

**Administrative-Finance Committee
November 6, 2017
6:00 p.m. – City Hall Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. FYE 17 Audit to Budget Comparison**
 - b. 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**
 - c. Approval of Minutes – October 2, 2017**
- 4. Other Business**
- 5. Next Meeting – Monday, December 4, 2017**
- 6. Adjournment**

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members
FROM: Bryon D. Vana, City Administrator
DATE: November 2, 2017
**SUBJECT: November 6th Committee Meeting –
FYE 17 Audit to Budget Comparison**

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 year's review includes the attached document containing a detailed sheet on the General and Capital Projects Funds. The detailed sheets include the following columns:

- 1 Budget line item title
- 2 Original budget 4-30-17
- 3 Audited revenues and expenditure line items 4-30-17
- 4 Estimated actual numbers used for the FYE 4-30-18 budget 4-30-17
- 5 Difference between numbers 3 and 4 above

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 the following:

- 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, I am recommending that the City Council approve a transfer of \$500,000 to the Capital Projects Fund from the General Fund.

**City of Darien
 Comparison of Estimated Actual
 Fund Balance to Audited Fund Balance
 as of 4/30/17**

**General Fund
 Fund Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 2,795,880	\$ 4,125,767	\$ 3,592,375	\$ 533,392.00

**Capital Improvement Fund
 Fund Balance**

<u>Original Budget</u>	<u>Audited</u>	<u>Estimated Actual</u>	<u>Difference between Estimated Actual and Audited</u>
\$ 4,274,164	\$ 5,379,916	\$ 5,860,712	\$ (480,796.30)

1		2	3	4	5
City of Darien General Fund Reconciliation For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited	FYE 4/30/17 Estimated Actual	Difference
Beginning Fund Balance		3,779,782.00	4,574,119.00	4,574,119.00	0.00
Prior Period Adjustment		0.00	0.00	0.00	0.00
Total Revenue		14,619,228.00	15,127,191.00	15,148,381.00	(21,190.00)
Total Expenses		11,803,130.00	11,025,543.00	11,580,125.00	(554,582.00)
Transfer In from Debt Fund/Sale of Equipment		0.00	0.00	0.00	0.00
Transfer out		3,800,000.00	4,550,000.00	4,550,000.00	0.00
Ending Fund Balance		2,795,880.00	4,125,767.00	3,592,375.00	533,392.00
		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited Revenue	FYE 4/30/17 Estimated Revenue	Difference
Taxes					
Real Estate Taxes - Current	3110	2,160,448.00	2,168,855.00	2,169,000.00	(145.00)
Real Estate Taxes - Prior	3111	0.00	0.00	0.00	0.00
Road and Bridge Tax	3120	205,000.00	206,299.00	206,100.00	199.00
Municipal Utility Tax	3130	935,000.00	1,019,296.00	938,394.00	80,902.00
Amusement Tax	3140	82,000.00	95,252.00	92,000.00	3,252.00
Hotel/Motel Tax	3150	75,000.00	70,272.00	75,445.00	(5,173.00)
Auto Rental Tax	3421	0.00	2,181.00	0.00	2,181.00
Personal Property Tax	3425	5,000.00	7,173.00	5,000.00	2,173.00
Local Gas Tax	3151	218,182.00	319,670.00	325,975.00	(6,305.00)
Food & Beverage Tax	3152	502,105.00	578,438.00	551,700.00	26,738.00
Total Taxes		4,182,735.00	4,467,436.00	4,363,614.00	103,822.00
License, Permits, Fees					
Business Licenses	3210	46,000.00	38,700.00	41,000.00	(2,300.00)
Liquor License	3212	66,325.00	70,100.00	70,100.00	0.00
Contractor Licenses	3214	18,000.00	22,050.00	18,000.00	4,050.00
Court Fines	3216	95,000.00	102,868.00	95,000.00	7,868.00
Towing Fees	3217	37,000.00	56,508.00	45,600.00	10,908.00
Ordinance Fines	3230	6,000.00	28,050.00	25,000.00	3,050.00
Building Permits and Fees	3240	45,000.00	246,667.00	215,000.00	31,667.00
Telecommunication Taxes	3242	740,000.00	648,503.00	688,288.00	(39,785.00)
Cable T.V. Franchise Fee	3244	408,000.00	460,641.00	452,800.00	7,841.00
PEG - Fees - AT&T	3245	0.00	27,503.00	0.00	27,503.00
NICOR Franchise Fee	3246	17,000.00	39,322.00	39,300.00	22.00
Public Hearing Fees	3250	5,000.00	8,356.00	8,000.00	356.00
Elevator Inspections	3255	4,500.00	6,425.00	4,500.00	1,925.00
Public Improvement Permit	3260	0.00	75.00	0.00	75.00
Engineering/Prof Fee Reimb	3265	74,000.00	87,693.00	78,000.00	9,693.00
Legal Fee Reimb.	3266	0.00	431.00	431.00	0.00
Police Special Service	3267	98,233.00	125,607.00	120,000.00	5,607.00
D.U.I. Technology Fines	3268	13,000.00	9,650.00	8,500.00	1,150.00
Stormwater Management Fees	3270	0.00	1,605.00	1,200.00	405.00
Dev. Contib./Impact	3275	600.00	0.00	1,500.00	(1,500.00)
Total License, Permits, Fees		1,673,658.00	1,980,754.00	1,912,219.00	68,535.00
Charges for Services					
Inspections/Tap on/Permits	3320	0.00	7,686.00	7,660.00	26.00
Total Charges for Services		0.00	7,686.00	7,660.00	26.00
Intergovernmental					
State Income Tax	3410	2,142,342.00	2,087,675.00	2,142,342.00	(54,667.00)
Local Use Tax	3420	507,978.00	549,982.00	517,014.00	32,968.00
Sales Taxes	3430	5,385,016.00	5,285,433.00	5,323,942.00	(38,509.00)
Video Gaming Revenue	3432	100,000.00	146,777.00	130,000.00	16,777.00
Total Intergovernmental		8,135,336.00	8,069,867.00	8,113,298.00	(43,431.00)

