

Administrative-Finance Committee
June 3, 2019
6:00 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. Approval of an Ordinance creating the Darien Economic Development Committee**
 - b. Treasurer's Review/Overview- City Finances**
 - c. Approval of Minutes – November 5, 2018**
- 4. Other Business**
- 5. Next Meeting – July 1, 2019**
- 6. Adjournment**

AGENDA MEMO
Admin/Finance Committee
June 3, 2019

ISSUE STATEMENT

Approval of an Ordinance creating the Darien Economic Development Committee.

BACKGROUND/HISTORY

Mayor Marchese is introducing an ordinance which would create a seven member Darien Economic Development Committee. The purpose of the Economic Development Committee is as follows:

- Advise the City on the development and implementation of business retention/expansion programs;
- Advise the City on the implementation of a marketing program to attract new business and industry;
- Monitor business activity and trends on the local, State, and national level;
- Establish a focal point for businesses to approach and discuss issues that affect them; and
- Engage representatives from community and regional entities as appropriate on matters for economic development.

The attached ordinance also lists the specific powers and duties of the Committee. The initial tasks of the committee will be determined and discussed as part of the Council review of the ordinance.

STAFF/COMMITTEE RECOMMENDATION

Mayor Marchese and staff recommend approval of an Ordinance creating the Darien Economic Development Committee.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the June 17, 2019, City Council Agenda for approval.

Additionally, Mayor Marchese intends on making the appointments to the Committee, with the advice and consent of the City Council, at the June 17th 2019, Council meeting.

Chapter 4

ECONOMIC DEVELOPMENT COMMITTEE

4-3-1: CREATION, TITLE; MEMBERS:

4-3-2: TERMS:

4-3-3: COMPENSATION:

4-3-4: CHAIRMAN:

4-3-5: MEETINGS:

4-3-6: PURPOSE:

4-3-7: POWERS AND DUTIES:

4-3-1: CREATION, TITLE; MEMBERS:

It is recognized by the Mayor and Alderpersons of the City that the economic stability of the City is dependent on a strong and diverse commercial base. A municipality which desires to attract and retain a vital business community must be sensitive to the complex factors which influence today's marketplace. It is also recognized that Darien currently has a wealth of expertise of business leaders within the community who are familiar with the peculiar problems and strengths of the City. For this reason, it is a desirable goal to form the Economic Development Committee, which draws upon the talents of these leaders to optimize Darien's opportunities to attract and retain successful businesses.

To accomplish this goal, there is hereby established the Economic Development Committee to consist of seven (7) members appointed by the Mayor, with the advice and consent of the city council. Its members shall be business owners and/or be in senior management of a company conducting business within the City, property owners within business districts, and residents of the city. One Alderperson, chosen by the Mayor, shall act as liaison with the committee. The Mayor shall be an ex officio nonvoting member of the committee.

4-3-2: TERMS:

Each committee member will serve a term of two (2) years.

4-3-3: COMPENSATION:

Members of the committee shall serve without compensation.

4-3-4: CHAIRPERSON:

The chairperson shall be appointed by the Mayor for a one year term.

4-3-5: MEETINGS:

The committee shall meet, as necessary, at the City hall, or at another location within the city, as long as the meeting is duly noticed according to the requirements of the Illinois open meetings act, and may be called by the chairperson, or a majority of the quorum of the committee.

4-3-6: PURPOSE:

The purpose of the Economic Development Committee is as follows:

- A. Advise the City on the development and implementation of business retention/expansion programs;
- B. Advise the City on the implementation of a marketing program to attract new business and industry;
- C. Monitor business activity and trends on the local, State, and national level;
- D. Establish a focal point for businesses to approach and discuss issues that affect them; and
- E. Engage representatives from community and regional entities as appropriate on matters for economic development.

4-3-7: POWERS AND DUTIES:

- (A) To recommend to the City Council those actions and programs that will serve to carry out the purpose of the Commission
- (B) Provide an annual update to the City Council on the activities of the Commission
- (C) Serve as focal point for businesses to approach and discuss issues that affect them
- (D) Participate in the Business Visitation Program and evaluate findings of program progress.
- (E) Prepare appropriate economic developmental promotional materials
- (F) Target specific companies or industries for business attraction efforts
- (G) Identify economic incentives that may be offered to businesses.
- (H) To perform such other duties as the Mayor and/or Alderpersons may direct.

CITY OF DARIEN

MEMO

TO: Administrative/Finance Committee Members
FROM: Bryon D. Vana, City Administrator
DATE: May 29, 2019
SUBJECT: Treasurer's Review/Overview- City Finances

Treasurer Coren will provide a review/overview of city finances. This is a good time to present this information since there are 2 new members to the committee. Treasurer Coren will provide information/handouts at the meeting. Please let Treasure Coren or myself know if there are any specific areas you want to include in the review.

City of Darien
Minutes of the Administrative/Finance Committee
November 5, 2018

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee members Aldermen Kenny and Chlystek were present. Treasurer Mike Coren, City Administrator Bryon Vana were also present.

Consideration of a RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE CITY OF DARIEN (“CITY”) AND DARIEN LIONS CLUB, A NOT-FOR-PROFIT (“TENANT”)

Staff advised that the Lions Club submitted a letter dated September 27th, 2018, requesting to use a small part of property at the City Hall complex for storage of materials and supplies. Included in the letter is:

“As you know, we are currently renting a space at the Safeguard facility on Lemont Road for a monthly rental rate of \$326 for a storage space under 300 square feet. As a not for profit organization dedicated to serving the Darien Community, such an expense precludes our providing additional donations to worthy community organizations. As partners with the City of Darien, it is our hope that we will have an opportunity to better meet the needs of those in our community who are in need of our assistance.”

The committee previously reviewed this request and asked staff to work with the Lions Club representative to prepare a draft lease. Staff reviewed the proposed lease between the City and Lions Club allowing the Lions the use a portion of City Hall property for a storage shed. The lease has been reviewed by the Lions Club and they are in agreement with the terms in the lease. The Committee unanimously recommended approval of the lease.

Minutes – October 1, 2018

The minutes were approved.

Adjournment - The meeting adjourned at 6:27 pm.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____