

City of Darien
Minutes of the Administrative Finance Committee
June 8, 2009

The meeting was called to order by Chairman Poteraske at 6:31 p.m. and a quorum was declared. Committee Members in attendance: Alderman Halil Avci and Alderman Carolyn Gattuso.

The following staff members were present: City Administrator Bryon Vana, Chief of Police Robert Pavelchik, Assistant City Administrator Scott Coren and Director of Municipal Services Dan Gombac

Elected Officials in Attendance: City Treasurer Mike Coren

Residents/Guests in Attendance: Representatives of Speedway

Liquor License Request Speedway

Vana advised that the City recently approved plans for the construction of a new Speedway at 7502 S. Cass Avenue. The committee reviewed a letter from Scott Zink of Speedway. The letter requests consideration to sell beer and wine from the business. Currently gas stations are not permitted to sell beer and wine. The committee concurred to recommend an ordinance change that would allow Speedway to sell beer and wine. A motion to revise the ordinance and recommend the new license be issued at the conclusion of the construction of the new building. Three ayes by voice vote.

Revenue and Expenses Review

The Committee examined the revenue and expense report for the FYE09 Budget. P.D./Issues/Questions: Alderman Avci questioned the Rent Line Item 40-4243, asking what we rented for over \$200,000; answer-car lease payment. Chairman Poteraske pointed out that the Dispatch Center Contribution Line Item 40-4335, was more than \$17,000 over budget; answer-this was some type of coding or clerical mistake, the Dispatch Center was not over budget. Alderman Poteraske also examined the Maintenance of Vehicles Line Item 40-40229, in that it was \$10,500 over budget; answer-\$2,300 was miscoded. Additionally more tires were purchased than anticipated. Alderman Poteraske mentioned he liked the format of the report.

Rear Yard Drainage Program

Vana advised the City Council approved the FYE10 Budget with funding in the amount of \$10,000.00 for Rear Yard Drainage Projects designed to assist residents with rear yard drainage concerns. Vana explained that the City Staff is responsible for administering the program which includes outsourcing for labor, material and restoration. Residents are responsible for the initial \$1,000.00 of the project and the City will commit up to \$5,000.00. All projects exceeding costs of \$5,000.00 become the financial responsibility of the participant(s). This year City Staff has been overwhelmed by requests for assistance with rear yard drainage projects. Staff reviewed a schedule of active rear yard drainage projects as well as a schedule of tentative projects pending final resident commitments and additional funding. City Staff did not anticipate the overwhelming response of rear yard drainage requests to date. City Staff has determined that additional funds in the amount of \$20,000.00 would be required should the participating

residents of the proposed projects provide final commitments. Staff identified funds from existing line accounts to off set the \$20,000. Three ayes by voice vote.

Laptop Purchase

Scott Coren advised the approved 09-10 budget includes \$7,000 for the replacement of laptop computers used by the seven aldermen. Staff determined minimum specifications for each computer, including minimum memory, processor speed and storage. The lowest price found for the elected officials was through a Dell government dealer for \$989 each for a total of \$6,923. This includes a three year limited warranty with mail-in service. The current laptops will be used by staff where possible or donated if not possible. Three ayes by voice vote.

Dry Cleaners – Lease and Rent Reduction

Scott Coren advised the Darien Dry Cleaners has been in contact with City Staff for several months regarding their current lease. The lease runs through December 31, 2011. They have been concerned about their business with plans for the Heritage Center to be demolished in the future. They had previously approached City Staff with a request to lower their monthly rent payment from \$2,900 per month to \$2,000, a 30% reduction which would match the amount they claim business has been reduced by since August 2008. Their current request is a reduction of their monthly rent payment to \$2,600 and to change to a month-to-month tenancy. The City of Darien previously agreed to reduce the term of the dental office, and reduced the term and rent of the liquor store. This is the final lease that ends after March 31, 2010. Three ayes by voice vote.

Leaf Pick Up

Scott Coren advised 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 2009 is \$40,390. This item was budgeted in line 30-4350. Three ayes by voice vote.

Amnesty Day

Scott Coren advised in 2005 the City contracted with ARC Disposal for garbage services, partially due to Amnesty Day was significantly less costly then with other vendors. The event is scheduled for September 21-25 on each resident's normal garbage day. The City Council planned to offer this service and budgeted \$21,520 in line item 30-4350. Three ayes by voice vote.

Web Q & A – Work Order System

Scott Coren advised the City of Darien used to take resident requests and use a paper system to communicate and assign issues to different department. This system was cumbersome and difficult to track, with items often lost or misplaced and passed between different employees working on different parts of each request. One year ago City Staff began using an electronic program developed by Web Q&A, which interfaces with our current website. It allows residents to submit questions or work requests online and provides a platform for all employees to view work orders. It also allows supervisors to easily assign and follow up on work completed by public works and administration. With this Public Works has seen fewer items missed or

forgotten and the record keeping is significantly better. Staff also surveyed other communities including Woodridge, Downers Grove, Lisle, Naperville and Lemont. These communities have either systems they would not recommend and are not happy with, or much costlier systems. Staff also looked at other programs or developing its own system, but these cost around \$10,000 and could bring forth software and hardware compatibility issues that would increase staff or computer consulting costs. Keeping the current system would cost \$325 per month. The company has agreed to waive the \$1,000 training and implementation cost. This will come out of line item 10-4330 Contingency, in which \$20,000 is budgeted. Three ayes by voice vote.

Police Department Policy Manual – Lexipol

The Committee was requested to review and recommend to City Council approval for the expenditure of budgeted funds for the services of Lexipol LLC to create a police department policy manual and provide daily training bulletins. IRMA, the City’s risk management insurance carrier, has offered a \$3,475 grant towards this purchase. The first year net expense to the City after the IRMA grant will be \$6,185. The ongoing training and annual fee after year one will be approximately \$2,850 in future years. Three ayes by voice vote.

Replacement Ballistic Vests

The Committee was requested to review and recommend City Council approval for the purchase of replacement ballistic vests in an amount not to exceed \$9,675. Three ayes by voice vote.

Sale of Surplus Property

The Committee was requested to review and recommend City Council approval of an ordinance authorizing the sale of surplus property. The property to be sold is a 1992 Cadillac DeVille from a DUI seizure and ten Panasonic CF28 laptop computers. Three ayes by voice vote.

Bunker & Timber – Yield Sign Request

The Committee was requested by residents to install a yield sign northbound Bunker Road at Timber Lane. Alderman Avci spoke in favor of the posting of this yield sign, even though staff has recommended against it. Three ayes by voice vote.

The meeting was adjourned at 8.30 p.m.

Next scheduled meeting date is Monday, July 13, 2009.

Approved:

John Poteraske, Chairman _____

Halil Avci, Member _____

Carolyn Gattuso, Member _____