

City of Darien
Minutes of the Administrative/Finance Committee
October 7, 2019

The Meeting was called to order by Chairwoman/Alderswoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. Mayor Marchese, Treasurer Coren, and City Administrator Vana were also present.

FYE 19 AUDIT TO BUDGET COMPARISON

Staff advised that upon completion of the annual audit the Administrative/Finance Committee reviews a comparison between the FYE 4-30-19 audited numbers and the FYE 4-30-19 estimated numbers included in the FYE 4-30-20 budget. This year's review included a document containing a detailed sheet on the General and Capital Projects Funds. The General Fund audited fund balance exceeded the estimated balance used in the 4-30-20 budget by \$829,195. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes direction that any surplus from the general fund, in excess of 3 months operating reserve, will be transferred to the capital projects fund annually. Based on these the Committee unanimously recommended that the City Council approve a transfer of \$800,000 to the Capital Projects Fund from the General Fund.

MOTION TO APPROVE THE TAX LEVY DETERMINATION FOR GENERAL AND SPECIAL PURPOSES FOR FISCAL YEAR 2019-2020

Staff presented the draft ordinance recommending a general corporate purpose (general fund=\$347,633) and special corporate levy (police pension fund=\$1,905,149) total of \$2,252,782 which represents a 0.00% increase over this year's non-bond extension \$2,252,782. Staff determined the levy for the police pension fund based on the actuary report conducted on the Police Pension Fund. Staff recommended a tax levy for Special Service Area #1, at \$5,000. The Committee unanimously recommended approval of the levy determination and ordinances which:

- Set the City's 2019 general property tax levy and special corporate tax levy (police pension fund) at \$2,252,782.
- Set the City's 2019 Special Service Area I property tax levy at \$5,000.

JANITORIAL SERVICES RENEWAL

Staff recommended approval of the janitorial service renewal with Clean Slate to maintain the following facilities: Police Department, City Hall and Public Works. Clean Slate was awarded the contract in 2018 with an optional 3 year extension. This extension is the first and will be effective 11/1/2019 – 10/30/2020. The Committee unanimously recommended approval of the extension.

Minutes – September 3, 2019

The Committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:34 pm.

Approved:

Mary Sullivan, Chairwoman _____

Eric Gustafson, Member _____

Ted Schauer, Member _____