

# City of Darien

Minutes of the Administrative Finance Committee  
May 9, 2011

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 in attendance were City Administrator Bryon Vana, Assistant City Administrator City Administrator Scott Coren.

## **Commonwealth Edison Annual Report**

Assistant Administrator Coren reviewed the Commonwealth Edison Annual Report with the committee. Several electrical circuits within the community met requirements recommended by Ken Seaton for review. Assistant Administrator Coren sent the staff response to Commonwealth Edison to further review action items.

## **DarienFest/Chamber of Commerce Reimbursement**

The City has previously discussed our expenses associated with the Darien fest. During this year's budget discussions the Council asked the Chamber to consider increasing their reimbursement to the City. The original proposal listed the reimbursement as "*to be determined*". Staff requested that the Chamber change that language to 10%. The Admin/Finance Committee agreed that this section should be revised to guarantee a minimum reimbursement of \$1200.

Alderman Schauer made a motion to approve this recommendation, with a second by Alderman Beilke. The motion carried 3-0.

## **Temporarily Waiving Building Permit Fees**

At the April 18, 2011, City Council meeting, Mayor Weaver requested that a committee review the temporary waiver of certain building permit fees. The goal is to encourage home improvements and provide a financial incentive to those residents that are planning home projects. A similar program was initiated in 2001. The proposal would waive the building permit fee for residents and business/property owners. Direct *out of pocket* expenses that are associated with the permit, such as the Don Morris Architect fee, would not be waived.

If this waiver is approved by the Council, the Staff has estimated that the City would reduce the budgeted revenue for building permit fees by \$20,000. This estimate is based on the applicable permit fees that were collected from May to December of 2010. This assumes the program would be in effect from May through December 2011.

Alderman Beilke made a motion to approve, with a second from Alderman Schauer. The motion carried 3-0.

**Salt Storage Facility Project Completion**

The City completed construction of a salt storage building at 1041 S. Frontage Road in FYE 2011. Several non-essential items related to the completion of the building, including a concrete apron fronting the building, soffits, and a garage door, were placed on hold temporarily until funds were identified to complete the project. A garage door and soffits are important because it helps to protect the salt from the elements to ensure none is contaminated or lost, and a concrete apron keeps trucks entering the building from tracking dirt and other items that could contaminate the salt. A bid for salt that will be used during the FYE 2012 winter operations came in \$52,350 under budget because the salt will be ordered during off-peak times and in a large quantity. The concrete apron would cost \$9,500 under our current concrete contract with Suburban Concrete, the soffits will cost \$1,000 and the garage door will be purchased through a bid in an amount not to exceed \$14,000. The salt budget is projected to be \$27,850 under budget with these expenditures.

Alderman Schauer made a motion to approve, with a second by Alderman Beilke. The motion carried 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.

Approved:

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

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

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