## AGENDA Administrative-Finance Committee October 6, 2025 6:00 p.m. – City Hall Conference Room

- 1. Call to Order
- 2. Public Comment
- 3. New Business
  - a. Approval of an ordinance disbanding the environmental committee
  - **b.** Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2025-2026
  - c. An ordinance establishing a tax of five percent (5%) upon the gross rental charge for the rental or leasing of any individual self-storage space in the City of Darien
  - d. Review of events Darien Business Alliance
  - e. Approval of Minutes September 2, 2025
- 4. Other Business
- 5. Next Meeting November 3, 2025
- 6. Adjournment



#### AGENDA MEMO

#### Administrative/Finance Committee October 6, 2025

#### **ISSUE STATEMENT**

Approval of an ORDINANCE disbanding the environmental committee

#### **BACKGROUND/HISTORY**

The city maintains various committees that provide recommendations to the city. The committees generally have different purposes. First, committees such as the Board of Fire and Police Commissioners and the Planning, Zoning and Economic Development Commission serve to fulfill duties required by state law. Second, discretionary committees such as COY and the holiday decorating committees are created by the city council for specific purposes, but not required by state law.

The city currently has a discretionary environmental committee. This committee began in 1987 with an initial focus on recycling, which was a new topic for Illinois communities in the late 1980s. During this period, municipalities spent significant time in dealing with solid waste issues. In addition to solid waste, the committee discussed items such as litter, inoperable vehicles, selecting a city flower and many general informational items. Many of the issues they discussed were informational only and are being handled by other groups such as city committees and DuPage County. After researching archived meeting minutes, much of the committees' business were less complex than issues we are faced with today that require professional input. Many of the issues the committee discussed are now handled by other volunteer groups such as the garden club and Arbor Day group.

The challenge with discretionary committees is to maintain an active role after their initial priority, such as solid waste. In 2000, the committee began to review its role and functions. After their review in 2000, it is evident that they have struggled for topics and many meetings were cancelled for lack of agenda items. Since 2000, the committee has met once or twice per year with no meetings in 2024. Recently, staff was working to schedule a meeting for the committee and had difficulty in identifying topics and agenda items.

Due to these factors, staff is recommending the city council disband this committee.

#### STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of the ordinance disbanding the committee

#### **ALTERNATE CONSIDERATION**

As directed.

#### **DECISION MODE**

This item will be placed on the October 20, 2025 City Council agenda for consideration.

Joe Joe

## CITY OF DARIEN ENVIRONMENTAL CONCERNS COMMITTEE MEETING AGENDA

#### FEBRUARY 16, 2000 7:00 PM, City Hall

- 1. Roll Call
- 2. Audience participation, communications, notices, and announcements
- 3. Review of Darien Environmental Concerns Committee's history, status, role, and functions. Discussion on setting the Committee's agenda for the future.
- 4. Discussion on US Department of Energy's request for public comment on a proposed project at Argonne
- 5. Status update on old business
- 6. New business
- 7. Adjournment

Minutes of the Darien Environmental Concerns Committee Meeting, February 16th, 2000

The Darien Environmental Concerns Committee meeting was called to order at approximately 7:05 P.M. on Wednesday, February 16, 2000. Members present were Halil Avci, Eric Gustafson, Kathleen Minardi, Phil Kohl, Myra Slifka, Gordon Walters, Willy Pua, Allan Jackimek, and Tim Klass. Mayor Carmen Soldato was also present.

Halil and Mayor Soldato gave a brief history of the committee. The committee started as the Public Safety and Environmental Committee. It worked on involving the City in recycling and opposition to the proposed incinerator in the Argonne area. Currently the DECC is under the old charge of the Public Safety and Environment Committee. We as a committee need to reflect on the old charge and create a new charge for the DECC. Eric and Gordon will work on a new charge and present it at our next meeting. If approved by this committee, it will go to Mayor Soldato for his and the City Council's approval. This action could then be formally accepted as an ordinance of the City.

In answer to Halil's questions about what the committee can do, we can initiate our own projects, the Mayor and City Council can relay environmental issues to us, and we need to be working with the City using Tim as a liason for advising them of our plans for projects. We should also be using the City's resources to help us accomplish our plans.

Halil wants to use our next meeting, Wednesday, March 15th, as a "brainstorming" session to develop a "wish list" of projects and work for this committee to accomplish.

Mr. Andrew Gable and Donna Green from Argonne National Labs presented information about the Department of Energy seeking public comment on a proposed landfill clean-up project that could adversely affect two small Woodland Period archeological sites that are eligible for listing on the National Register of Historic Places. The Committee's response is for Tim Klass to call Argonne and suggest that someone that is concerned about the preservation of the archeological sites be present when work in the area is being done to be sure the sites are protected. It was stated by Donna Green and Andrew Gable that the current thinking is that the waste area clean-up will not affect the archeological sites.

