

City of Darien

Minutes of the Administrative Finance Committee

May 14, 2012

The Meeting was called to order by Alderman John Poteraske at 6:30 pm. Committee members Alderman Tina Beilke and Alderman Ted Schauer were also present. Staff members included City Administrator Bryon Vana and Assistant City Administrator Scott Coren.

Bond Council Refinancing

Administrator Vana discussed a proposal from Chapman and Cutler LLP to provide bond counsel services for the advanced refunding of G.O. Water Bonds, Series 2006 and a purchase of a bond rating from Moody's for \$9,500. These items are needed for the advanced refunding of the bonds, which is anticipated to save the City a significant amount of money through reduced interest rates.

The committee recommended approval 3-0.

Purchase of Accounting and Management Software

Assistant Administrator Coren discussed modules needed for timekeeping and payroll, which would reduce the number of hours inputting employee hours and tasks and assist in managing these large City expenses. The total cost of the two modules is \$6,447 for the software and the initial implementation, and would cost an additional \$617 in yearly maintenance. Software is budgeted from line item 10-4325 and will be within budget. The committee also asked software purchases be separated as a separate line item in future budgets.

The committee recommended approval 3-0.

Sale of Surplus Property

Assistant Administrator Coren said the Municipal Services Department has an old semi trailer that has been used as a storage shed for various items. It was given to the department by the trucking company that previously occupied the property at 1033 N. Frontage Road. It is approximately forty feet long with truck parts removed. The trailer is no longer needed for storage, is deteriorating, and will be in the way during the repaving of the Municipal Services lot. Staff is requesting it be declared as surplus and put to public auction, or disposed of if there is no interest.

The committee recommended approval 3-0.

Adjournment

There being no further business Alderman Schauer made a motion to adjourn, with a second by Alderman Beilke. The motion carried 3-0 at 6:48 pm.

Approved:

John Poteraske, Chairman _____

Ted Schauer, Member _____

Tina Beilke, Member _____