6 the City would require a hydraulic analysis to determine whether an adequate supply could be provided. The abovementioned scenarios do not consider any circumstances that would require fire hydrant flow.

The current budget period does not provide staff an opportunity to seek funding for the study through the various line items. An opportunity regarding the funding for the study could be revisited during the mid year.

COMMITTEE RECOMMENDATION

The Municipal Services Committee discussed this item at their regularly scheduled meeting on May 24, 2010. The Committee recommended the hydraulic study and further recommended this non budgeted item to be considered by the Administrative/Finance Committee for funding consideration for the current fiscal year.

ALTERNATE CONSIDERATION

1. The Hydraulic Study be considered at the FY11/12 Budget Workshop.
2. Review fund balances mid year.

DECISION MODE

This item will be placed on the June 21, 2010 City Council agenda for formal approval.

Attachment 1

Potable Water Supply Scenarios

Scenario 1:

The water supply line for the City is interrupted at the DuPage Water Commission facility (Elmhurst) to the City for **less** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks, (3,500,000-4,000,000 representing maximum storage) up to 1.1 to 1.25 days.

Scenario 2:

The water supply line for the City was interrupted at the DuPage Water Commission facility (Elmhurst) to the City for **longer** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks, (3,500,000-4,000,000 representing maximum storage) up to 1.1 to 1.25 days. During this time the following wells would be activated:

Well No 2 Plainfield Road
Well No 5 Manning Road
Well No 7 Lakeview Drive
Dupage County Well 1
Dupage County Well 2
Dupage County Well 3
Dupage County Well 4

Based on the above data the average maximum flow under an average day would be approximately 3,650 gallons per minute. The City and Dupage County wells would be in a position to meet the daily demand.

The City would also have the opportunity to operate an Interconnect with the Village of Willowbrook through the Village of Burr Ridge for Lake Michigan water. The Village of Burr Ridge receives their lake water through a non-DuPage Water Commission supplier. This is contingent on that Willowbrook can meet its supply demand and only then would the City be allowed to operate the interconnect. The City has three various interconnect points with the Village of Willowbrook and cannot confirm the flow capacities in the event of an emergency.

The wells of the County of Dupage could meet the City's required flow based on the production of gallons; Staff cannot confirm pressures and delivery of the water through the existing water mains. A hydraulic analysis would be required. Staff estimated that the backup supply could provide approximately an average of 5 million gallons of water per

day with the City and Dupage County wells operating at an optimal capacity. The water quality of the City's shallow wells is generally poor in terms of quality; such as high sulphur content and additional Volatile Organic Chemicals (VOC's). Staff does monthly bacteriological sampling for coliform and is in monthly compliance.

Scenario Three:

If the DuPage Water Commission water supply line to the City was interrupted adjacent to Plant Two for **less** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks, (3,500,000-4,000,000 representing maximum storage) up to 1.1 to 1.25 days.

Scenario Four:

If the DuPage Water Commission water supply line to the City was interrupted adjacent to Plant Two for **more** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks, (3,500,000-4,000,000 representing maximum storage) up to 1.1 to 1.25 days. The 75th Street DuPage Water Commission supply line would be exercised to a maximum of 2,750 gallons per minute/3,960,000 gallons per day. If the daily demand was not met through the 75th Street Pumping Station, then the following interconnects would be activated:

- Village of Willowbrook-3 Locations
- Village of Westmont-0 Locations
- Village of Woodridge-5 Locations
- Village of Downers Grove-2 Locations

Based on the average day demand of 3.137 MGD, staff believes that the City would be in a position to meet the daily demand. A hydraulic analysis has not been conducted for Scenario 4. The City would also activate the following wells only if the demand from the interconnect(s) was not met.

- Well No 2 Plainfield Road
- Well No 5 Manning Road
- Well No 7 Lakeview Drive
- Dupage County Well 1
- Dupage County Well 2
- Dupage County Well 3
- Dupage County Well 4

Scenario 5:

If the DuPage Water Commission water supply line to the City was interrupted adjacent to 75th Street for **less** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks and increase the gallons per minute through the DuPage Water Commission transmission supply line at Plant Two.

Scenario 6:

If the DuPage Water Commission water supply line to the City was interrupted adjacent to 75th Street for **more** than 24 hours.

Response:

The City would be able to supply the residents and the DuPage County SERF System from our 3 storage tanks and increase the gallons per minute through the DuPage Water Commission transmission supply line at Plant Two and exercise the following interconnects as required:

Village of Willowbrook-3 Locations
Village of Woodridge-5 Locations
Village of Downers Grove-2 Locations

Staff cannot confirm the interconnect hydraulic analysis under Scenario 6.

Well Number	GPM-Static-(No Pressure)	GPM-Dynamic-(Flow Against Pressure)
Well # 2	400	200
Well #3 Capped in 2006	350	125
Well # 5	430	300
Well #6 Capped in 2010	490	225
Well # 7	965	500
Total Gallons Per Minute-City of Darien Wells	1,795	1,000
Dupage County Well	N/A	1,000
Dupage County Well	N/A	550
Dupage County Well	N/A	550
Dupage County Well	N/A	450
Total Gallons Dupage County Wells		2,550
Total Gallons City and Dupage		3,550
Flow per Day		5,112,000
Pump Stations Capacities	Gallons Per Minute	
Plant Two		
Pump One	1,250	
Pump Two	1,250	
Pump Three	1,250	
Total Gallons Per Minute	3,750	
Total Gallons Per Day	5,400,000	
75th Street Pumping Station (Home Depot)		
Pump One	1,250	
Pump Two	1,250	
Total Gallons Per Minute	2,500	
Total Gallons Per Day	3,600,000	
Average Daily Demand-Gallons	3,137,000	
Storage Capacity	3,500,000-4,000,000	

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members

FROM: Bryon D. Vana, City Administrator

DATE: June 14, 2010

SUBJECT: DuPage Water Commission Billing Error

The DuPage Water Commission (DWC) invoices its customers every month. The invoice includes an amount for **(1) metered water usage** and an amount for **(2) fixed costs**.

The amount billed for **metered water usage** varies each month depending on how much water flows through the DuPage Water Commission meter to Darien.

The fixed cost is an amount that is determined by the water commission annually at the beginning of our fiscal year. They look at each customer's metered water usage for the previous year and determine what percentage each customer is of the entire DWC metered water usage. The DWC then determines the annual fixed costs (annual bond expense) and each customer pays an amount of the total fixed costs based on their percentage of usage of the entire system.