Under Old Business, Tim informed us that the Park District and Home Depot are working together to have an Arbor Day celebration. Kathy stated that she would still like to see kids involved with the planting of the trees. This event will satisfy one of the requirements for Darien to become a part of Tree City USA.

At our next meeting, Eric will have an update on the status of the bikeway. The proposed committee charter will be discussed as well as Arbor Day plans.

Respectfully submitted,

Myra Slifka

### CITY OF DARIEN ENVIRONMENTAL COMMITTEE

Minutes of the Regular Meeting

June 20, 2001

Darien City Hall

7:00 P.M.

#### **ROLL CALL:**

PRESENT: Halil Avci, Eric Gustafson, Myra Slifka and Kathleen Minardi

ABSENT: Willy Pua, Allan Jackimek, Claudia Krueger & Phil Kohl

CALL TO ORDER: 7:05 P.M.

There being a quorum the meeting was called to order.

#### **APPROVAL OF MINUTES**

The minutes of the 3/21/01 regular meeting were read and approved. A motion to approve the minutes was made by Myra Slifka and seconded by Kathleen Minardi.

#### **COMMUNICATIONS RECEIVED**

A letter from the Darien Park District dated 5/28/01 was received thanking the Environmental Committee for their time and efforts on the 2<sup>nd</sup> Annual Darien Arbor Day Celebration at Ridgewood Park. The Committee also received a framed picture of the group of children and Home Depot volunteers that participated in the park activities on April 26, 2001.

#### **PUBLIC COMMENT**

There was no public comment.

#### CHAIRMAN / LIAISON REPORT

Chairman Avci explained that without committee projects (new or ongoing) the Committee has nothing to really meet about. New ideas or projects for the Committee are not coming from the City Council, so the Committee must create our own. Projects for the Committee like the Arbor Day event are very good for the Committee to work on. Mr. Avci would like the see the Committee create articles for the quarterly Darien Data Newsletter and the City's cable channel. The next newsletter will be Sept. 2001. Gina added that she has been putting Environmental Committee bulletins/briefs on the cable channel for some time now but will also help look for environmental news and information from various sources.

Mrs. Minardi suggested an "Adopt-A-Sign, Park or Street Program be strongly considered using junior high and high school aged students to participate for a class or special assignment, for local clubs, groups or community service projects. She also mentioned the Tree City USA designation for Darien and asked what Darien has done about joining this tree supportive organization. Gina explained that the previous Public Works Director did speak about this to the City Council both at a Goal Setting Session and a Budget meeting. At that time, the City was in the process of beginning to operate a Forestry division of Public Works. Two employees were selected and committed for Arborist training. The

department did look into the Tree City Program but were discouraged at the cost of computer software and the program parameters to complete tree inventory files and reports. The department will look into it again at a later time.

Eric Gustafson reported that the Comprehensive Plan Committee will be going to the Planning & Development Committee for approval consideration of the new Comprehensive Plan. A bikeway is included. It was suggested that grant money might be requested for the bikeway from State and Federal resources. Gina will look at Illinois EPA grant listings. Mr. Gustafson also suggested that the Environmental Committee participate in the Argonne Labs Open House in September, 2001.

Gina mentioned that another suggestion for Environmental Committee exposure would be the Darien Website at <a href="www.darien.il.us">www.darien.il.us</a>. She mentioned that she is the website contact with the City. She works with Claycomb Productions, the website contractor who also does the input for the site based on whatever new information and update maintenance Gina supplies to him. It was suggested that the Environmental page should also have a pull-down box that has an email address to write to the Committee with suggestions, questions or comments.

#### **OTHER BUSINESS**

None

#### **NEXT MEETING**

The next regular meeting will be held on July 18, 2001 at 7:00 P.M. at 7:00 P.M. at the Darien City Hall, 1702 Plainfield Road, Darien.

#### **ADJOURNMENT**

A motion was made by Kathleen Minardi and seconded by Eric Gustafson to adjourn the meeting. There being no further business, the meeting was adjourned at 8:20 P.M.

Respectfully Submitted, Gina Ballestra

June, 2001



#### **AGENDA MEMO**

Administrative/Finance Committee Meeting Date: October 6, 2025

#### **Issue Statement**

Motion to approve the tax levy determination for general and special purposes for Fiscal Year 2025-2026.

