

**CITY OF WARRENVILLE
PUBLIC SAFETY AND FINANCE
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, January 27, 2025 at 7:00 p.m. at City Hall
28W701 Stafford Place**

This meeting will be conducted in the traditional in-person format at the location listed above. For convenience, the public may view the meeting virtually on the Official YouTube Channel of the City at: <https://www.youtube.com/channel/UCcO8hN6YoUmWZrDFNASMzAQ/featured>

Public comment will only be available in-person during the meeting. The remote meeting access is for viewing purposes only.

A G E N D A

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. PUBLIC COMMENTS

E. OFFICIALS AND STAFF COMMENTS

1. National Night Out Against Crime 2024 Acknowledgment (SB)

F. BUSINESS OF MEETING

1. Consideration of Tourism and Arts Commission Hotel Tax grant recommendations for FY 2026 (AA)
2. Consideration of Warrenville Friends of the 4th funding request (DG)
3. Consideration of three-year agreement for fireworks displays (DG)
4. Consideration of Historical Society request for Director/Curator funding for FY 2026 (KD)
5. Discussion of FY 2026 Preliminary Citywide Work Plan (AM)
6. Financial Update – December 2024 (KD)

7. Review and file Administration, Finance, and Police Department FY 2025 Work Plans and Decision Packages status report (FYI)

G. MISCELLANEOUS

H. CLOSED SESSION

I. ADJOURN

Key: AA=Accountant/TAC Staff Liaison Anthony Aguilar; Assistant City Administrator Alma Morgan, KD=Finance Director Kevin Dahlstrand, SB=Police Chief Sam Bonilla, DG=Executive Assistant/Deputy City Clerk Dawn Grivetti, . Questions regarding agenda items should be directed to City Administrator or Finance Director by Monday morning of the meeting.

**ADA ACCOMMODATION NOTICE: Requests for accommodations should be submitted to the Assistant City Administrator at (630) 836-3050 or amorgan@warrenville.il.us at least 48 hours in advance of the meeting.
PLEASE SHUT OFF ALL ELECTRONIC DEVICES AS THEY INTERFERE WITH THE SOUND TRANSMISSION
IN THE CITY COUNCIL CHAMBERS. THANK YOU!**

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

CITY OF WARRENVILLE

MEMO

To: Mayor and City Council
 From: Monica Johnson, TAC Chair
 CC: Anthony Aguilar, Accountant
 Subject: FY 2026 Hotel Tax Grant Application Recommendation
 Date: January 17, 2025

OVERVIEW

On behalf of the Tourism and Arts Commission (TAC), I am pleased to present a recommendation for the FY 2026 Hotel Tax Grant Program for review. This year, 16 applications were submitted by the required deadline, requesting funds for projects and events. 14 of the applications are for events/projects that have been previously recommended for funding by TAC. Furthermore, there were two new applications submitted to TAC, including the Park District's application to fund StoryWalk, and the Warrenville Historical Society's application to fund Outdoor Interpretive Signage, which would be installed in Leone Schmidt Park.

Grant requests for the proposed FY 2026 projects totaled \$127,127 for 16 projects, reflecting a decrease from last year's requests, which totaled \$153,550 across 16 projects. After a review of this year's applications, a total of \$123,728 is recommended for funding 15 of the 16 projects, which is within the \$150,000 budget. The new Historical Society request for interpretive signage ultimately did not meet eligibility in time for consideration as a Hotel Tax Grant project. TAC believes the funding recommendation will help to provide a variety of events for the enjoyment of residents and out-of-town guests, who, we hope, will again be supporting our local businesses and hotels.

BUDGET

Per Council policy, TAC must make their recommendations within a \$150,000 budget and is also tasked with ensuring that no one category would be awarded more than 50% of the hotel grant funding. TAC's FY 2026 recommendation adheres to this policy.

FY 2026 HOTEL TAX APPLICATIONS AND TAC RECOMMENDATIONS

Exhibit 1 lists the proposed projects in the first column. The second column shows a series of numbers going down starting with the total grant funding request amount, followed by the total recommended grant award, and the grants awarded in the previous two years, if available. The remaining columns show the breakdown of funding into each of the four funding categories. A detailed narrative about each project is provided in Exhibit 2.

Summarizing TAC's recommendations, the largest grant award would be for Warrenville in Bloom at \$30,189 with Warrenville Park District following at just over \$23,336 for the Multi Cultural Festival. The Park District's Art on the Prairie and Warrenville Library District's Concert on the Commons are both being recommended for funding at \$18,261 and \$12,746, respectively, while funding for the Park District's Fall Fest is being recommended at \$12,343. The Park District's Story Walk is being recommended for funding at \$6,419, while Warrenville in Bloom's Calendar is recommended for funding at \$4,700. An award amount of \$4,471 is being recommended for the Library District's Sunday Music Matinees. Funding for the Park District's Lunchtime Live

FY 2026 Hotel Grant Application Recommendation

January 10, 2025

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summer children's music program is suggested at \$3,225, and the six remaining grants are being recommended for funding at less than \$3,000 each. The Historical Society's Outdoor Interpretive Signage was not approved due primarily to property and zoning concerns. TAC also had a discussion wondering whether the project would be appropriate for a Hotel Tax Grant award, or whether the Aesthetic Enhancement Program would be a better fit for funding this particular project.

The Commission finalized its review of the applications at its December 11, 2024, meeting. The following Commission members joined me in attendance: Commissioners Owens and Kleiber. Also in attendance were Staff Liaisons Faranaz Kavina and Anthony Aguilar. The Commission unanimously passed a motion recommending funding of the applications in the amounts shown.

Exhibit 1 – Projects

CATEGORICAL BREAK DOWN OF FUNDS					
Project	TOTALS	EVENT	TOURISM	ARTS	CAPITAL
<u>Spring Tea</u>					
Request Total	\$700				
Recommended	\$700	\$350	\$0	\$350	\$0
FY25 Award	\$700	\$350	\$0	\$350	\$0
FY24 Award	\$750	\$350	\$0	\$400	\$0
<u>Cemetery Walk</u>					
Request Total	\$225				
Recommended	\$225	\$0	\$0	\$225	\$0
FY25 Award	\$225	\$0	\$0	\$225	\$0
FY24 Award	\$225	\$0	\$0	\$225	\$0
<u>Albright Inspired Artist-in-Residency</u>					
Request Total	\$2,000				
Recommended	\$2,000	\$0	\$0	\$2,000	\$0
FY25 Award	\$2,000	\$0	\$0	\$2,000	\$1,500
FY24 Award	\$1,800	\$0	\$0	\$300	\$1,500
<u>NEW-Outdoor Interpretive Signage</u>					
Request Total	\$2,773				
Recommended	\$0	\$0	\$0	\$0	\$0
<u>Paint the Ville</u>					
Request Total	\$1,000				
Recommended	\$1,000	\$0	\$0	\$1,000	\$0
FY25 Award	\$1,000	\$0	\$0	\$1,000	\$0
FY24 Award	\$1,150	\$150	\$0	\$1,000	\$0
<u>Walking (Mobile) Tour</u>					
Request Total	\$2,312				
Recommended	\$2,312	\$2,312	\$0	\$0	\$0
FY25 Award	\$2,112	\$2,112	\$0	\$0	\$0
FY24 Award	\$2,112	\$2,112	\$0	\$0	\$0
<u>Concerts on the Commons</u>					
Request Total	\$12,746				
Recommended	\$12,746	\$0	\$96	\$12,650	\$0
FY25 Award	\$11,096	\$0	\$96	\$11,000	\$0
FY24 Award	\$9,021	\$0	\$71	\$8,950	\$0

CATEGORICAL BREAK DOWN OF FUNDS					
Project	TOTALS	EVENT	TOURISM	ARTS	CAPITAL
<u>Musical Matinees</u>					
Request Total	\$4,471				
Recommended	\$4,471	\$0	\$96	\$4,375	\$0
FY25 Award	\$3,446	\$0	\$96	\$3,350	\$0
FY24 Award	\$3,871	\$0	\$71	\$3,800	\$0
<u>Art on the Prairie</u>					
Request Total	\$18,888				
Recommended	\$18,261	\$5,471	\$4,840	\$7,950	\$0
FY25 Award	\$18,430	\$5,848	\$4,672	\$7,910	\$0
FY24 Award	\$16,589	\$3,975	\$5,064	\$7,550	\$0
<u>Fall Fest</u>					
Request Total	\$12,343				
Recommended	\$12,343	\$7,190	\$557	\$4,080	\$516
FY25 Award	\$11,538	\$7,056	\$557	\$3,400	\$525
FY24 Award	\$11,206	\$6,432	\$1,288	\$2,675	\$811
<u>Lunchtime Live</u>					
Request Total	\$3,225				
Recommended	\$3,225	\$0	\$250	\$2,975	\$0
FY25 Award	\$3,275	\$0	\$250	\$3,025	\$0
FY24 Award	\$3,125	\$0	\$250	\$2,875	\$0
<u>Movies in the Park</u>					
Request Total	\$1,801				
Recommended	\$1,801	\$1,560	\$150	\$0	\$91
FY25 Award	\$1,665	\$1,440	\$150	\$0	\$75
FY24 Award	\$1,595	\$1,395	\$150	\$0	\$50
<u>Multi-Cultural Festival</u>					
Request Total	\$23,336				
Recommended	\$23,336	\$8,329	\$2,183	\$12,540	\$284
FY25 Award	\$20,668	\$7,658	\$2,183	\$10,610	\$217
FY24 Award	\$18,234	\$6,118	\$2,915	\$8,009	\$1,192
<u>NEW-StoryWalk</u>					
Request Total	\$6,419				
Recommended	\$6,419	\$5,434	\$985	\$0	\$0

CATEGORICAL BREAK DOWN OF FUNDS					
Project	TOTALS	EVENTS	TOURISM	ARTS	CAPITAL
<u>WIB</u>					
Request Total	\$30,189				
Recommended	\$30,189	\$3,440	\$766	\$0	\$25,983
FY25 Award	\$30,830	\$3,100	\$1,600	\$0	\$26,130
FY24 Award	\$31,420	\$3,100	\$1,469	\$0	\$26,851
<u>WIB Calendar</u>					
Request Total	\$4,700				
Recommended	\$4,700	\$0	\$4,700	\$0	\$0
FY25 Award	\$4,500	\$0	\$4,500	\$0	\$0

Exhibit 2 - FY 2026 Grant Application Information

Provided below is a brief description of each project. The projects are listed in the same order as shown in Exhibit 1.

Programs

Annual Warrenville Spring Tea

Description: April 2026 will feature the 22nd Annual Spring Tea hosted by the Historical Society, taking place once again at Warrenville’s VFW Post 8081. The Tea features a luncheon and includes entertainment that is historic in nature. For this year’s event, the Historical Society plans to honor our country’s 250th Anniversary. Warrenville teens are trained in formal dinner service and take on these duties for the guests that day. Warrenville residents invite guests to attend, and on average, a quarter of the attendees are from outside of our city. The event helps to raise funds for college scholarship awards for Warrenville teens.

