

# CITY OF WARRENVILLE

## MEMORANDUM

To: Mayor and City Council  
From: Finance Director Kevin Dahlstrand   
Chief Samuel Bonilla   
Subject: SUMMARY OF AGENDA ITEMS FOR JANUARY 27, 2025,  
PUBLIC SAFETY AND FINANCE COMMITTEE OF THE WHOLE  
REGULAR MEETING  
Date: January 23, 2025

Please contact the City Administrator or the corresponding Department Head with questions pertaining to agenda items by noon on the day of the meeting.

### F. BUSINESS OF MEETING

#### 1. FY 2026 TAC Grants Recommendation (AA)

The Tourism and Arts Commission (TAC) has reviewed the applications submitted for the FY 2026 Hotel Tax Grant program to ensure compliance with the program guidelines. The City Council has authorized a maximum of \$150,000 for FY 2026 grants. TAC received 16 grant applications with requested grant funding totaling \$127,127. This represents a decrease of \$26,424 from last year's total grant requests. TAC reviewed the applications at its regular meetings from October through December, and finalized their recommendations at the January 16, 2025, meeting. Included with the agenda backup material is the TAC FY 2026 grant funding recommendations memo and supporting documentation.

Hard copies of the grant applications are available for review by contacting Accountant/TAC Staff Liaison Aguilar.

**Committee Action Requested:** Recommend the City Council accept the Tourism and Arts Commission recommendations and award \$123,728 in Hotel Tax grant funding to various applicants for FY 2026, per the Tourism and Arts Commission memo dated January 17, 2025, and direct staff to include this funding in the FY 2026 Budget.

**Staff Recommendation:** Tourism and Arts Commission Staff Liaison Aguilar recommends this action.

**Budgetary Impact:** \$123,728 in proposed FY 2026 Hotel Tax Fund Budget.

**Other Resources Required:** Significant staff time to administer the grant program for each award recipient.

**Strategic Plan Goal:** #2 Engaged and Connected Community – Support unique programs and events that encourage community connection.

2. Friends of the 4th Funding Request (Attachment) (DRG)

The Warrenville Friend of the 4th Committee is requesting additional grant funding for the 2025 Independence Day Celebration. This event is funded through the Hotel Tax Fund by a combination of budgeted amounts for in-kind city services and a sponsorship grant. The City has consistently budgeted the same amount for city services for several years, while costs for such services continue to rise. Staff is seeking direction to evaluate an increase in this budgeted amount to better reflect the true cost of city provided services.

Included with the agenda backup material is Executive Assistant/Deputy Clerk Grivetti's memo dated January 21, 2025, providing the Committee's additional funding request and historical data and analysis of the City's funding for the event, including actual revenue and expenses for the past four years.

**Committee Action Requested:** Recommend the City Council: 1) approve Warrenville Friends of the 4th Committee's request for additional funding by directing staff to increase the budgeted Sponsorship Grant for the event in the Hotel Tax Fund to \$40,000 in FY 2026; and 2) direct staff to evaluate an increase in the budgeted City Services in Hotel Tax Fund to better represent actual costs for FY 2026 and beyond.

**Staff Recommendation:** Executive Assistant/Deputy Clerk and Staff Liaison Grivetti recommends this action.

**Budgetary Impact:** An increase of \$10,000 in Hotel Tax Fund budgeted expenses for the Fourth of July event, and additional increases in budgeted expenses for City Services for various community events.

**Other Resources Required:** Staff time to evaluate actual expenses for City Services for various community events.

**Strategic Plan Goal:** #2 Quality City Service – Incorporate a lense of sustainability in delivery of City Services.

3. Fireworks Display Three-year Agreement (Attachment) (DRG)

For liability purposes, the City Council approves the fireworks display agreement for the Warrenville Friends of the 4th Committee for the annual Independence Day Celebration. Included with the agenda backup material is a proposal for a twenty-minute fireworks display on July 4, 2025, 2026 and 2027 in the annual amount of \$28,000. Staff is requesting direction to work with the City Attorney to create a resolution and agreement for the provision of fireworks at the Fourth of July event.