#### **Background/History**

The process for setting a tax levy is to determine how much revenue to collect from the property tax, and request that the county levy a tax to generate that amount of money. The first approval required is the tax levy determination, which takes place prior to the approval of the tax levy ordinance. Not less than 20 days prior to the adoption of the aggregate levy, the Council shall determine the amounts of money to be levied. There are also special requirements if the aggregate amount of the Corporate and Special Purpose levy is more than 105% or of the preceding year's extension and abatements.

Unfortunately, we are still subject to a timing constraint that requires us to make our initial request by the end of December, a few months before we are far enough into the budget process to make a final judgment on what we will need. At the same time, the Council can approve additional abatements up to the end of March. This gives the Council the ability to request a "ceiling" amount, while allowing us to review the budget early next year and consider abatements to the original request.

Following the Council's decision process on the tax levy last year, the attached ordinance requests a general corporate purpose (general fund=\$zero) and special corporate levy (police pension fund=\$3,109,271) for a total of =\$3,109,271 which represents a 23.72% increase over this year's non-debt extension of \$2,513,053.45. The police pension actuary report recommended a city contribution of \$3,109,271 for FYE 27. This is a 4.64% increase (\$137,986) compared to last year's police pension contribution of \$2,971,285. Last year the council approved a tax levy of the full pension recommended by the actuary. As part of the budget meetings the council approved a tax abatement in March of 2024 in the amount of \$459,324. The abatement kept last year's property tax request the same the previous years.

In order to maintain last year's tax extension of and not increase the property tax, the city would contribute \$596,218 from other revenue sources. It is clear that the difference between the tax levy and pension requirement will continue to grow annually. Making up the shortage from other revenues reduces our annual budget contribution from the general fund to the capital projects fund. Even if the shortage is made up from other revenues, the city may still meet the budget objectives of 3 months of operating reserves in the general fund and enough to complete capital projects over the 3-year budget projection. If the city council considers levying the full amount for the pension contribution, and not use other revenues to make up the shortage, the owner of a home with a fair market value of

\$465,200 would pay an estimated \$80.00 more in property taxes. The last property tax levy increase was in 2009, which included a 2.4% increase.

Additionally, the Truth in Taxation law requires a taxing district to compare the amount of its proposed aggregate property tax levy, to the amount of taxes extended for the district in the prior year. A notice must be published in a newspaper and a public hearing must be held, if the proposed aggregate tax levy is more than 5% greater than the previous year's tax extension.

Additionally, a debt levy for any outstanding bonds has been filed upon the adoption of the bond ordinances. The 2025 levy amount to pay for the principal and interest on these bonds totals \$383,050. After the water fund bond abatements, the total bond amount to be paid is \$-0-. All of the bond abatement will be presented in conjunction with our budget review. Aggregate refunds are also in the debt extension category provided by the county. This is not included in our levy but provided by the county in the final levy extension. The aggregate refund in this the 2025 extension was \$6,770.69

With respect to the tax levy for Special Service Area #1, we have a plan for maintenance expenses for these wetlands and storm water infrastructure, and the recommended revenue from this levy is proposed to be maintained at \$5,000.

#### **Staff/Committee Recommendation**

Staff recommends approval of the levy determination and ordinances which:

- Set the City's 2025 general property tax levy and special corporate tax levy (police pension fund) at \$3,109,271 (which is equal to the full-recommended pension contribution) and consider an abatement after the FYE 27 budget discussions.
- Set the City's 2025 Special Service Area I property tax levy at \$5,000.

#### **Alternate Consideration**

As directed

#### **Decision Mode**

The tax levy determination will be on the October 20, 2025, Council meeting for formal consideration. This final tax levy ordinance will be on the November 17, 2025, City Council agenda for formal consideration.

# DRAFT FOR TAX LEVY DETERMINATION FULL PENSION AMOUNT

#### **CITY OF DARIEN**

#### **DU PAGE COUNTY, ILLINOIS**

ORDINANCE NO.

AN ORDINANCE LEVYING TAXES FOR
GENERAL AND SPECIAL CORPORATE PURPOSES
FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2025,
AND ENDING ON THE THIRTIETH DAY OF APRIL 2026,
FOR THE CITY OF DARIEN, ILLINOIS

#### ADOPTED BY THE

MAYOR AND CITY COUNCIL

**OF THE** 

CITY OF DARIEN

THIS DAY OF NOVEMBER, 2025

Published in pamphlet form by authority of the Mayor and City Council of the City of Darien, DuPage County, Illinois, this \_\_\_\_\_\_day of November, 2025.

ORDINANCE NO.	
URDINANUE NU.	