Attendance: 130; no overnight stays

Cemetery Walk

Description: The Historical Society’s Cemetery Walk, in its eighteenth year and still growing in attendees, is an educational program that explores the history of Warrenville in a unique setting. Participants walk through the candle-lit Warrenville Cemetery one Sunday evening in October as costumed interpreters “come to life” at the graves of past residents, telling the stories of their contributions to the community.

Attendance: 450 in-person/virtual viewers; no overnight stays

Albright-Inspired Artist-in-Residency Program

Description: This program began in 2015 to further promote the Warrenville connection to the internationally known Albright family artists, Adam Emory and his sons, Ivan and Malvin. Each year, the Historical Society puts out a call for artists, asking for a proposal for new artwork to be created that will be inspired by one of the three Albright artists. Work by the chosen artist will begin in the fall. Duties will include creating artwork to be displayed at various businesses and public

locations, as well as public programming throughout the spring and fall, including a visit to a Warrenville classroom to inspire students with an art project.

Attendance: 3000; no overnight stays

NEW: Outdoor Interpretive Signage (will not be funded in this grant cycle)

Description: The Warrenville Historical Society is proposing to place two outdoor interpretive signs near the museum in Leone Schmidt Park. The signage would include history about Warrenville and the Albright family of artists with the hope that park visitors might be enticed to visit the museum, as well as to inform them of the history of this area on days the museum is closed. The signs will also invite residents/guests to use the QR code printed on the signage to access the popular mobile walking tour of Warrenville, which has been funded by the Hotel Tax Grant Program for many years.

Attendance: 3000; no overnight stays

Paint the ‘Ville Plein Air Painting Competition and Show

Description: The Historical Society is proposing its 6th Plein Air Painting Competition. (“Plein Air” refers to the act of painting subject matter in outdoor daylight, rather than in the studio.) Interestingly, the idea originated from a suggestion by an America in Bloom judge, who was inspired by Warrenville’s Artist-in-Residency program and the Historical Society’s tradition for sponsoring art exhibits. Selected artists will paint on as many of the three planned plein air event dates as they’d like, at various locations around Warrenville, and the public will be invited to enjoy the artistic processes on display as they work. Paintings from these three dates will be submitted for exhibit at the Historical Museum and Art Gallery in the fall, where the public will be encouraged to vote for the painting that will become part of Warrenville’s permanent collection.

Attendance: 1,000 and no overnight stays

Historic Warrenville Mobile Tour

Description: The mobile tour has been active for residents and guests for twelve successful years and continues to engage users by focusing on a variety of topics, including general history, historical architecture, art history, local family history, business history, and topics that are popular in pop culture. For the proposed thirteenth year, new sites from outside the historic section of Warrenville will continue to be added, as this has been quite popular. Featured sites will be tied to the America 250 Celebration, honoring the ways our community relates to the 250th Anniversary of the USA. The public will be allowed to interactively submit their own pieces of history for inclusion. The tour is free and can be accessed through the tour’s website or by using a smart device throughout Warrenville on the STQRY/OnCell app. Users, including students and teachers inside their classrooms, can listen to or read descriptions of specific sites in Warrenville, as well as see associated historical images.

Attendance: 3,500; no overnight stays

Concerts on the Commons

Description: A series of eight, free, outdoor musical performances on Bob Walters Commons will once again be sponsored by the Warrenville Public Library on Wednesday evenings from mid-June through mid-August. This popular concert series, being

proposed for its 16th year, features a wide variety of popular music from rock and pop to country and oldies, and is attended by all age groups.

Attendance: Attendance in 2024 averaged 225/concert; no overnight stays

Sunday Musical Matinees

Description: Sunday Musical Matinees is a series of free, live concerts that are held at the Warrenville Public Library. Seven concerts will be held during the season, once a month on Sunday afternoons from September 2025 through March 2026.

Attendance: 50 attendees per concert on average; one overnight stay (out of town performer)

Art on the Prairie Art and Music Festival

Description: This is a two-day, outdoor Art and Music Festival that features artwork and performing artists hosted by the Warrenville Park District. Art on the Prairie attracts both local and out of town artists for a Juried Art Fair and features ethnic, folk, and various dance groups, along with a variety of musical performers. A Paint Station, as well as a face painter and a balloon artist have become family favorites at this event, as well. Wine and Microbrew tasting will be available. The *Many Faces of Warrenville* banner art program will again feature local artists' work on light pole banners celebrating the festival.

Attendance: 1000 estimated; Overnight stays will depend on the artists

Notes and Restrictions

- Reimbursements cannot be used for Park District staffing
- Theatre and Music Performers Line Item can only be used for performers

Fall Family Fun Fest

Description: Highly popular and family-centered, this annual Park District event includes a costume parade, games and prizes, crafts, live entertainment, inflatables, a petting zoo, beverages and fresh grilled food for purchase. The event proposed for FY26 will feature a live band, the Headspin Guy, storyteller, face painters and balloon artists.

Attendance: 850+ attendees; Overnight stays are unlikely

Notes and Restrictions

- Funds cannot be used for Park District staff

Lunchtime Live

Description: The Park District is proposing to continue this popular and continually growing, free children's summer concert series for a 7th year. The grant would fund five children's entertainers performing in June, July, and August at Cerny Park.

Attendance: 100+ /event and no overnight stays

Notes and Restrictions

- Funds cannot be used for Park District staffing
- Must apply for park rental prior to event(s)

Summer Movies in the Park

Description: The Park District is requesting funding for their 8th Annual Summer Movies in the Park, which is free to the public. Family-friendly movies are projected on a 16'

inflatable screen beginning at dusk at Cerny Park one evening per month in June, July and August. A local vendor will again be used to provide concessions.

Attendance: 100+ /event and no overnight stays

Notes and Restrictions

- Funds cannot be used for Park District staffing
- Must apply for park rental prior to event(s)

Warrenville Multi-Cultural Festival

Description: The Warrenville Park District's Multi-Cultural Festival, proposing a fourth year in FY26, will continue to celebrate the vibrant cultures that make Warrenville a strong and diverse community. This free event, held outdoors at the City Hall complex, will continue to be a fun afternoon of live performances to encourage social cohesion and inter-community harmony, hoping to enrich our cultural vitality in ways that may impact generations to come. Coloring murals, an international flag display, yard games, and musicians/performing arts acts will all be featured at the event. Attendees will also be treated to the talents of face painters, balloon twisters, and a henna tattoo artist.

Attendance: 1000+ with few to no overnight stays

Notes and Restrictions

- Funds cannot be used for Park District staffing

NEW: StoryWalk

Description: This project will be a cooperative effort between the Warrenville Park District and the Warrenville Public Library. StoryWalk is a series of mounted signs featuring sequential spreads from a children's picture book. Following the StoryWalk promotes early literacy, physical activity, and family time together in nature. The walks are normally less than a mile in distance and follow a paved, accessible path through a local, community park. StoryWalks have been installed in all 50 states and twelve countries and are received with enthusiasm and appreciation. Summerlakes Park has been chosen for this project, as it has a paved walking trail accessible to everyone.

Attendance: 1000+ /no overnight stays

Warrenville In Bloom Beautification

Description: WIB is requesting funds to continue their mission to beautify strategic locations in the community with plants and flowers and to maintain those planters and gardens as long as possible through the summer. The Curb Appeal program acknowledges citizens' efforts with yard signs for lawns that are well cared for and beautified.

Attendance: No overnight stays –beautification of Warrenville can be enjoyed by residents and visitors alike

Warrenville In Bloom 2026 Photo Calendar

Description: WIB is requesting funds to print a 2026 version of a calendar featuring color photos of Curb Appeal recipients' yards. WIB has printed 2025 calendars with Hotel Tax Grant funds and would like to continue this effort to raise awareness of their mission and to highlight the beauty of Warrenville. The calendars are free to

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Curb Appeal Award Winners, business donors, and to residents at-large while supplies last via the city's businesses, Facebook posts, and on the WIB website.

Notes and Restrictions

- Recommended that City Meetings and events sponsored by the Hotel Tax Grant Program continue to be listed on the calendar.

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor and City Council
From: Dawn Grivetti, Executive Assistant / Deputy Clerk and Staff Liaison to the Warrenville Friends of the 4th Committee 
Subject: Warrenville Friends of the 4th Funding Request
Date: January 21, 2025

Introduction

The Warrenville Friends of the 4th Committee is requesting additional funding in FY 2026 as outlined in **Attachment A**. In addition, **Attachment B** provides historical financial data and analysis of the City's funding, including actual revenue and expenses of the two-day Independence Day Celebration.

Background

The City of Warrenville has been sponsoring Fourth of July events for over 40 years. The Warrenville Friends of the 4th Committee, a not-for-profit group of volunteers, was established to plan and effectuate Independence Day activities for the City and its citizens. The City grants funding to the Committee from the Hotel Tax Fund in support of the events. Grant funds are established to provide for city services as well as event expenses. City services may include Public Works and Police staffing, portable toilets and wash stations, and golf carts. Event expenses may include fireworks, stage rental, entertainment, beverage fees, parade costs, and more. The City has budgeted a flat rate for city services while the sponsorship grant for event expenses has increased over the years to account for rising costs of fireworks contracts and entertainment expenses.

City Funding

Table 1 of Attachment B shows the City's budgeted funds specific to Fourth of July events from calendar year (CY) 2010 through CY 2024. In that time, the City has consistently budgeted \$11,000 in Hotel Tax grant funds for city services. In CY 2010, the City budgeted \$24,000 in grant funds and increased the amount to \$30,000 in 2018. In the fall of 2021, the Friends of the 4th Committee began annual requests for additional funding to offset not only the loss of not having the event in CY 2020 and 2021 due to COVID-19, but also the continued rising costs of fireworks and entertainment.

Table 2 shows how budgeted funds have been used to pay fireworks contract fees and to provide discretionary funds for event expenses. For liability reasons, the City contracts with the pyrotechnic agency for the annual fireworks displays. Either a one-year or three-year contract is typically approved. Currently, Friends of the 4th has approved a proposal for a three-year contract for CY 2026 – 2029 in the annual amount of \$28,000. This is at or below similar contracts for neighboring communities. The remaining discretionary funds are provided to reimburse the Friends of the 4th Committee for event expenses. Not all expenses are covered by these funds.

