

City of Darien
Minutes of the Administrative/Finance Committee
September 8, 2026

Alderswoman Sullivan called the meeting to order at 6:00 pm. Committee members Leganski and Schauer were present. Also in attendance were, City Administrator Vana, Treasurer Coren, Finance Director Saenz, and Alderman Gustafson.

Presentation – FYE 26 Annual Financial Report

Kellen O'Malley of SIKICH presented the draft Annual Financial Report for the Year Ended April 30, 2026. The final report will be presented to the City Council.

FYE 26 Audit to Budget Comparison

Staff advised that upon completion of the yearly financial audit, the Administrative/Finance Committee reviews a comparison between the FYE 4-30-26 audited numbers and the FYE 4-30-26 estimated numbers included in the FYE 4-30-27 budget. The General Fund audited fund balance exceeded the estimated balance used in the 4-30-27 budget by \$2,487,198. The City Council previously approved the *Capital Improvements Plan Guidelines*. Section 3 of the guidelines includes the following:

- 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 recommended that the Administrative/Finance Committee recommend that the City Council approve an additional FYE 27 transfer of \$2,500,000 to the Capital Projects Fund from the General Fund. This item will be scheduled for the October 5, 2026, City Council meeting. The committee unanimously recommended an additional FYE 27 transfer of \$2,500,000 to the Capital Projects Fund from the General Fund.

Approval of an ordinance authorizing the disposal of surplus property

Staff presented a list of city assets that are recommended to declare surplus property as to dispose of those items through the established process. The committee unanimously recommended approval of the ordinance.

Approval of an ordinance disbanding the environmental committee

The committee continued the discussion of eliminating the environmental committee and recommended they continue as a local not for profit group. Administrator Vana reviewed the challenges that continue to exist with the committee and recommended the committee recommend to the city council to eliminate the committee. The committee discussed the staff's role in environmental accomplishments over the years. Alderman Gustafson advised he emailed the environmental committee advising them of the discussion on tonight's meeting and did not receive a response from any of the EC members. The committee unanimously recommended approval of an ordinance disbanding the environmental committee.

Postponement of ordinance establishing a tax upon the gross rental charge for the rental or leasing of any individual self-storage space in Darien

Staff reviewed the committee's previous discussions regarding self-storage tax. Since that meeting, the FYE 26 financial audit was now complete staff reevaluated the necessity of this tax. Given the strong fiscal year, staff recommended the committee hold off on bringing this to the city council and postpone further discussions until the FYE 28 budget meetings. The committee concurred to table this item until the upcoming budget meetings.

Minutes – August 3, 2026- The committee unanimously approved the minutes.

Other Business – Staff reviewed the meeting procedure for tonight's council meeting.

Adjournment - The meeting adjourned at 6:55 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____