# AN ORDINANCE LEVYING TAXES FOR GENERAL AND SPECIAL CORPORATE PURPOSES FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY 2025, AND ENDING ON THE THIRTIETH DAY OF APRIL 2026, FOR THE CITY OF DARIEN, ILLINOIS

**WHEREAS,** the City of Darien is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of local government, the City may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

**WHEREAS**, the City Council of the City of Darien, Illinois, adopted the Annual Budget for the City of Darien, Illinois, for the Fiscal Year beginning on May 1, 2024, and ending on April 30, 2025, and which has been duly published.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: A tax for the following sums of money or so much thereof as may be authorized by law to defray all expenses and liabilities of the City of Darien be, and the same is hereby levied, for the purposes specified against all taxable property in said City for the Fiscal Year commencing on the First day of May 2025, and ending on the Thirtieth day of April 2026.



<u>Purpose</u>	Amount <u>Budgeted</u>	Derived From Other Sources	Amount <u>Levied</u>				
For Department of Administration Total	on: 1,606,359	1,606,359	0				
	1,000,339	1,000,339	<u> </u>				
For Police Department: Total	10,852,368	10,852,368	0				
For Community Development D	Department:						
Total	1,207,476	1,207,476	0				
For PW Streets:							
<u>Total</u>	4,179,934	4,179,934	0				
Total Amount Levied for General Corporate Purposes <u>0</u>							
Police Pension Fund	3,109,271						
2018G.O. Bond- Water System		382,950					
TOTAL TAX LEVY FOR AL	\$3,492,221						

**SECTION 2:** The City Clerk of the City of Darien is hereby directed to file with the County Clerk of the County of DuPage, a certified copy of this Ordinance as provided by law.

**SECTION 3:** If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Ordinance.

SECTION 4: This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent that the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that regard within its jurisdiction.

ORDINANCE	NO								
<u>SECTIO</u>	ON 5: This Ordinance shall be	in full force and effect from and after its passage,							
approval and pu	iblication in pamphlet form, as	required by law, and shall be known as Ordinance							
Number	Number of the City of Darien, Illinois.								
PASSEI	D AND APPROVED BY THE	CITY COUNCIL OF THE CITY OF DARIEN,							
DU PAGE CO	UNTY, ILLINOIS, this 16 <sup>th</sup> da	y of November 2025.							
AYES:									
NAYS:									
ABSENT: _									
APPRO	VED BY THE MAYOR OF T	THE CITY OF DARIEN, DU PAGE COUNTY,							
ILLINOIS, this	s 16 <sup>th</sup> day of November 2025.								
ATTEST:		JOSEPH MARCHESE, MAYOR							
JOANNE E. RA	AGONA, CITY CLERK								
APPROVED AS	S TO FORM:								
CITY A	TTORNEY								



#### AGENDA MEMO

#### Administrative/Finance Committee October 6, 2025

#### **ISSUE STATEMENT**

An ordinance establishing a tax of five percent (5%) upon the gross rental charge for the rental or leasing of any individual self-storage space in the City of Darien.

#### **BACKGROUND/HISTORY**

As discussed during the 2025-26 budget meetings, staff is reviewing current general fund revenues. While the review will be comprehensive, there is one new revenue for the Administrative/Finance Committee to discuss. Alderman Leganski asked that I review a storage facility tax that he identified as part of Willowbrook's revenue.

In summary, approval of an ordinance establishes a tax on the rental of spaces within self-service storage facilities at a rate of 5% of the gross rental charges imposed for the use or rental of the space. The tax is collected monthly. The self-storage facility is responsible for keeping records and submitting payment directly to the city. The amount of revenue varies depending on the number of facilities and occupied units. Darien currently has two self-storage facilities. Since we do not have information of the local facilities gross income, there are no preliminary revenue estimates available. As a comparison, Willowbrook has four facilities and generates approximately \$270,000 annually.

At its August 4, 2025 Admin/Finance committee meeting the committee unanimously recommended approval of the new revenue. Based on the direction of the committee the city attorney prepared the attached ordinance. Staff originally planned to include the ordinance at the September 2, 2025 city council meeting. However, at the request of Safe Guard Self Storage (see attached) staff postponed this item until the October 6, 2025 council meeting.

#### STAFF/COMMITTEE RECOMMENDATION

The Administrative/Finance committee and Staff recommended approval of the ordinance

#### ALTERNATE CONSIDERATION

As directed.

#### **DECISION MODE**

This item will be scheduled for consideration at the October 6, 2025 City Council meeting.

From: <u>Stanley Bonilla</u>

To: Joe Marchese; Ted schauer; Joseph Kenny; Gerry Leganski; Eric Gustafson; Ralph Stompanato; Mary Sullivan;

Tom Belczak

Cc: JoAnne E. Ragona; Bryon Vana; Ken Finlay; JDoherty@selfstorage.org; Alex Burnam; Nathan Vitan

Subject: Request to Continue Agenda Item – Proposed 5% Self-Storage Gross Rental Tax (Sept 2, 2025)

**Date:** Wednesday, August 27, 2025 11:07:44 AM

Honorable Mayor Marchese and Members of the City Council:

On behalf of Safeguard Self Storage at **8131 S. Lemont Rd., Darien, IL**, I respectfully request a **continuance** of the September 2, 2025 agenda item concerning an ordinance to impose a 5% tax on the gross rental charge for self-storage units within the City.

#### Reasons for continuance:

- 1. **Narrow impact / targeting:** Only two facilities in Darien—Safeguard and Public Storage—would be affected, concentrating the burden on a single industry and a handful of local businesses and customers.
- Community & customer impact: The cost is borne by residents and small businesses who rely on storage during moves, downsizing, and daily operations.
- 3. **Need for a complete record:** Additional time will allow the City to receive **industry data, customer impact analysis, and alternatives** from operators and the Self Storage Association.
- 4. **Constructive collaboration:** Operators are ready to propose **non-tax alternatives** that maintain competitiveness and encourage reinvestment in Darien.

We respectfully ask that the Council continue this item to the next regular meeting after September 30, 2025 (or another date convenient to the Council). Safeguard and our peer operator will use the intervening period to provide written materials, meet with staff and elected officials, and submit testimony.

Thank you for your consideration. We value our partnership with the City and welcome the opportunity to collaborate on solutions that support residents, small businesses, and the long-term vitality of Darien.

Respectfully submitted,

#### Stanley Bonilla, Senior Vice President of Development

Safeguard Self Storage 1522 Old Country Road Plainview, NY 11803 phone: (631) 539-0200 cell: (516) 507-2699 fax: (631) 539-0206

email: Sbonilla@safeguardit.com

www.safeguardit.com



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#### **CITY OF DARIEN**

#### **DU PAGE COUNTY, ILLINOIS**

ORDINANCE NO						
AN ORDINANCE AMENDING TITLE 3, CHAPTER 4 OF THE DARIEN CITY CODE BY ADDING ARTICLE 13, "NON-RESIDENTIAL PROPERTY LEASE FOR LONG TERM STORAGE OF PERSONAL PROPERTY TAX"						
ADOPTED BY THE						
MAYOR AND CITY COUNCIL						
OF THE						
CITY OF DARIEN						
THIS, 2025						
Published in pamphlet form by authority of the Mayor and City Council of the City of Darien, DuPage County, Illinois, this day of, 2025.						

ORDINANCE NO.	
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## AN ORDINANCE AMENDING TITLE 3, CHAPTER 4 OF THE DARIEN CITY CODE BY ADDING ARTICLE 13, "NON-RESIDENTIAL PROPERTY LEASE FOR LONG TERM STORAGE OF PERSONAL PROPERTY TAX"

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, ILLINOIS, as follows:

**SECTION 1: Amendment.** Title 3, Chapter 4, of the Darien City Code is hereby amended by adding the following Article 13, to provide as follows:

TITLE 3, CHAPTER 4, SECTION 13
NON-RESIDENTIAL PROPERTY LEASE FOR LONG TERM STORAGE OF PERSONAL PROPERTY TAX
SECTION:

3-4-13-1: Definitions

3-4-13-2: Imposition Of Tax

3-4-13-3: Collection Of Tax

3-4-13-4: Administration And Enforcement

3-4-13-5: Books And Records

3-4-13-6: Tax Return Form

3-4-13-7: Collection Of Unpaid Tax

3-4-13-8: Penalties

3-4-13-1: DEFINITIONS:

For purposes of this tax, the following definitions shall apply:

CITY: The City of Darien, DuPage County, Illinois.

#### ORDINANCE NO.

GROSS RENTAL CHARGE: Any amount of consideration imposed by the owner of a self-storage facility upon any person for the privilege of renting individual storage space at the self-storage facility in the City. Gross rental charge can be periodic (daily, monthly, quarterly, etc.) or a single lump-sum charge required prior to, during, or after the rental of the individual storage space.

INDIVIDUAL STORAGE SPACE: Any space rented or leased by a person for the purpose of storing personal property within the self-storage facility.

LONG TERM STORAGE: Any space rented or leased by a person storing personal property within a self-storage facility for a period of thirty (30) days or more.

OCCUPANT: A person, his/her or its sublessee, successor or assigns, entitled to the use of the storage space at a self-storage facility under rental agreement to the exclusion of others.