Analysis

Table 3 shows actual revenue and expenses for the Independence Day event for the past four calendar years. Event revenues include City funds as well as donations received before and during the event and event generated revenue from vendor fees, beverage sales and parade entries. Event expenses include fireworks, stage and equipment rental, entertainment fees, beverage fees and parade costs. In each year displayed, Friends of the 4th has experienced a net gain in revenues to add to their cash on hand, while the City cost for in kind city services committed to the event have also increased to over \$30,000 annually. The overage in city service expenses not covered by the Hotel Tax Fund is covered by the General Fund and budgeted through payroll expenses. As with any outdoor event, in times of inclement weather, revenues can go down while fees may remain the same.

As of November 2024, the Friends of the 4th Committee has a balance of \$30,327 cash on hand, however according to the Committee, approximately \$30,000 is needed before the start of the event to pay entertainer fees, stage rental, beverage fees, etc.

Conclusion

Staff requests Council direction to increase the amount of the Sponsorship Grant to include the Friends of the 4th Committee's request for \$10,000 in additional funding to accommodate rising costs of fireworks displays and entertainment. Staff is also seeking City Council's direction to evaluate an increase in the amount of City Services budgeted for the various community events in the Hotel Tax Fund to better reflect the true cost of city provided services.

Staff Recommendations

- 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.
- 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.

Attachment A



INDEPENDENCE DAY CELEBRATION 2025

November 12, 2024

Warrenville City Council
3S58 Manning Avenue
Warrenville, IL 60555

Dear City Council,

The Warrenville Friends of the 4th Committee has one mission, to give the Warrenville community a wonderful two day experience. We have been able to accomplish that goal through the generosity of the Warrenville City Council. Your additional financial support in 2024 of \$10,000 on top of the City providing the Committee with \$30,000 for expenses plus \$11,000 in City services has helped immensely.

The Committee's total expenses for our celebration in 2024 was \$62,698. Our income was \$68,734 placing \$6036 into our reserves from 2024 mostly due to the generosity of local vendors. The Committee was hopeful that additional revenues this year would offset the cost of a new fireworks contract which is estimated at \$27,000 to \$30,000 for the celebration in 2025.

Along with fireworks pricing the stage costs are going up as again as well. The Committee was frugal with other expenses and I would like to thank my Chairmen for squeezing the most out of their budgets. The parade costs were \$8930, our entertainment costs were \$7680 for the stage, and \$11,656 for the bands all up from 2023 and sure to be up in 2025 due to inflation. The issue is that any severe weather, which has been an issue the past three years in a row, the Committee would have to pay parade, entertainment, stage and band costs even if they might be canceled. Any additional financial support will allow us to handle these issues without wiping out our reserves.

Therefore, the Warrenville Friends of the 4th Committee respectfully requests from City Council an additional \$10,000, the same funding that was provided to the Committee in 2024 which created such a memorable experience for our community. We are continuing to improve other revenue streams to offset costs. This will allow parade, entertainment, and fireworks to continue to be at the high level. The Committee looks forward to your communication on this matter.

Sincerely;

A handwritten signature in black ink that reads 'Colin A. Wilkie'. The signature is written in a cursive, flowing style.

Colin A. Wilkie; *Director, Warrenville Friends of the 4th Committee*

Attachment B

Independence Day Celebration Hotel Tax Grant Budgeting History FY 2011 Thru FY 2025

4th of July Celebration Calendar Year	CITY Fiscal Year	BUDGETED FUNDS (event specific)			
		City Services	Sponsorship Grant	Additionally Requested	Total Budgeted
2024	2025	\$11,000	\$30,000	\$10,000	\$51,000
2023	2024	\$11,000	\$30,000	\$10,000	\$51,000
2022	2023	\$11,000	\$30,000	\$10,000	\$51,000
2021	2022	\$11,000	\$30,000	\$0	\$41,000
2020	2021	\$11,000	\$30,000	\$0	\$41,000
2019	2020	\$11,000	\$30,000	\$0	\$41,000
2018	2019	\$11,000	\$30,000	\$0	\$41,000
2017	2018	\$11,000	\$24,000	\$0	\$35,000
2016	2017	\$11,000	\$24,000	\$0	\$35,000
2015	2016	\$11,000	\$24,000	\$0	\$35,000
2014	2015	\$11,000	\$24,000	\$0	\$35,000
2010-2013	2011-2014	\$11,000	\$24,000	\$0	\$35,000

Table 1

CITY Fiscal Year	City Grant Funds (Grant + Add'l)	Fireworks Contract Expense	Discretionary Event Expense
2025	\$40,000	\$24,000	\$16,000
2024	\$40,000	\$24,000	\$16,000
2023	\$40,000	\$24,000	\$16,000
2022	\$30,000	\$20,000	\$10,000
2021	\$30,000	\$0	no event
2020	\$30,000	\$16,000	\$14,000
2019	\$30,000	\$13,500	\$16,500
2018	\$24,000	\$14,000	\$10,000
2017	\$24,000	\$13,000	\$11,000
2016	\$24,000	\$13,000	\$11,000
2015	\$24,000	\$13,000	\$11,000
2011-2014	\$24,000	\$12,500	\$11,500

Table 2

**Independence Day Celebration
Revenue and Expense Analysis**

	CY 2021 (FY 2022)	CY 2022 (FY 2023)	CY 2023 (FY2024)	CY 2024 (FY2025)
Event Revenues				
City Hotel Tax Grant	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
City Add'l Funds Requested (Hotel Tax Fund)	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Outside Donations and Tips	\$ 2,293.16	\$ 5,123.00	\$ 3,193.00	\$ 2,428.00
Friends of the 4th Event Generated Revenue (vendor fees, beverage sales, political parade entries, etc)	\$ -	\$ 18,765.00	\$ 20,602.00	\$ 26,844.00
		No festival this year		
Event Expenses				
Fireworks pd by City	\$ 20,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Event Expenses pd by Friends of the 4th (stage & sound, entertainment, beverage fees, parade costs, etc.)	\$ -	\$ 33,602.00	\$ 35,964.00	\$ 38,698.00
		Fireworks only this year		
Friends of the 4th Net Gain/Loss:	\$ 2,293.16	\$ 6,286.00	\$ 3,831.00	\$ 6,036.00
City Services Budgeted - Hotel Tax Fund	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Actual Expenses (staffing, port-o-lets, golf carts)		\$ 31,890.20	\$ 31,185.97	\$ 32,249.12
Expenses Paid From General Fund		\$ 20,890.20	\$ 20,185.97	\$ 21,249.12

Table 3

* Friends of the 4th Committee Cash on Hand \$ 30,327.00 (as of Nov 7, 2024)
 Cash Needed Before Start of Event- approx. \$ 30,030.00
 (entertainment contracts, stage rent, etc)

Rogue Productions LLC
Post Box 67
Tinley Park, Il 60477
Tel: (708) 429 – 0520

20 MIN: FIREWORKS PROPOSAL FOR THE CITY OF WARENVILLE PROPOSAL # 25-00107

EXHIBITION DISPLAY SHELLS

OPENING:

24 – 3” RED, WHITE AND BLUE DISPLAY SHELLS W/ TAILS
 1 – 280 SHOT 3 X WHISTLE TO BROCADE AND REPOSRTS

MAIN:

216 - 3” ASSORTED DISPLAY SHELLS MOST W/ TAILS
 108– 4” ASSORTED DISPLAY SHELLS MOST W/ TAILS
 6 – 4” LAMPARE’S (FIRE BALL SHELL LOUD BOOM)
 90 – 5” ASSORTED DISPLAY SHELLS MOST W/ TAILS

FINALE:

120 - 3” ASSORTED DISPLAY SHELLS W/ TAILS
 80 - 4” ASSORTED DISPLAY SHELLS MOST W/ TAILS
 18 – 5” ASSORTED DISPLAY SHELLS MOST W/ TAILS

SHOW SUMMARY

OPENING	304
MAIN BODY	420
GRAND FINALE	218
TOTAL SHELL COUNT	942
<hr/>	
SHIPPING, SETUP, SHOOTING AND CLEAN UP LABOR	INCLUDED
5 MILLION DOLLAR LIABILITY	INCLUDED
ELECTRONICALLY FIRED	INCLUDED
PORTABLE BARAGE	NOT INCLD
MUSICAL – CD	NOT INCLD
TOTAL	\$28,000.00

SHOW DATE: JULY 4, 2025, 2026 AND 2027

* PROPOSAL VALD FOR 90 DAYS

** NOTE: ALL PYROTECHNICIANS OF FIVE ALARM FIREWORKS CO. ARE INSURED.

*** ITAMS MAY VARY BUT WILL BE OF GREATER OR EQULE VALUE.



Warrenville Historical Society
3 S 530 Second Street
PO Box 311
Warrenville, IL 60555
info@warrenvillehistorical.org

January 17, 2025

City of Warrenville
28W701 Stafford Place
Warrenville, IL 60555

Dear City Council Members,

The Historical Society would like to extend our gratitude to the City of Warrenville for your grant to allow the Historical Society to contract for a part-time Director/Curator. Your support has allowed our Museum to grow over the past fifteen years and in these times with sustained increased costs, this grant has been instrumental in allowing us to maintain our important work of engagement with the community around local history. By making the investment in our community's rich heritage, you have also helped us to expand our work of preserving Warrenville's past and work to make sure Warrenville history is accessible to all. As we look forward to another year, we respectfully request that you continue your support of our mission with a renewed grant of \$20,000.

Over the past fourteen and a half years, the Historical Society has contracted with Sara Phalen, an academically trained museum professional with a museum studies graduate degree, law degree and masters in non-profit management. She, with the support of our board of directors, have continued museum operations, developing exhibitions and educational programs, community outreach, interactions with other museums, organizations, schools and individuals in the pursuit of historic education, accumulation of historic items, coordination of programs with various other organizations and local school districts, accessioning of Museum artifacts, and receiving and responding to requests for information and historical documentation. Over the past seven years, Sara has also taken part in inclusivity and accessibility work in the larger museum field and is honored to serve on the City's IDEC Commission as well. Over the past year, Sara was appointed by Governor Pritzker to the Illinois America 250 Commission and is helping to represent Warrenville and other small museums in the state's commemoration of the 250th Anniversary of the United States which will take place in 2026.

We could not accomplish all we have done without your past support. Thank you. The Historical Society is also grateful for all the encouragement and collaboration the City of Warrenville has provided over the years. We look forward to our continued partnership as we continue to make Warrenville's history relevant to all.

I hope you will agree to continue to invest in Warrenville history. As our community grows, history has never been more important to foster community and belonging. Please feel free to contact me with any questions you might have.

Respectfully,

Melissa Simmons, President

FY 2026 Draft Citywide Work Plan

(last revised by A Morgan 01/23/2025)

INTRODUCTION

The Citywide Work Plan does not include all projects that are listed in the individual department work plans, only those projects that require resources from multiple departments and are not reoccurring.

