

**Administrative-Finance Committee**  
**November 3, 2014**  
**6:00 p.m. – City Hall Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
  - a. Motion** – Approving a recommendation to approve Rules for Compliance with Public Comment Requirements of the Illinois Open Meetings Act
  - b. Motion** – Approving the payment of the City’s Net Pension Obligation of IMRF in the amount of \$54,356.00
  - c. Minutes** – October 6, 2014
- 4. Other Business**
- 5. Next Meeting – Monday, December 1, 2014**
- 6. Adjournment**

## **AGENDA MEMO**

Administrative/Finance Committee

Meeting Date: November 3, 2014

### **ISSUE STATEMENT**

Motion approving a recommendation to approve **RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT**

### **BACKGROUND/HISTORY**

The Illinois Open Meetings Act authorizes public bodies to adopt rules regarding the public comment portion of a public meeting. City Attorney Murphey provided draft rules to be reviewed and approved by the City. Some sections of the rules are specifically required while others are subject to reasonable Council policy.

### **STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of the Rules.

### **ALTERNATE CONSIDERATION**

As directed

### **DECISION MODE**

This item will be placed on the November 17, 2014, City Council meeting for formal consideration.

## **CITY OF DARIEN**

### **RULES FOR COMPLIANCE WITH PUBLIC COMMENT REQUIREMENTS OF THE ILLINOIS OPEN MEETINGS ACT**

#### **I. PURPOSE OF RULES.**

The purpose of these Rules is to comply with the requirement of Section 2.06 of the Illinois Open Meetings Act that a public comment section be provided at each meeting subject to the Open Meetings Act.

#### **II. DEFINITION OF “PUBLIC BODY” or “BODY.”**

For purposes of these Rules, the term “Public Body” or “Body” shall mean the City Council, any Committee of the City Council, and any Board and Commission established by the City Council.

#### **III. RULES GOVERNING PUBLIC COMMENT.**

A. Unless otherwise allowed by a majority vote of the Body, the public comment periods shall be as follows:

1. For the City Council, as set forth on the attached Agenda template.
2. For Council committees and advisory committees, at the conclusion of the meeting immediately before adjournment. At the direction of the Body, the floor may be opened for public comment in conjunction with specific agenda items.

B. Individuals seeking to make public comment to the Body shall be formally recognized by the Chair.

C. Individuals addressing the Body shall identify themselves by name, but need not provide their home address.

D. Individuals addressing the Body shall do so by addressing their comments to the Body itself and shall not turn to address the audience.

E. Public comment time shall be limited to three (3) minutes per person.

F. An individual will be allowed a second opportunity to address the Body only after all other interested persons have addressed the Body and only upon the majority vote of the Body.

G. In the case of a special meeting, public comment will be limited to subject matters germane to the agenda of the special meeting.

#### **IV. PUBLIC HEARING REQUIREMENTS.**

Additional public comments periods will be allowed as required by law in the case of public hearing, subject to the same time constraints.

**AGENDA TEMPLATE**

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**PRE-COUNCIL WORK SESSION — 7:00 P.M.**

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Agenda of the Regular Meeting

of the City Council of the

**CITY OF DARIEN**

**DATE**

**TIME**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Declaration of Quorum
5. **Questions, Comments and Announcements — General (This is an opportunity for the public to make comments or ask questions on any issue – 3 Minute Limit Per Person, Additional Public Comment Period - Agenda Item 18).**
6. Approval of Minutes
7. Receiving of Communications
8. Mayor's Report
9. City Clerk's Report
10. City Administrator's Report
11. Department Head Information/Questions
12. Treasurer's Report
13. Standing Committee Reports
14. **Questions and Comments — Agenda Related (This is an opportunity for the public to make comments or ask questions on any item on the Council's Agenda.)**
15. Old Business
16. Consent Agenda
17. New Business
18. **Questions, Comments and Announcements — General (This is an opportunity for the public to make comments or ask questions on any issue.)**
19. Adjournment

**AGENDA MEMO**  
**Administrative-Finance Committee**  
**November 3, 2014**

**ISSUE STATEMENT**

A motion approving the payment of the City's Net Pension Obligation of IMRF in the amount of \$54,356.00

**BACKGROUND/HISTORY**

The City of Darien employees, excluding sworn Police Officer's, are members of the IMRF pension plan in accordance with state statutes. When the economy was in crisis in 2008, that fund experienced significant losses to its investments and as such suggested several options to replenish those funds. One option was to slightly increase the City's contribution rate and spread the payments out over time. The City chose that option knowing that it could repay the obligation back without prepayment penalties. As a result of our payment, the City would save \$1,038 in interest expense as well as reducing the rate that the City contributes in 2016. Currently the City has the funds available to pay that obligation back and save the interest cost.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of a motion approving the payment of \$54,356.00 out of the general fund of the City.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

It will be placed on the November 17, 2014, City Council Agenda for approval.