The DWC has recently acknowledged that they incorrectly invoiced customers for the fixed cost payments for Fiscal Years Ending April 30th, 2009 and 2010. They recalculated what each customer should have paid for the 2 fiscal years and the spreadsheets showing the corrections are attached.

In summary, the fixed cost billing error regarding Darien occurred shortly after we partnered with DuPage County to provide water to the SERF system. Exactly why and how this error happened is a bit of speculation since the DWC staff members responsible for billing calculations are no longer with the DWC. It appears that the DWC staff miscalculated our percentage of the entire DWC that is used to determine our annual fixed cost payment. That amount was verified by the DWC to be lower than our actual percentage usage of the entire system for FYE 2009. Then in FYE 2010 our fixed cost payment was reduced significantly which prompted staff to contact the DWC to discuss the problem. The amount owed to the DWC is \$7,722 for FYE 2009 and \$146,746 for FYE 2010 for a total of \$154,468. The DWC is allowing 24 months to make the payments.



DuPage Water Commission

MEMORANDUM

TO: All Commission Customers

FROM: Terry McGhee, Acting General Manager

DATE: June 1, 2010

SUBJECT: Fixed Cost Billing Correction

Incorrect billing adjustments made by the Commission's former financial administrator to the fixed cost charged to DuPage County SERWF and the City of Darien caused a cumulative \$426,515 under billing of fixed costs to all customers between May 1, 2008 and April 30, 2010. While this has the greatest affect on the City of Darien, all other Commission customers were under billed to some extent.

The error resulted from making a reduction, for reasons unknown, in Darien's historic usage. However, while reducing the Darien's assessment factor (part of the assessment numerator), the total assessment factor (denominator) for all customers was left unchanged resulting in less than a 100% allocation. In addition, there were inaccurate assessments for DuPage County based on new customer allocations.

Staff has calculated the under billing for each customer. The amount that each customer should be billed is shown on the attached schedules. As some of the amounts are significant, the Board of Commissioners has authorized that, if necessary, customers may take up to 24 months from the date of billing to complete these payments to the Commission.

To allow customers time to review these calculations, the Commission will issue these fixed cost invoices on June 30, 2010.

Accounting\Memo\Fixed Cost Under Billing FY2009 and FY2010.2010.05.15.docx

DUPAGE WATER COMMISSION
CUSTOMERS USAGE
FISCAL YEAR 2009
TOTAL FIXED COSTS

FROM CORRECTED EXHIBIT 1
FIXED COST ALLOCATION

CUSTOMER					PERCENT OF TOTAL	FROM CORRECTED EXHIBIT 1 FIXED COST ALLOCATION		CORRECTION TO FY 2009 BILLING
	02/28/09	03/31/09	04/30/09	TOTAL		TOTAL	PERCENT OF TOTAL	
ADDISON	\$25,438.85	\$25,438.85	\$25,438.85	\$305,266.20	4.3697%	\$311,916.00	4.3656%	\$6,649.80
BENSENVILLE	\$16,131.96	\$16,131.96	\$16,131.96	193,583.52	2.7711%	197,796.00	2.7685%	\$4,212.48
BLOOMINGDALE	\$17,069.54	\$17,069.54	\$17,069.54	204,834.48	2.9321%	209,268.00	2.9291%	\$4,433.52
CAROL STREAM	\$26,004.16	\$26,004.16	\$26,004.16	312,049.92	4.4669%	318,852.00	4.4628%	\$6,802.08
CLARENDON HILLS	\$5,398.00	\$5,398.00	\$5,398.00	64,776.00	0.9272%	66,168.00	0.9261%	\$1,392.00
DARIEN INCLUDING SERWF	\$18,586.22	\$18,586.22	\$18,586.22	219,242.21	3.1384%	229,848.00	3.2169%	\$10,605.79
DOWNERS GROVE	\$40,846.94	\$40,846.94	\$40,846.94	490,163.28	7.0165%	500,844.00	7.0099%	\$10,680.72
ELMHURST	\$29,037.52	\$29,037.52	\$29,037.52	348,450.24	4.9879%	356,092.00	4.9839%	\$7,641.76
GLEN ELLYN	\$18,572.43	\$18,572.43	\$18,572.43	222,869.16	3.1903%	227,736.00	3.1875%	\$4,866.84
GLENDALE HTS	\$18,193.26	\$18,193.26	\$18,193.26	218,319.12	3.1251%	223,068.00	3.1221%	\$4,748.88
HINSDALE	\$18,448.34	\$18,448.34	\$18,448.34	221,380.08	3.1690%	226,176.00	3.1656%	\$4,795.92
ITASCA	\$10,320.32	\$10,320.32	\$10,320.32	123,843.84	1.7728%	126,540.00	1.7710%	\$2,696.16
LISLE	\$19,082.59	\$19,082.59	\$19,082.59	228,991.08	3.2779%	234,024.00	3.2755%	\$5,032.92
LOMBARD	\$29,575.25	\$29,575.25	\$29,575.25	354,903.00	5.0803%	362,688.00	5.0764%	\$7,785.00
NAPERVILLE	\$119,500.56	\$119,500.56	\$119,500.56	1,434,006.72	20.5272%	1,465,307.00	20.5088%	\$31,300.28
OAK BROOK	\$24,625.36	\$24,625.36	\$24,625.36	295,504.32	4.2300%	301,956.00	4.2263%	\$6,451.68
ROSELLE	\$13,153.75	\$13,153.75	\$13,153.75	157,845.00	2.2595%	161,316.00	2.2579%	\$3,471.00
VILLA PARK	\$12,926.25	\$12,926.25	\$12,926.25	155,115.00	2.2204%	158,544.00	2.2190%	\$3,429.00
WESTMONT	\$17,731.36	\$17,731.36	\$17,731.36	212,776.32	3.0458%	217,428.00	3.0432%	\$4,651.68
WHEATON	\$35,710.91	\$35,710.91	\$35,710.91	428,530.92	6.1342%	437,904.00	6.1290%	\$9,373.08
WILLOWBROOK	\$7,735.07	\$7,735.07	\$7,735.07	92,820.84	1.3287%	94,884.00	1.3281%	\$2,063.16
WOOD DALE	\$10,299.63	\$10,299.63	\$10,299.63	123,595.56	1.7692%	126,276.00	1.7675%	\$2,680.44
WOODRIDGE	\$22,295.19	\$22,295.19	\$22,295.19	267,542.28	3.8297%	273,396.00	3.8266%	\$5,853.72
WINFIELD	\$6,066.72	\$6,066.72	\$6,066.72	72,800.64	1.0421%	74,352.00	1.0406%	\$1,551.36
OAKBROOK TERRACE	\$1,075.46	\$1,075.46	\$1,075.46	12,905.52	0.1847%	13,224.00	0.1851%	\$318.48
DU PAGE COUNTY EXCLUDING SERWF	\$2,992.26	\$2,992.26	\$2,992.26	35,907.12	0.5140%	37,140.00	0.5200%	\$1,232.88
TOTAL GOVERNMENTAL CUSTOMERS	\$566,817.90	\$566,817.90	\$566,817.90	\$6,798,022.37	97.3106%	\$6,952,743.00	97.3131%	\$154,720.63
CUCI-ARROWHEAD	\$1,096.15	\$1,096.15	\$1,096.15	13,153.80	0.1883%	13,464.00	0.1884%	\$310.20
CUCI-VALLEY VIEW	\$4,894.74	\$4,894.74	\$4,894.74	58,736.88	0.8408%	59,988.00	0.8396%	\$1,251.12
CUCI-COUNTRY CLUB	\$634.25	\$634.25	\$634.25	7,611.00	0.1089%	7,776.00	0.1088%	\$165.00
CUCI-LMBRD HGHTS	\$420.53	\$420.53	\$420.53	5,046.36	0.0722%	5,196.00	0.0726%	\$149.64
CUCI-DP/LISLE	\$3,157.45	\$3,157.45	\$3,157.45	37,889.40	0.5424%	38,736.00	0.5422%	\$846.60
ARGONNE NAT'L LABORATORY	\$3,329.80	\$3,329.80	\$3,329.80	39,957.60	0.5720%	40,836.00	0.5716%	\$878.40
CUCI-LIBERTY RIDGE WEST	\$1,895.85	\$1,895.85	\$1,895.85	22,750.20	0.3257%	23,208.00	0.3248%	\$457.80
CUCI-LIBERTY RIDGE EAST	\$227.50	\$227.50	\$227.50	2,730.00	0.0391%	2,772.00	0.0389%	\$42.00
TOTAL PRIVATE CUSTOMERS	\$15,656.27	\$15,656.27	\$15,656.27	\$187,875.24	2.6894%	\$191,976.00	2.6869%	\$4,100.76
TOTAL ALL CUSTOMERS	\$582,474.17	\$582,474.17	\$582,474.17	\$6,985,897.61	100.0000%	\$7,144,719.00	100.0000%	\$158,821.39
DARIEN	\$14,367.09	\$14,367.09	\$14,367.09	168,487.35	2.4118%	\$176,210.28	2.4662%	\$7,722.93
SWERF	\$4,219.13	\$4,219.13	\$4,219.13	50,754.86	0.7265%	\$53,637.72	0.7507%	\$2,882.86
DARIEN INCLUDING SERWF	\$18,586.22	\$18,586.22	\$18,586.22	\$219,242.21	3.1384%	\$229,848.00	3.2169%	\$10,605.79

DUPAGE WATER COMMISSION
CUSTOMERS USAGE
FISCAL YEAR 2010
TOTAL FIXED COSTS

FROM EXHIBIT 1
FIXED COST ALLOCATION

CUSTOMER	02/28/10	03/31/10	04/30/10	TOTAL	PERCENT OF TOTAL	TOTAL	PERCENT OF TOTAL	CORRECTION TO FY 2010 BILLING
ADDISON	\$25,631.68	\$25,631.68	\$25,631.68	\$307,580.16	4.4722%	\$312,852.00	4.3785%	\$5,271.84
BENSENVILLE	\$15,932.26	\$15,932.26	\$15,932.26	191,187.12	2.7799%	194,508.00	2.7222%	\$3,320.88
BLOOMINGDALE	\$17,087.78	\$17,087.78	\$17,087.78	205,053.36	2.9815%	208,560.00	2.9189%	\$3,506.64
CAROL STREAM	\$26,156.92	\$26,156.92	\$26,156.92	313,883.04	4.5639%	319,236.00	4.4678%	\$5,352.96
CLARENDON HILLS	\$5,497.50	\$5,497.50	\$5,497.50	65,970.00	0.9592%	67,116.00	0.9392%	\$1,146.00
DARIEN INCLUDING SERWF	\$8,550.90	\$8,550.90	\$8,550.90	102,610.80	1.4920%	252,672.00	3.5364%	\$150,061.20
DOWNERS GROVE	\$40,149.29	\$40,149.29	\$40,149.29	481,791.48	7.0053%	490,056.00	6.8585%	\$8,264.52
ELMHURST	\$29,735.55	\$29,735.55	\$29,735.55	356,826.60	5.1883%	362,964.00	5.0798%	\$6,137.40
GLEN ELLYN	\$18,565.46	\$18,565.46	\$18,565.46	222,785.52	3.2393%	226,584.00	3.1711%	\$3,798.48
GLENDALE HTS	\$18,719.53	\$18,719.53	\$18,719.53	224,634.36	3.2662%	228,468.00	3.1975%	\$3,833.64
HINSDALE	\$18,992.65	\$18,992.65	\$18,992.65	227,911.80	3.3139%	231,780.00	3.2439%	\$3,868.20
ITASCA	\$10,315.70	\$10,315.70	\$10,315.70	123,788.40	1.7999%	125,880.00	1.7617%	\$2,091.60
LISLE	\$18,355.36	\$18,355.36	\$18,355.36	220,264.32	3.2027%	224,064.00	3.1359%	\$3,799.68
LOMBARD	\$30,120.72	\$30,120.72	\$30,120.72	361,448.64	5.2555%	367,608.00	5.1449%	\$6,159.36
NAPERVILLE	\$120,188.75	\$120,188.75	\$120,188.75	1,442,265.00	20.9707%	1,467,023.00	20.5314%	\$24,758.00
OAK BROOK	\$24,532.18	\$24,532.18	\$24,532.18	294,386.16	4.2804%	299,448.00	4.1909%	\$5,061.84
ROSELLE	\$12,941.90	\$12,941.90	\$12,941.90	155,302.80	2.2581%	157,992.00	2.2112%	\$2,689.20
VILLA PARK	\$13,011.93	\$13,011.93	\$13,011.93	156,143.16	2.2703%	158,796.00	2.2224%	\$2,652.84
WESTMONT	\$17,564.00	\$17,564.00	\$17,564.00	210,768.00	3.0646%	214,392.00	3.0004%	\$3,624.00
WHEATON	\$35,317.09	\$35,317.09	\$35,317.09	423,805.08	6.1622%	431,076.00	6.0331%	\$7,270.92
WILLOWBROOK	\$7,787.55	\$7,787.55	\$7,787.55	93,450.60	1.3588%	95,076.00	1.3307%	\$1,625.40
WOOD DALE	\$9,664.40	\$9,664.40	\$9,664.40	115,972.80	1.6863%	117,984.00	1.6513%	\$2,011.20
WOODRIDGE	\$21,758.91	\$21,758.91	\$21,758.91	261,106.92	3.7965%	265,632.00	3.7176%	\$4,525.08
WINFIELD	\$6,085.77	\$6,085.77	\$6,085.77	73,029.24	1.0619%	74,280.00	1.0396%	\$1,250.76
OAKBROOK TERRACE	\$1,141.52	\$1,141.52	\$1,141.52	13,698.24	0.1992%	13,908.00	0.1946%	\$209.76
DU PAGE COUNTY EXCLUDING SERWF	\$3,347.60	\$3,347.60	\$3,347.60	40,171.20	0.5841%	42,408.00	0.5935%	\$2,236.80
TOTAL GOVERNMENTAL CUSTOMERS	\$557,152.90	\$557,152.90	\$557,152.90	\$6,685,834.80	97.2128%	\$6,950,363.00	97.2729%	\$264,528.20
CUCI-ARROWHEAD	\$1,057.48	\$1,057.48	\$1,057.48	12,689.76	0.1845%	12,900.00	0.1806%	\$210.24
CUCI-VALLEY VIEW	\$4,846.21	\$4,846.21	\$4,846.21	58,154.52	0.8456%	59,112.00	0.8273%	\$957.48
CUCI-COUNTRY CLUB	\$637.29	\$637.29	\$637.29	7,647.48	0.1112%	7,764.00	0.1087%	\$116.52
CUCI-LMBRD HGHTS	\$399.18	\$399.18	\$399.18	4,790.16	0.0696%	4,872.00	0.0682%	\$81.84
CUCI-DP/LISLE	\$3,795.73	\$3,795.73	\$3,795.73	45,548.76	0.6623%	46,296.00	0.6479%	\$747.24
ARGONNE NAT'L LABORATORY	\$3,137.43	\$3,137.43	\$3,137.43	37,649.16	0.5474%	38,256.00	0.5355%	\$606.84
CUCI-LIBERTY RIDGE WEST	\$1,883.86	\$1,883.86	\$1,883.86	22,606.32	0.3287%	23,004.00	0.3219%	\$397.68
CUCI-LIBERTY RIDGE EAST	\$217.10	\$217.10	\$217.10	2,605.20	0.0379%	2,652.00	0.0371%	\$46.80
TOTAL PRIVATE CUSTOMERS	\$15,974.28	\$15,974.28	\$15,974.28	\$191,691.36	2.7872%	\$194,856.00	2.7271%	\$3,164.64
TOTAL ALL CUSTOMERS	\$573,127.18	\$573,127.18	\$573,127.18	\$6,877,526.16	100.0000%	\$7,145,219.00	100.0000%	\$267,692.84
DARIEN	\$4,264.85	\$4,264.85	\$4,264.85	51,178.20	0.7441%	\$197,924.89	2.7701%	\$146,746.69
SWERF	\$4,286.05	\$4,286.05	\$4,286.05	51,432.60	0.7478%	\$54,747.11	0.7662%	\$3,314.51
DARIEN INCLUDING SERWF	\$8,550.90	\$8,550.90	\$8,550.90	\$102,610.80	1.4920%	\$252,672.00	3.5364%	\$150,061.20

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members

FROM: Bryon D. Vana, City Administrator

DATE: June 14th, 2010

SUBJECT: FYE 2010 Expense Review.

At the conclusion of each fiscal year the staff reviews actual expenses as compared to original budget numbers and updated FYE estimates that are used in conjunction with the current budget. The format of the expense document includes:

The document includes 4 columns which are:

- 1 total original budget
- 2 FYE 2010 estimated actual
- 3 FYE 2010 actual
- 4 comment section that would include a description of variances to the numbers.

Staff compares the FYE 2010 actual to both the total original budget and the FYE 2010 estimated actual. Comparing the original budget to the other 2 columns is equally important but for different reasons.

The original budget comparison shows how accurate we were in estimating expenses 14 months in advance of the year end. The FYE2010 estimated actual comparison shows the accuracy of the numbers that were used in determining the current year fund balance.

There may still be some minor adjustments to some of the expenses which will be shown in the final audit. This is sent to the Committee as information/questions and no action is required

General Fund	Administration	Total Budget	FYE ' 10		Comments
			Estimated Actual	Current Year Actual	
Expenditures					
Salaries					
	Salaries	4010	512,000	512,000	511,383
	Overtime	4030	3,000	1,000	0
	Total Salaries		515,000	513,000	511,383
Benefits					
	Social Security	4110	30,000	30,000	28,543
	Medicare	4111	8,000	8,000	7,399
	I.M.R.F.	4115	54,000	54,000	51,987
	Medical/Life Insurance	4120	80,000	72,000	67,841
	Suppl Pensions	4135	25,200	25,200	22,249
	Total Benefits		197,200	189,200	178,019
Materials and Supplies					
	Dues and Subs	4213	2,880	3,200	3,884
	Liability Insurance	4219	57,632	50,000	47,517
	Legal Notices	4221	8,500	7,500	6,065
	Maintenance - Building	4223	9,500	9,500	5,919
	Maint - Equipment	4225	10,500	10,500	7,854
	Maint - Grounds	4227	4,000	9,000	8,446
	Maint - Vehicles	4229	0	0	15
	Postage/Mailings	4233	6,000	6,000	2,652
	Printing and Forms	4235	4,500	4,500	3,756
	Public Relations	4239	40,800	35,000	37,771
	Rent - Equipment	4243	2,400	2,400	2,782
	Supplies - Office	4253	11,000	11,000	9,806
	Supplies - Other	4257	4,500	3,500	3,767
	Training/Education	4263	2,500	1,000	625
	Travel/Meetings	4265	1,500	500	400
	Telephone	4267	60,700	60,700	55,509
	Uniforms	4269	275	275	213
	Utilities	4271	2,000	3,000	3,354
	Vehicle (Gas and Oil)	4273	6,900	5,500	5,026
	ESDA	4279	2,000	2,000	0
	Total Materials and Supplies		238,087	225,075	205,361
Contractual					
	Audit	4320	16,229	16,229	16,979
	Consulting/Prof	4325	93,450	85,000	68,675
	Contingency	4330	5,000	5,000	4,606
	Janitorial Service	4345	18,000	16,000	15,248
	Total Contractual		132,679	122,229	105,508
Capital Outlay					
	Equipment	4815	1,500	1,500	1,200
	Total Capital Outlay		1,500	1,500	1,200
	Total Expenditures		1,084,466	1,051,004	1,001,472
	Total		(1,084,466)	(1,051,004)	(1,001,472)