TIER ONE INITIATIVES				
Item	Project / Program / Activity	Expected Completion Date	Departments	City Plan
Ongoing Projects and Initiatives Expected to Continue				
CW1-1	Mack Road Bridge Replacement and Trail Improvement Project			
	Complete Property/Easement Acquisition (CD 22.04)	8/31/2025	PW,CD	Quality City Services: City Infrastructure
	Coordinate Construction (CD 24.01)	11/30/2026	PW,CD	Quality City Services: City Infrastructure
CW1-2	Implementation of New Software Solutions			
	BS&A ERP Software Implementation	7/15/2025	PW,CD,FIN	Quality City Services: City Infrastructure
	<i>Citizen Engagement Public Implementation</i>	10/31/2025	ALL	Quality City Services: City Infrastructure
CW1-4	Complete a Facilities and Space Needs study, including opportunities to improve building efficiency and reduce negative impacts on the environment	4/30/2026	ALL	Quality City Services: City Infrastructure
CW1-5	Collective Bargaining Negotiations with MAP 214	4/30/2026	ADM,PD,FIN	Supported and Responsive Workforce: Salary & Benefits
Proposed New Projects and Initiatives				
CW1-6	2026 Road Program Bid Documents	2/28/2026	PW,CD	Quality City Services: City Infrastructure
CW1-7	Conduct a water and sanitary sewer rate study	4/30/2026	PW, FIN	Quality City Services: Financial Policies
CW1-8	Traffic study to evaluate speed limits and standardize speed limits on City streets.	4/30/2026	PW, PD	Safe and Healthy Neighborhoods: Speed Limits
CW1-9	Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera	4/30/2026	PW,CD	Quality City Services: City Infrastructure

TIER TWO INITIATIVES				
Item	Project Description	Expected Completion Date	Departments	Other City Plans
Ongoing Projects and Initiatives Expected to Continue				
CW2-1	Development of ADA Transition Plan	4/30/2026	PW, CD	Quality City Services: City Infrastructure
CW2-2	Administration of Private Property Drainage Assistance Program	4/30/2026	PW, CD	Safe and Healthy Neighborhoods: Legacy Private Infrastructure Challenges
CW2-3	Route 59 Sidewalk/Path Improvement Project Final Engineering Design (CD 23.03) Complete Property/Easement Acquisition (CD 24.06)	12/1/2026 12/1/2026	PW, CD PW, CD	Bike and Pedestrian Plan Bike and Pedestrian Plan
Proposed New Projects and Initiatives				
CW2-4	(EMA) Develop, coordinate and conduct National Incident Management System (NIMS) training for City staff based on staff position	4/30/2026	ALL	Supported and Responsive Workforce: Staff and Elected Official Training
CW2-5	(EMA) Develop, coordinate and conduct emergency Disaster drill training exercise for appropriate police, fire, and City staff	4/30/2026	ALL	Supported and Responsive Workforce: Staff and Elected Official Training
CW2-6	Upgrade or Add Security Cameras to all City buildings	4/30/2026	ALL	Quality and City Services: Building and Life Safety
TIER THREE INITIATIVES				
Item	Project Description	Expected Completion Date	Departments	Other City Plans
Ongoing Projects and Initiatives Expected to Continue				
CW3-1	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual	4/30/2026	PW, CD	Quality and City Services: Maintain and Replace City Infrastructure
Proposed New Initiatives				

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

Tier Two – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three – These are desirable and valuable initiatives, but not items the Departments expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = Initiative or project for which a new FY 2026 Decision Package has been submitted.

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN

- 1 Proposed FY 2026 Work Plan does not account for impact of staff turnover.
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year.
- 3 Does not include normal everyday tasks.

CITY OF WARRENVILLE**MEMO**

To: Cristina White, City Administrator
Cc: Mayor, City Council and City Staff
From: Kevin Dahlstrand, Finance Director
Subject: FY 2025 FINANCIAL UPDATE – THROUGH DECEMBER 2024
Date: January 23, 2025

This report contains fund-by-fund, fiscal year 2025 performance analysis of City funds up through and including the month of December 2024, the eight month of the fiscal year. The reporting provides the information and related graphs on a modified accrual basis.

This narrative focuses on major topics within General Fund, Capital Maintenance and Replacement Fund, Hotel Tax fund, and the Water and Sewer Fund, and focuses on the performance of the major revenue sources in each of these funds. The front page of the financial section of the report summarizes the local economic indicators. The next nine pages are the fund-by-fund summary pages.

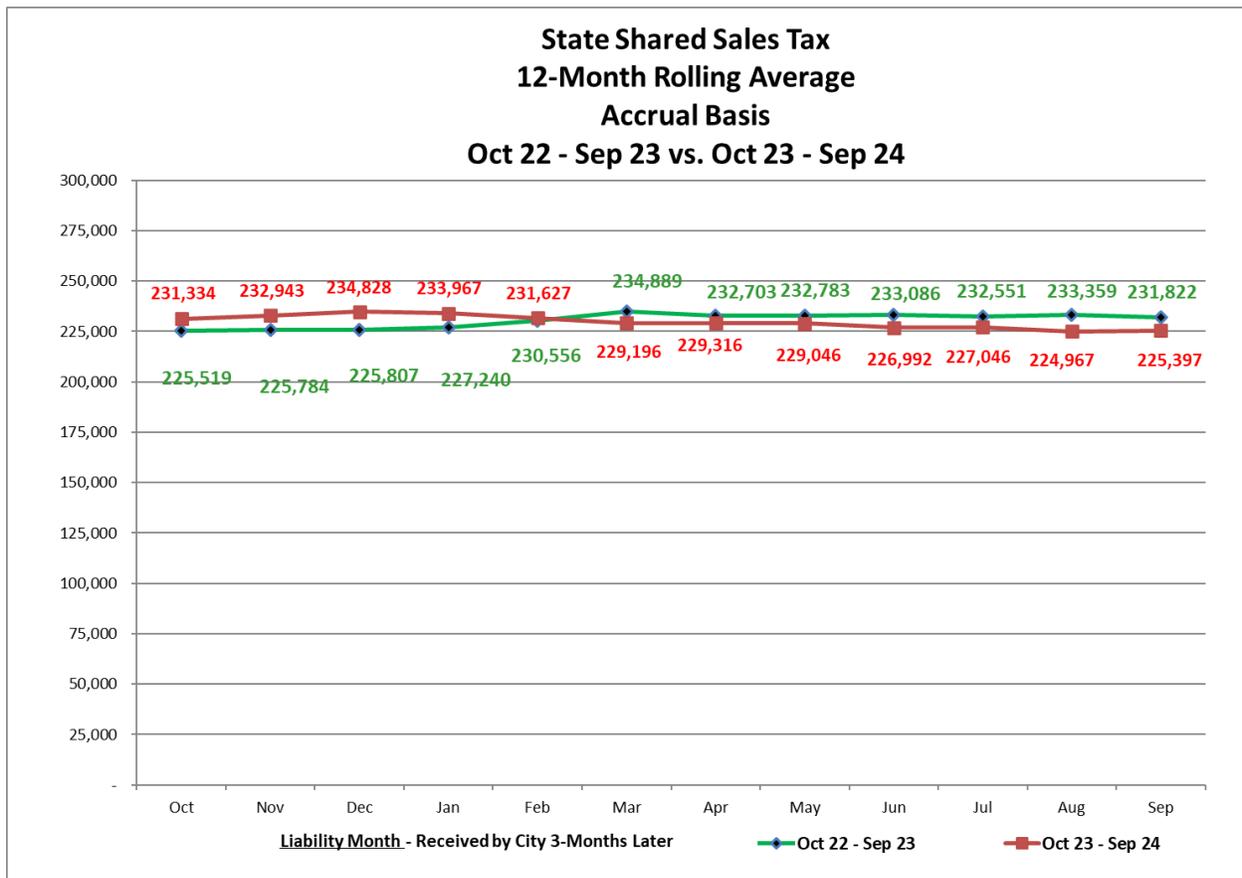
As of December 2024, seven of the eight City operational accounting funds are operating in the black, with revenues exceeding expenditures in each of those funds. The one which is not in the “black” is the TIF #3 Fund due to the large expenditures relative to the projects exceeding the incremental revenue from property tax receipts. These were planned expenditures in TIF #3. The remaining non-operational fund, the Police Pension Fund, is also operating in the black through December.

General Fund

The following sections look at some of the major revenue sources within the General Fund.

State Shared Sales Tax

State Shared Sales Tax receipts through September 2024, received in December 2024, are behind the previous 12-month rolling average through December 2023 by about \$6,425 per month, with a year-to-date rolling average almost \$225,400 per month, versus about \$231,822 per month during FY 2024.

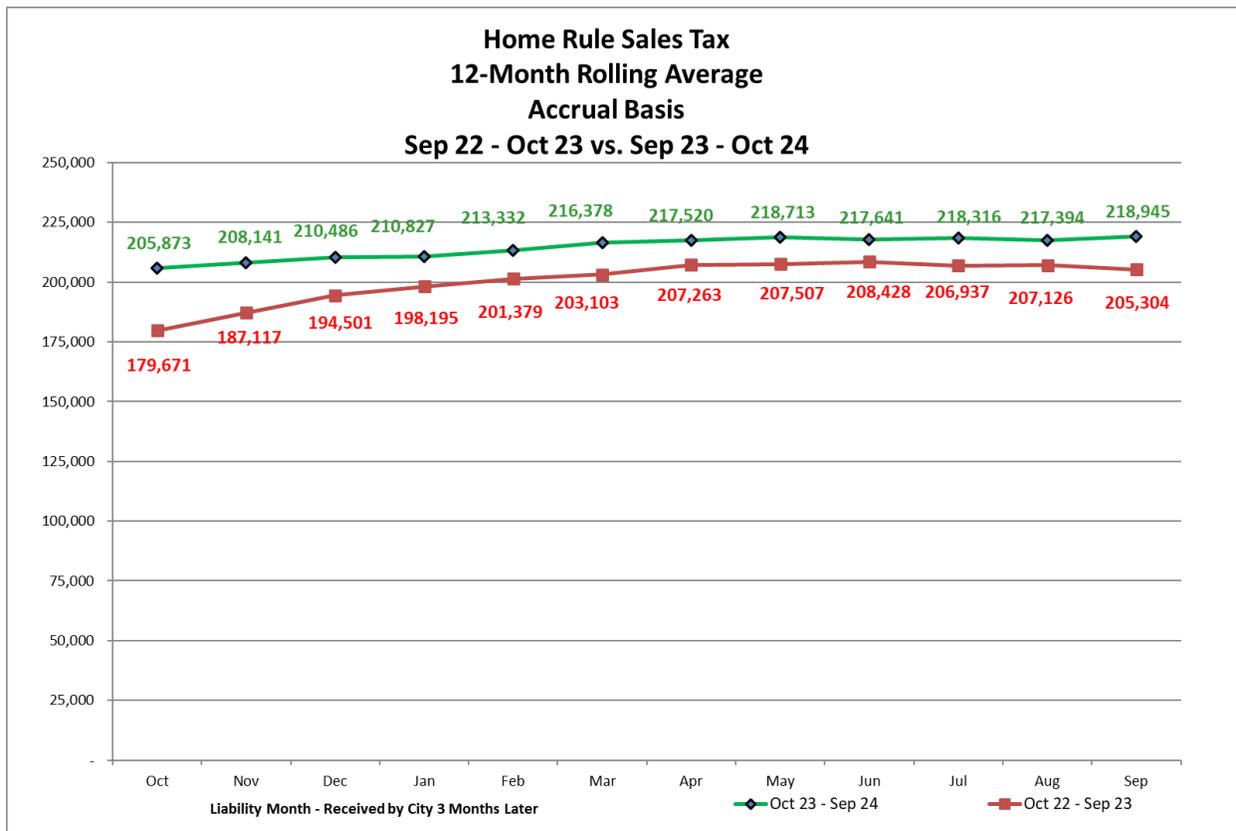


Overall, this actual fiscal year-to-date revenue is showing a year-to-year decrease of about 4%, with total FY 2025 revenue of \$1,130,403, compared to FY 2024 actual revenue of \$1,177,430. It needs to be noted that in January 2025, the City received a larger than average receipt for this revenue stream of \$373,920, which is about \$107,530 larger than all previously received remittances, the source of this increase is not yet known, but staff will research that once detailed sales figures have been received from the Illinois Department of Revenue through the reciprocal agreement in place.

