

CITY OF WARRENVILLE

MEMO

To: Mayor and City Council
From: Leonardo Beltran, Senior Accountant and TAC Staff Liaison *Leonardo Beltran*
CC: John Coakley, City Administrator
Subject: Accept Tourism and Arts Commission Recommendation and approve the amendment to the Warren Tavern Funding Assistance Procedure for FY 2024
Date: November 16th, 2021

Background Information

In an effort to better assist the City and the City Council on the Warren Tavern Funding Assistance Procedure, the Tourism and Arts Commission has been reviewing the procedure since September 2021, in order to improve the process. The Commission has a long history in reviewing requests from the Warren Tavern as it was once part of the Hotel Tax Grant Program. The Tourism and Arts Commission has reviewed the procedure and has provided recommendation(s) to the procedure.

Included with this memo is the following supporting documentation:

- 1) Amended Warren Tavern Funding Assistance Procedure

Conclusion

The Tourism and Arts Commission voted to Recommend the Amended Warren Tavern Funding Assistance Procedure, which includes new language to have TAC review and provided a recommendation on Funding Assistance for the Warren Tavern, outside of the Hotel Tax Grant Program starting in Fiscal Year 2024.

The Tourism and Arts Commission does not have the authority to amend the Warren Tavern Funding Assistance Procedure as it falls outside of the Commission's authority and Hotel Tax Grant Program.

Council Action Requested: 1) Accept Tourism and Arts Commission recommendation and amend the Warren Tavern Funding Assistance Procedure.

Staff Recommendation: Senior Accountant and TAC Staff Liaison, Beltran recommends this action.

Budgetary Impact: Not Applicable

Strategic Plan Goal: Not Applicable

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Background: The Warren Tavern Museum was originally built by Warrentville founder Colonel Julius Morton Warren in 1838 as a tavern, which was a place for food and lodging. Its status as one of the City’s oldest structures gives it particular historical value, which needs to be preserved. In recent history, the Tavern has served as a gathering place for community events, not-for-profit groups, and private functions like weddings and showers. It is located on the City’s Leonne Schmidt Heritage Park, adjacent to the City-owned Albright Studio, home of the Warrentville Historical museum. As such, it is essentially a part of the community’s historical campus. The Tavern building was relocated to this site with assistance from the City during the mid-1990s, and remodeled in subsequent years with City funding assistance.

Due to the unique partnership with the City, and its historical significance, in January 2020, the City Council voted to separate the Warren Tavern from the Hotel Tax Grant Program managed by the Tourism and Arts Commission. The Hotel Tax Grant is intended for events and programs that encourage tourism and arts in Warrentville, however –~~t~~The Tavern’s funding requests are for capital maintenance and replacement costs for the Tavern building. The City recognizes that the Tavern Preservationists may need financial assistance to maintain the Tavern in safe operating condition for the community. Therefore, the following process was developed to guide the Tavern in future requests for funding assistance.

1. It is the express intent of the City Council that assistance requests from the Tavern, considered from taxes collected from the Hotel Tax, are used for maintenance, repair, and improvement costs associated with the upkeep of the Tavern Building.
2. It is also the expressed intent of the City Council that a total of up to \$10,000 will be budgeted for in the Hotel Tax Fund, which will be used for funding assistance requests in those years when the tax collections are sufficient to consider such requests.
3. Further, it is also the intent of the City Council that funding cannot be used for overhead items such as insurance, website maintenance, staff that are employed by the Tavern, or other operating expenses.
4. **Procedural Guidelines:**
 - a. Funding requests must be submitted in writing to the City Tourism and Arts Commission and include a detailed breakdown of planned expenses and applicable quotes for consideration using a standard form.
 - b. Requests shall be submitted annually by the second Monday in September~~January 5~~, for the upcoming fiscal year (May 1 to April 30).
 - c. When possible, the Tavern should use local Warrentville businesses to complete the work. If it is not practical to use a Warrentville business, the Tavern should include an explanation in their funding request.
 - d. All expenses must be incurred and paid for within the City’s fiscal year (May 1 to April 30).

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- e. The Tourism and Arts Commission ~~staff liaison~~ receives and analyzes the request, confirming it complies with the policies and procedure guidelines provided by the City Council.
- f. The ~~staff liaison~~ Tourism and Arts Commission shall present a recommendation for the funding request with supporting documentation at the Public Safety and Finance Committee of the Whole meeting in January.
- g. A Tavern representative should be present at that meeting to answer questions about the request.
- h. If approved, funds will be disbursed on a reimbursement basis in a manner that clearly accounts for all funds used.
- i. Reimbursement requests may be submitted as expenses are incurred, or in one cumulative request, made no later than April 30, of the fiscal year for which the funding was approved.
- j. A complete financial accounting will be included on a form provided by the City. Reimbursement requests must include a copy of the invoice and/or receipts demonstrating the items or services purchased, the vendor details, and the amount paid.
- k. Reimbursements of expenses shall be paid in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/).
- l. New expenses that were not previously approved will not be eligible for reimbursement.
- m. Samples of acceptable expense types are as follows:
 - Exterior repairs and improvements (roof, siding, landscaping)
 - Interior repairs and improvements (flooring, doors, electrical, etc)
 - Replacing built-in appliances (heating, AC, kitchen appliances, etc)
- n. Generally, decorative enhancements or beautification improvements will not be eligible for funding.