

**AGENDA**  
**Administrative-Finance Committee**  
**July 12, 2010**  
**6:30 P.M. – City Hall Conference Room**

- 1. Call to Order**
- 2. Establishment of Quorum**
- 3. Public Comment**
- 4. Discussion Items**
  - a. Liquor License request – Circle K
  - b. 75<sup>th</sup> Street Resolution – DuPage County
  - c. Tri-State Fire Protection District Agreement
  - d. Executive Session Minutes
  - e. IMRF Resolution Section 125
  - f. Water Fund Report
  - g. City of Darien Emergency Operation Plan
  - h. City Fine/Fee/Penalty Review
- 5. Other Business**
- 6. Next Meeting – August 9, 2010.**
- 7. Adjournment**

**AGENDA MEMO**  
**Administrative Finance Committee**  
**July 12, 2010**

**ISSUE STATEMENT**

Consideration of an ordinance increasing the number of class A liquor licenses from eight to nine.

**BACKGROUND/HISTORY**

Attached is a request from Circle K asking the city to approve one additional class A liquor license. There are no class A licenses available. Therefore, if the City would have to create 1 new license in order to accommodate the request. A class A license allows:

*3-3-7-1: CLASS A LICENSE:*

*(A) A class A license shall authorize sale at retail of alcoholic liquor in the original package but not for consumption on the premises of sale. Provided, however, that the commissioner may authorize the licensed premises to offer liquor samples without charge to invitees as part of a promotional or advertising program. The granting of permission to give away such liquor samples shall be within the sole discretion of the commissioner who shall be petitioned in writing to allow such a promotional or advertising activity at least three (3) days prior to the date upon which such activity is proposed to take place. It shall be unlawful for such an advertising or promotional activity to take place without the prior permission of the commissioner. (Ord. 0-39-94, 9-19-1994)*

There are no class gas stations in the class a category. Currently there are 2 gas stations that have a class E license. Class E allows:

*-3-7-5: CLASS E LICENSE:*

*(A) A class E license shall authorize the sale at retail of beer and wine in original package only but not for consumption on the premises of sale. Such license shall be authorized only at such location where prepackaged food is also sold and only in such locations where there are no seats for consumption of food on the premises. (Ord. 0-18-09, 6-15-2009)*

The class E license is more appropriate if the Council wishes to create a new license for Circle K.

**STAFF RECOMMENDATION**

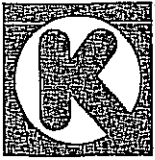
As directed by the Committee

**ALTERNATE CONSIDERATION**

As directed by the Committee

**DECISION MODE**

As directed by the Committee



June 7, 2010

Office of the Mayor  
City of Darien  
1702 Plainfield Rd  
Darien IL 60561

RECEIVED

JUN 7 0 2010

CLERK'S OFFICE  
CITY OF DARIEN

Dear Mayor:

RDK Ventures LLC dba Circle K would like to obtain a Class A liquor license in your local municipality. The purpose of this permit is to expand the line of products we offer to our customers. Our store sells a full line of convenient items as well as gasoline. This would increase our sales, which in turn, will increase revenues for your tax base. The store in question is listed below. We operate a convenience store that also offers gasoline sales.

Circle K #6713  
8975 Le Mont  
Darien IL 60561

I have enclosed the required application. If I can answer any questions you may have please feel free to contact me as listed below.

Best Regards,

A handwritten signature in cursive script that reads "Carole Owings".

Carole Owings  
Store Support Specialist  
Circle K Midwest  
P O Box 347  
Columbus IN 47202-0347  
812-378-1772 X1347  
Fax 812-314-3258  
[cowings@circlekmidwest.com](mailto:cowings@circlekmidwest.com)

Circle K  
Midwest Division  
315 Commons Mall, Columbus, Indiana 47201  
Phone (812) 379-9227 Fax (812) 379-1002

# CITY OF DARIEN

## MEMO

**TO:** Administrative/Finance Committee Members

**FROM:** Bryon D. Vana, City Administrator

**DATE:** July 8th, 2010

**SUBJECT:** 75<sup>th</sup> Street- County Project

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DuPage County requested the City's support of the latest conceptual plan for the 75<sup>th</sup> Street improvements. The Committee reviewed the plan at the special meeting held on June 17<sup>th</sup>, 2010. Dan Gombac also provided an overview of the plan at the June 21<sup>st</sup>, 2010 Council meeting.

Attached is a draft resolution *STATING THE POSITION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DARIEN IN RELATION TO THE COUNTY'S PLAN FOR IMPROVEMENTS TO 75<sup>TH</sup> STREET THROUGH THE CITY OF DARIEN.*

I put the draft resolution together based on my understanding of the Council's comments. If the resolution is approved then I will forward to the County as confirmation of support for the latest conceptual plan.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION STATING THE POSITION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DARIEN IN RELATION TO THE COUNTY'S PLAN FOR IMPROVEMENTS TO 75<sup>TH</sup> STREET THROUGH THE CITY OF DARIEN**

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WHEREAS, on Tuesday, March 8, 2005, the DuPage County Division of Transportation conducted a public hearing for the proposed widening of 75<sup>th</sup> Street from Interstate-355 to Illinois Route 83 in DuPage County; and

WHEREAS the DuPage County Division of Transportation oversees the design, construction, operation, and maintenance of 75<sup>th</sup> Street; and

WHEREAS the 2005 proposal for 75<sup>th</sup> Street would have had a major negative impact on the character of Darien and also specifically on those properties that are adjacent to 75<sup>th</sup> Street including homes, schools, churches, and parks; and

WHEREAS, DuPage County submitted a revised preliminary plan in 2009 and it was reviewed by the City in 2009; and

WHEREAS, the City submitted numerous questions and comments to the County regarding the 2009 revised preliminary plan; and

WHEREAS, the County provided the City with a revised preliminary plan dated June 18<sup>th</sup>, 2010 and provided answers to the City's questions regarding the 2009 plans; and

WHEREAS, the City and County met on June 17<sup>th</sup>, 2010 to review the revised 2010 preliminary plan; and

RESOLUTION NO. \_\_\_\_\_

WHEREAS the County requested that the Mayor and City Council express their position with respect to said 2010 preliminary plan so the County can finalize the preliminary plan and conduct a resident meeting regarding the 2010 preliminary plan.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND CITY COUNCIL OF THE CITY OF DARIEN, DUPAGE COUNTY ILLINOIS, as follows:

SECTION ONE, that the current proposal dated June 18<sup>th</sup>, 2010 is acceptable to the City pending an additional follow up meeting between the County and Darien residents; and

SECTION TWO, that the City requests the County to resurface 75<sup>th</sup> Street as part of its annual maintenance program due to the poor condition of the existing pavement; and

SECTION THREE, that the County provides ongoing updates to the City regarding the status of the project.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 19th day of July, 2010.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE  
COUNTY, ILLINOIS, this 21<sup>st</sup> day of March, 2003.

ATTEST:

\_\_\_\_\_  
KATHLEEN MOESLE WEAVER, MAYOR

\_\_\_\_\_  
JOANNE F. COLEMAN, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**July 12, 2010**

**ISSUE STATEMENT**

An agreement between the City of Darien and Tri-State Fire Protection District to place radio antennas on the tower located at 1041 S. Frontage Road.

**BACKGROUND/HISTORY**

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. At the June 14, 2010 Administrative/Finance Committee meeting the committee recommended this equipment should be allowed to be mounted at no charge. Attached is an agreement between Tri-State and the City of Darien, incorporating this and other language from other antenna contracts we have used on water towers.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving this agreement.

**ALTERNATE CONSIDERATION**

Not approving the agreement would be an alternate consideration.

**DECISION MODE**

This item will be placed on the July 19, 2010 City Council meeting agenda for formal approval.



## INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is entered into on the date set forth below and is between Tri-State Fire Protection District of DuPage County, Illinois ("Tri-State"), an Illinois Fire Protection District, and the City of Darien of DuPage, Illinois ("Darien"), an Illinois municipality.

### WITNESSETH

WHEREAS, Tri-State is an Illinois Fire Protection District charged with the protection of the City and people of Darien, Willowbrook and un-incorporated DuPage County providing emergency fire, rescue, and ambulance service communications, and

WHEREAS, Darien owns and maintains certain real property known as the Darien Elevated Radio Tower (the "Radio Tower") located on the south east corner of I-55/Cass Ave., Darien, IL.

WHEREAS, Tri-State proposes to install certain radio equipment and associated antennas ("Public Safety Communication Equipment") for the benefit of Tri-State's public safety communication system users on and within the Radio Tower, which users include residents of Burr Ridge; and

WHEREAS, the parties hereto have the authority to enter into this Agreement pursuant to 65 ILCS 5/11-76.1, 70 ILCS 705/10, Article VII Section 10 of the Illinois Constitution and the Illinois Intergovernmental Cooperation Act; and

WHEREAS, it is in the best interest of Tri-State and Darien to enter into this Agreement for such shared use,

NOW THEREFORE, IN CONSIDERATION OF THE MUTAL PROMISES CONTAINED HEREIN AND OTHER GOOD AND VALUABLE CONSIDERATION, the sufficiency of which is hereby acknowledged, IT IS AGREED, as follows:

1. Darien agrees to allow Tri-State, at Tri-State's own expense, to install and maintain its Public Safety Communication Equipment on and within the Radio Tower.
2. This Agreement shall be effective upon execution by both parties and shall be for a term of twenty (20) years. In addition, Tri-State may terminate this Agreement at any time upon thirty (30) days written notice to Darien. Upon the termination of this Agreement, Tri-State shall promptly remove any Public Safety Communication Equipment installed at the Radio Tower and will restore the Radio Tower to its original condition except for reasonable wear and tear.
3. Tri-State and its employees, agents, and subcontractors shall have 24-hours-a-day, 7-days-a-week pedestrian and vehicular access to the Radio Tower at all times during the term of this Agreement for the installation, maintenance and operation of the Public Safety Communication Equipment. Darien agrees to provide to Tri-State such codes, keys and other instruments necessary for such access at cost to Tri-State.

4. Tri-State agrees that it will be solely responsible to adequately maintain its Public Safety Communication Equipment at the Radio Tower. Tri-State further agrees that it will not use the Radio Tower in a manner that will interfere with Darien's use of the Radio Tower.
5. Tri-State at its own expense agrees to make the Darien Radio Tower suitable by supplying telephone lines to interconnect these locations to its radio networks and the Public Safety Communication Equipment. Darien agrees to provide 120 volt AC for electrical power at no cost to Tri-State. Tri-State will be responsible for the electrical usage charges for the antenna for the duration of this contract.
6. Darien agrees to exercise reasonable care to keep Tri-State's Public Safety Communication Equipment secure and undamaged. Darien, its tenants, its subcontractors, or any of its officers, agents, or employees ("Indemnitees"), shall not be responsible for any loss, expenses, and damages to property, or injury to persons ("Loss") which may arise or be incident to the use and occupation of the Radio Tower, unless the Loss is related to the willful misconduct or gross negligence of the Indemnitees. In addition, Tri-State shall indemnify Darien against any Losses, unless the Loss is related to the willful misconduct or gross negligence of the Indemnitees. Darien agrees to notify Tri-State by telephone (630-323-6445) should there be a planned need to remove the Public Safety Communication Equipment, or should power or telephone service need to be disconnected in order to maintain the Radio Tower. Any permanent or temporary relocation of Tri-State's Public Safety Communication Equipment required by Darien shall be performed by Tri-State at its sole expense.
7. **INTERFERENCE.**
  - (a) Where there are existing radio frequency user(s) on the Property, the Landlord will provide Tenant with a list of all existing radio frequency user(s) on the Property to allow Tenant to evaluate the potential for interference. Tenant warrants that its use of the Premises will not interfere with existing radio frequency user(s) on the Property so disclosed by Landlord, as long as the existing radio frequency user(s) operate and continue to operate within their respective frequencies and in accordance with all applicable laws and regulations. Tenant further warrants that it will operate, keep and maintain the Communication Facility at all times in compliance with applicable governmental approvals and requirements to prevent material interference with other authorized radio frequency users of the Property. Tenant further agrees to cooperate with other authorized users of the Property to identify and eliminate interference problems, and Tenant agrees to cooperate with Landlord and such other tenant(s) and/or licensee(s) to resolve any disputes over radio frequency interference.
  - (b) Landlord will not grant, after the date of this Agreement, a lease, license or any other right to any third party for use of the Property, if such use may materially adversely affect or interfere with the Communication Facility, the operations of Tenant or the rights of Tenant under this Agreement. Landlord will notify Tenant by telephone prior to granting any third party the right to install and operate communications equipment on the Property.
  - (c) Landlord will not use, nor will Landlord permit its employees, tenants, licensees, invitees or agents to use, any portion of the Property in any way that materially interferes

with the Communication Facility, the operations of Tenant or the rights of Tenant under this Agreement. Landlord will cause such interference to cease within twenty-four (24) hours after receipt of notice of interference from Tenant. In the event any such interference does not cease within the aforementioned cure period then the parties acknowledge that Tenant will suffer irreparable injury, and therefore, Tenant will have the right, in addition to any other rights that it may have at law or in equity, for Landlord's breach of this Agreement, to elect to enjoin such interference or to terminate this Agreement upon notice to Landlord.

8. Any contractor employed by Tri-State to do work at the Radio Tower shall be properly insured and responsible for their work or any damages incurred, and shall provide Tri-State with a certificate of insurance prior to performing any work on the Radio Tower. Tri-State agrees to indemnify and hold Darien harmless from any loss, cost, or expense (including attorney fees) arising out of or related to Tri-State's installation, maintenance, or removal of Tri-State's Public Safety Communication Equipment on the Radio Tower, unless such loss, cost, or expense is related to the willful misconduct or gross negligence of Darien, its tenants, licensees, employees, invitees or agents.
9. Darien covenants and warrants to Tri-State that (i) Darien has full right, power and authority to execute this Agreement; (ii) it has good and unencumbered title to the Radio Tower free and clear of any liens or mortgages, except those disclosed to Tri-State and which will not interfere with Tri-State's rights to or use of the Radio Tower; and (iii) execution and performance of this Agreement will not violate any laws, ordinances, covenants, or the provisions of any mortgage, lease, or other agreement binding on Darien. Darien covenants that at all times during the term of this Agreement, Tri-State's quiet enjoyment of the Radio Tower or any part thereof shall not be disturbed as long as Tri-State is not in default beyond any applicable grace or cure period.
10. This Agreement shall be deemed dated and become effective on the date the last of the parties execute the Agreement as set forth below.

City of Darien

By \_\_\_\_\_

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_

Tri-State

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**Meeting Date: July 12, 2010**

**ISSUE STATEMENT**

Approval of recommendation releasing executive session minutes that no longer requires confidentiality.

**BACKGROUND/HISTORY**

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. I have set the six month reviews to be conducted every January and July. There was no Admin meeting in January so staff scheduled the review/release in March.

I am requesting the Administrative/Finance Committee make a recommendation to the Council of the minutes to be released. Attached is a chart showing the minutes currently classified as confidential. The chart also shows minutes recommended for release. Minute dates noted with \* and bold are recommended for release. The executive session minutes are kept in the Clerk's office for your review.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends release of the minutes as recommended in the attached chart.

**ALTERNATE CONSIDERATION**

Revise list of minutes to be released based on need to keep confidential.

**DECISION MODE**

This will be placed on the July 19, 2010, City Council meeting for formal consideration.

**CURRENT UNRELEASED EXECUTIVE SESSION MINUTES**

|   |   |  |                                |
|---|---|--|--------------------------------|
|   |   |  | June 7, 2010 - Coll Bargaining |
|   | <b>2002</b>   |  |                                |
| * | November 4, 2002 -<br><b>Personnel</b>  |  |                                |
|   | May 5, 2003 - Litigation- first 3 paragraphs only                                       |  |                                |
|   | <b>2003</b>   |  |                                |
|   | May 19, 2003 - Litigation - last paragraph only   |  |                                |
|   | <b>2004</b>   |  |                                |
|   | January 19, 2004 Litigation   |  |                                |
|   | April 5, 2004 - Litigation  |  |                                |
|   | <b>2009</b>   |  |                                |
| * | June 15 <sup>th</sup> , 2009 - <b>Personnel</b> -<br>Litigation                         |  |                                |
| * | July 20 <sup>th</sup> , 2009 - Litigation - <b>Setting of a Price for Sale or Lease</b> |  |                                |
|   | September 8 <sup>th</sup> , 2009 - Purchase of Real Estate- Coll Bargaining             |  |                                |
|   | October 5 <sup>th</sup> , 2009 - Sale or Lease of Real Estate                           |  |                                |
| * | October 19 <sup>th</sup> , 2009 - <b>Personnel</b>                                      |  |                                |
|   | November 2, 2009 - Litigation   |  |                                |
|   | Dec 7, 2009 - Purchase of Real Estate   |  |                                |
|   | <b>2010</b>   |  |                                |
|   | March 15, 2010- Litigation- Sale or Lease of Real Estate                                |  |                                |
| * | May 3, 2010 - <b>Personnel</b>  |  |                                |
| * | May 17, 2010 - <b>Personnel</b>   |  |                                |

\*- INDICATES DATE OF MINUTES RECOMMENDED FOR RELEASE.  
 ONLY THOSE SUBJECTS IN BOLD RECOMMENDED FOR RELEASE

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**July 12, 2010**

**ISSUE STATEMENT**

Consideration of a resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings.

**BACKGROUND/HISTORY**

The City of Darien participates in the Illinois Municipal Retirement Fund (IMRF), a pension fund for local government employees. Recently IMRF conducted an audit of the City of Darien and made several recommendations, including passing this resolution to comply with our past and current practices. There are two options of reporting salaries to IMRF: one including payroll deductions such as health and dental insurance, and one not including payroll deductions such as health and dental insurance. When the program was set up, Darien selected and contributed based on the option to not include payroll deductions in the IMRF formula. This resolution formalizes this current practice.

**STAFF/COMMITTEE RECOMMENDATION**


Staff recommends approving this item.

**ALTERNATE CONSIDERATION**

Not authorizing this item would be an alternate consideration.

**DECISION MODE**

This item will be placed on the agenda for the July 19, 2010 City Council agenda for formal approval.



# Suggested resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings

IMRF Form 6.72 (Rev. 08/03)

PLEASE ENTER Employer IMRF I.D. Number

**RESOLUTION**

Number \_\_\_\_\_

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include compensation paid under an Internal Revenue Code section 125 plan or compensation directed into a premium conversion plan or flexible spending account; and

WHEREAS, an IMRF participating unit of government may elect to include in IMRF earnings compensation paid under an I.R.C. section 125 plan or compensation directed into a premium conversion plan or flexible spending account by action of the governing body; and

WHEREAS, the \_\_\_\_\_ of the  
BOARD, COUNCIL, etc.

\_\_\_\_\_ is authorized to include  
EMPLOYER NAME  
section 125 plan and premium conversion and flexible spending account compensation as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the \_\_\_\_\_ of the  
BOARD, COUNCIL, etc.

\_\_\_\_\_ does hereby elect to  
EMPLOYER NAME  
include as earnings reportable to IMRF compensation paid under an I.R.C. section 125 plan and/or compensation directed into a premium conversion plan or flexible spending account effective \_\_\_\_\_  
EFFECTIVE DATE

BE IT FURTHER RESOLVED that the \_\_\_\_\_ is authorized and directed  
CLERK OR SECRETARY OF THE BOARD  
to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

**CERTIFICATION**

I, \_\_\_\_\_, the \_\_\_\_\_  
NAME CLERK OR SECRETARY  
of the \_\_\_\_\_ of the County of \_\_\_\_\_  
EMPLOYER NAME COUNTY  
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its \_\_\_\_\_ at a meeting duly convened  
GOVERNING BODY  
and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
CLERK OR SECRETARY OF THE BOARD

**Illinois Municipal Retirement Fund**

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337 www.imrf.org

# CITY OF DARIEN

## MEMO

**TO:** Administrative/Finance Committee Members

**FROM:** Bryon D. Vana, City Administrator

**DATE:** July 7th, 2010

**SUBJECT:** FYE 2010 Expense Review.

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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. The format of the expense document includes:

The document includes 4 columns which are:

- 1 total original budget
- 2 FYE 2010 estimated actual
- 3 FYE 2010 actual
- 4 comment section that would include a description of variances to the numbers.

Staff compares the FYE 2010 actual to both the total original budget and the FYE 2010 estimated actual. Comparing the original budget to the other 2 columns is equally important but for different reasons.

The original budget comparison shows how accurate we were in estimating expenses 14 months in advance of the year end. The FYE2010 estimated actual comparison shows the accuracy of the numbers that were used in determining the current year fund balance.

The Committee reviewed the General Fund at June's meeting. This is sent to the Committee as information/questions and no action is required



CITY OF DARIEN  
Statement of Revenues and Expenditures - Expenditures  
From 4/1/2010 Through 4/30/2010

| Water Fund<br>Public Works, Water    |              | Estimated     | Current Year  |               |  |
|--------------------------------------|--------------|---------------|---------------|---------------|--|
|                                      | Total Budget | Actual        | Actual        |               |  |
| <b><u>Expenditures</u></b>           |              |               |               |               |  |
| <b><u>Salaries</u></b>               |              |               |               |               |  |
| Salaries                             | 4010         | 477,000       | 480,000       | 466,311       |  |
| Overtime                             | 4030         | <u>75,000</u> | <u>70,000</u> | <u>58,192</u> | Water Main breaks down                       |
| Total Salaries                       |              | 552,000       | 550,000       | 524,503       |  |
| <b><u>Benefits</u></b>               |              |               |               |               |  |
| Social Security                      | 4110         | 32,700        | 31,000        | 31,790        |  |
| Medicare                             | 4111         | 6,500         | 6,500         | 7,435         |  |
| I.M.R.F.                             | 4115         | 52,000        | 55,000        | 39,646        |  |
| Medical/Life Insurance               | 4120         | 91,000        | 98,000        | 102,199       |  |
| Suppl Pensions                       | 4135         | <u>9,600</u>  | <u>9,600</u>  | <u>9,415</u>  |  |
| Total Benefits                       |              | 191,800       | 200,100       | 190,485       |  |
| <b><u>Materials and Supplies</u></b> |              |               |               |               |  |
| Liability Insurance                  | 4219         | 177,490       | 177,490       | 168,014       |  |
| Maintenance - Building               | 4223         | 29,268        | 23,000        | 30,868        |  |
| Maint - Equipment                    | 4225         | 5,900         | 5,900         | 5,496         |  |
| Maint - Water System                 | 4231         | 109,000       | 109,000       | 112,330       |  |
| Postage/Mailings                     | 4233         | 8,425         | 4,700         | 1,480         | CCR Cost reduced due to Neighbors publishing |
| Quality Control                      | 4241         | 26,333        | 5,000         | 705           | expensed in prior year                       |
| Service Charge                       | 4251         | 250,000       | 250,000       | 250,000       |  |
| Supplies - Operation                 | 4255         | 6,200         | 6,000         | 3,187         |  |

CITY OF DARIEN  
Statement of Revenues and Expenditures - Expenditures  
From 4/1/2010 Through 4/30/2010

|                              |      |                  |                  |                  |   |
|------------------------------|------|------------------|------------------|------------------|---|
| Training/Education           | 4263 | 2,735            | 1,800            | 995              |   |
| Telephone                    | 4267 | 10,160           | 10,160           | 8,814            |   |
| Uniforms                     | 4269 | 3,910            | 3,910            | 1,985            |   |
| Utilities                    | 4271 | 35,000           | 46,000           | 54,707           | Natural Gas prices were higher then anticipated |
| Vehicle (Gas and Oil)        | 4273 | <u>24,125</u>    | <u>18,000</u>    | <u>14,213</u>    | lower fuel prices                               |
| Total Materials and Supplies |      | 688,546          | 660,960          | 652,795          |   |
| <u>Contractual</u>           |      |                  |                  |                  |   |
| Audit                        | 4320 | 9,000            | 9,000            | 7,696            |   |
| Consulting/Prof              | 4325 | 16,850           | 15,000           | 6,941            | reduced need for Consulting/Prof services       |
| Leak Detection               | 4326 | 20,100           | 16,500           | 13,045           | Good bid prices                                 |
| Data Processing              | 4336 | 48,947           | 48,947           | 34,082           |   |
| DuPage Water                 | 4340 | 2,077,370        | 1,790,000        | 1,789,917        | Monies are due to DWC for fixed costs           |
| Comm<br>Janitorial Service   | 4345 | <u>0</u>         | <u>0</u>         | <u>641</u>       | charge to account 4223                          |
| Total Contractual            |      | 2,172,267        | 1,879,447        | 1,852,322        |   |
| <u>Capital Outlay</u>        |      |                  |                  |                  |   |
| Equipment                    | 4815 | 36,325           | 35,750           | 35,564           |   |
| Water Meter                  | 4880 | <u>25,000</u>    | <u>25,000</u>    | <u>25,077</u>    |   |
| Purchase                     |      |                  |                  |                  |   |
| Total Capital Outlay         |      | 61,325           | 60,750           | 60,641           |   |
| <u>Debt Service</u>          |      |                  |                  |                  |   |
| Debt Retire-Water            | 4950 | <u>305,178</u>   | <u>305,178</u>   | <u>305,404</u>   |   |
| Ref                          |      |                  |                  |                  |   |
| Total Debt Service           |      | <u>305,178</u>   | <u>305,178</u>   | <u>305,404</u>   |   |
| Total Expenditures           |      | <u>3,971,116</u> | <u>3,656,435</u> | <u>3,586,150</u> |   |
| Total                        |      | (3,971,116)      | (3,656,435)      | (3,586,150)      |   |

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**July 12, 2010**

**ISSUE STATEMENT**

Review of the new Emergency Operations Plan assembled by Public Safety Planning Solutions and Staff during FYE 2010.

**BACKGROUND/HISTORY**

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.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving this item.

**ALTERNATE CONSIDERATION**

Not authorizing this item or modifying portions of the plan would be an alternate consideration.

**DECISION MODE**

This item will be placed on the agenda for the July 19, 2010 City Council agenda for formal approval.

# CITY OF DARIEN

## MEMO

**TO:** Administrative/Finance Committee Members

**FROM:** Bryon D. Vana, City Administrator

**DATE:** July 8th, 2010

**SUBJECT:** Fee/Fine Review

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The City collects fees and fines as part of the General Fund revenue. The attached information provides an overview of the amount for fees/fines that are charged by Darien and other communities. Staff will review this information in greater detail during the Administrative/Finance Committee meeting.

\* Survey Conducted  
by Glen Ellyn

| PARKING ORDINANCE <sup>2</sup>                           | Addison | Bloomington | Elmhurst | Glendale Heights | Itasca | Lisle | Lombard | Naperville | Villa Park | Warrenville | West Chicago | Wheaton | Winfield <sup>2</sup> | Average | Glen Ellyn | PROPOSED INCREASE |    |
|--|---------|-------------|----------|------------------|--------|-------|---------|------------|------------|-------------|--------------|---------|-----------------------|---------|------------|-------------------|----|
| 3 Hr Meter   |         |             | 25       |                  | 30     | 20    | 25      | 30         |            |             |              | 30      | 75                    | 27      | 5          | 15                |    |
| Meter Feeding  |         |             | 25       |                  | 30     | 10    | 25      | 30         |            |             |              | 30      | 75                    | 25      | 5          | 15                |    |
| Failure to Pay-Parking Lots                              |         |             | 25       |                  | 30     |       | 25      | 30         | 35         |             | 50           | 30      | 75                    | 32      | 10         | 25                |    |
| Parking Space Violation (Meter/Timed)                    |         |             | 25       |                  | 30     | 40    | 25      | 30         |            |             |              | 30      | 75                    | 30      | 10         | 25                |    |
| OT Parking On Street CBD                                 |         |             | 25       |                  | 30     | 20    | 25      | 30         | 35         |             |              |         | 30                    | 75      | 28         | 10                | 15 |
| 6 Hr Meter   |         |             | 25       |                  | 30     | 10    | 25      | 30         |            |             |              | 30      | 75                    | 25      | 10         | 15                |    |
| No Parking-Specified Places                              | 25      | 20          | 25       | 25               | 30     | 40    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 28      | 15         | 25                |    |
| Parked on Sidewalk                                       | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         |             | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked In Front Of Driveway                              | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked In Intersection                                   | 25      | 20          | 25       | 25               | 30     | 10    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 25      | 15         | 25                |    |
| Parked In Crosswalk                                      | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked Within 20 Ft of Crosswalk Or Intersection         | 25      | 20          | 25       | 25               | 30     | 10    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 25      | 15         | 25                |    |
| Parked within 30 Ft of Stop Sign Or Signal               | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked Within 50 Ft of RR Crossing                       |         |             | 25       |                  | 30     |       | 25      | 30         | 35         |             | 25           | 30      | 75                    | 29      | 15         | 25                |    |
| Parked Within 20 Ft or 75 Ft Of Fire Station             | 25      | 20          | 25       | 25               | 30     | 50    | 50      | 30         | 35         |             |              | 50      | 75                    | 34      | 15         | 25                |    |
| Parked by Excavation                                     |         |             |          |                  | 30     | 10    | 25      | 30         | 35         |             |              |         |                       | 26      | 15         | 25                |    |
| Double Parked  | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         |             | 25           | 15      | 75                    | 25      | 15         | 25                |    |
| Parked on Bridge or in Tunnel                            | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         |             | 25           |         | 75                    | 26      | 15         | 25                |    |
| Reducing Width of Road <12 Ft                            | 25      | 20          | 25       | 25               | 30     | 10    | 25      | 30         | 35         | 20          | 25           | 30      | 15                    | 25      | 15         | 25                |    |
| Posted No Stopping, Standing or Parking                  | 25      | 20          | 25       | 25               | 30     |       | 25      | 30         | 35         |             | 25           | 30      | 75                    | 27      | 15         | 25                |    |
| Left Wheels to Curb or 6 Inches From Curb                | 25      | 20          | 25       | 25               | 30     | 25    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked to Sell Vehicle or to Peddle                      | 25      | 20          | 25       | 25               | 30     |       | 25      | 30         | 35         |             | 25           | 30      | 75                    | 27      | 15         | 25                |    |
| Parked (1) Driven (2) On Sidewalk, Driven on Parkway (3) | 25      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         |             | 25           | 30      | 75                    | 26      | 15         | 25                |    |
| Parked on Roosevelt Road                                 |         |             |          |                  |        |       | 25      |            | 35         |             |              | 30      |                       | 30      | 15         | 25                |    |
| No Parking 0200 To 0600                                  | 15      | 20          | 25       | 25               | 30     | 20    | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 25      | 15         | 25                |    |
| 5 Hr Limit All Streets 0600-1800                         |         |             |          |                  |        |       |         |            |            |             |              |         |                       |         | 15         | 25                |    |
| Parking Transport Trucks in Residential Area             | 100     | 20          | 25       | 25               | 30     |       | 25      | 30         | 35         | 20          | 25           | 30      | 100                   | 27      | 15         | 25                |    |
| Violation of Space Markings-Municipal Lots               |         |             | 20       | 25               |        | 30    | 40      | 25         | 30         | 35          |              | 25      | 30                    | 75      | 29         | 15                | 25 |
| OT Parking-Not CBD (Other Than 5 Hrs)                    |         |             | 20       | 25               |        | 30    | 20      | 25         | 30         | 35          |              | 25      | 30                    | 75      | 27         | 15                | 25 |
| Unattended Motor Vehicle                                 | 25      | 20          | 25       | 25               | 30     |       | 25      | 30         | 35         |             | 25           | 30      | 75                    | 27      | 15         | 25                |    |
| No State License   | 25      | 20          | 25       | 25               | 30     | 100   | 25      | 30         | 35         | 20          | 25           | 30      | 75                    | 33      | 15         | 25                |    |
| Leased Space Violation                                   |         |             | 20       | 25               |        | 30    | 50      | 25         | 30         | 35          |              | 25      | 30                    | 75      | 30         | 15                | 25 |
| Private Property Parking                                 | 25      | 20          | 25       | 25               | 30     | 40    | 25      | 30         | 35         | 25          | 25           | 30      | 75                    | 28      | 20         | 25                |    |
| Parked W/In 15' Fire Hydrant (1) Or in Fire Lane (2)     | 25      | 20          | 25       | 25               | 30     | 50    | 50      | 30         | 35         | 25          | 25           | 50      | 75                    | 33      | 20         | 25                |    |
| Municipal Permit Lot Violations                          |         |             | 20       | 25               |        | 30    | 25      | 25         | 30         | 35          |              | 50      | 30                    | 75      | 30         | 20                | 25 |
| Snow Emergency   | 25      | 20          | 25       | 25               | 30     | 25    | 25      | 30         | 35         | 25          | 25           | 30      | 15                    | 26      | 35         | 35                |    |
| No Village License Displayed                             | 25      | 20          | 25       | 25               | 30     | 25    | 50      | 30         | 35         |             | 25           | 30      | 75                    | 29      | 50         | 50                |    |

<sup>1</sup>Bloomington raising all fines to \$20 as shown

<sup>2</sup>Winfield fines not factored in determining average

<sup>3</sup>Not all municipalities have metered areas/CBD. Also, not all have time restrictions (ex. 5 Hr. limit on all streets). Report excludes handicapped violations.

|               | GENERAL<br>PARKING FINES | FIRE LANE<br>FINES | HANDICAP<br>FINES | ORDINANCE<br>FINES |
|---------------|--------------------------|--------------------|-------------------|--------------------|
| DARIEN        | \$25                     | \$25               | \$25              | \$75               |
| DOWNERS GROVE | \$2                      | \$5                | \$25              | \$75               |
| WESTMONT      | \$2                      | \$2                | \$25              | \$75 + Court Costs |
| LISLE         | \$20 - \$5               | \$5                | \$35              | \$25 & \$5         |
| WOODRIDGE     | \$3                      | \$5                | \$30              | \$30 & \$10        |

|  | DARIEN   | DOWNERS GROVE   | LISLE   | WESTMONT                       | WILLOWBROOK  | WOODRIDGE  |
|--|--|---|---|--------------------------------|--|--|
| DECK<br>Total issued 2009: 17                            | 50.00  | 100.00  | 50.00   |                                | 35.00  | 75.00  |
| ACCESSORY BUILDING<br>Total issued 2009: 13              | 50.00  | 100.00 + plum/elec<br>under 200 s.f.<br>425.00 + plumb/elec<br>over 200s.f. |   | 75.00                          | Over 60 c.f - .02 per c.f. / min<br>40.00<br>Under 60 c.f. - 25.00                                   | 75.00  |
| HVAC<br>Total issued 2009: 5                             | 50.00  | 100.00  |   | 50.00                          | 50.00  | 40.00  |
| DRIVEWAY<br>Total issued 2009: 40                        | 75.00  | 75.00   |   | 50.00                          | 50.00  | 50.00  |
| ELECTRICAL Total<br>issued 2009: 15                      | 50.00  | 80.00   | 1.00 per outlet, 10.00<br>per circuit - 35.00 min |                                | 35.00 + 8.00 / circuit min 50.00   | 75.00  |
| PLUMBING<br>Total issued 2009: 11                        | 50.00  | 225.00  | 25.00 per fixture<br>Min 35.00                    | 75.00 min/20.00<br>per fixture | 8.00 per fixture<br>60.00 min  | 75.00 + 15.00 per fixture  |
| FENCE<br>Total issued 2009: 50                           | 25.00  | 50.00   | 35.00   | 75.00 > 200 l.f.               | 30.00  | 30.00  |
| GARAGE -DETACHED<br>Total issued 2009: 4                 | 100.00   | 425.00 +elec/occ<br>total 580.00  |   | 75.00                          | .02 per c.f. / min 100.00  | See attached scale   |
| PATIO<br>Total issued 2009: 43                           | 50.00  | 75.00   | 50.00   |                                | 35.00  | 40.00  |
| POOL<br>Total Issued 2009: 6                             | 50.00  | 425.00 + elec   | 10.00 per 1000.00<br>cost                         | 75.00                          | 60.00 above ground<br>130.00 in ground<br>+35.00 elec fee  | 50.00 above ground<br>150.00 + elec in ground  |
| NEW SINGLE FAMILY<br>Total issued 2009:                  | See attached scale<br>75.00 min  | 1350.00 first 1000 s.f. +<br>675.00 ea add 1000 s.f.                        | .20 per s.f.                                      | 2200.00 min                    | .06 per c.f.   | .40 per s.f. / min 350.00  |
| RESIDENTIAL<br>ALTERATION<br>Total issued 2009: 17       | See attached scale<br>75.00 min  | 350.00 + plumb/elec<br>fees   | 8.00 per 1000.00 cost                             | .15 per s.f.<br>min 75.00      | .06 per c.f<br>50.00 min   | See attached scale   |
| DEMOLITION /<br>residential home<br>Total issued 2009: 1 | 100.00   | 500.00  | 500.00  | 500.00                         | 1000.00  | 400.00   |
