

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**October 5, 2020**

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The Meeting was called to order by Chairwoman/Alderswoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. Treasurer and City Administrator Vana were also present.

**FYE 20 Audit to Budget Comparison**

Staff advised that upon completion of the annual audit the Administrative/Finance Committee reviews a comparison between the FYE 4-30-20 audited numbers and the FYE 4-30-20 estimated numbers included in the FYE 4-30-21 budget. This year's review included 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 4-30-21 budget by \$1,291,820. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes direction that any surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually. Based on these the Committee unanimously recommended that the City Council approve a transfer of \$1,200,000 to the Capital Projects Fund from the General Fund.

**Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2020-2021**

Staff advised the draft ordinance requests a general corporate purpose (general fund=\$178,888) and special corporate levy (police pension fund=\$2,097,211) total of \$2,276,099 which represents a 0.00% increase over this year's non-bond extension \$2,276,099. I determined the levy for the police pension fund based on the actuary report conducted on the Police Pension Fund. With respect to the tax levy for Special Service Area #1, we have a plan for maintenance expenses for these wetlands and storm water infrastructure, and the recommended revenue from this levy is proposed to be maintained at \$5,000. Additionally, a levy for any outstanding bonds has been filed upon the adoption of the bond ordinances. The 2020 levy amount to pay for the principal and interest on these bonds totals \$887,535. Lastly, any bond abatement will be presented in conjunction with our budget review. The Committee unanimously recommended approval of the levy determination and ordinances which:

- Set the City's 2020 general property tax levy and special corporate tax levy (police pension fund) at \$2,276,099.
- Set the City's 2020 Special Service Area I property tax levy at \$5,000.

**Janitorial Services Renewal**

Staff advised that in 2018, the City of Darien requested bids, which included optional contract extensions. For the past 2 years, Clean Slate has provided janitorial services for the City, including Public Works, Police Department and City Hall and the services have been satisfactory and staff recommends approval of a contract extension. The Committee unanimously recommended approval of a resolution authorizing a contract extension with Clean Slate, Inc.

**MINUTES – September 8, 2020** - The Committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:50 pm.

Approved:

Mary Sullivan, Chairwoman \_\_\_\_\_

Eric Gustafson, Member \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_