

City of Darien
Minutes of the Administrative/Finance Committee
September 2, 2025

Alderwoman Sullivan called the meeting to order at 6:00 pm. Committee member Schauer (left for another committee meeting at 6:35pm) was present. Also in attendance was Administrator Bryon Vana and Treasurer Coren.

A Motion approving a contract extension, year 5, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien in an amount not to exceed \$31,400.

Staff advised that in 2021 the City of Darien requested bids, which included optional contract extensions. For the past 48 months, Eco Clean Maintenance, Inc. has provided janitorial services for the City, including Public Works, Police Department and City Hall. The City is satisfied with the service provided by Eco Clean Maintenance, Inc. and recommends a contract extension with Eco Clean Maintenance, Inc. The committee unanimously recommended approval of the extension

Presentation – Draft FYE 25 Annual Financial Report

Kellen OMalley of SIKICH presented the draft Annual Financial Report for the Year Ended April 30, 2025. The final report will be presented to the City Council October 6, 2025.

FYE 25 Audit to Budget Comparison

Staff advised that upon completion of the yearly financial audit, the Administrative/Finance Committee reviews a comparison between the FYE 4-30-25 audited numbers and the FYE 4-30-25 estimated numbers included in the FYE 4-30-26 budget.

The General Fund audited fund balance exceeded the estimated balance used in the 4-30-26 budget by \$1,743,758. 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 25 transfer of \$1,700,000 to the Capital Projects Fund from the General Fund. This item will be scheduled for the October 6, 2025, City Council meeting. The committee unanimously recommended that the City Council approve an additional FYE 25 transfer of \$1,700,000 to the Capital Projects Fund from the General Fund.

Minutes – August 4, 2025 - The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:35 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____