

City of Darien
Minutes of the Administrative/Finance Committee
February 5, 2024

Chairwoman/Alderwoman Sullivan called the meeting to order at 6:00 pm. Committee member Leganski was present. Also in attendance was City Administrator Vana and Treasurer Coren.

A resolution approving a memorandum of understanding between the City of Darien and the Darien Chamber of Commerce--\$35,000 Grant and Darien Fest

Staff advised in FYE 23, the city provided the Chamber with a \$35,000 grant. The intent of the grant was to cover the chamber's current membership dues of \$30,000, potential growth of 15 new Darien business memberships, totaling \$33,375, and assist in miscellaneous expenses of \$1,625. Businesses outside of Darien paid the annual membership fee. The FYE 24 budget also included \$35,000 for the grant. A memorandum of understanding (MOU) between the city and chamber was discussed. Based on the city's goal to bring the fest back to a local park, the MOU has been revised this year to include the Darien Fest. The city has tentative approval from the park district to hold this year's fest at Westwood Park. The park district is preparing an intergovernmental agreement allowing the fest to be held at Westwood Park. The agreement will be presented to the council for approval when it is complete. This topic was discussed at the November 14, 2023 council goal-setting meeting. At that meeting, staff advised that in the current fiscal year the council approved a grant of \$35,000 for the Chamber. The council discussed continuing the grant for another year. The council generally favored continuing the grant, but did ask for more specific examples of how the Chamber benefited from the grant. The committee will discuss this topic and make a recommendation to the city council. The committee unanimously recommended approval of the resolution.

Approval of chamber spring carnival at Q-Bar

Staff advised the Darien Chamber of Commerce is once again planning a Memorial Day Carnival to be held May 24th - 27th, 2024. This event will be held in the parking lot of the QBAR, 8109 S. Cass Ave. This event will not replace or be on the level of Darien Fest, just a carnival to kick off summer. Staff advised the chamber that the police department would determine the level of police staffing. The committee had questions regarding a festival being held in at a strip mall that included a marijuana store. Staff is to review any state law conflicts on having a carnival at this location. This item will be scheduled for additional review with the committee when the review of state law is complete.

A resolution accepting a proposal from GovTemps-MGT for the development of a four-year strategic plan in the amount of \$18,100

Mayor Marchese advised during the November 2023 goal-setting session, council determined that a four-year strategic plan be developed utilizing a strategic planning consultant to facilitate the process. Staff prepared an RFP, Attachment A, and solicited 3 competitive companies. Staff received 2 proposals, attached and labeled as Attachment B: NIU – Center for Intergovernmental Studies \$19,400 GOVTEMPS-MGT \$18,100 The proposed FYE25 fiscal year includes funding of \$30,000 in Account 10-4325. The committee unanimously recommended accepting the proposal from GOVTEMPS-MGT

Budget FYE25 overview

Staff provided the Committee with an overview of the draft FYE 2025 city budget including several of the budget overview sheets including 1. General Fund 3 year forecast 2. Capital projects 3-year summary 3. Water Fund 3 year forecast

Minutes – December 18, 2023 – The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:56 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____