City of Darien General Fund Reconciliation For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited	FYE 4/30/17 Estimated Actual	Difference
Other Revenue					
Interest Income	3510	5,000.00	4,636.00	5,000.00	(364.00)
Gain/Loss on Investment	3515	0.00	0.00	0.00	0.00
Water Share Expense	3520	250,000.00	0.00	250,000.00	(250,000.00)
Booking Fees		0.00	0.00	0.00	0.00
Police Report/Prints	3534	5,000.00	6,200.00	5,000.00	1,200.00
Impact Fee Revenue	3570	0.00	2,375.00	0.00	2,375.00
Grants	3560	0.00	6,603.00	6,600.00	3.00
Rents	3561	285,000.00	293,274.00	285,000.00	8,274.00
Reimbursement - Work Comp	3577	0.00	4,393.00	4,390.00	3.00
Street Recon Prog Reimb	3550	0.00	0.00	0.00	0.00
Other Reimbursements	3562	45,000.00	110,608.00	110,000.00	608.00
Reimbursement - Rear Yard	3541	10,000.00	64,363.00	47,461.00	16,902.00
Residential Concrete Reimb	3563	0.00	12,317.00	12,315.00	2.00
Maintenance - Reimbursement	3567	0.00	315.00	0.00	315.00
Mail Box Reimbursement	3569	0.00	2,385.00	2,200.00	185.00
Drug Seizures	3537	0.00	0.00	0.00	0.00
Drug Forfeiture receipts	3538	0.00	14,364.00	0.00	14,364.00
Sales of Wood Chips	3572	2,500.00	4,765.00	3,625.00	1,140.00
Miscellaneous Revenue	3580	20,000.00	73,625.00	15,000.00	58,625.00
Transfer from Other Funds	3612	0.00	0.00	0.00	0.00
Sale of Equipment	3575	5,000.00	0.00	5,000.00	(5,000.00)
Miscellaneous Refund	3700	0.00	1,223.00	0.00	1,223.00
Total Other Income		627,500.00	601,446.00	751,591.00	(150,145.00)
Total General Fund Revenue		14,619,229.00	15,127,189.00	15,148,382.00	(21,193.00)

Total Revenue per Audit

15,127,189.00	15,148,382.00	(21,193.00)
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1		2	3	4	5
City of Darien			FYE 4/30/17	FYE 4/30/17	
General Fund Expenditures		FYE 4/30/17	Audited	Estimated	
For the FYE 4/30/17		Original Budget	Expenditures	Expenditures	Difference