The required fireworks and pyrotechnics display permit will be presented for consideration at a future City Council meeting.

**Committee Action Requested:** Recommend the City Council direct staff to work with the City Attorney to create a resolution and agreement with Rogue Productions

LLC for the provision of a fireworks display at Fourth of July events occurring in 2025, 2026, and 2027.

**Staff Recommendation:** Executive Assistant/Deputy Clerk and Warrenville Friends of the 4th Staff Liaison Grivetti recommends this action.

**Budgetary Impact:** \$28,000, from the Hotel Tax Fund in the proposed FY 2026 Budget and in fiscal years 2027 and 2028.

**Other Resources Required:** EMA, Police, and Public Works personnel time to set up, clean up and patrol the area on the event date.

**Strategic Plan Goal:** #2 Engaged and Connected Community – Support unique programs and events that encourage community connection.

4. FY26 Historical Society Director/Curator Funding (Attachment) (KD)

Since FY 2010, the City Council has approved the Warrenville Historical Society's requests for funding from the Hotel Tax Fund, to cover the cost of a part-time Museum Director/Curator. Included with the agenda backup material is a letter from Historical Society President Melissa Simmons requesting \$20,000 in funding for FY 2026, the same amount as FY 2025. Representatives from the Warrenville Historical Society were invited to be in attendance to answer any questions.

**Committee Action Requested:** Recommend the City Council approve the Warrenville Historical Society's grant request in the amount of \$20,000 from the Hotel Tax Fund to cover the cost of their part-time Museum Director/Curator, and direct staff to include this funding in the FY 2026 Budget.

**Staff Recommendation:** Finance Director Dahlstrand has no objection to this request.

**Budgetary Impact:** \$20,000 will be budgeted in Hotel Tax Fund in the proposed Fiscal Year 2026 Budget.

**Other Resources Required:** Staff time to process reimbursement requests.

**Strategic Plan Goal:** #2 Engaged and Connected Community – Unique Programs and Events and #3 Quality City Services – Effectiveness of Financial Policies

5. FY 2026 Preliminary Citywide Work Plan (Attachment) (AM)

In keeping with past practice, the Citywide Work Plan is incorporated into the City's budget process to provide the City Council with a list of large, multi-departmental initiatives and the corresponding prioritization. The draft Citywide Work Plan for FY 2026 is included with the agenda backup material. This item will be on Committee of the Whole agendas until the budget workshop in March, to provide the opportunity to review the initiatives and give feedback. ACA Morgan will address questions at the meeting.

**Committee Action Requested:** Provide feedback, input, and direction to staff on the initiatives and the initial prioritization.

**Staff Recommendation:** Not applicable

**Budgetary Impact:** Not applicable

**Other Resources Required:** Staff time to review and amend the work plan, as needed.

**Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies**

6. FY25 Financial Update through December 2024 (Attachment) (KD)

Included with the backup material is a FY 2025 Financial Update report prepared by the Finance Department, for financial activity through the month of December 2024, the eighth month of the fiscal year. Finance Director Dahlstrand will provide some brief comments on the report and answer questions regarding the City financial performance for FY 2025.

**Committee Action Requested:** No action requested, informational only

**Staff Recommendation:** Not applicable

**Budgetary Impact:** Not applicable

**Other Resources Required:** Not applicable

**Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies**

7. Informational Update - Administration, Finance, and Police Department FY 2025 Work Plans (FYI) (Attachment)

As part of the FY 2025 Budget process, the Administration, Finance, and Police departments prepared and presented detailed work plans to the City Council. The work plans identified specific projects and initiatives in addition to normal day-to-day core operational and service-delivery responsibilities the staff of each department expected to address during the fiscal year. Work plan preparation and presentations help staff, and the City Council establish realistic expectations for priority projects and initiatives to be addressed during the fiscal year.

Included with the agenda backup material are the combined work plans and decision package updates (where applicable) for Administration, Finance, and Police departments.

**Committee Action Requested:** No action requested, informational only.

**Staff Recommendation:** Not applicable

**Budgetary Impact:** Not applicable

**Other Resources Required:** Not applicable

**Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies**