

Administrative-Finance Committee
February 7, 2022
6:00 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. E-Waste Collection**
 - b. FYE 2023 Budget Overview**
 - c. Newsletter Overview**
 - c. Approval of Minutes – November 1, 2021**
- 4. Other Business**
- 5. Next Meeting – March 7, 2022**
- 6. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
Meeting Date: February 7, 2022

Issue Statement

Motion to approve two electronic waste (E-Waste) home collection events during 2022 as provided in the contract between the City of Darien and LRS.

Background/History

The contract between the City and LRS provides an option for electronic waste (E-Waste) home collection services during two weeks of each contract year, as mutually agreed upon between the City and the Contractor. The first event is planned for the week of May 2, 2022 and the second tentatively planned for September 19, 2022. The rate for two e-waste home collection events per year will be \$2.40 per home, per year for the first two events during the 2022 year. The final home count is estimated at 8000 with final confirmation to be determined for a total estimated cost of \$19,200 during FYE 23.

Waste Home Collection will be provided to allow each home the opportunity to recycle and properly dispose of landfill banned items for up to seven (7) E-Waste items to include one TV and one computer monitor per collection or two total. The draft postcard from LRS is attached as information.

Staff/Committee Recommendation

Staff recommends approval of a motion to approve two electronic waste (E-Waste) home collection events during 2022 as provided in the contract between the City of Darien and LRS.

Alternate Consideration

As directed.

Decision Mode

This item will be on the February 22, 2022, City Council meeting for formal consideration.



CITY OF DARIEN

MAY 2022

ELECTRONIC WASTE (E-WASTE) HOME COLLECTION

MAY 2022

LRS is providing City of Darien households with Electronic Waste (E-Waste) Home Collection

SUBMIT A REQUEST

Our online E-Waste portal is simple and quick. It also provides a checklist and easy to follow instructions to ensure proper placement of materials.

- Online: [LRSrecycles.com/ewaste/](https://www.lrsrecycles.com/ewaste/)
- Call Customer Service: 844.633.3577

E-WASTE HOME COLLECTION EVENT

The City of Darien and LRS have partnered to provide the first Electronic Waste (E-Waste) Home collection for City of Darien residents on May 2nd, 3rd, 4th, 5th and 6th. There is no charge for City of Darien residential customers with LRS service.

ACCEPTED E-WASTE ITEMS ARE SHOWN ON THE OTHER SIDE OF THIS POST CARD.

E-WASTE COLLECTION GUIDELINES

- Collection is for households participating in the waste program
- LRS will only collect **ACCEPTED E-WASTE ITEMS**
- Seven (7) item limit including only one (1) TV or (1) Monitor
- Tube TV's may not exceed 40" (inches) or 100 pounds
- Flat Screen TV's may not exceed 48" (inches) or 100 pounds

LRS may provide an estimate for a special handling fee of E-Waste exceeding limitations. If you would like to inquire on an estimate, please submit an e-mail to: Service@LRSrecycles.com or call LRS Customer Service 844.633.3577.

REQUESTS MUST BE SUBMITTED BY 5:00 P.M. THE TUESDAY PRIOR TO E-WASTE COLLECTION WEEK.

HOW TO PREPARE E-WASTE ITEMS FOR COLLECTION

SMALL E-WASTE ITEMS

(EXAMPLES: CELL PHONE OR PORTABLE DIGITAL MUSIC PLAYER)

- Place in a brown paper lunch bag, grocery bag, one (1) gallon clear plastic bag, or cardboard box not to exceed 24" x 24" x 24."
- Use dark colored marker and mark bag/box in large letters as **E- WASTE**.
- Place at least 5' away from trash, recycling & yard waste containers/ bags
- Please make sure placement will be noticeable to drivers.



1 SMALL E-WASTE ITEM

MEDIUM AND LARGE E-WASTE ITEMS

(EXAMPLES: PRINTER, FAX MACHINE, VIDEO GAME CONSOLE, COMPUTER MONITOR, TV)

- Place at least 5' away from trash, recycling & yard waste containers/ bags
- Do not place on sidewalk or public walking path.
- Do not place in between containers.
- Medium sized items do not require any type of marking as they are easily identifiable for drivers so long as they are not blocked by containers.



2 MEDIUM AND LARGE E-WASTE ITEMS

Visit our webpage LRSrecycles.com/Darien/ to learn more about the program.

ACCEPTED ELECTRONICS (E-WASTE)

Cable Receivers	DVD Recorders	Satellite Receivers
Cellular Phones	Electronic Keyboards	Scanners
Computers (desktop, laptop, notebook, tablet)	Electronic Mice	Small Scale Servers
Digital Converter Boxes	Fax Machines	TV's and Monitors
DVD Players	Digital Music Players	VCRs
	Printers	Video Game Consoles

LRS
5500 Pearl Street
Rosemont, IL 60018

PRSR.T. STD.
U.S. POSTAGE
PAID
Skokie, IL
Permit No. 245



CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members
FROM: Bryon D. Vana, City Administrator
DATE: February 3, 2022
SUBJECT: February 7, 2022 Committee Meeting –FYE 2023 Budget Overview

I will provide the Committee with an overview of the FYE 2023 city budget. The Council will begin review of the budget on February 23, 2022. I will send out a copy of the budget to the Council by February 17, 2022.

Attached are several of the budget overview sheets including:

1. General Fund 3 year forecast
2. Capital projects 3 year summary
3. Capital projects recommended in the FYE 23 budget
4. Water Fund 3 year forecast
5. Water depreciation projects recommended in the FYE 23 budget

I will review the above information with the committee during the meeting.

City of Darien

2/2/2022

GENERAL FUND SUMMARY FYE 23

ACCOUNT	FYE 21 ACTUAL	FYE 22 BUDGET	FYE 22 EST ACT	FYE 23 BUD REQ	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 24 FORECAST	FYE 25 FORECAST
GENERAL FUND REVENUE	\$ 16,754,447	\$ 14,675,674	\$ 16,873,096	\$ 15,406,568	\$ 15,406,568	\$ -	\$ 15,767,384	\$ 15,945,851
TOTAL REVENUE	\$ 16,754,447	\$ 14,675,674	\$ 16,873,096	\$ 15,406,568	\$ 15,406,568	\$ -	\$ 15,767,384	\$ 15,945,851
DEPT. EXPENDITURES								
CITY COUNCIL	63,091	86,411	79,460	\$ 85,911	50,071	35,840	87,321	87,321
ADMINISTRATION	1,009,634	1,403,388	1,293,143	\$ 1,455,865	1,273,300	182,565	1,382,934	1,409,351
COMMUNITY DEV	1,087,574	965,455	912,996	\$ 968,929	968,929	-	1,001,979	1,032,907
POLICE	7,689,895	8,617,121	8,362,799	\$ 8,774,796	8,709,231	65,565	9,381,668	10,420,183
PW/STREETS	1,653,527	3,043,746	2,557,409	\$ 3,173,512	2,248,807	924,705	2,800,635	2,903,747
Water Fund Reimb	(250,000)							
TOTAL EXPENDITURES	\$ 11,253,721	\$ 14,116,121	\$ 13,205,807	\$ 14,459,013	\$ 13,250,338	\$ 1,208,675	\$ 14,654,537	\$ 15,853,509
FISCAL YEAR BAL	5,500,726	559,553	\$ 3,667,289	\$ 947,555	N/A	N/A	\$ 1,112,847	\$ 92,342
BEGINNING FUND BAL	4,565,536	4,577,913	\$ 6,461,461	\$ 6,228,750	N/A	N/A	\$ 3,776,305	\$ 3,689,152
ENDING FUND BAL	\$ 10,066,262	\$ 5,137,466	\$ 10,128,750	\$ 7,176,305	N/A	N/A	\$ 4,889,152	\$ 3,781,494
TRANSFER TO CAP.	3,604,801	2,100,000	3,900,000	\$ 3,400,000	N/A	N/A	1,200,000	500,000
ENDING FUND BAL	\$ 6,461,461	\$ 3,037,466	\$ 6,228,750	\$ 3,776,305	N/A	N/A	\$ 3,689,152	\$ 3,281,494

City of Darien

2/2/2022

CAPITAL PROJECTS FUND BUDGET
FOR THE YEAR 2022-2023

ACCOUNT	FYE 21 ACTUAL	FYE 22 BUDGET	FYE 22 ESTIMATED ACTUAL	FYE 23 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 24 FORECAST	FYE 25 FORECAST
REVENUE								
TRANSFER FROM GEN FUND	3,600,000	2,100,000	3,900,000	3,400,000	3,400,000	-	1,200,000	500,000
MISC REV	-	50,000	-	-	-	-	-	-
PROPERTY TAXES	195,749	195,560	196,000	192,490	192,490	-	113,420	-
GRANTS/REIMBURSEMENTS	45,837	50,000	1,774,000	1,470,100	1,470,100	-	-	-
STORM WATER FUND TRANSFER	-	-	-	-	-	-	-	-
BONDS	-	-	-	-	-	-	-	-
INTEREST INCOME	20,760	3,000	5,500	5,000	5,000	-	5,000	5,000
TOTAL REVENUES	\$ 3,862,346	\$ 2,398,560	\$ 5,875,500	\$ 5,067,590	\$ 5,067,590	\$ -	\$ 1,318,420	\$ 505,000
CAPITAL								
DITCH/DRAINAGE PROJECTS	144,417	536,150	417,660	1,866,200	35,000	1,831,200	-	-
SIDEWALK REPLACEMENT	91,008	178,700	113,706	1,091,160	461,160	630,000	653,355	666,674
CRACK SEAL PROGRAM	-	221,250	220,673	190,000	-	190,000	190,000	190,000
CURB & GUTTER PROGRAM	106,247	564,750	342,204	620,855	620,855	-	535,000	540,490
EQUIPMENT/OTHER PROJECTS	1,207	343,675	290,000	536,200	-	536,200	-	10,000
STREET RECONSTRUCTION	-	25,000	-	1,588,000	1,588,000	-	1,711,500	1,713,000
BOND PAYMENT	194,190	195,460	195,460	192,490	192,490	-	113,420	1,000
CONSULTING/PROF SERVICES	6,425	61,500	12,740	61,500	61,500	-	51,500	51,500
ECONOMIC INCENTIVE	246,993	-	-	-	-	-	-	-
SUB-TOTAL	790,487	2,126,485	1,592,443	6,146,405	2,959,005	3,187,400	3,254,775	3,172,664
TOTAL EXPENDITURES	\$ 790,487	\$ 2,126,485	\$ 1,592,443	\$ 6,146,405	\$ 2,959,005	\$ 3,187,400	\$ 3,254,775	\$ 3,172,664
FISCAL YEAR CHANGE	3,071,859	272,075	4,283,057	(1,078,815)	2,108,585	(3,187,400)	(1,936,355)	(2,667,664)
BEG FUND BALANCE	3,042,527	6,334,484	6,114,386	10,031,443			8,452,628	6,516,273
NET FISCAL YEAR CHANGE	3,071,859	272,075	4,283,057	(1,078,815)			(1,936,355)	(2,667,664)
ENDING FUND BALANCE	6,114,386	6,606,559	10,397,443	8,952,628			6,516,273	3,848,609
RESERVE BALANCE	-	(500,000)	366,000	(500,000)				
Available balance	6,114,386	6,106,559	10,031,443	8,452,628			6,516,273	3,848,609

FYE 2023 BUDGET SUMMARY

CAPITAL	Maintenance	Discretionary
	\$ 2,959,005	\$ 3,187,400
TOTAL	\$ 2,959,005	\$ 3,187,400

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
CAPITAL			
25-35-4376	STORM WATER/DITCH PROJECTS	\$ 35,000	\$ 1,831,200
*	Eleanor Place-Elm to 74th Street to Route 83	-	452,500
*	Bentley Avenue 73rd Street to Tennessee Ave	-	482,000
*	Andrus Road to Frontage Road	-	153,700
*	Farmingdale Dams	35,000.00	.
*	Crest Rd. - 67th St. to Holly	-	593,000
*	Ailsworth Pipe Replacement	-	150,000
	total	35,000	\$ 1,831,200
25-35-4380	SIDEWALK REPLACEMENTS	\$ 461,160	\$ 630,000
*	Sidewalk Removal and Replacement	297,000	-
	ADA Sidewalk Removal and Replacement	48,000	-
	City Hall Sidewalk R&R	66,000	-
	Police Department Concrete R&R	50,160	-
*	Clarendon Hills Rd Sidewalk 67th to Plainfield Road	-	450,000
*	79th Street Sidewalk Cass to Stratford	-	180,000
	Total	461,160	630,000
25-35-4382	CRACK SEAL PROGRAM	-	190,000
25-35-4383	CURB & GUTTER PROGRAM	\$ 620,855	\$ -
*	Curb and Gutter-City Wide-City Hall	579,600	-
	Aprons -Sidewalk and Driveway Public Works Related	25,530	-
	Sealer	15,725	-
	Total	620,855	-
25-35-4400	ECONOMIC INCENTIVE	\$ -	\$ -
25-35-4945	BOND PAYMENT	\$ 192,490	\$ -
25-35-4390	CAPITAL IMPROVEMENTS-INFRASTRUCTURE	-	536,200
	Natural Area Conversion Project -Elm Street Basin Engineering	-	5,000
*	67th Street Traffic Signal	-	450,000
*	Woodlands Street Light Repl fye22	-	71,200
*	83rd Street Light R&R	-	10,000
	total	-	536,200
25-35-4855	STREET RECONSTRUCTION/REHAB	\$ 1,588,000	\$ -
*	Road Program	\$ 1,510,000	\$ -
	Selective Base Repair	\$ 78,000	\$ -
	total	\$ 1,588,000	\$ -
CAPITAL CONT.			
25-35-4325	Consulting/Professional	\$ 61,500	\$ -
	Street Eng Road Cores & Testing	\$ 35,000	\$ -
	Street Eng Bid Prep	\$ 16,500	\$ -
	Layout Engineering 67th Street Roadway Reconfiguration	\$ 10,000	\$ -
	total	\$ 61,500	\$ -
		\$ 2,959,005	\$ 3,187,400

City of Darien

02/02/22

MUNICIPAL SERVICES WATER FUND BUDGET SUMMARY FISCAL YEAR ENDING 2023

ACCOUNT	FYE 21 ACTUAL	FYE 22 BUDGET	FYE 22 EST ACT	FYE 23 REQUESTED	MAINTENANCE BUDGET REQUEST	COUNCIL DISCRETIONARY	FYE 24 FORECAST	FYE 25 FORECAST
REVENUE								
WATER SALES	\$ 8,116,705	\$ 7,804,453	\$ 7,860,035	\$ 7,768,271	\$ 7,768,271	\$ -	\$ 7,931,700	\$ 7,931,700
INSPECTION/TAP-ON/PERMITS	16,769	5,000	\$ 15,600	\$ 5,000	5,000	-	\$ 5,000	\$ 5,000
OTHER WATER SALES	1,084	1,000	9,000	\$ 1,000	1,000	-	\$ 1,000	\$ 1,000
METER SALES	4,060	1,000	\$ 1,305	\$ 1,000	1,000	-	\$ 1,000	\$ 1,000
FRONT FOOTAGE FEES	-	-	\$ -	\$ -	-	-	\$ -	\$ -
MISCELLANEOUS INCOME	-	-	-	-	-	-	\$ -	\$ -
INTEREST INCOME	-	3,500	\$ 2,400	\$ 1,500	1,500	-	\$ 1,000	\$ 750
TOTAL REVENUE	\$ 8,138,618	\$ 7,814,953	\$ 7,888,340	\$ 7,776,771	\$ 7,776,771	\$ -	\$ 7,939,700	\$ 7,939,450
Operating Expenditures	\$ 6,574,351	\$ 7,731,608	\$ 7,348,891	\$ 7,670,546	\$ 7,554,852	\$ 115,694	\$ 7,633,270	\$ 7,639,519
transfer to water deprc	\$ 800,000	\$ 1,200,000	\$ 1,200,000	\$ 1,500,000	\$ -	\$ -	\$ 750,000	\$ 750,000
TOTAL EXPENDITURES	\$ 7,374,351	\$ 8,931,608	\$ 8,548,891	\$ 9,170,546	\$ 7,554,852	\$ 115,694	\$ 8,383,270	\$ 8,389,519
FISCAL YEAR BALANCE	764,267	(1,116,655)	(660,551)	(1,393,775)	221,919	(115,694)	(443,570)	(450,069)
BEG CASH BALANCE	4,259,524	3,661,139	5,023,791	4,363,240	4,363,240	2,969,465	2,969,465	2,525,895
ENDING CASH BALANCE	5,023,791	2,544,484	4,363,240	2,969,465	4,585,159	(115,694)	2,525,895	2,075,826
RATE		fixed Fee \$10/bill		fixed Fee \$10/bill			fixed Fee \$10/bill	fixed Fee \$10/bill
		\$9.75/1000		\$9.75/1000			\$10.00/1000	\$10.00/1000

City of Darien

2/2/2022

MUNICIPAL SERVICES WATER DEPRECIATION FUND BUDGET FISCAL YEAR ENDING 2023

ACCOUNT	FYE 21 ACTUAL	FYE 22 BUDGET	FYE 22 EST ACT	FYE 23 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 24 FORECAST	FYE 25 FORECAST
REVENUE								
TRNSF FROM WTR FUND	800,000	1,200,000	1,200,000	1,500,000	-	1,500,000	750,000	750,000
Interest	7,449	3,000	1,500	1,000		1,000	500	500
MISC. REVENUE		-	-	-	-			
BOND PROCEEDS	-	-	-	-	-	-		
								-
TOTAL REVENUES	\$ 807,449	\$ 1,203,000	\$ 1,201,500	\$ 1,501,000	\$ -	\$ 1,501,000	\$ 750,500	\$ 750,500
EXPENDITURES								
Equipment	-	321,000	63,000	262,000	-	262,000	-	-
Transfer to Other Funds	-	0						
Capital Outlay	15,604	3,195,000	83,300	2,950,000	2,950,000	-	-	-
TOTAL EXPENDITURES	\$ 15,604	\$ 3,516,000	\$ 146,300	\$ 3,212,000	\$ 2,950,000	\$ 262,000	\$ -	\$ -
FISCAL YEAR BALANCE	791,845	(2,313,000)	1,055,200	(1,711,000)	(2,950,000)	1,239,000	750,500	750,500
BEG FUND BALANCE	1,761,560	2,358,693	2,553,405	3,608,605	3,608,605	3,608,605	1,897,605	2,648,105
ENDING FUND BALANCE	2,553,405	45,693	3,608,605	1,897,605	658,605	4,847,605	2,648,105	3,398,605

2023 BUDGET SUMMARY

WATER DEPRECIATION	Maintenance	Discretionary
Equipment	\$ -	\$ 262,000
Capital Improvement	\$ 2,950,000	\$ -
TOTAL	\$ 2,950,000	\$ 262,000

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
WATER DEPRECIATION			
12-51-4815	Equipment		\$ -
*	Truck #403 - Foreman pickup truck	\$ -	\$ 52,000
*	Truck #408 - Dual Axle Dump Truck	\$ -	\$ 210,000
	total	\$ -	\$ 262,000
12-51-4390	Capital Improvement Infrastructure		\$ 2,950,000
*	Water Meter Repl and automated meter reading change over	\$ 2,950,000	\$ -
	Total	\$ 2,950,000	\$ -

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members
FROM: Bryon D. Vana, City Administrator
DATE: February 3, 2022
SUBJECT: Newsletter Overview

This year's budget includes funds to develop and mail a city newsletter. Since we have not had a paper newsletter for some time I wanted to give the committee an update of this first issue.

We will keep it to 4 pages and plan to include the following:

- Mayor's Message
- senior's corner
- budget information
- important names and contact information
- citizen of the year
- branch pick up schedule
- economic development
- electronic waste program through LRS
- how residents can stay connected
- various graphics to be determined

We will be working with our social media consultant on this project and plan to mail it out in early April.

City of Darien
Minutes of the Administrative/Finance Committee
November 1, 2021

The Meeting was called to order by Chairwoman/Alderwoman Sullivan at 6:30 pm. Committee members Aldermen Schauer and Vaughan were present. City Administrator Vana was also present. LRS reps Katie Neary and George Strom attended.

A resolution authorizing the Mayor and City Clerk to execute a contract between the City of Darien and Lakeshore Recycling Systems, LLC (LRS) to provide residential refuse hauling (all carts) for five (5) years commencing on April 1, 2022 and shall remain in full force and effect through March 31, 2027.

Staff advised At the October 4, 2021 City Council meeting, the Council directed staff to negotiate a contract with LRS for option 2 (carts only) in substantial conformance with the LRS proposal dated September 15, 2021. The Committee’s discussion focused on review of the draft contract and not a comparison of the different types of refuse programs since the Council made that determination at the October 4, 2021 Council meeting. The committee reviewed the draft contract and unanimously recommended approval of the resolution approving the contract with LRS.

MINUTES – October 4, 2021 – The minutes were unanimously approved.

Adjournment - The meeting adjourned at 6:57pm.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Lester Vaughan, Member _____