OWNER: The owner, operator, lessor or sublessor of a self-storage facility, his/her agent, or any other person authorized by him/her to manage the facility, or to receive rent from all occupants under a rental agreement.

PERSON: Any individual, firm or corporation, partnership, trust its or their representative or other entity.

PERSONAL PROPERTY: Movable property not affixed to land and includes, but is not limited to, goods, merchandise, household items, tools, machinery and equipment.

RENTAL AGREEMENT: Any agreement or lease, written or oral that establishes or modifies the terms, conditions, rules or any other provisions concerning the use and occupancy of a self-storage facility.

SELF-STORAGE FACILITY: Any real property designed and used for the purpose of renting or leasing individual storage to occupants who are to have access to such for the purpose of storing and removing personal property. A self-storage facility, as defined in this Section, is not a warehouse for the purpose of Article 7 of the Uniform Commercial Code. In the event an owner issues any warehouse receipt, bill of lading or other document of title for the personal property stored, the provisions of the Uniform Commercial Code do not apply.

#### 3-4-13-2: IMPOSITION OF TAX:

A tax of five percent (5%) is hereby imposed upon the gross rental charge for the rental or leasing of any individual self-storage space in the City. The ultimate incidence of any liability for payment of the tax imposed by this section shall be borne by the occupant of any such individual's storage space. This surcharge shall be in addition to any and all other surcharges or taxes.

#### ORDINANCE NO. \_\_\_\_\_

#### 3-4-13-3: COLLECTION OF TAX:

The owner of any self-storage facility within the City shall have the duty to collect the municipal self-storage tax from each occupant of individual self-storage space at the time when gross rental charges are collected.

#### 3-4-13-4: ADMINISTRATION AND ENFORCEMENT:

The City Administrator or his or her designee is hereby designated as the administration and enforcement officer of the tax imposed by this chapter on behalf of the City. It shall be the responsibility and duty of the City Administrator or his or her designee, to collect all amounts due the City Administrator or his or her designee, to collect all amounts due the City.

#### 3-4-13-5: BOOKS AND RECORDS:

The owner of any self-storage facility shall maintain complete and accurate books, records, and accounts showing the gross receipts from rental charges and the tax collected each month, which shall be made available to the City or its designee for examination and for audit by the City upon reasonable notice and during customary business hours.

#### 3-4-13-6: TAX RETURN FORM:

A monthly self-storage tax return form, made available by the City, shall be filed by each owner of a self-storage facility in the City. Each monthly return shall include the gross receipts from rental charges and the amount of self-storage tax collected. Each return shall be accompanied by payment to the City of all taxes due and owing for the month covered by the return. All returns required by this chapter shall be due by the 20th of each month following the month described in the return. If the owner of a self-storage facility is required to file Illinois Sales and Use Tax form, or any other required form confirming its revenues, with the Illinois Department of Revenue (form ST-1 inclusive of multi-location form ST-2), a copy of said form must be filed with the City at the same time the monthly Self-Storage Surcharge return is filed. For tax returns not received by the City when due, a late fee of three percent (3%) of the monies due and owing for a monthly return shall be assessed on the last day of the month that the return is due, and for every month thereafter until any and all outstanding amounts are paid in full.

#### 3-4-13-7: COLLECTION OF UNPAID TAX:

Whenever any person fails to pay any taxes and fees provided for in this chapter or when any owner of a self-storage facility fails to collect the tax imposed by this chapter from any person who has the ultimate liability for payment of the tax, the City Attorney shall, upon request of the City Administrator or designee, bring or cause to be brought an action against the owner to enforce the payment of the tax on behalf of the City, in the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois.

#### ORDINANCE NO. \_\_\_\_\_

[3-4-13-8] 3-4-10-14: PENALTIES:

- (A) Any person found guilty of violating, disobeying, omitting, neglecting or refusing to comply with any of the provisions of this section 3-4-10, shall be punished by a fine of not less than two hundred dollars (\$200.00) nor more than seven hundred fifty dollars (\$750.00) for the first offense, and not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) for the second and each subsequent offense in any one hundred eighty (180) day period.
- (B) Each day upon which a person shall continue any violation of this section 3-4-10, or permit any such violation to exist after notification thereof, shall constitute a separate and distinct offense.
- (C) Any person subjected to the penalties provided for in this section, shall not be discharged or released from the payment of any tax due hereunder.

**SECTION 2: Effective Date of Tax.** The tax imposed by this Ordinance shall go into effect beginning December 1, 2025.

SECTION 3: Home Rule. This ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent the terms of this ordinance should be inconsistent with any non-preemptive state law, this ordinance shall supersede state law in that regard within its jurisdiction.

**SECTION 4: Effective Date.** This Ordinance shall be in full force and effect upon passage, approval, and publication as provided by law.

	PASSED	BY	THE	CITY	COUNCIL	OF	THE	CITY	OF	DARIEN,	DU	PAGE
COU	NTY, ILLI	NOI	S, this	da	ay of	_, 202	25.					
AYES	S:											

ORDINANCE NO	
NAYS:	
ABSTAIN:	
ABSENT:	
APPROVED BY THE MAYOR OF	F THE CITY OF DARIEN, DU PAGE COUNTY,
<b>ILLINOIS,</b> this day of, 2025.	
	JOSEPH MARCHESE, MAYOR
ATTEGT	
ATTEST:	
JOANNE E. RAGONA, CITY CLERK	
APPROVED AS TO FORM:	
ALL KOVED AS TO FORM.	
CITY ATTORNEY	



### CITY OF DARIEN MEMO

**TO:** Administrative/Finance Committee Members

FROM: April Padalik, DBA Director

**DATE:** October 6, 2025

SUBJECT: DBA Events: Carnivals (2), Darien Dash, Concerts (3), Darien Fest and

Oktoberfest Revenue and Expense Review

A summary of the revenue and expenses for Darien Dash, Spring Carnival, (3) Summer Concerts, Darien Fest, Oktoberfest, and Fall Carnival are attached.

The City of Darien hosted (9) major events from May through October in which local businesses were offered opportunities to sponsor and be present at:

- 1) May 18<sup>th</sup> was the 24<sup>th</sup> annual Darien Dash which brought in \$6,935 in sponsorships and \$11,689 from registered runners. Remaining budget plus revenues \$20,256.
- 2) An unbudgeted opportunity presented in May for a Spring Carnival which brought in \$33,367 in revenue. There was \$1,653 in expense which left \$31,714 in revenue.
- 3) Summer Concerts (3) were well attended with crowds estimated in the hundreds and brought in \$1,000 in sponsorships. Tizzy's ice cream and the Darien Lions Club were able to sell food and drink at these events. Expenses totaled \$14,251, coming in under budget by \$9,109.
- 4) Darien Fest weekend had weather challenges as daytime temperatures were in the high 90s. Foot traffic was slow during daytime hours. Sponsorships brought in \$8,250 and \$30,864 from the Carnival. Remaining budget plus revenues \$39,114.
- 5) Oktoberfest scheduled for October 4<sup>th</sup> is a community event hosted by both the City and the Darien Lions Club with the Darien Lions Club retaining sales from food and alcohol. Tizzy's ice cream will also be selling along with several NFP's participation.
- 6) A Fall Carnival is also planned for Oct. 17-19. There is \$1,345 in expenses with anticipated revenue.

A major challenge for the coming year is the location to host these events. Westwood Park will be under renovations. We are also looking to increase the number of summer concerts from three to five as well as increase the entertainment schedule of Darien Fest as we celebrate our nation's 250<sup>th</sup> anniversary. As the Darien Business Alliance and Community Events unit progresses, we look to assist local businesses by focusing on individual strip centers through occasional promotions and social media as well as increasing their presence at our local events.

Please contact me with any questions.

#### **Summer Concert Series 2026**

EVENT DATE	DESCRIPTION	COST	BUDGET	OTHER	COMMENTS
EVENT DATE	DESCRIPTION	COST	BODGET	OTHER	COMMENTS
	Special Events (4)		\$20,650.00		
	Contingency		\$10,000.00		
	TOTAL BUDGET		\$30,650.00		
Thursday, June 26th					
	1 Staging - MG Audio Inc	2,350			
	2 Lights & Sound UAP	500			
_	3 Band - Hoodwink'd	1,200			
_	4 Portable John	645			
_	5 LRS- Refuse/Recyl				
_	6 Banners	<u>266</u>			
_	TOTAL #1	4,961			
			25,689.00		
	SPONSORS - Revenue				
	Holistic Health & Beauty		300.00		
	Cancer Smashers		300.00		
	Darien Com. Bank - Wintrust		200.00		
	Com Ed		200.00		
	TOTAL REVENUES		1,000.00		
	TOTAL #1		26,689.00		
	FOOD VENDORS				
	Tizzy's Treats				
	Falco's Pizza				
	Darien Lions Club				
Thursday, July 31st					
	1 Staging - MG Audio Inc	2,350			
_	2 Lights & Sound UAP	500			
<del>-</del>	3 Band - Ocean's Rat Pack	2,100			
_	4 Portable John	645			
_	5 LRS - Refuse/Recycl				
_	Total #2	5,595			
			21,094		
Thursday, August 28th	a 6: 1 A60 A 11 1				
	2 Staging - MG Audio Inc	2,350			
—	3 Lights & Sound UAP	500			
<del>-</del>	4 Band - The StingRays	1,200			
_	5 Portable John	645			
<del>-</del>	6 LRS - Refuse/Recycl TOTAL #3	4.00			
<del>-</del>	TOTAL #3	4,695	16,399		
_			10,399		
Saturday, Oct. 4th, 2025					
	1 Staging - MG Audio Inc.	2,350			
	2 Lights & Sound UAP	500			
	3 Portable John	960			
<del>-</del>	4 Band (1) - Wurst Kase Sceanario	750			
_	5 Band (2) - Grindstone	1,500			
·	6 Picnic Table Rentals	900			
_	7 Banners	330			
	Total				
	REMAINING BALANCE	,_50	\$9,109		
		1	<del>70,-00</del>	l l	