Administrative Department

Salaries					
Salaries	4010	464,384.00	449,075.00	451,878.00	2,803.00
Overtime	4030	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Salaries		464,384.00	449,075.00	451,878.00	2,803.00
Benefits					
Social Security	4110	26,666.00	24,041.00	25,102.00	1,061.00
Medicare	4111	6,734.00	6,517.00	6,552.00	35.00
I.M.R.F.	4115	62,506.00	61,566.00	67,009.00	5,443.00
Medical/Life Insurance	4120	71,207.00	69,123.00	68,175.00	(948.00)
Supplemental Pensions	4135	<u>24,662.00</u>	<u>27,513.00</u>	<u>25,009.00</u>	<u>(2,504.00)</u>
Total Benefits		191,775.00	188,760.00	191,847.00	3,087.00
Materials and Supplies					
Dues and Subscriptions	4213	3,190.00	3,378.00	3,190.00	(188.00)
Liability Insurance	4219	53,347.00	40,874.00	53,347.00	12,473.00
Legal Notices	4221	4,000.00	1,423.00	4,000.00	2,577.00
Maintenance - Building	4223	0.00	333.00	0.00	(333.00)
Maintenance - Equipment	4225	8,250.00	6,868.00	8,250.00	1,382.00
Maintenance - Grounds	4227	0.00	0.00	0.00	0.00
Maintenance - Vehicles	4229	0.00	0.00	0.00	0.00
Misc. Expenditures	4232	0.00	0.00	0.00	0.00
Postage/Mailings	4233	4,750.00	3,028.00	4,750.00	1,722.00
Printing and Forms	4235	4,200.00	4,048.00	4,200.00	152.00
Public Relations	4239	32,900.00	32,764.00	27,900.00	(4,864.00)
Rent - Equipment	4243	2,019.00	849.00	2,019.00	1,170.00
Supplies - Office	4253	8,000.00	4,426.00	8,000.00	3,574.00
Supplies - Other	4257	500.00	38.00	500.00	462.00
Training and Education	4263	7,000.00	1,930.00	4,000.00	2,070.00
Travel/Meetings	4265	800.00	185.00	800.00	615.00
Telephone	4267	55,500.00	54,470.00	65,000.00	10,530.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	3,000.00	1,792.00	3,000.00	1,208.00
Vehicle (Gas and Oil)	4273	5,200.00	5,581.00	5,200.00	(381.00)
Vehicle		0.00	125.00	0.00	(125.00)
ESDA	4279	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Materials and Supplies		192,656.00	162,112.00	194,156.00	32,044.00
Contractual					
Audit	4320	12,385.00	15,987.00	12,385.00	(3,602.00)
Consulting/Professional	4325	68,350.00	83,811.00	68,350.00	(15,461.00)
Conslt/Prof Reimbursable	4328	0.00	0.00	0.00	0.00
Contingency	4330	10,000.00	3,217.00	10,000.00	6,783.00
Janitorial Service	4345	<u>19,500.00</u>	<u>16,722.00</u>	<u>17,000.00</u>	<u>278.00</u>
Total Contractual		110,235.00	119,737.00	107,735.00	(12,002.00)
Other Charges					
Equipment	4815	0.00	0.00	0.00	0.00
Total Other Charges		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures - Administrative		<u>959,050.00</u>	<u>919,684.00</u>	<u>945,616.00</u>	<u>25,932.00</u>