Home Rule Sales Tax

Home Rule Sales Tax receipts through September 2024, received in December 2024, totaled \$1,110,767, while through December 2023, the total received was \$1,093,663. This is year-to-year improvement of about \$17,104, or 1.56%.

The twelve-month rolling average graph indicates that Home Rule Sales Tax revenue, through the December 2024, receipt of September 2024 taxes, is performing almost \$13,640 per month better than the previous twelve-month rolling average, with \$218,945 per month through October 2024, and \$205,304 through October 2023.

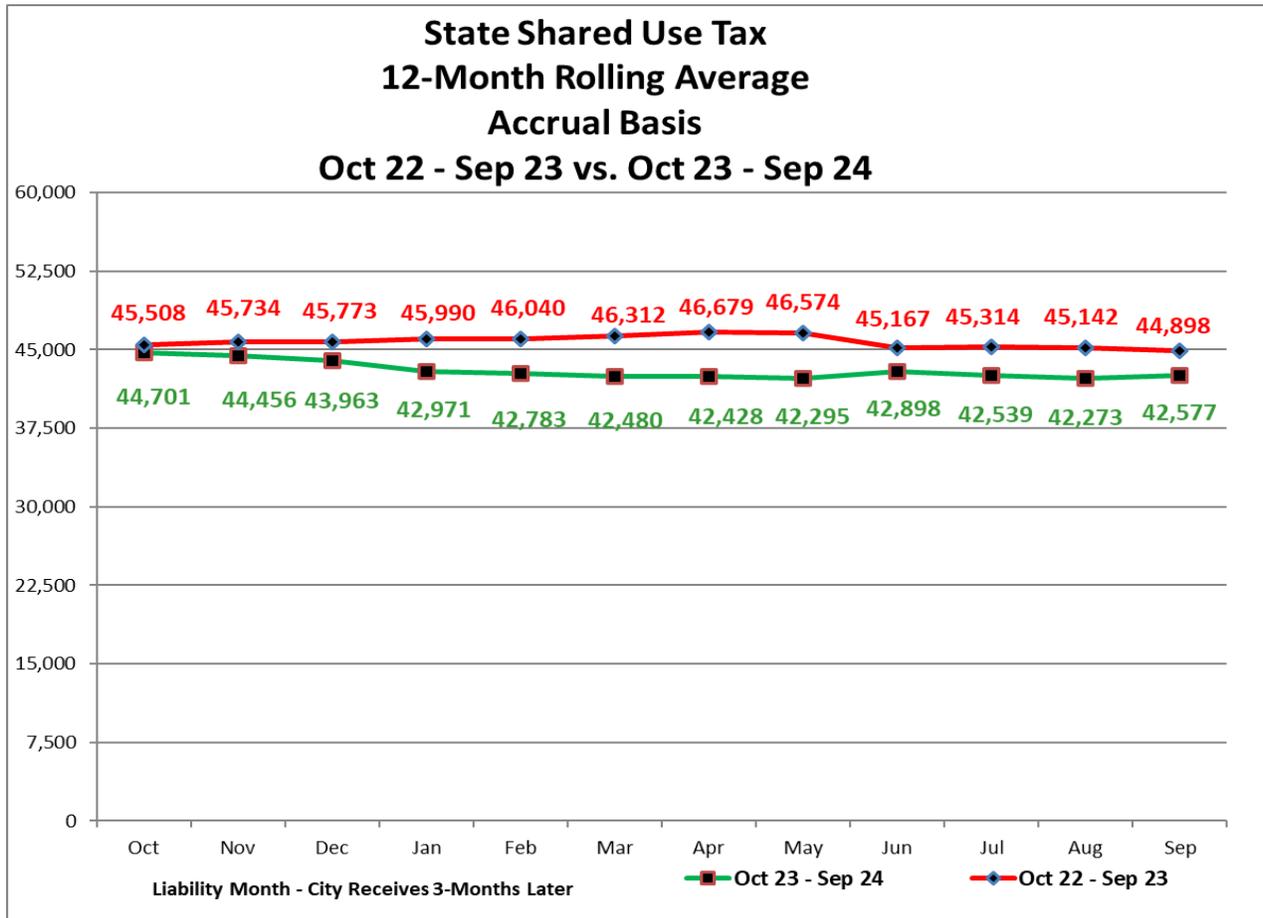


It needs to be noted that in January 2025, as with the aforementioned State Shared Sales Tax, the City received a larger than average receipt for this revenue stream of \$376,201, which is about \$32,360 larger than all previously received remittances, the source of this increase is not yet known, but staff will research that once detailed sales figures have been received from the Illinois Department of Revenue through the reciprocal agreement in place.

State Shared Use Tax

FY 2025 State Shared Use Tax received through December 2024, for the September 2024 State liability, totaled \$203,802, a very slight increase of just .88% for the FY 2024, December 2023, collection of the September 2023 State liability, which totaled \$202,018. The most recent Illinois Municipal League (IML) revised estimate of \$37.74 per capita, for the fiscal year, is actually a per capita decrease from original fiscal year estimates of \$42.18, used when the budget was approved. This would mean that if the IML estimates hold true, and based upon our pre-special census population figure, this revenue source would actually fall short of budget by about \$60,175. However, beginning with the December 2024 receipt, the City began receiving State shared revenue based upon the City’s new population figure resulting from the special census of 15,195., leading to a projected year- figure of \$554,711.

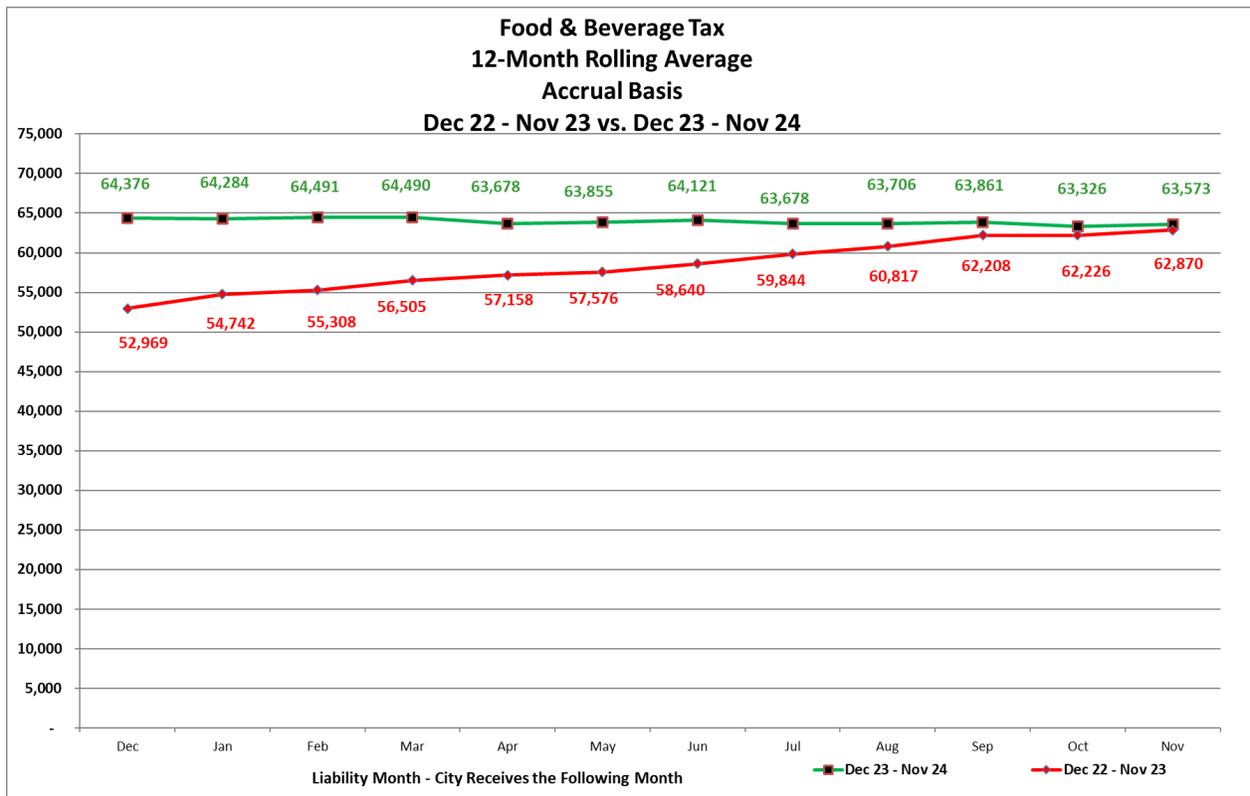
The 12-month rolling average graph indicates this revenue source for the current fiscal year is performing about \$2,321 per month less than the same twelve-month period for last fiscal year, \$42,577 per month currently, versus \$44,898 per month last year.



Food and Beverage Tax

Food and Beverage Tax revenue collected through December 2024 totaled \$437,140, with monthly average revenue of \$62,449, compared to \$321,183 or an average of \$62,629, per month through October 2023, a year-to-year change of just .29%.

The 12-month rolling average graph shows this relatively flat trend, as of the December 2024 receipt of the November 2024 taxes, the monthly rolling average remittances are \$63,573, or just \$703, per month better than the same twelve-month period last fiscal year when the 12-month rolling-average was \$62,870 per month.

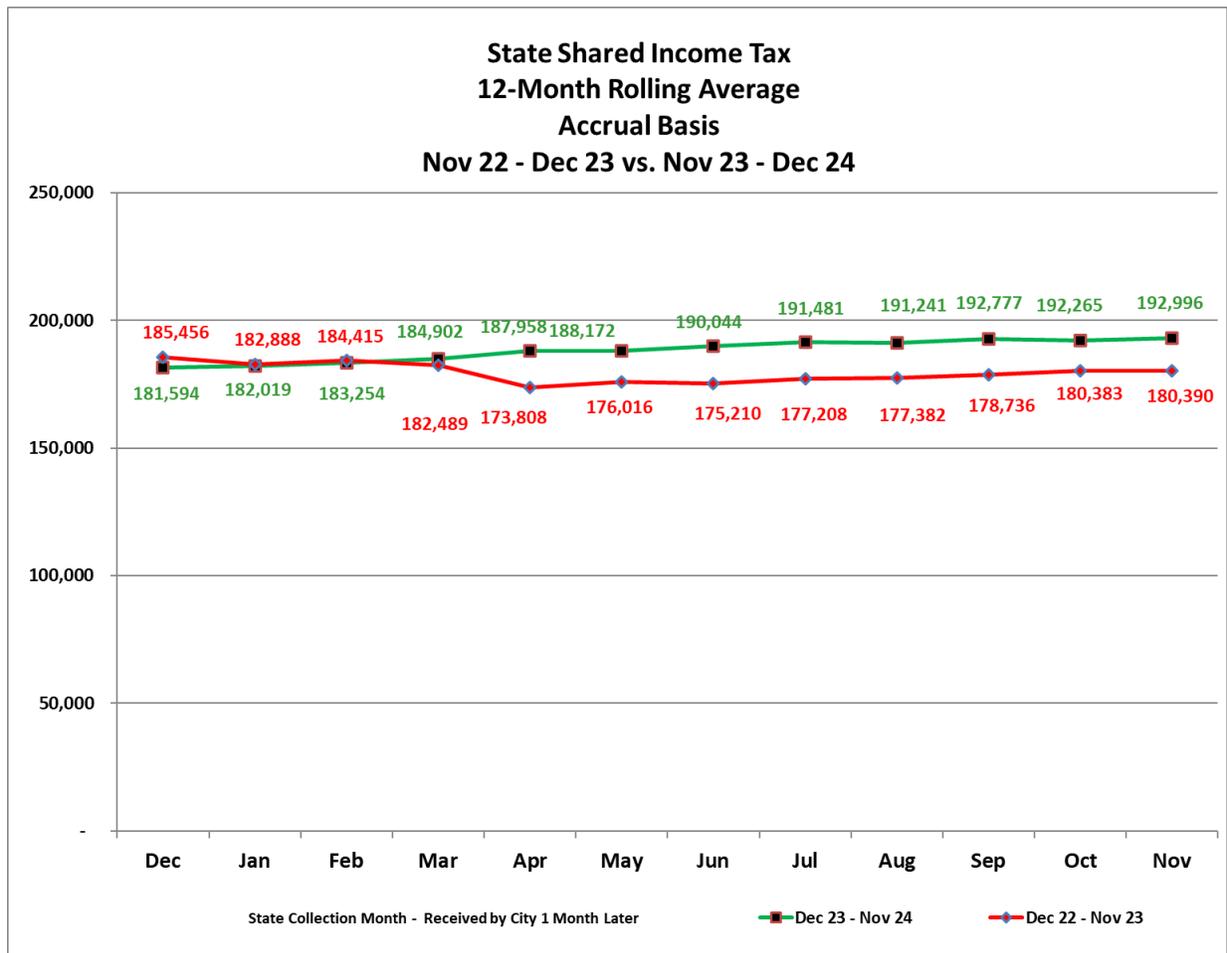


State Shared Income Tax

State Shared Income Tax revenue received through December 2024, totaled \$1,189,729, while through December 2023, the City received a total of \$976,396, a year-to-year increase of 5.35% or \$60,460.

This State revenue source is shared on a per capita basis, and for FY 2025, the initial per capita figure projected by IML for FY 2025, was \$171.00. The most recent IML estimates from September 2024 indicated a revised per capita figure for FY 2025, of \$173.05. With the revised IML projection and the new special census per capita figure of 15,195, first received with the December remittance, it is projected the City will realize a total of \$2,527,073 from this revenue source, resulting in unbudgeted additional revenue for FY 2025 of \$209,510.

The twelve-month rolling average graph below shows this revenue performing about \$12,600 better than last fiscal year through the comparable twelve-month period, with a current average of \$192,996, per month, compared to last year’s average of \$180,390 per month.



General Fund FY 2024 expenditures and summary

On the expenditure side, ten of the twelve General Fund departments/cost centers are under budget through December 2024 by a combined \$1,981,686. The two remaining departments/cost centers, are over budget by a combined \$310,833. the Police Department, is over by a total of \$551,559, due to the timing of the transfers of Police Pension property taxes.

Overall, the General fund is currently operating at about \$350,000 to the positive through December 2024. Contributing factors include the two large remittances of property tax revenue in June and September, and the net of the variances indicated in the aforementioned larger revenue sources and departmental positive variances, as well as the on-going underpayment of fiscal-year-to-date wages in the Police Department pending the settlement of the collective bargaining agreement with the MAP #213 Patrol Officers union.

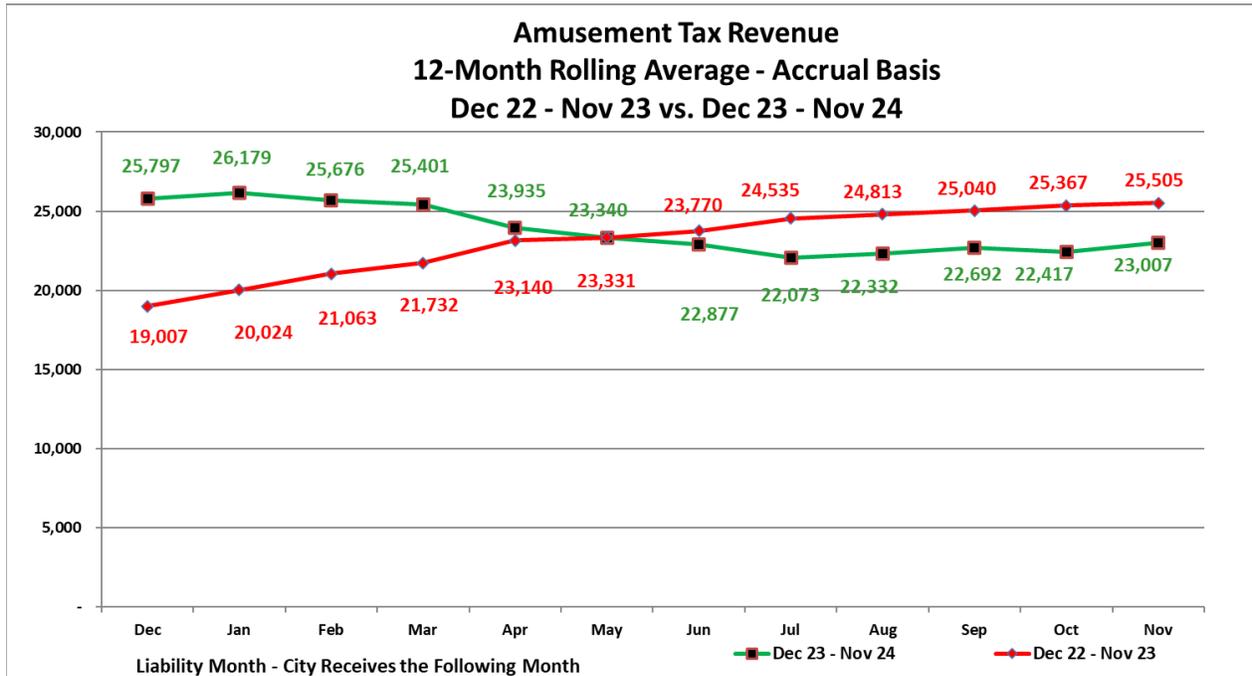
Capital Maintenance and Replacement Fund

Amusement Tax

Amusement Tax revenue through the December 2024 receipt of November 2024, taxes received totaled \$154,973 for FY 2025, compared with the December 2023 receipt November 2023 taxes, which totaled \$166,106. This is a year-to-year decrease for FY 2025 of \$11,133, or about 6.7%.

During FY 2024, through the first seven months of receipts, the average monthly revenue was \$23,729, while for the first seven months of FY 2025, the average monthly remittance has been \$22,139, a decline of almost \$1,600 per month.

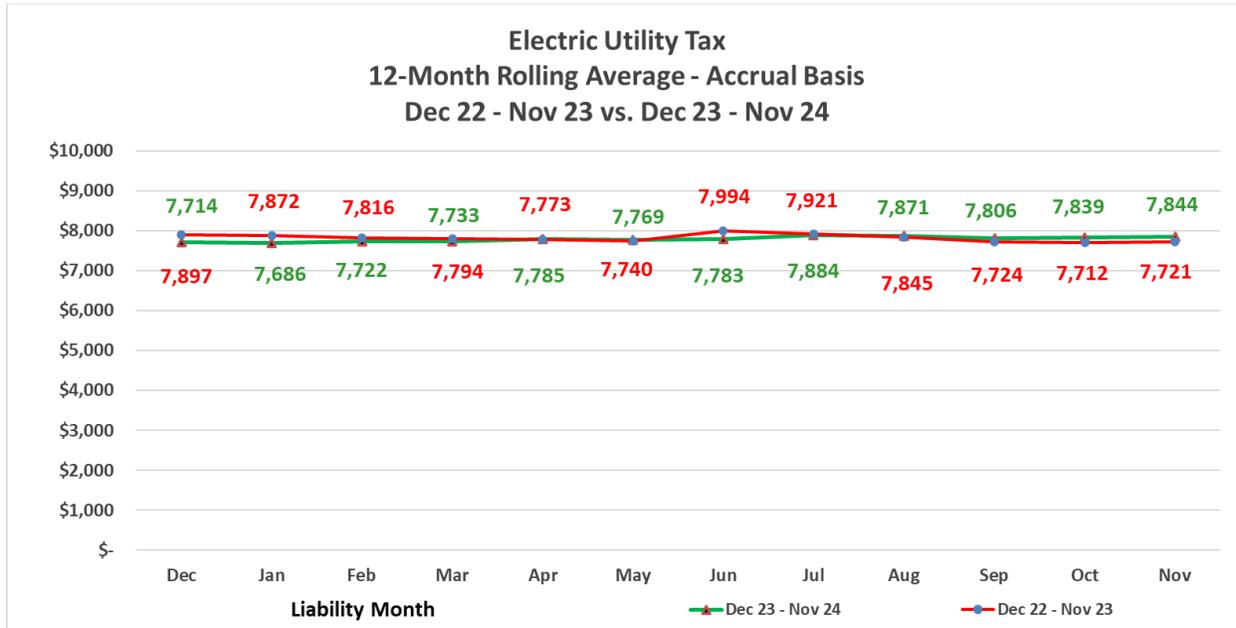
The twelve-month rolling average graph shows that this revenue source performing almost \$2,498 per month behind the same twelve-month period for FY 2024, at \$25,505 per month for FY 2024, versus \$23,007 per month for FY 2025.