#### Darien Dash 2026

	Danien Daon 2020							
EVENT DATE		DESCRIPTION	COST	BUDGET	OTHER	COMMENTS		
Sunday, May 18, 2025		Event		5,550				
		Contingency		1,000				
		TOTAL BUDGET		6,550				
				-,				
	1	Timing Company	1,796					
		Portable John	325					
	_	DJ	350					
	_	T-Shirts	1793					
· · · · · · · · · · · · · · · · · · ·		Barricades	350					
	_							
	6	Banners	<u>304</u>					
		TOTAL	4,918					
		Remaining Budget		1,632				
	_	SPONSORS - Revenue						
	_	QBAR		1,800				
		High Haven Dispensary		750				
		Kumon of Darien		675				
		Darin Community Bank		400				
!	5	Sandstone Care		400				
	6	PetSmart		400				
	7	Athletico		360				
	8	Darien Memorial VFW Post 2838		350				
	9	Chuck's Southern Comforts		315				
1	10	Darien Arts Council		315				
1	11	Rotary Club of Darien		315				
1	12	Edward Jones/James Burke		315				
1	13	Cancer Smashers		270				
1	14	Kiddie Academy		270				
1	15	Registered Runners/Run Sign Up		11,689				
		TOTAL		18,624				
		Remaining budget plus revenues			<u>20,256</u>			

#### **DARIEN FEST 2026**

EVENT DATE		DESCRIPTION	COST	BUDGET	OTHER	COMMENTS
Friday-Sunday, August 8-10		3 DAY FESTIVAL, BANDS, CARNIVAL		14,600		
		CONTINGENCY		10,000		
		TOTAL BUDGET		24,600		
	1	STAGING/LIGHTS/SOUND UAP	8,000			
	2	BAND - BLIND REALITY	1,000			
	3	BAND - BAD MEDICINE	1750			
	4	BAND - RECKLESS	1500			
	5	Portable John	1830			
	6	Banners	<u>267</u>			
			14,347			
		Remaining budget		10,253		
		SPONSORS - Revenue				
	1	QBAR		3,000		
	2	Sawmill Sports Hub		500		
	3	Kiddie Academy		500		
	4	Old Second Bank		500		
	5	AAA Roofing		500		
	6	Darien Community Bank-Wintrust		500		
	7	Renewal by Aderson		500		
	8	Iniversal Windows		500		
	9	ComEd		500		
	10	Bath Planer		500		
	11	Darien Lions Club		300		
	12	Ryan Wahlheim-State Farm		150		
	13	Darien Arts Council		150	·	
	14	Edward Jones - James Burke		150		
	15	Carnival Check		<u>30,864</u>		
		Total sponsor & carnival revenue		39,114	·	
		Remaining budget plus revenues			<u>41,117</u>	

#### **SPRING CARNIVAL**

EVENT DATE		DESCRIPTION	COST	BUDGET	OTHER	COMMENTS
May 23rd - May 26th		4 DAY CARNIVAL		<u>0</u>		
		TOTAL BUDGET		0		
	1	Portabal John	1,440			
	2	Banners	<u>213</u>			
		TOTAL	1,653			
		Carnival Check - revenue			33,367	
				·	<u>31,714</u>	

#### **FALL CARNIVAL**

EVENT DATE	DESCRIPTION	COST	BUDGET	OTHER	COMMENTS
October 17th - October 19th	3 DAY CARNIVAL		<u>0</u>		
	TOTAL BUDGET		0		
	1 Portable Johns	1,125			
	2 Banners	220			
	TOTAL	1,345			
	Carnival Check				



## 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	e minutes.
Adjournment - The meeting adjourned at 6:35 p.m.	
Approved:	
Mary Sullivan, Chairwoman	
Ted Schauer, Member	
Gerry Leganski, Member	