

# City of Darien

## Minutes of the Administrative Finance Committee

October 8, 2012

The Meeting was called to order by Alderman John Poteraske at 6:30 pm. Committee members Alderman Tina Beilke and Alderman Ted Schauer were also present. Staff members included City Administrator Bryon Vana and Assistant City Administrator Scott Coren. City Treasurer Michael Coren, Majdi Hijazin, attorney for Darien Pantry, Bhavin Patel, owner of Darien Pantry, and Sam Mussa, owner of Broosters, was also present.

### **Liquor License Request – Darien Pantry**

Assistant Administrator Coren said Darien Pantry has again applied for a Class A liquor license, which allows for the sale of alcoholic liquor, including spirits. Darien Pantry currently possesses a Class E license, which provides for the sale of only beer and wine. Previously the Liquor Commissioner has not allowed this change, intending to allow smaller convenience stores to sell beer and wine only. Darien Pantry has also pled guilty to selling alcohol to a minor during an alcohol check by the Darien Police Department this year.

Alderman Schauer and Alderman Beilke both expressed concerns about the change, preferring that smaller convenient stores focus on selling goods, not hard liquor. They also said there were enough options for people to purchase hard alcohol in Darien already.

The committee recommended denial 3-0.

### **Liquor License Request - Broosters**

Assistant Administrator Coren said the City received an application and request from Brooster's Chicken of Darien to acquire a license to serve beer and wine for onsite consumption. Their request is to serve beer and wine to dine-in customers in the dining room only. The existing license matching this request is a Class F license.

Currently the City Code allows for only one establishment in the City of Darien to hold a Class F license. Chuck E. Cheese holds this one available license. If the City Council wishes to allow Brooster's to serve alcohol, an additional license would need to be added under the City Code, which Brooster's could then apply for.

The committee recommended approval 3-0.

### **Liquor License Ordinance Change**

Assistant Administrator Coren said the City of Darien had four Class K liquor licenses available to be used in 2006. Since this time Salerno's has shut down operations and Aodake was approved for a different license. Removing these licenses keeps other businesses from applying for and possibly obtaining the ability to sell alcohol.

The Class L liquor license was created for Wine Styles in 2006 to account for a unique business model in which wine was opened and served in a retail setting. Since this time Wine Styles has gone out of business. Since no other business requiring alcohol sampling and selling exists, staff recommends eliminating the designation. If another business wanted to open in the future, an ordinance could be prepared for the creation of a new designation that would fit the business at that time.

The committee recommended approval 3-0.

### **Video Camera System – Police Department**

Assistant Administrator Coren said the camera system monitoring the Police Department building and grounds is approximately seven years old. Over the past eighteen months, the main operating console has required service and replacement parts four times costing \$2,005.50. This system is critical as it not only monitors the property but video tapes arrestees and suspects during the interview process. This video is often needed by the state's attorney to prosecute the offenders, so any problems with the system are high priority.

The current setup is an analog system, and the cameras themselves are still in great working order. Because we do not anticipate problems with the cameras or wiring, purchasing new DVRs is the most cost effective solution to maintain our current needs. These DVRs improve the process of downloading video to various types of media at specific employees computers. They are more specialized than other camera recording systems with the ability to watermark video, which keeps it from being modified. This is important for court proceedings to ensure video has not been tampered with. Additionally, four new cameras will be added to the system to allow for monitoring of the EOC, the armory, the command center, and the exercise room.

The committee recommended approval 3-0.

### **Microwave Dish Agreement**

Assistant Administrator Coren said the City of Darien received a tower from the University of Chicago approximately two decades ago and has allowed other public entities and private communication companies to lease space on the tower. Staff has

been in contact with a site acquisition company, Communication Infrastructure Corporation, which locates companies and sites to upgrade the performance of wireless networks. Communication Infrastructure Corporation has identified two clients willing to meet the terms of the agreement between the City of Darien and General Communications for locating equipment earlier this year, which provides for a \$25,000 capital contribution and \$4,000 per month to install equipment on the tower.

With the additional equipment on the tower, a structural analysis was performed and upgrades to the tower will need to be completed before the equipment can be located. The two companies have agreed with each other to split these costs, but in the event the second company does not gain City Council approval, Wireless Internetworks LLC will complete the upgrades on their own. All building permit guidelines will need to be followed before the equipment is placed on the tower.

The committee recommended approval 3-0.

### **Police Pension Report FYE April 30, 2013**

Treasurer Coren presented the Police Pension Report FYE April 30, 2013 and answered questions from the Administrative/Finance Committee.

### **Tax Levy Determination**

Assistant Administrator Coren reviewed the tax levy determination with the Administrative/Finance Committee. The determination needs to take place prior to passing the tax levy, which needs to take place prior to budget discussions on the next fiscal year. The City of Darien makes a levy determination and property taxes may be abated later, allowing the City Council the opportunity to discuss the final amount levied further. The determination considered included no actual dollar increase in the general fund levy from the previous year.

The committee recommended approval 3-0.

### **Executive Session Minutes**

Assistant Administrator Coren said the Open Meetings Act requires governmental bodies to maintain verbatim record of closed meetings for eighteen months. After eighteen months, the recordings can be destroyed if the minutes are approved and the governmental body approves of the destruction of the tapes. If this resolution is approved, the audio tapes from the meetings of January 16, 2006, February 21, 2006, March 6, 2006, April 17, 2006, May 15, 2006, June 5, 2006, June 19, 2006, August 21, 2006, September 5, 2006, October 16, 2006, November 6, 2006, November 20, 2006, January 8, 2007, January 15, 2007, February 5, 2007, February 2, 2009, March 2, 2009, May 18, 2009, June 15, 2009, July 20, 2009, September 8, 2009, October 5, 2009, October 19, 2009, November 2, 2009, December 7, 2009, May 3, 2010, May 17, 2010, June 7, 2010 and October 4, 2010.

None of these tapes has ever been requested by a member of the public.

The committee recommended approval 3-0.

**Adjournment**

There being no further business Alderman Schauer made a motion to adjourn, with a second by Alderman Beilke. The motion carried 3-0 at 8:15 pm.

Approved:

John Poteraske, Chairman \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_

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