City of Darien		FYE 4/30/17	FYE 4/30/17	FYE 4/30/17	
General Fund Expenditures		Original Budget	Audited Expenditures	Estimated Expenditures	Difference
For the FYE 4/30/17					
City Council Department					
Salaries					
Salaries	4010	<u>42,750.00</u>	<u>42,750.00</u>	<u>42,750.00</u>	<u>0.00</u>
Total Salaries		<u>42,750.00</u>	<u>42,750.00</u>	<u>42,750.00</u>	<u>0.00</u>
Benefits					
Social Security	4110	<u>2,651.00</u>	<u>2,651.00</u>	<u>2,651.00</u>	<u>0.00</u>
Medicare	4111	<u>620.00</u>	<u>620.00</u>	<u>620.00</u>	<u>0.00</u>
Total Benefits		<u>3,271.00</u>	<u>3,271.00</u>	<u>3,271.00</u>	<u>0.00</u>
Materials and Supplies					
Boards and Commissions	4205	<u>2,000.00</u>	<u>711.00</u>	<u>1,250.00</u>	<u>539.00</u>
Cable Operations	4206	<u>2,900.00</u>	<u>99.00</u>	<u>1,000.00</u>	<u>901.00</u>
Dues and Subscriptions	4213	<u>1,850.00</u>	<u>1,835.00</u>	<u>1,850.00</u>	<u>15.00</u>
Liability Insurance	4219	<u>2,268.00</u>	<u>2,268.00</u>	<u>2,268.00</u>	<u>0.00</u>
Printing and Forms	4235	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>(1,500.00)</u>
Public Relations	4239	<u>1,000.00</u>	<u>415.00</u>	<u>700.00</u>	<u>285.00</u>
Supplies - Other	4257	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Training and Education	4263	<u>1,000.00</u>	<u>100.00</u>	<u>500.00</u>	<u>400.00</u>
Travel/Meetings	4265	<u>50.00</u>	<u>0.00</u>	<u>50.00</u>	<u>50.00</u>
Total Materials and Supplies		<u>11,068.00</u>	<u>6,928.00</u>	<u>7,618.00</u>	<u>690.00</u>
Contractual					
Consulting/Professional	4325	<u>5,000.00</u>	<u>1,831.00</u>	<u>5,000.00</u>	<u>3,169.00</u>
Trolley Contracts	4366	<u>600.00</u>	<u>224.00</u>	<u>600.00</u>	<u>376.00</u>
Rear Yard Drainage Proj Reimburse		<u>0.00</u>	<u>(375.00)</u>	<u>0.00</u>	<u>375.00</u>
Total Contractual		<u>5,600.00</u>	<u>1,680.00</u>	<u>5,600.00</u>	<u>3,920.00</u>
Capital Outlay					
Equipment	4815	<u>1,600.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>
Total Capital Outlay		<u>1,600.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>
Total Expenditures - City Council		<u>64,289.00</u>	<u>54,629.00</u>	<u>59,739.00</u>	<u>5,110.00</u>

City of Darien General Fund Expenditures For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited Expenditures	FYE 4/30/17 Estimated Expenditures	Difference
Community Development Department					
Salaries					
Salaries	4010	297,697.00	292,265.00	292,047.00	(218.00)
Overtime		0.00	0.00	0.00	0.00
Total Salaries		297,697.00	292,265.00	292,047.00	(218.00)
Benefits					
Social Security	4110	17,258.00	15,781.00	16,743.00	962.00
Medicare	4111	4,346.00	4,032.00	4,235.00	203.00
I.M.R.F.	4115	40,345.00	38,185.00	39,310.00	1,125.00
Medical/Life Insurance	4120	38,866.00	48,770.00	38,475.00	(10,295.00)
Supplemental Pensions	4135	3,600.00	3,092.00	3,600.00	508.00
Total Benefits		104,415.00	109,860.00	102,363.00	(7,497.00)
Materials and Supplies					
Boards and Commissions	4205	1,500.00	1,720.00	1,500.00	(220.00)
Dues and Subscriptions	4213	500.00	10.00	500.00	490.00
Liability Insurance	4219	42,124.00	27,163.00	42,124.00	14,961.00
Maintenance - Vehicles	4229	1,100.00	0.00	1,100.00	1,100.00
Printing and Forms	4235	2,115.00	808.00	2,115.00	1,307.00
Economic Incentive	4240	243,000.00	268,000.00	243,000.00	(25,000.00)
Supplies - Office	4253	300.00	633.00	300.00	(333.00)
Training and Education	4263	600.00	660.00	600.00	(60.00)
Travel/Meetings	4265	200.00	170.00	200.00	30.00
Vehicle (Gas and Oil)	4273	1,350.00	1,347.00	1,350.00	3.00
Legal Notices		0.00	183.00	0.00	(183.00)
Maintenance - Vehicles		0.00	981.00	0.00	(981.00)
Tree trim - removal		0.00	525.00	0.00	(525.00)
Total Materials and Supplies		292,789.00	302,200.00	292,789.00	(9,411.00)
Contractual					
Consulting/Professional	4325	44,000.00	60,071.00	44,000.00	(16,071.00)
Conslt/Prof Reimbursable	4328	74,000.00	108,227.00	96,000.00	(12,227.00)
Total Contractual		118,000.00	168,298.00	140,000.00	(28,298.00)
Capital Outlay					
Equipment	4815	0.00	8,082.00	0.00	(8,082.00)
Total Capital Outlay		0.00	8,082.00	0.00	(8,082.00)
Total Expenditures - Community Development		812,901.00	880,705.00	827,199.00	(53,506.00)

City of Darien General Fund Expenditures For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited Expenditures	FYE 4/30/17 Estimated Expenditures	Difference
Streets Department					
Salaries					
Salaries	4010	603,912.00	596,922.00	629,728.00	32,806.00
Overtime	4030	76,500.00	69,866.00	86,317.00	16,451.00
Total Salaries		680,412.00	666,788.00	716,045.00	49,257.00
Benefits					
Social Security	4110	37,443.00	39,215.00	37,443.00	(1,772.00)
Medicare	4111	8,757.00	9,171.00	8,757.00	(414.00)
I.M.R.F.	4115	111,902.00	79,116.00	98,236.00	19,120.00
Medical/Life Insurance	4120	125,811.00	111,282.00	111,422.00	140.00
Supplemental Pensions	4135	2,400.00	3,184.00	2,400.00	(784.00)
Total Benefits		286,313.00	241,968.00	258,258.00	16,290.00
Materials and Supplies					
Liability Insurance	4219	71,722.00	79,399.00	71,722.00	(7,677.00)
Maintenance - Building	4223	114,653.00	124,453.00	114,000.00	(10,453.00)
Maintenance - Equipment	4225	40,000.00	42,794.00	40,000.00	(2,794.00)
Maintenance - Vehicles	4229	48,000.00	62,086.00	48,000.00	(14,086.00)
Maintenance - Landromat Exp	4230	0.00	0.00	0.00	0.00
Postage/Mailings	4233	1,200.00	887.00	1,200.00	313.00
Rent - Equipment	4243	22,650.00	17,495.00	22,650.00	5,155.00
Supplies - Office	4253	3,950.00	1,506.00	3,700.00	2,194.00
Supplies - Operations	4255	0.00	81.00	0.00	(81.00)
Supplies - Other	4257	63,065.00	68,699.00	63,065.00	(5,634.00)
Small Tools & Equipment	4259	3,850.00	916.00	3,600.00	2,684.00
Training and Education	4263	4,525.00	1,715.00	2,200.00	485.00
Travel	4265	0.00	190.00	0.00	(190.00)
Telephone	4267	0.00	439.00	0.00	(439.00)
Uniforms	4269	6,446.00	4,225.00	6,000.00	1,775.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	5,100.00	5,793.00	5,100.00	(693.00)
Vehicle (Gas and Oil)	4273	65,405.00	31,695.00	61,000.00	29,305.00
Total Materials and Supplies		450,566.00	442,373.00	442,237.00	(136.00)
Contractual					
Consulting/Professional	4325	4,500.00	5,383.00	7,000.00	1,617.00
Consulting/Professional Reimb	4328	0.00	0.00	0.00	0.00
Janitorial Service	4345	0.00	0.00	0.00	0.00
Forestry	4350	90,950.00	72,669.00	90,950.00	18,281.00
Street Light Oper & Maint.	4359	109,000.00	127,324.00	109,000.00	(18,324.00)
Residential Concrete Program	4381	0.00	0.00	12,000.00	12,000.00
Mosquito Abatement	4365	42,250.00	30,665.00	42,250.00	11,585.00
Street Sweeping	4373	35,775.00	36,855.00	35,775.00	(1,080.00)
Drainage Projects	4374	81,300.00	119,954.00	111,000.00	(8,954.00)
Tree Trim/Removal	4375	146,600.00	107,524.00	146,600.00	39,076.00
Total Contractual		510,375.00	500,374.00	554,575.00	54,201.00
Capital Outlay					
Rear Yard Drain Proj-Reimb	4378	0.00	0.00	0.00	0.00
Residential Concrete Program	4381	0.00	8,739.00	0.00	(8,739.00)
Capital Improvements	4810	0.00	0.00	0.00	0.00
Equipment	4815	534,275.00	501,473.00	534,275.00	32,802.00
Debt Retire	4905	0.00	0.00	0.00	0.00
Total Capital Outlay		534,275.00	510,212.00	534,275.00	24,063.00
Total Expenditures - Streets		2,461,941.00	2,361,715.00	2,505,390.00	143,675.00