Electric Utility Tax

Electric Utility Tax shows little year-to-year variation, which has been the case since inception in 2013. Through the December 2024 receipt of the November 2024 taxes, a total of \$55,219, was collected and remitted by ComEd. By comparison, through the December 2023, receipt of the November 2023 taxes, a total of \$54,514, had been received, a slight year-to-year increase of just \$705.

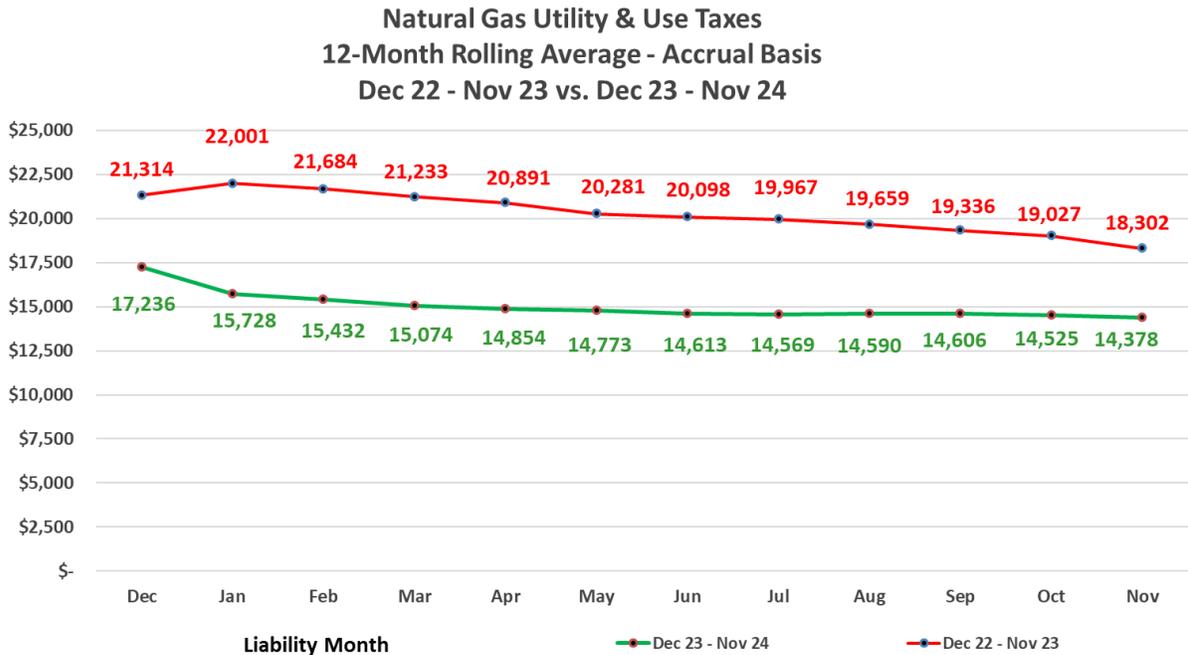
The twelve-month rolling average chart continues to show this very clearly, with both lines remaining almost flat by comparison, with a year-to-year variance of just \$78 per month more per month than for the same twelve-month period of FY 2024.



Natural Gas Utility and Use Tax

Natural Gas Utility and Use Tax revenue received through the December 2024, receipt of November 2024, taxes collected and remitted by NICOR totaled \$82,152, while through the December 2023, receipt of November 2023, taxes the total received was \$89,372, a year-to-year decrease of \$7,220 or about 8%. The FY 2025 receipts do not yet include any of the revenue increases from the colder winter months of December through February.

The twelve-month cash-basis rolling average chart indicates this revenue has decreased by \$3,924 per month, where the figure for the current fiscal year is \$14,378, while the comparable twelve-month period last fiscal year was \$18,302.

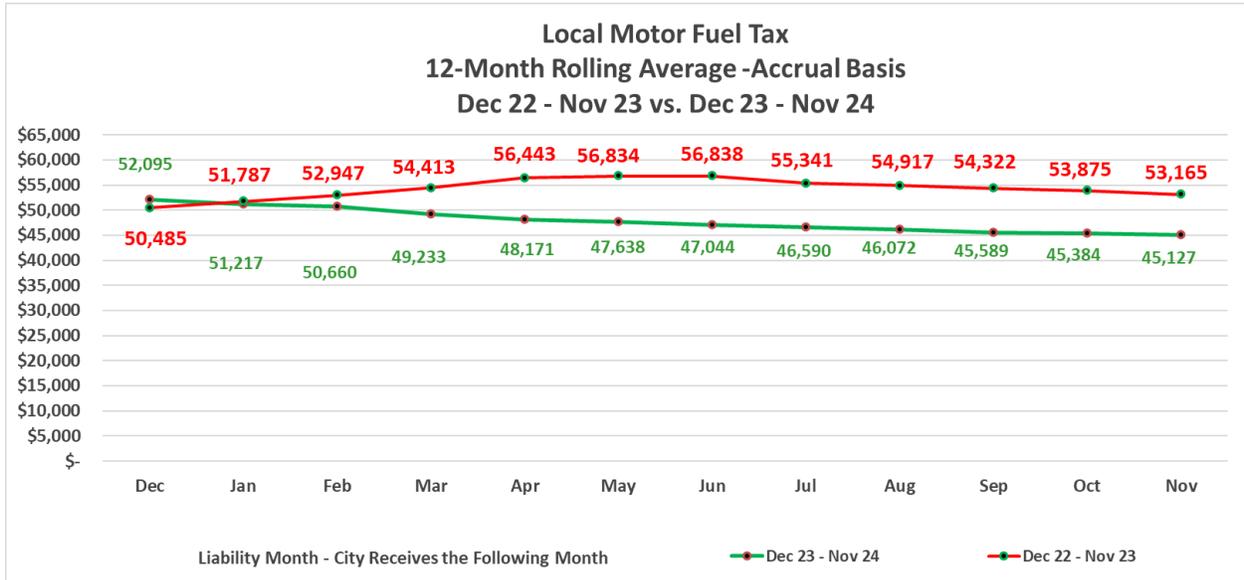


Local Motor Fuel Tax

Local Motor Fuel Tax revenue for FY 2025, received through the December 2024 receipt, of November 2024 tax collections, totaled \$321,214. FY 2024, revenue received through the December 2023 receipt, of November 2023 tax collections totaled \$357,745, a year-to-year decline through the first eight months of collections for the fiscal year of about 10.2%.

Five of the six gas station within the City show a year-to-year decline in remittances, averaging almost 17%, most likely due to decreased gasoline consumption as the gasoline prices have remained relatively high. While the sixth station is showing a positive year-to-year decline of just 2.7%

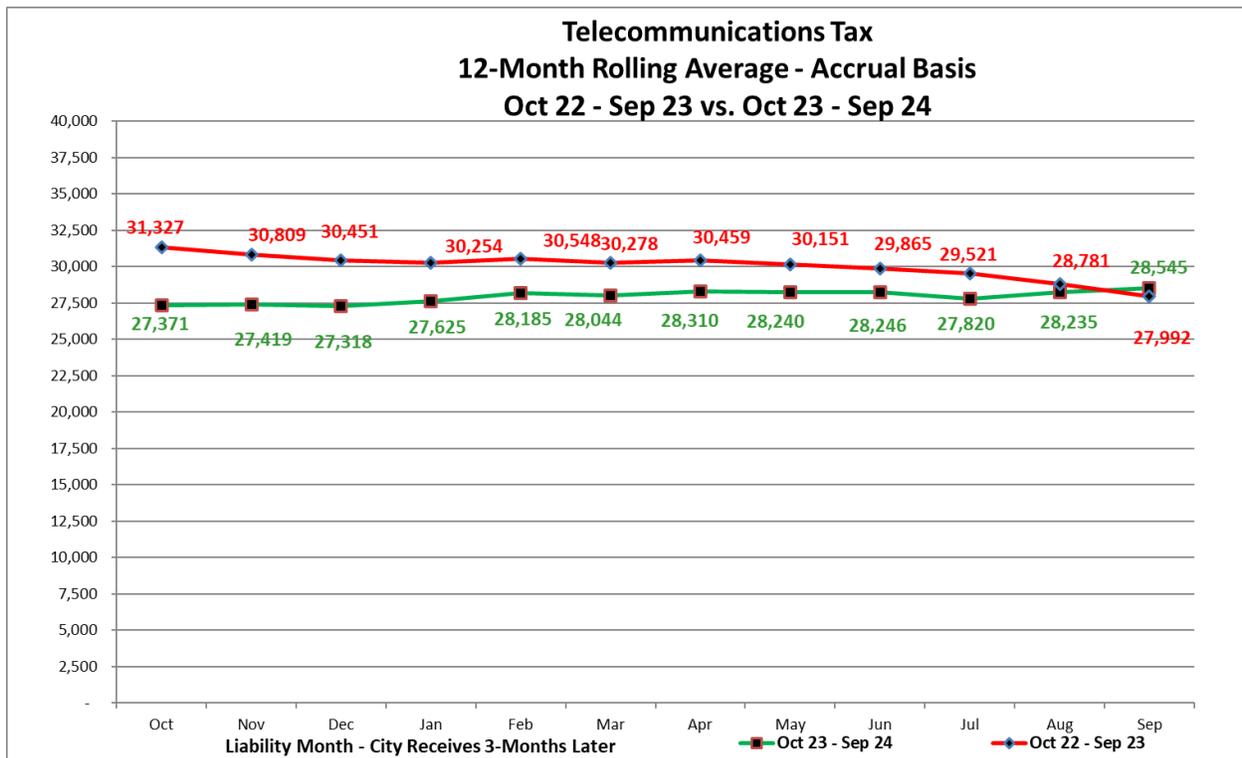
The twelve-month rolling average chart indicates that this revenue is running \$1,962 per month, less than the comparable twelve-month period of last fiscal year, \$53,165 per month for FY 2024, versus \$45,127 for FY 2025.



Telecommunications Tax

FY 2024, Telecommunication Tax revenue received through the December 2024 receipt of September 2024, taxes totaled \$131,801, which represents a slight year-to-year increase of approximately 2.2%, from the same five months of receipts of FY 2024, when through the December 2023 receipt of September 2023 taxes, total received was \$128,970.

