

**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 members Aldermen Joe Kenny and Tina Beilke were 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, minutes were approved 3-0.

**Adjournment**

The meeting adjourned at 6:47

Approved:

Ted Schauer, Chairman \_\_\_\_\_

Joseph Kenny, Member \_\_\_\_\_

Tina Beilke, Member \_\_\_\_\_