Staff Reduction

\$840 Legal Bill charged to this account, changing to 10-4325

Insurance down primarily due to better claim experience

Grates and sewer covers by the garage in the Police Department parking lot were crumbling and collapsing. This is in the area the Police Department floods so we needed to fix it

Cancelled several data lines no longer needed.

One siren was replaced out of a different account this year; others did not need maintenance.

Legal Fees Reduced - Fewer Attorneys at City Council Meetings

General Fund Council	City	FYE ' 10		Current Year	
		Total Budget	Estimated Actual	Actual	
Expenditures					
Salaries					
Salaries	4010	42,745	42,745	42,150	
Total Salaries		42,745	42,745	42,150	
Benefits					
Social Security	4110	2,660	2,660	2,613	
Medicare	4111	620	620	611	
I.M.R.F.	4115	1,900	1,900	1,281	
Total Benefits		5,180	5,180	4,505	
Materials and Supplies					
Boards/Commissions	4205	3,000	2,000	1,432	
Cable Operations	4206	2,500	2,500	1,492	
Dues and Subs	4213	400	0	0	
Liability Insurance	4219	59,858	45,000	44,469	Reduction in premium due to reduced loss experience.
Public Relations	4239	13,600	11,000	10,719	
Training/Education		0	500	0	
Travel/Meetings	4265	950	500	244	
Total Materials and Supplies		80,308	61,500	58,356	
Contractual					
Consulting/Prof	4325	32,000	29,000	28,150	
Trolley Contracts	4366	2,200	2,200	2,000	
Total Contractual		34,200	31,200	30,150	
Capital Outlay					
Equipment	4815	7,000	7,000	6,923	
Total Capital Outlay		7,000	7,000	6,923	
Total Expenditures		169,433	147,625	142,084	
Total		(169,433)	(147,625)	(142,084)	

General Fund Community Development		FYE ' 10		Current Year Actual	
		Total Budget	Estimated Actual		
Expenditures					
Salaries					
Salaries	4010	258,000	258,000	263,325	
Overtime	4030	<u>2,000</u>	<u>2,000</u>	<u>1,267</u>	
Total Salaries		260,000	260,000	264,593	
Benefits					
Social Security	4110	14,700	14,700	14,655	
Medicare	4111	3,900	3,900	3,692	
I.M.R.F.	4115	26,400	26,400	26,607	
Medical/Life Insurance	4120	31,000	35,000	33,157	
Suppl Pensions	4135	<u>3,600</u>	<u>3,600</u>	<u>2,400</u>	
Total Benefits		79,600	83,600	80,510	
Materials and Supplies					
Boards/Commissions	4205	2,300	2,300	1,777	
Dues and Subs	4213	1,000	750	675	
Liability Insurance	4219	49,324	40,000	34,190	
Maint - Vehicles	4229	1,900	1,900	700	
Printing and Forms	4235	3,280	1,000	1,538	
Supplies - Office	4253	600	500	17	
Training/Education	4263	1,300	500	0	
Travel/Meetings	4265	750	150	80	
Vehicle (Gas and Oil)	4273	<u>2,100</u>	<u>1,900</u>	<u>1,740</u>	
Total Materials and Supplies		62,554	49,000	40,717	
Contractual					
Consulting/Prof	4325	69,000	33,000	34,145	Less required due to slow down in building
Const/Prof Reimb	4328	<u>64,000</u>	<u>52,000</u>	<u>74,939</u>	Speedway, Dermatology, Sleep Academy...reviews
Total Contractual		<u>133,000</u>	<u>85,000</u>	<u>109,084</u>	
Total Expenditures		<u>535,154</u>	<u>477,600</u>	<u>494,904</u>	
Total		(535,154)	(477,600)	(494,904)	

General Fund Police Department		FYE ' 10		Current Year	Explanation
		Total Budget	Estimated Actual	Actual	
Expenditures					
Salaries					
	Salaries	4010	464,918	464,918	463,706
	Salaries - Officers	4020	3,491,537	3,275,537	3,329,261 Retired officer. sick/vacation payout plus general salary accrual
	Overtime	4030	<u>510,224</u>	<u>540,000</u>	<u>525,092</u>
	Total Salaries		4,466,679	4,280,455	4,318,059
Benefits					
	Social Security	4110	28,000	28,000	27,039
	Medicare	4111	52,000	52,000	48,257
	I.M.R.F.	4115	47,000	47,000	38,913
	Medical/Life Insurance	4120	372,000	440,000	439,423
	Police Pension	4130	939,778	939,778	948,960
	Suppl Pensions	4135	<u>56,400</u>	<u>56,400</u>	<u>47,488</u>
	Total Benefits		1,495,178	1,563,178	1,550,079
Materials and Supplies					
	Animal Control	4201	2,000	2,000	1,290
	Auxiliary Police	4203	4,000	2,000	692 No additions of Auxiliary Officers
	Boards/Commissions	4205	22,000	22,000	13,421 (2) officers not hired
	Dues and Subs	4213	6,800	5,500	4,899
	Investigation/Equip	4217	60,275	60,000	32,269 Ammunition invoices not received
	Liability Insurance	4219	269,460	229,000	218,225 Anticipated deductibles not paid
	Maintenance - Building	4223	40,600	40,000	28,063
	Maint - Equipment	4225	54,540	36,000	30,324
	Maint - Vehicles	4229	42,280	48,000	49,240 Expired warranty coverage
	Postage/Mailings	4233	4,200	2,940	2,633
	Printing and Forms	4235	5,000	5,000	1,998
	Public Relations	4239	5,500	7,500	7,290
	Rent - Equipment	4243	11,200	4,000	2,867
	Supplies - Office	4253	10,000	7,650	7,367
	Training/Education	4263	57,610	46,700	43,436
	Travel/Meetings	4265	17,450	11,000	13,139 Kramer homicide costs/meals
	Telephone	4267	13,080	13,080	10,686
	Uniforms	4269	89,150	51,000	43,265
	Utilities	4271	21,000	13,000	11,170
	Vehicle (Gas and Oil)	4273	<u>132,000</u>	<u>100,000</u>	<u>100,285</u>
	Total Materials and Supplies		868,145	706,370	622,559
Contractual					
	Consulting/Prof	4325	7,000	3,000	3,600 EOP billing-\$3600/under budget
	Darien Area Dispatch	4335	420,624	420,624	419,135
	Dumeg/Flat/Child	4337	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
	Total Contractual		434,624	430,624	429,735
Capital Outlay					
	Equipment	4815	<u>20,000</u>	<u>30,000</u>	<u>29,254</u> Grant reimbursed in-car printers
	Total Capital Outlay		<u>20,000</u>	<u>30,000</u>	<u>29,254</u>
	Total Expenditures		<u>7,284,626</u>	<u>7,010,627</u>	<u>6,949,687</u> Under estimate by \$60,939.60