| ROOF<br>Total 2009: 175                                  | 50.00  | 75.00   |   |                                | 25.00  | 30.00  |
| SIGNS<br>Total issued 2009: 8                            | Non-illuminated<br>100.00 + 1.00 per s.f.<br>Illuminated 200.00 +<br>2.00 per s.f. | 145.00 25 s.f + 1.00<br>each addt. s.f.                                     | 100.00  | 75.00                          | Non-illuminated - 50.00 + 1.00<br>per s.f<br>Illuminated - 100.00 + 3.00 per<br>s.f + 35.00 elec fee | Non-illuminated - 30.00 +<br>1.00 per s.f.<br>Illuminated - 75.00 + 1.25<br>per s.f. |

|   | DARIEN                          | DOWNERS GROVE                                      | LISE   | WESTMONT     | WILLOWBROOK                                     | WOODRIDGE                         |
|---|---------------------------------|--|--|--------------|---|-----------------------------------|
| ELEVATOR  | 50.00                           | 125.00 + electric                                  | 100.00   | 200.00       | 5 floors or less 300.00<br>Ea addt. Floor 60.00 | 200.00 + 35.00 ea floor<br>over 5 |
| ELEVATOR<br>INSPECTION per year                   | 100.00                          | 100.00   | 100.00   | 150.00       | 150.00  | 150.00                            |
| OCCUPANCY<br>CERTIFICATES                         | 50.00                           | 75.00  | 2.00 per 1000 s.f.<br>min 35.00                      | 50.00        | Residential 75.00<br>Commercial 125.00          | Included in fees                  |
| COMMERCIAL<br>ALTERATION<br>Total issued 2009: 21 | See attached scale<br>75.00 min | 725.00 first 1000s.f. +<br>675.00 ea add 1000 s.f. | 10.00 per 1000.00<br>cost +.02 per s.f. min<br>35.00 | .20 per s.f. | .04 per c.f.                                    | .40 per s.f.                      |



Permit cost only – plan review fees not included

Darien Scale

Woodridge Scale

| Construction Cost |            | Permit Fee                                   |  | Construction Cost |             | Permit Fee                       |
|-------------------|------------|--|--|-------------------|-------------|----------------------------------|
| \$0.00            | \$8000.00  | \$75.00                                      |  | \$50.00           | \$100.00    | \$75.00                          |
| 8001.00           | 15,000.00  | 150.00                                       |  | \$1001.00         | \$2000.00   | \$85.00                          |
| 15,001.00         | 20,000.00  | 200.00                                       |  | \$2001.00         | \$5000.00   | \$95.00                          |
| 20,000.00         | 25,000.00  | 250.00                                       |  | \$5001.00         | \$8000.00   | \$105.00                         |
| 25,001.00         | 35,000.00  | 500.00                                       |  | \$8001.00         | \$10,000.00 | \$115.00                         |
| 35,001.00         | 50,000.00  | 750.00                                       |  | 10,000.00 & Over  |             | \$115.00 + \$10.00 per \$1000.00 |
| 50,001.00         | 75,000.00  | 1,000.00                                     |  |                   |             |                                  |
| 75,001.00         | 100,000.00 | 1,250.00                                     |  |                   |             |                                  |
| 100,001.00        | 150,000.00 | 1,500.00                                     |  |                   |             |                                  |
| 150,001.00        | 200,000.00 | 2,000.00                                     |  |                   |             |                                  |
| OVER 200,000.00   |            | 2,500.00 + \$10.00 per additional \$1,000.00 |  |                   |             |                                  |