City of Darien General Fund Expenditures For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited Expenditures	FYE 4/30/17 Estimated Expenditures	Difference
Police Department					
Salaries					
Salaries	4010	480,114.00	413,814.00	430,897.00	17,083.00
Salaries - Officers	4020	3,472,533.00	3,289,687.00	3,344,450.00	54,763.00
Overtime	4030	466,500.00	450,271.00	451,382.00	1,111.00
Total Salaries		4,419,147.00	4,153,772.00	4,226,729.00	72,957.00
Benefits					
Social Security	4110	29,767.00	26,555.00	26,716.00	161.00
Medicare	4111	64,078.00	53,923.00	53,971.00	48.00
I.M.R.F.	4115	65,103.00	49,487.00	58,430.00	8,943.00
Medical/Life Insurance	4120	424,932.00	386,332.00	412,800.00	26,468.00
Police Pension	4130	1,412,529.00	1,421,243.00	1,421,242.00	(1.00)
Supplemental Pensions	4135	48,000.00	42,879.00	48,000.00	5,121.00
Total Benefits		2,044,409.00	1,980,419.00	2,021,159.00	40,740.00
Materials and Supplies					
Animal Control	4201	2,000.00	135.00	2,000.00	1,865.00
Auxiliary Police	4203	5,600.00	3,422.00	5,600.00	2,178.00
Boards and Commissions	4205	19,900.00	22,040.00	19,900.00	(2,140.00)
Dues and Subscriptions	4213	6,300.00	3,854.00	6,300.00	2,446.00
Investigation and Equipment	4217	39,026.00	33,763.00	39,026.00	5,263.00
Liability Insurance	4219	227,526.00	197,022.00	227,526.00	30,504.00
Maintenance - Building	4223	0.00	0.00	0.00	0.00
Maintenance - Equipment	4225	17,180.00	15,318.00	17,180.00	1,862.00
Maintenance - Vehicles	4229	62,200.00	51,544.00	62,200.00	10,656.00
Postage/Mailings	4233	4,200.00	2,192.00	4,200.00	2,008.00
Printing and Forms	4235	3,000.00	2,749.00	1,500.00	(1,249.00)
Public Relations	4239	3,500.00	591.00	3,500.00	2,909.00
Rent - Equipment	4243	5,500.00	1,300.00	5,500.00	4,200.00
Supplies - Office	4253	6,500.00	6,272.00	6,500.00	228.00
Supplies - Other	4257	0.00	0.00	0.00	0.00
Training and Education	4263	27,504.00	19,321.00	27,504.00	8,183.00
Travel/Meetings	4265	15,300.00	8,298.00	15,300.00	7,002.00
Telephone	4267	13,300.00	18,269.00	16,000.00	(2,269.00)
Uniforms	4269	35,800.00	36,110.00	40,000.00	3,890.00
Utilities (Elec,Gas,Wtr,Sewer)	4271	7,500.00	6,748.00	7,500.00	752.00
Vehicle (Gas and Oil)	4273	90,000.00	51,455.00	59,500.00	8,045.00
Total Materials and Supplies		591,836.00	480,403.00	566,736.00	86,333.00
Contractual					
Consulting/Professional	4325	367,560.00	364,607.00	367,560.00	2,953.00
Contractual Services	4335	0.00	0.00	0.00	0.00
Dumery/Fiat/Child Center	4337	7,000.00	7,000.00	7,000.00	0.00
Total Contractual		374,560.00	371,607.00	374,560.00	2,953.00
Capital Outlay					
Equipment	4815	75,000.00	72,609.00	75,000.00	2,391.00
Total Capital Outlay		75,000.00	72,609.00	75,000.00	363.00
Interest	4244	0.00	0.00	0.00	0.00
Total Interest		0.00	0.00	0.00	0.00
Total Expenditures - Police		7,504,952.00	7,058,810.00	7,264,184.00	205,374.00

City of Darien		FYE 4/30/17	FYE 4/30/17	FYE 4/30/17	
General Fund Expenditures		Original Budget	Audited	Estimated	
For the FYE 4/30/17			Expenditures	Expenditures	Difference
Debt Service					
Principal	4906	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Debt Service		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Reduction in expenditures for Water Share		<u>0.00</u>	(250,000.00)	0.00	250,000.00
Total General Fund Expenditures		<u>11,803,133.00</u>	<u>11,025,543.00</u>	<u>11,602,128.00</u>	<u>576,585.00</u>