General Fund Public Works Streets		FYE ' 10		Current Year		
		Total Budget	Estimated Actual	Actual		
Expenditures						
Salaries						
	Salaries	4010	455,900	455,900	443,153	Ok
	Overtime	4030	100,000	100,000	72,428	New Equipment time savings
	Total Salaries		555,900	555,900	515,581	
Benefits						
	Social Security	4110	52,000	52,000	48,713	ok
	Medicare	4111	12,285	12,285	11,393	Ok
	I.M.R.F.	4115	76,700	76,700	81,098	Ok
	Medical/Life Insurance	4120	116,000	116,000	115,127	Ok
	Suppl Pensions	4135	13,500	13,500	14,076	Ok
	Total Benefits		270,485	270,485	270,406	
Materials and Supplies						
	Liability Insurance	4219	76,176	76,176	77,716	Ok
	Maintenance - Building	4223	35,950	45,900	40,151	Ok
	Maint - Equipment	4225	32,890	32,890	23,199	new equipment less maint costs
	Maint - Vehicles	4229	18,500	23,000	19,387	ok
	Postage/Mailings	4233	850	700	1,448	ok
	Rent - Equipment	4243	26,700	23,700	18,265	electronic mail used versus
	Supplies - Office	4253	4,700	4,200	2,770	ok
	Supplies - Other	4257	52,700	48,000	53,734	Ok
	Small Tools & Equip	4259	4,750	3,100	3,252	Ok
	Training/Education	4263	2,075	2,000	1,530	Ok
	Uniforms	4269	5,400	5,400	4,289	ok
	Utilities	4271	3,350	2,800	3,680	Natural Gas higher cost then anticipated
	Vehicle (Gas and Oil)	4273	76,600	67,000	55,265	Fuel prices lower then anticipated
	Total Materials and Supplies		340,641	334,866	304,687	
Contractual						
	Consulting/Prof	4325	76,000	67,000	52,509	Revised scope of work with consultant
	Forestry	4350	109,260	100,000	84,684	Tree planting program participation low
	Street Light Op/Maint.	4359	80,000	80,000	85,129	Maintenance cost exceeded
	Mosquito Abatement	4365	41,000	40,887	40,887	Ok
	Street Sweeping	4373	31,500	23,000	22,145	Good bid price-revised route and oversight
	Drainage Projects	4374	18,000	38,300	38,243	City Council Approved
	Tree Trim/Removal	4375	10,800	10,800	5,607	
	Total Contractual		366,560	359,987	329,203	
Capital Outlay						
	Res Concrete Prog	4381	0	60,640	68,983	Great Participation from residents
	Capital Improvements	4810	460,000	450,000	450,000	Good job
	Equipment	4815	317,264	300,000	299,149	ok
	Total Capital Outlay		777,264	810,640	818,132	
	Total Expenditures		2,310,850	2,331,878	2,238,008	
	Total		(2,310,850)	(2,331,878)	(2,238,008)	

Capital Improvement Fund Works, Streets	Public	FYE ' 10		Current Year	
		Total Budget	Estimated Actual	Actual	
Expenditures					
Capital Outlay					
Ditch Projects	4376	855,500	765,000	814,495	53,408 for FYE 11
Sidewalk Repl Prog	4380	133,435	140,000	140,113	1,225.35 for FYE 11
Crack Seal Program	4382	48,000	33,800	33,822	Contingency not used
Curb & Gutter Prog	4383	193,625	189,000	273,014	83148for FYE 11
Street Recon/Rehab	4855	<u>1,150,000</u>	<u>920,000</u>	<u>919,992</u>	Final Quantity Adjustments
Total Capital Outlay		2,380,560	2,047,800	2,128,028	
Debt Service					
Debt Retire - Property	4945	<u>199,794</u>	<u>199,794</u>	<u>200,375</u>	ok
Total Debt Service		<u>199,794</u>	<u>199,794</u>	<u>200,375</u>	ok
Total Expenditures		<u>2,580,354</u>	<u>2,247,594</u>	<u>2,328,403</u>	
Total		(2,580,354)	(2,247,594)	(2,328,403)	

AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

ISSUE STATEMENT

Review of the new Emergency Operations Plan assembled by Public Safety Planning Solutions and Staff during FYE 2010.

BACKGROUND/HISTORY

In the FYE 2010 budget the City Council directed staff to update the Emergency Operations Plan, which is mandated by federal guidelines. Due to the age of the old plan, this plan was completely rebuilt to comply with many new requirements of municipalities. Staff reviewed each item with Public Safety Planning Solutions as well as the local fire districts, which are the primary responders in many emergency situations. Staff is looking for comments or changes from the Administrative/Finance Committee before requesting a resolution from the City Council. Once the plan is adopted it will be sent to the DuPage County Office of Emergency Management for approval. This plan conforms with all requirements of the Federal Emergency Management Agency (FEMA) and the Illinois Emergency Management Agency (IEMA). Once DuPage County accepts the plan it will be formally adopted through ordinance.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approving this item.

