

**City of Darien**  
**Minutes of the Administrative Finance Committee**  
**June 14, 2010**

The meeting was called to order by Chairman Poteraske at 6:30 p.m. and a quorum was declared. Committee Members in attendance: Aldermen Halil Avci and Carolyn Gattuso. The following were also present: City Administrator Bryon Vana, Assistant City Administrator Scott Coren, Director of Municipal Services Dan Gombac, City Treasurer Mike Coren.

**Street light installation at 313 Holly Ave**

Gombac advised the Department received a petition requesting the City to purchase and install one (1) street light at the southwest radii of Brookbank Road and Holly Avenue. The Municipal Services Committee discussed this item at their May 24<sup>th</sup>, 2010 meeting and approved the request. Since the line item would be over budget the Administrative Finance Committee was requested to review the project. The Administrative/Finance Committee recommended approval of the request by unanimous vote. Alderman Avci requested a street light policy be discussed by the Council.

**Backup Potable Water Supply**

Gombac followed up to a recent City Council Meeting inquiry regarding the emergency backup potable water supply for the City of Darien. The question is, "Does the City have an adequate supply of potable water to provide the residents should the DuPage Water Commission supply line fail. Gombac explained how the Darien system would operate under various situations. Gombac advised that a water modeling study would need to be completed in order to determine how our water system would supply water in various situations. The committee concurred to discuss the study during next year's budget.

**DuPage Water Commission Payment Review**

Staff advised the DuPage Water Commission (DWC) invoices its customers every month. The invoice includes an amount for **(1) metered water usage** and an amount for **(2) fixed costs**. The amount billed for **metered water usage** varies each month depending on how much water flows through the DuPage Water Commission meter to Darien. The fixed cost is an amount that is determined by the water commission annually at the beginning of our fiscal year. They look at each customers metered water usage for the previous year and determine what percentage each customer is of the entire DWC metered water usage. The DWC then determines the annual fixed costs (annual bond expense) and each customer pays an amount of the total fixed costs based on their percentage of usage of the entire system. The DWC has recently acknowledged that they incorrectly invoiced customers for the fixed cost payments for Fiscal Years Ending April 31<sup>st</sup> 2009 and 2010. They recalculated what each customer should have paid for the 2 fiscal years and provided spreadsheets showing the corrections. Vana advised the fixed cost billing error regarding Darien occurred shortly after we partnered with DuPage County to provide water to the SERF system. Exactly why and how this error happened is a bit of speculation since the DWC staff members responsible for billing calculations are no longer with the DWC. It appears that the DWC staff miscalculated our percentage of the entire DWC that is used to determine our annual fixed cost payment. That amount was verified by the DWC to be lower than our actual percentage usage of the entire system for FYE 2009. Then in FYE 2010 our fixed cost payment was reduced significantly which prompted staff to contact the DWC to discuss the problem. The amount owed to the DWC is

\$7,722 for FYE 2009 and \$146,746 for FYE 2010 for a total of \$154,468. The DWC is allowing 24 months to make the payments.

### **City Budget Expenses FYE10 Review**

The staff advised at the conclusion of each fiscal year the staff reviews actual expenses as compared to original budget numbers and updated FYE estimates that are used in conjunction with the current budget. Staff provided the Committee with expense documents for the general fund expenses. There may still be some minor adjustments to some of the expenses which will be shown. Alderman Poteraske asked that we also review the water fund at a future meeting.

### **City of Darien Emergency Operation Plan**

Scott Coren advised in the FYE 2010 budget the City Council directed staff to update the Emergency Operations Plan, which is mandated by federal guidelines. Due to the age of the old plan, this plan was completely rebuilt to comply with many new requirements of municipalities. Staff reviewed each item with Public Safety Planning Solutions as well as the local fire districts, which are the primary responders in many emergency situations. Staff is looking for comments or changes from the Administrative/Finance Committee before requesting a resolution from the City Council. Once the plan is adopted it will be sent to the DuPage County Office of Emergency Management for approval. This plan conforms with all requirements of the Federal Emergency Management Agency (FEMA) and the Illinois Emergency Management Agency (IEMA). Once DuPage County accepts the plan it will be formally adopted through ordinance.

Due to the length of the plan Alderman Poteraske asked the Committee to table this until the July meeting to allow additional time for review. The Committee concurred.

### **Tri-State Radio Request**

Staff advised the City of Darien was transferred ownership of an antenna tower at the Municipal Services facility by the University of Chicago fifteen years ago. There are currently antennas owned by T-Mobile on the tower, with a contract ready to expire in 2011. Other commercial vendors have not been interested in the site when they were asked because of its positioning. There is also equipment for SEDCOM and DuComm on the tower. The Tri-State Fire Protection District has requested they be provided permission to add communication facilities to the tower. This would provide upgraded radio communication through the Tri-State district for their emergency responders. They would be using a lower sidearm mount and space on the tower that could be used by another vendor, however. Staff is looking for direction on whether the district would be allowed to place their equipment on the tower at no charge or if there would be additional terms required of the district. The committee concurred to recommend the district be allowed to use the tower at no cost. Staff advised an intergovernmental agreement will be prepared and approved by the City Council at a future meeting.

### **Streetlight Electric Supply Resolution**

Staff advised the deregulation of Commonwealth Edison was completed in January of 2007. This effectively separated ComEd from Exelon and allowed for competition among energy suppliers. Customers now have an option to go with any one of approximately 20 vendors. A private company has formed NIMEC, which has brought together 110 members that pay a combined \$20 million for electricity. This bid group includes three suppliers (Mid-America, Integrys and Exelon) who then pay the private company a fee for bringing them customers. During the last bid process, the City of Darien and other entities were able to save approximately 14% off the rates had Darien not joined NIMEC.

This is a similar process to the last two bids in that the City Administrator signs the lowest price on a specific day. It is required for energy purchasing because the energy companies will only lock in the pricing for one day, as commodities rise and fall. The Administrative/Finance Committee recommended approval of the resolution by unanimous vote.

**IT Audit Review**

Staff advised the City of Darien recently hired AIS, inc. to provide information technology services for the City of Darien. This audit examined the existing network and computer infrastructure and gave an opinion on the strengths and weaknesses within the system. This report will be further reviewed as part of the FYE 2012 budget

**Fall Leaf Pickup Resolution**

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 2010 is \$41,800. This item was budgeted in line 30-4350. The Administrative/Finance Committee recommended approval by unanimous vote.

The meeting was adjourned at 8.15 p.m. Next scheduled meeting date is Monday, July 12th, 2010.

Approved:

John Poteraske, Chairman \_\_\_\_\_  
Halil Avci, Member \_\_\_\_\_  
Carolyn Gattuso, Member \_\_\_\_\_