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City of Darien					
Capital Projects Fund Reconciliation		FYE 4/30/17	FYE 4/30/17	FYE 4/30/17	
For the FYE 4/30/17		Original Budget	Audited	Estimated Actual	Difference
Beginning Fund Balance		4,568,512.00	4,410,837.00	4,410,837.00	0.00
Total Revenue		4,152,570.00	5,000,886.31	4,974,785.00	26,101.31
Total Expenses		4,446,918.00	4,031,807.61	3,524,910.00	506,897.61
Ending Fund Balance		4,274,164.00	5,379,915.70	5,860,712.00	(480,796.30)
		FYE 4/30/17	FYE 4/30/17	FYE 4/30/17	
		Original Budget	Audited Revenue	Estimated Revenue	Difference
Taxes					
Real Estate Taxes	3110	207,570.00	207,484.85	199,785.00	7,699.85
Total Intergovernmental		207,570.00	207,484.85	199,785.00	7,699.85
Other Revenue					
Interest Income	3510	15,000.00	34,917.60	25,000.00	9,917.60
Reimbursement-Street Recon.	3550	0.00	0.00	0.00	0.00
Bond Issued, At Par	3559	0.00	0.00	0.00	0.00
Residential Conc. Reimb	3563	0.00	0.00	0.00	0.00
Sale of Property	3900	0.00	0.00	0.00	0.00
Transfer from Other Funds	3612	3,800,000.00	4,550,000.00	4,550,000.00	0.00
Grants	3560	130,000.00	208,483.86	200,000.00	8,483.86
Other Reimbursements	3562	0.00	0.00	0.00	0.00
Misc Reimbursable	3568	0.00	0.00	0.00	0.00
Misc Revenue	3580	0.00	0.00	0.00	0.00
Total Other Revenue		3,945,000.00	4,793,401.46	4,775,000.00	18,401.46
Total Capital Projects Fund Revenue		4,152,570.00	5,000,886.31	4,974,785.00	26,101.31
		FYE 4/30/17	FYE 4/30/17	FYE 4/30/17	
		Original Budget	Audited Expenditures	Estimated Expenditures	Difference
Capital Projects Expenditures					
Contractual					
Consulting/Professional	4325	46,200.00	42,568.50	46,200.00	3,631.50
Consulting/Prof Reimb	4328	0.00	0.00	0.00	0.00
Total Contractual		46,200.00	42,568.50	46,200.00	3,631.50
Capital Outlay					
Miscellaneous Expense	7000	0.00	2,331.50	0.00	(2,331.50)
Maintenance-Vehicles	4229	0.00	0.00	0.00	0.00
Ditch Projects	4376	1,011,800.00	819,613.05	771,000.00	(48,613.05)
Sidewalk Replacement	4380	73,475.00	61,970.37	58,200.00	(3,770.37)
Crack Seal Program	4382	183,750.00	162,969.34	163,000.00	30.66
Curb & Gutter Replacement	4383	352,203.00	588,050.07	106,500.00	(481,550.07)
Capital Improvements-Infrastr.	4390	800,340.00	701,465.66	785,340.00	83,874.34
Capital Improvements	4810	0.00	0.00	0.00	0.00
Equipment	4815	0.00	20,255.00	0.00	(20,255.00)
Street Recon/Rehab-Reimb	4856	0.00	0.00	0.00	0.00
Street Reconstruction/Rehab	4855	1,771,580.00	1,432,049.26	1,387,100.00	(44,949.26)
Total Capital Outlay		4,193,148.00	3,788,704.25	3,271,140.00	(515,232.75)
Debt Service					
Debt Issuance costs	4900	0.00	0.00	0.00	0.00

City of Darien Capital Projects Fund Reconciliation For the FYE 4/30/17		FYE 4/30/17 Original Budget	FYE 4/30/17 Audited	FYE 4/30/17 Estimated Actual	Difference
Debt Retire	4905	207,570.00	200,534.86	207,570.00	7,035.14
Debt Retire - Property	4945	0.00	0.00	0.00	0.00
Total Debt Service		207,570.00	200,534.86	207,570.00	7,035.14
Total Expenditures - Capital Projects		<u>4,446,918.00</u>	<u>4,031,807.61</u>	<u>3,524,910.00</u>	<u>(504,566.11)</u>

AGENDA MEMO
Admin/Finance Committee
November 6, 2017

ISSUE STATEMENT

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

BACKGROUND/HISTORY

The City of Darien'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.

Attached find 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). This will be charged to General Fund (01) -Administration (10) - Consulting Professional Services (4325).

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of a motion authorizing the purchase of 2 new CyberPower (pure sine wave) 1.5KVA UPS with remote management and 1 new Cisco Catalyst 24 port network switch not to exceed \$5,422.00.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the November 20, 2017 City Council Agenda for approval.