ALTERNATE CONSIDERATION

Not authorizing this item or modifying portions of the plan would be an alternate consideration.

DECISION MODE

This item will be on the agenda for the June 21, 2010 City Council agenda for formal approval.

AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

ISSUE STATEMENT

A request from Tri-State Fire Protection District to place antennas on the tower located at 1041 S. Frontage Road.

BACKGROUND/HISTORY

The City of Darien was transferred ownership of an antenna tower at the Municipal Services facility by the University of Chicago fifteen years ago. There are currently antennas owned by T-Mobile on the tower, with a contract ready to expire in 2011. Other commercial vendors have not been interested in the site when they were asked because of its positioning. There is also equipment for SEDCOM and DuComm on the tower.

The Tri-State Fire Protection District has requested they be provided permission to add communication facilities to the tower. This would provide upgraded radio communication through the Tri-State district for their emergency responders. They would be using a lower sidearm mount and space on the tower that could be used by another vendor, however. Staff is looking for direction on whether the district would be allowed to place their equipment on the tower at no charge or if there would be additional terms required of the district.

STAFF/COMMITTEE RECOMMENDATION

For discussion

ALTERNATE CONSIDERATION

For discussion

DECISION MODE

For discussion

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TRUSTEES

Hamilton "Bo" Gibbons
Jill K. Strenzel
Michael L. Orrico



CHIEF ADMINISTRATOR

Michelle A. Gibson

DEPUTY CHIEF

Paul L. Ross

**TRI-STATE
FIRE PROTECTION DISTRICT**

419 PLAINFIELD ROAD • DARIEN, ILLINOIS 60561 • (630) 323-6445

City of Darien
1702 Plainfield Road
Darien Illinois 60561
Att. Dan Gombac

Dear Dan Gombac:

The Tri-State Fire Protection District has identified the tower and shelter facilities located at the Darien Public Works Facility as a location to improve communications for area First Responders. It is the desire to install VHF and 4.9 GHz antenna system(s) on the tower and house the receiver, transmitter and microwave equipment in the shelter currently in use by both SEDCOM and DuComm. Depending on final Tri-State project configuration, the total of up to three (3) VHF antennas with transmission lines, installed in compliance with standard industry practices, would be located on the tower at various heights – the highest located between the tower top and upper wireless carrier, the second approx. 30 feet above the upper wireless carrier and the lowest antenna approx 20 feet below the lower wireless carrier. The frequencies to be deployed include 154.265, 155.250, 154.3025 (Transmit & Receive) and 150.805 (Receive Only). In addition, a licensed 4.9 GHz, 3' microwave dish would possibly be located on the lower sidearm mount that is currently vacant for linking the site to the Tri-State Fire Protection District facility on Plainfield Road.

All the radio equipment would be rack mounted in rack space already available in the shelter. AC power would be required and should be available within the structure. Our vendor, United Radio Communications, Inc. is familiar with your site as they are also the vendor for SEDCOM who has receiver equipment at this site.

The equipment installed by Tri-State Fire Protection District will have no adverse affect on communication equipment currently located at the site. Should it be determined that the installed equipment is affecting other tower users, namely the wireless carriers, SEDCOM or DuComm, the Tri-State Fire Protection District will take the necessary steps to resolve the issue.

If necessary, a site walk-thru can be scheduled to review the overall scope.

Add your official other stuff and you should be good to go // Barry

Barry Wilk
Vice President
Engineering & Service Operations
United Radio Communications, Inc.
9200 S. Oketo Ave.
Bridgeview, IL 60455
Tel: 630-240-0911
Fax: 630-477-0367
Email: bwilk911@comcast.net
Web Site: <http://www.urci.com>

AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

ISSUE STATEMENT

Consideration of a resolution to authorize the City Administrator to approve a contract with the lowest cost electricity provider determined on June 22, 2010.

BACKGROUND/HISTORY

The deregulation of Commonwealth Edison was completed in January of 2007. This effectively separated ComEd from Exelon and allowed for competition among energy suppliers. Customers now have an option to go with any one of approximately 20 vendors.

A private company has formed NIMEC, which has brought together 110 members that pay a combined \$20 million for electricity. This bid group includes three suppliers (Mid-America, Integrys and Exelon) who then pay the private company a fee for bringing them customers. During the last bid process, the City of Darien and other entities were able to save approximately 14% off the rates had Darien not joined NIMEC.

The process of deregulation has taken several steps. The first steps were to force the largest accounts to contract for competitive pricing. This was done by putting the largest accounts on an "hourly rate" program which charged extra for electric usage. As this is completed, smaller and smaller accounts become eligible to be forced onto an "hourly rate" program if they are not contracted out individually. In May some of our street light accounts were eligible to be moved to the hourly rate program. The price we had been paying for these accounts was 3.3 cents per kilowatt; the average hourly rate over the past year was 3.8 cents. Recent contracts have estimated a price of 3.3 cents to 3.5 cents for a one to three year term. Staff's intention is to enter into a three year arrangement to lock in cost certainty at the current market's favorable pricing.

This is a similar process to the last two bids in that the City Administrator signs the lowest price on a specific day. It is required for energy purchasing because the energy companies will only lock in the pricing for one day, as commodities rise and fall.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of this resolution.

ALTERNATE CONSIDERATION

Not approving and staying on an hourly rate would be an alternate consideration

DECISION MODE

This item will be on the agenda for the June 21, 2010 City Council Meeting for formal approval.

STREET LIGHT RATE CHANGE

Currently, Commonwealth Edison is charging your municipality a fixed rate for your street lights. The rate is re-set annually, based upon market conditions. The current rate, which expires in May 2010, is 3.3¢ per kWh.

In May, ComEd will no longer offer a fixed rate for "Medium" accounts (above 100 kW's). Instead they will offer a floating rate that will vary by the hour. The Illinois Commerce Commission is encouraging commercial users to purchase power in the competitive marketplace by removing the ComEd fixed rate option. Any commercial user desiring a fixed rate would have to move to one of the 23 ICC approved power suppliers.

The Hourly rate for street light usage has averaged 3.8¢ per kWh over the last 12 months. Therefore, if no changes are made, your municipality will face a 15% increase in street light energy costs.

ComEd just released its fixed pricing for the street lighting accounts that are smaller than the "Medium" accounts. The pricing for the May 2010 to May 2011 came in slightly higher than the 3.8¢ Hourly rate. So these accounts too would enjoy the 15% savings.