Calculation of Pension Costs

Regular Plan

Financial Statement Preparer - 04886 CITY OF DARIEN

Fiscal Year	ARC	Interest on Net Pension Obligation	ARC Adjustment	Amort. Factor	Annual Pension Cost	Actual Contributions	Change in Net Pension Obligation	Net Pension Obligation Balance
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	(a)	(b)	(c)	(d)	(2+3-4)	(e)	(6-7)	(f)
2010	107,551				107,551	97,454	10,097	10,097
2011	384,873	757	541	18.7	365,089	335,243	29,846	39,943
2012	204,913	2,996	2,141	18.7	205,768	193,673	12,094	52,038
2013	0	3,903	2,790	18.7	1,113	0	1,113	53,151
2014	0	3,986	2,907	18.3	1,079	0	1,079	54,230
2015	0	4,067	3,029	17.9	1,038	0	1,038	55,268

(a) "Annual Required Contribution" per IMRF data

(b) Net Pension Obligation Balance at beginning of period times investment return assumption, currently 7.5%

(c) Net Pension Obligation Balance at beginning of period divided by amortization factor, currently based on either 30 or 10 years, 7.5% discount factor and 4% salary inflation

(d) 30 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 18.65311  
 29 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 18.28370  
 28 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 17.90185  
 10 year amortization period with a 7.5% discount factor assuming 4% salary inflation results in a factor of 8.349554

(e) Actual IMRF contributions per employer records

(f) Beginning of Year Balance plus Change in Net Pension Obligation

ER# 04886 - City of Darien

	<b>Add'l \$54,230 Pymt in 2013</b>	
	Actuarial	Actuarial
	Valuation	Valuation
	12/31/2013	12/31/2013
Total Present Value of Benefits	12,337,054	12,337,054
Less: Employee Assets	3,056,809	3,056,809
Future Employee Contributions	1,166,500	1,166,500
Employer Obligation	8,113,745	8,113,745
Less: Employer Actuarial Assets	3,841,025	3,841,025
Employer Obligation to be Funded	4,272,720	4,272,720
Less: Future Normal Contributions	2,028,978	2,028,978
Unfunded Obligation	2,243,742	2,243,742
Less: Payment	0	54,230
Adjusted Unfunded Obligation	2,243,742	2,189,512
Adjusted Unfunded Obligation	2,243,742	2,189,512
Multiply by Amortization Factor	0.051734	0.051734
Required Annual Contribution	116,077	113,271
Divide by Estimated Payroll	2,501,659	2,501,659
Unfunded Rate	4.64%	4.53%
	<b>Add'l \$54,230 Pymt in 2013</b>	
<b>Costs</b>	<b>2015 rate</b>	<b>2015 rate</b>
Normal Rate	7.84%	7.84%
Unfunded Rate	4.64%	4.53%
Death	0.07%	0.07%
Disability	0.11%	0.11%
Supplemental	0.62%	0.62%
Total Employer Rate	13.28%	13.17%

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**October 6, 2014**

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The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee member Alderman Joe Kenny was present. Staff members present included City Administrator Bryon Vana, Treasurer Mike Coren, and Assistant City Administrator Paul Nosek.

**Resolution – To increase funding for the Residential Rear Yard Drainage Assistance program in an amount of \$20,000.00**

Staff advised throughout the year, the City receives complaints regarding drainage issues within the rear lot lines/easements. The *City's Rear Yard Drainage Program* allows residents and the City to work together in resolving these nuisance ponding and drainage issues. The residents are required to commit the first \$1,000 to the project and the City will contribute up to \$5,000. Any additional costs above the City's contribution are shared by the residents of the project. Typically, the City receives and completes approximately 5-7 of these projects per year and includes anywhere from 2 up to 6 property owners per project. This year Staff has received requests for 11 projects that range in costs from \$3,400 to \$14,000. Additional funds for these projects are available in the General Fund balance. The audited General Fund balance as of April 30, 2014, is higher than the estimate in the current budget by approximately \$400,000. Staff will request that the \$400,000 surplus, less the \$20,000 additional for the Rear Yard Drainage Program, be transferred to the Capital Projects Fund this year. The Administrative/Finance Committee unanimously recommended approval of the increase funding for the Residential Rear Yard Drainage programs in an amount of \$20,000.

**Motion – Approve the recommendation to release Executive Session Minutes that no longer require confidentiality**

Staff advised the executive session minutes are required to be reviewed in six month cycles. The executive session minutes that no longer require confidentiality are then released as all other public meeting minutes are. The Administrative/Finance Committee unanimously recommended approval to release the executive session minutes as recommended by staff.

**Discussion – FYE April 30, 2014 - Budget to Actual Comparison**

Staff advised that upon completion of the annual audit the Administrative/Finance Committee reviews a comparison between the FYE 4-30-14 audited numbers and the FYE 4-30-14 estimated numbers included in the FYE 4-30-15 budget. The General Fund audited fund balance exceeded the estimated balance used in the 4-30-15 budget by \$465,437. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes that 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 recommend that the City Council approve a transfer of \$465,000 to the Capital Projects Fund from the General Fund. The final amount recommended to transfer is \$20,000 less than the surplus. This amount accounts for the additional money allocated for the rear yard drainage projects that was approved by the Council on 10-2-14. The Committee unanimously recommended approval of a motion approving a transfer from the General Fund to the Capital Projects Fund in the amount of \$445,437.

**Minutes – September 2, 2014**

The minutes of the September 2, 2014 meeting were approved 3-0.

**Adjournment**

The meeting adjourned at 6:47 p.m.

Approved:

Ted Schauer, Chairman

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Joseph Kenny, Member

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Tina Beilke, Member

\_\_\_\_\_ Absent