

City of Darien
Minutes of the Administrative/Finance Committee
November 6, 2017

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee members Aldermen Kenny and Chlystek were present. Treasurer Mike Coren and City Administrator Bryon Vana were also present.

FYE 17 Audit to Budget Comparison

Staff advised that upon completion of the annual audit, the Administrative/Finance Committee reviews a comparison between the FYE 4-30-17 audited numbers and the FYE 4-30-18 estimated numbers included in the FYE 4-30-17 budget. This committee reviewed a document containing a detailed sheet on the General and Capital Projects Funds. The General Fund audited fund balance exceeded the estimated balance used in the 4-30-18 budget by \$533,392. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes that the surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually. Based on these guidelines staff recommended that the City Council approve a transfer of \$500,000 to the Capital Projects Fund from the General Fund. The committee unanimously recommended approval of the recommendation.

A motion authorizing the purchase of 2 new Cyber Power (pure sine wave) 1.5KVA UPS with remote management and 1 new Cisco Catalyst 24 port network switch for the new server room which includes the hardware, installation, and configuration in an amount not to exceed \$5,422.00

Staff advised the City's existing UPS' are past their life expectancy. Of the two, one is currently faulting and unreliable. The UPS is a device that sits between a power supply and a mechanism to prevent undesired features of the power source (outages, sags, surges, bad harmonics, etc) from the supply from adversely affecting the performance of the device. Recently, the City experienced a power/UPS issue, when one of the network switches failed. The internal memory module shorted/burned out. The current switch is a *temporary* fix, and is not a smart switch. Staff reviewed a quote from our computer consultant that includes the pricing estimates as well as the scope of work. These items were not included in the FYE18 Budget; however, the cost for the new server was below budget by \$5,245.00 (a difference of \$177). The committee unanimously recommended approval of the recommendation.

Minutes – October 2, 2017

The minutes were approved as presented.

Adjournment - The meeting adjourned at 6:55.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____