Two years ago, when "Large" accounts were moved to this Hourly rate, it was difficult to entice any of the power suppliers to offer a price for street lighting, as it did not fit the typical commercial load. NIMEC have been working with 3 suppliers, who are now ready to offer a fixed rate alternative to the ComEd Hourly rate.

NIMEC will be aggregating interested municipalities' loads to bid out to these 3 power suppliers. Currently, our suppliers are offering fixed rates for a 12 month or 36 month term in the 3.3¢ to 3.5¢ range. Not only are these rates lower than the current ComEd Hourly rate, but the fixed rates contribute to budget certainty.

NIMEC has been specializing in the municipal market since 2002. The municipal client list exceeds 100. Because of this specialty, NIMEC is the first to identify this rate change, and has been working for over 2 years on attractive alternatives.

NIMEC

NORTHERN ILLINOIS MUNICIPAL ELECTRIC COOPERATIVE
BANDING TOGETHER TO DRIVE DOWN PRICING

AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

ISSUE STATEMENT

A review of the information technology audit performed on the City of Darien computer network by AIS, inc.

BACKGROUND/HISTORY

The City of Darien recently hired AIS, inc. to provide information technology services for the City of Darien. This audit examined the existing network and computer infrastructure and gave an opinion on the strengths and weaknesses within the system. There are three primary concerns: the squad computers are failing frequently because we have put off squad replacement so long; there are issues with our e-mail system because the exchange server is outdated and does not have enough space or functionality; and there are security issues because of our password policy, firewall and spamware. AIS did say the system is functional and has been run well, but updating will be needed. The Committee will be updated on the major components of the system that will need to be replaced.

STAFF/COMMITTEE RECOMMENDATION

For discussion

ALTERNATE CONSIDERATION

For discussion

DECISION MODE

For discussion



Technology Audit
6/3/2010

Phone: 708.352.7050 Fax: 708.469.2559

City of Darien
Attn: Scott Coren
1702 Plainfield Road
Darien, IL 60561

Executive Summary

An audit has been completed of Darien's technology infrastructure. While it appears that business processes are occurring, there are issues that need to be addressed. The most critical appear to be as follows:

- Police MDT's are beyond their serviceable life and are needed frequent repair
- Stronger password policy should be implemented
- Server software should be updated to prevent limitations

The detailed procedural knowledge of the technology contractor creates an implicit responsibility for the integrity of the City's data on a consistent basis. The evidence of the lack of backup for most City data indicates that this should be a serious concern.

Auditor Credentials

The City's technology was audited under the supervision of Jeff Pieta, President of All Information Services, Inc and Scott Stephens, Service Manager. Jeff and Scott combined have over 20 years experience in the technology industry and has achieved the following industry-wide recognized certifications:

- Microsoft Certified Systems Engineer
- Microsoft Certified Systems Administrator
- Microsoft Certified Professional
- Cisco Certified Network Associate
- Cisco Certified Network Professional
- Comptia Certified Network Technician
- Comptia A+ Certified Technician

All Information Services, Inc. is a turn-key provider of new equipment sales and support, internet information design and support, and advanced technology support services. AIS

currently supports thousands of clients, including businesses, non-profit organizations, education, and government institutions.

Critical Infrastructure

City Hall

- Connected to PD using 1Gbit trendnet fiber to Ethernet adapter.
- Netgear switch

Police Department

- Pix 506E firewall
 - 192.168.3.245
 - DO NOT HAVE PASSWORD
- Use Comcast for internet
 - 10.1.10.1 (outside IP 74.94.112.150)
 - Cusadmin -> highspeed
- County CAD T1 -> Cisco 2800 -> switch
- 3 netgear switches (1000Mbps)
- 1 SMC Switch
- Use UPS
 - need to confirm connections of network equipment to UPS
- Server
 - Windows 2000/Exchange 2000
 - 192.168.3.20
 - Acronis is used for backup to XP Pro server in next room
 - 1TB Drive (35GB Free)
 - Use Cloud Mark for mail filtering
 - Not enough licenses for all to have exchange mailboxes?
 - Patrol officers use gmail
 - 4 drives in RAID
 - Need to confirm config
- Exchange message archive server
 - Windows 2000
 - Use Professional Archive Manager for Exchange (metalogix)
 - Could not access archive, program locks up
 - 1TB drive (5GB free)
 - Not backed up

Public Works

- Connects to PD using wireless radios
 - Needs IP addresses of radios to check security options.

High priority issues

- Exchange database is oversized for the limit of the current software (16GB)
- Patrol officers not using City email system
- Exchange message archiver needs to be reviewed and backed up

Priorities for Recommended Actions

- Evaluate upgrading the exchange server to Windows 2008 and Exchange 2010
- Resolve exchange server issues
- Implement offsite backup
 - Ensure consistent backup
 - Test backup
 - Verify disaster recovery plan
 - Routine maintenance
- Address police MDT needs, replacement plan
- Need to investigate anti-virus licenses further, Symantec installed on computers
- Develop short and long term technology plans
- Evaluate needs for staff training to improve efficiency

The findings of this audit conclude that while the technology system is functioning at a basic level, there is opportunity for improvement. This need is based upon observations of the expired life-cycle of current equipment, and the proprietary nature of the maintenance required.

The next actions are to resolve the outstanding technology issues, ensure the integrity of all aspects of the City's data, and to approve an action plan for the recommended actions.

Respectfully submitted,

Jeff Pieta, MCSE/A, CCNP/DP

All Information Services, Inc. :: Adapt. Innovate. Succeed.

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700 N. Green Street :: Chicago, IL 60622 :: 312.612.3999

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AGENDA MEMO
Administrative/Finance Committee
June 14, 2010

ISSUE STATEMENT

Consideration of a resolution to authorize the City Administrator to spend \$41,800 to provide fall leaf pickup in October and November of 2010.

BACKGROUND/HISTORY

In 2005 the City contracted with ARC Disposal for garbage services. As part of the bid, the City has the option to provide free fall leaf pickup for residents between October first and the final pickup day in November. The contracted cost for this program in 2010 is \$41,800. This item was budgeted in line 30-4350.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approving this item.

ALTERNATE CONSIDERATION

Not authorizing this item would be an alternate consideration.

DECISION MODE

This item will be on the agenda for the June 21, 2010 City Council agenda for formal approval.