All Information Services, Inc.

Integrating the World's Technology

Technology Solutions Proposal For:

City of Darien
1702 Plainfield Road
Darien, IL 60561

Prepared By:
John Licar
October 12, 2017



October 12,2017

Lisa Klemm
City of Darien
1702 Plainfield Road
Darien, IL 60561

Dear Lisa,

All Information Services, Inc. (AIS) appreciates the opportunity to provide your organization with the following technology solutions proposal. It has been designed to meet current operating requirements as well as provide an advanced technology-based platform for future applications.

As Technology Experts and Consultants, our focus and mission is to provide you with a comprehensive understanding of what is involved, what is required and what the expectations of your project are expected to be so that you are positioned to evaluate and make the best decisions relative to proceeding forward with the engagement for your business.

There is no obligation to purchase the technology solution from us. We use industry-standard best practices, design and look forward to your review and decision.

Sincerely,



John Licar
Account Executive

Integrating the World's Technology.

Phone: 630-613-8638

Email: jlicar@aislabs.com



Solution Proposal – New Server Room UPS'

Existing UPS' are past their life expectancy. One is currently faulting and not reliable. AIS recommends the City replaces these devices.

Hardware, Installation and Configuration:

- 2 CyberPower (pure sine wave) 1.5KVA UPS, with remote management
 - o One-Time Cost: \$1,916.00
 - o Estimated Install Labor: \$720.00

Total Cost: \$2,636.00

Notes/comments: The proposed UPS' are the same size as the old ones, cheaper than APC (current model). The new UPS' will be configured to send email/text alerts to designated City staff when they encounter power issues. (usually Public Works staff)

Solution Proposal – New Server Room Switch

Due to a recent power/UPS issue, one of the network switches failed. The internal memory module shorted/burned out.

Option 1- This option is a one to one replacement for the failed switch.

Hardware, Installation and Configuration:

- 1 Cisco Catalyst24 port network switch
 - o One-Time Cost: \$2,084.00
 - o Yearly Support: \$252
 - o Estimated Install Labor: \$450.00

Total Cost, First Year: \$2,786.00

Option 2- Current server room network switching is at capacity. This option adds additional ports for current and future needs. Also adding a faster and more reliable fiber connection to City Hall.

Hardware, Installation and Configuration:

- 1 Cisco Catalyst 48 port network switch
 - o One-Time Cost: \$3,885.00 (with fiber module)
 - o Yearly Support: \$379
 - o Estimated Install Labor: \$630.00

Total Cost, First Year: \$4,894.00

City of Darien
Minutes of the Administrative/Finance Committee
October 2, 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.

Tax Levy – Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2017/2018

The Staff reviewed and recommended approval of the levy determination and ordinances which:

- Set the City’s 2017 general property tax levy and special corporate tax levy (police pension fund) at \$2,206,344.
- Set the City’s 2017 Special Service Area I property tax levy at \$5,000.

The staff further reviewed the proposed ordinance requesting a general corporate purpose (general fund=\$587,466) and special corporate levy (police pension fund=\$1,618,878) total of \$2,206,344, which and advised that this represents a 0.00% increase over this year’s non-bond extension (\$2,206,344). The levy for the police pension fund was based on the actuary report conducted on the Police Pension Fund.

The Committee unanimously recommended approval of the levy determination.

Motion approving a letter agreement dated September 26, 2017, amending the lease between the City of Darien and SprintCom Inc. dated November 6, 2016

Staff advised that in July of this year Sprint sent the City a letter exercising its option to extend a lease pursuant to the lease agreement between the City of Darien and SprintCom Inc. dated November 6, 2006. Upon staff’s review of the extension notice the staff discovered that we had not received monthly lease payments during the entire term of the lease. When we contacted Sprint about the lease payments they were very cooperative in resolving this issue by a letter agreement amending the lease.

The Letter Agreement provides that rent for the period of 10/4/2007 – 10/3/16 in the amount of \$230,400.00 will be paid over a 5 years period beginning 2-1-2018.

The Committee unanimously approved a motion recommending approval of a letter agreement dated September 26th, 2017, amending the lease between the City of Darien and SprintCom Inc. dated November 6, 2006.

Minutes – September 5, 2017

The minutes were approved as presented.

Adjournment - The meeting adjourned at 6:42.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____