

City of Darien

Minutes of the Administrative Finance Committee

June 13, 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. Alderman Marchese and Lauren Williamson were also present.

Student Letters on Curfew

As part of a class project, twenty teenagers from Hinsdale South wrote letters to elected officials and presented a petition at the May 16, 2011 City Council meeting requesting the City of Darien amend the City Code pertaining to fines for curfew violations. Currently the City Codes provides for a fine range of \$25 - \$750 for minors violating curfew, and a fine range of \$75 - \$750 for parents or guardians who negligently permit a person to violate a curfew law. The petition requests the fines be replaced with a fine of \$50 - \$500. The Committee wanted to hear what steps were taken to inform students of curfew rules and regulations. Administrator Vana mentioned a Darien police officer is liaison to the students and he may communicate this. The Committee requested Staff report back on the ways the students are informed of the rules to ensure they are not penalized for violating a rule they do not know.

Speedway Liquor License

The Gas City fuel station at 10250 Lemont Road was recently purchased by Speedway. They have sent Mayor Weaver, who serves as the liquor commissioner, a letter requesting approval for a license to sell beer and wine. The ability to do this increases retail sales for a gas station. Over the past two years, Speedway has requested and been approved to sell beer and wine at their other two service stations in Darien on Lemont Road and Plainfield Road and 75th Street and Cass Avenue. In order for the liquor commissioner to approve the application, there needs to be an available liquor license. A change in the ordinance increasing the number of Class E Liquor Licenses from six to seven would allow this to happen.

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

AT&T Agreement

In 2009 the City of Darien entered into an agreement with AT&T to allow them to locate antenna facilities on the tower and electrical equipment in the storage building below. They paid \$152,000 as a cost share for the building and continue to pay \$2,000 monthly in rent. This contract gives them certain rights of access to maintain and upgrade equipment as long as it stays within a designated area.

Recently AT&T went to install additional equipment it thought it would be able to fit in their current space, but it would require moving existing equipment, structures, and cables already in place. One solution would be to install shelving racks and mounts above catch basins needed for our water operations, which was not anticipated for their use when the contract was signed. This aboveground space is not needed and would not interfere with water department activities. In exchange for allowing them to use this space, AT&T would provide Darien with a onetime administrative payment of \$5,000. This space would revert back to the City of Darien when the contract ends. This specific contract allows them to use these facilities in five year increments for not more than 25 years total.

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

Building permit fee Waiver Extension

At the May 16, 2011 City Council meeting, the City of Darien passed a 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 expenses that are associated with the permit, such as Don Morris Architect fees, would not be waived. On this date the effective date for the waiver of building permit fees was May 1, 2011. Since this time a resident who completed work in March requested the date be made retroactive to March 1, 2011. Because the date was arbitrary, and Staff did not want to penalize residents who completed work earlier in the season, it is recommended the date be moved to March 1, 2011 and reimbursements be issued to residents that have paid these fees. The total cost for changing this date is \$2,550.

Alderman Beilke made a motion to approve changing the date of the building permit holiday from May 1, 2011 to March 1, 2011, with a second from Alderman Schauer. The motion carried 3-0.

Web Q&A Building Module

Staff has been using a building and permit module through Web Q&A for approximately one year. The cost quoted for the entire project during the budget was approximately \$4,500, which was not accepted. Web Q&A approached Darien with only part of the

entire platform for a reduced price of \$1,200. This would be taken from the contingency line item in Administration.

Executive Session Minutes

The Committee reviewed a list of executive session minutes ready for release.

Alderman Schauer made a motion to approve the release of the minutes provided, with a second by Alderman Beilke. The motion carried 3-0.

Identity Protection Policy

The Illinois Identity Protection Act became effective on July 1, 2010. It requires that each state and local government agency draft, approve and implement an Identity Protection Policy no later than July 1, 2011 to ensure the confidentiality and integrity of individual social security numbers that the agency may collect, maintain and use. This policy must be implemented no later than July 1, 2012. The law office of Rosenthal, Murphey, Coblenz & Donahue created an Identity Protection Policy they recommend be adopted by the City of Darien. If passed, this will be communicated with all employees in the City of Darien.

Alderman Beilke made a motion to approve the release of the minutes provided, with a second by Alderman Schauer. The motion carried 3-0.

Other Business

Assistant Administrator Coren updated the committee on the backup server project, which will cost under \$5,000 and therefore be within the City Administrator's purchasing authority.

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 _____