The twelve-month cash-basis rolling average chart indicates this revenue is currently performing just \$552 per month better, when compared to the comparable twelve-month period of FY 2024. This remains an on-going trend for this revenue source, which has been on the decline for years.



Additional revenue streams in this fund include video gaming revenue, which is running ahead of budget expectations through December 2024 with 94% of the fiscal year budgeted revenue having been received versus 58.33% expected. State shared cannabis revenue is also running ahead of budget expectations, with 67.58% realized and 58.33% anticipated. Finally, this fund also has received insurance reimbursements for vehicles damaged or totaled.

Capital Maintenance and Replacement Fund summary

Through the first eight months of FY 2025, the Capital Maintenance and Replacement fund *operational* revenue is running short of expectations, with \$1,113,205, received and \$1,385,133 anticipated, a variance of about 20%. However, in December the City received \$1,030,000 from DuPage County for a required financial support payment to fund improvements for River Road, as a result of the jurisdictional transfer agreement. That funding will remain in fund balance at the end of the fiscal year and be utilized to perform the improvement during FY 2026.

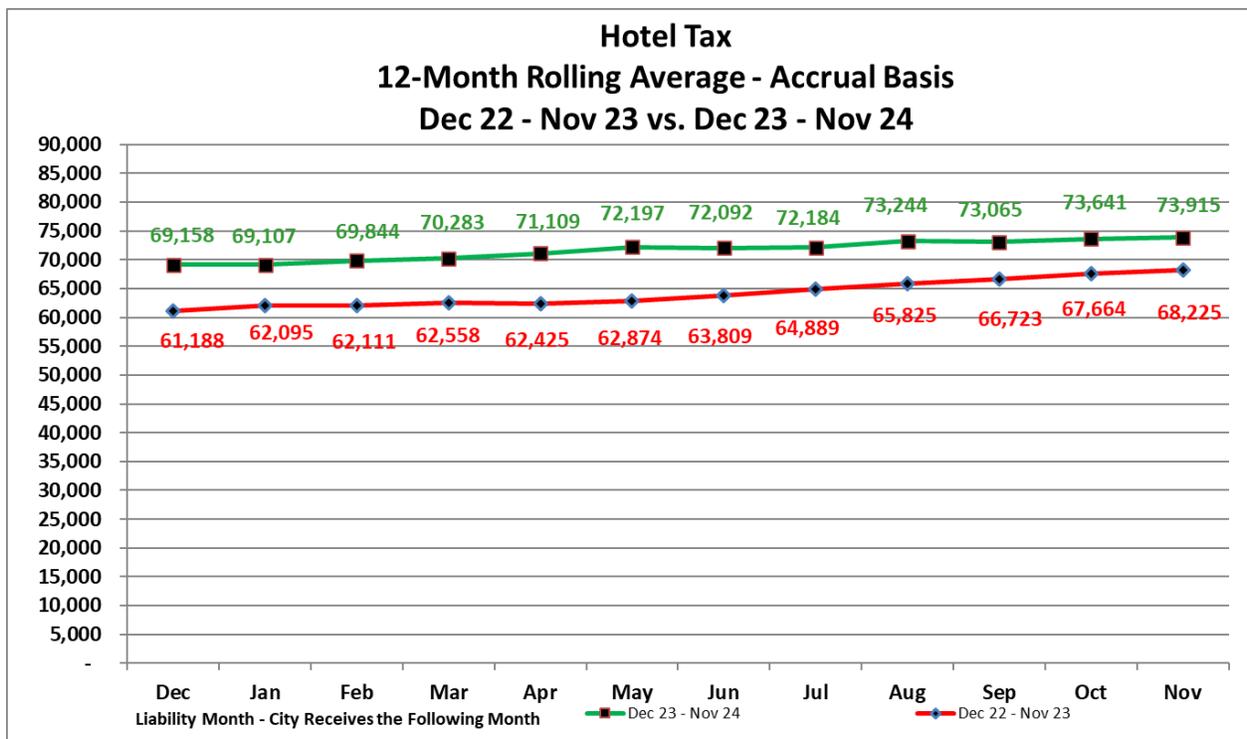
On the expenditure side, the expenditures are slightly short of budget expectations, due to the timing of remaining expenditures payouts for road program and engineering expenses, with 61.49% of expenditures realized, and 66.67% anticipated.

Through December 2024, the fund has a positive variance, with revenue exceeding expenditures by \$826,231, as the result of the receipt from DuPage County. However, operationally, the fund is operating with a year-to-date negative variance of \$203,769. Finally, additional annual transfers from other funds are yet to be finalized for the fiscal year which will help address that shortfall.

Hotel Tax Fund

Hotel Tax fund revenue for FY 2025, received through the December 2024, receipt of November 2024 taxes, totaled \$617,979. This is an improvement of about 5.7%, from the total of \$584,307, received through the December 2023, receipt of November 2023 tax collections.

The 12-month rolling average graph indicates that Hotel Tax revenue is showing an improved variance of about \$5,690 per month, in comparison to comparable 12-month rolling average in FY 2024, with \$73,915 per month for FY 2025, compared to \$68,225 per month for FY 2024.



Hotel Tax Fund summary

Expenditures through December 2024 totaled \$480,272, including \$142,226 for grant related payouts, and \$273,330 for budgeted transfers to other funds. Overall, the fund has a total positive variance, with revenue exceeding expenses by \$160,786 through December 2024. There remain some additional larger transfers to be made and additional grants reimbursement payments to be made before the end of the fiscal year.

Water and Sewer Fund summary

Overall revenue in the Water and Sewer Fund is running ahead of fiscal-year-to-date expectation, with \$5,546,468 realized, and about \$4,100,000 anticipated through December.

Water Sales revenue and Sewer Sales revenue are both slightly short of budget expectation, despite most of the 2024 summer months having less rainfall than average.

The Naperville Treatment Plant volume charge of \$3.08 per 1,000 gallons billed, through December billing through November usage is also slightly short of initial budgetary expectations, despite the dryer than anticipated summer months of 2024. It is anticipated that this revenue would be at 58.33%, when actual billing has this revenue source at 53.93%

Through December fund expenditures are at 40.65% of budget, which is a positive variance, given that the expectation would generally be 66.67% through October. Additionally, it is important to note that no payments have been made to the City of Naperville for the Warrenville share of the Naperville system upgrading projects, while the final amendment to the intergovernmental agreement and the amount of the annual payments the City will need to make to the City of Naperville are being finalized.

Conclusion

FY 2025 year-end projections are being prepared during the FY 2026 budget preparation process and will be presented in a future financial update and in the FY 2026 proposed Budget document.

Staff welcomes any and all feedback on the information presented in this report, as well as what additional information would be helpful to the City Council.

Please feel free to contact Finance Director Dahlstrand with any questions on this report, or with any additional financial questions.

**City of Warrenville
Local Economic Indicators
through
12/31/2024**

PROPERTY TAX EAV INFORMATION

Levy Year	2019	2020	2021	2022	2023
General EAV	\$511,527,170	\$526,077,619	\$531,070,083	\$561,522,140	\$573,719,206
% Change from Prior Levy		2.84%	0.95%	5.73%	2.17%
City Tax Rate (Winfeld Twnshp)	0.6886	0.6866	0.7135	0.6886	0.6588
% Change from Prior Rate		-0.29%	3.92%	-3.49%	-4.33%
TIF #3 EAV	\$ 9,311,737	\$ 11,068,873	\$ 12,276,080	\$ 16,567,910	\$ 14,325,601
Change from Prior Levy		18.87%	10.91%	34.96%	-13.53%
TIF #4 EAV	\$ 10,436,590	\$ 12,942,192	\$ 25,384,983	\$ 42,381,422	\$ 52,808,549
Change from Prior Levy		24.01%	96.14%	66.95%	24.60%

<u>Category</u>	<u>Month of Dec-23</u>	<u>Month of Dec-24</u>	<u>% Change</u>	<u>Thru Dec-23</u>	<u>Thru Dec-24</u>	<u>% Change</u>
<u>GENERAL FUND</u>						
Property Taxes				\$ 3,765,438	\$ 3,951,517	4.94%
Sales Tax	\$ 229,872	\$ 235,039	2.25%	\$ 1,177,430	\$ 1,130,403	-3.99%
Home Rule Sales Tax	\$ 207,814	\$ 226,426	8.96%	\$ 1,093,663	\$ 1,110,767	1.56%
Use Tax	\$ 45,676	\$ 49,328	8.00%	\$ 202,018	\$ 203,803	0.88%
Food & Beverage Tax	\$ 54,915	\$ 57,874	5.39%	\$ 438,400	\$ 437,140	-0.29%
Income Tax	\$ 124,296	\$ 133,076	7.06%	\$ 1,129,269	\$ 1,189,729	5.35%
<u>CAPITAL MAINTENANCE & REPLACEMENT FUND</u>						
Amusement Tax	\$ 19,720	\$ 26,802	35.91%	\$ 166,106	\$ 154,973	-6.70%
Telecommunications Tax	\$ 22,069	\$ 25,798	16.90%	\$ 128,970	\$ 131,801	2.20%
Electric Utility Tax	\$ 6,380	\$ 6,444	1.00%	\$ 54,513	\$ 55,219	1.30%
Natural Gas Taxes	\$ 12,634	\$ 10,876	-13.91%	\$ 68,393	\$ 62,684	-8.35%
Local Motor Fuel Tax	\$ 48,151	\$ 45,066	-6.41%	\$ 357,745	\$ 321,214	-10.21%
Cannabis Use Tax	\$ 1,659	\$ 1,906	14.89%	\$ 10,171	\$ 14,288	40.48%
Video Gaming	\$ 3,819	\$ 6,288	64.65%	\$ 18,234	\$ 38,758	112.56%
<u>MOTOR FUEL TAX FUND</u>						
State MFT	\$ 53,350	\$ 52,826	-0.98%	\$ 251,856	\$ 371,761	47.61%
<u>HOTEL TAX FUND</u>						
Hotel Tax	\$ 86,635	\$ 84,483	-2.48%	\$ 584,307	\$ 617,980	5.76%

FINANCIAL UPDATE
2025
through
12/31/2024

Percentage of Fiscal year Complete: **66.67%**

GENERAL FUND - (01)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Property Taxes	\$ 3,951,770	\$ 3,951,517	99.99%	40.00%
Personal Prop Replacement Taxes	108,140	50,706	46.89%	58.33%
Sales Tax	2,851,223	1,130,403	39.65%	41.67%
Home Rule Sales Tax	2,547,642	1,110,767	43.60%	41.67%
Use Tax	571,666	203,803	35.65%	41.67%
Food & Beverage Tax	784,102	437,140	55.75%	58.33%
Automobile Rental Tax	-	24	0.00%	0.00%
Income Taxes	2,317,563	1,189,729	51.34%	58.33%
Administrative Charges	41,140	29,735	72.28%	66.67%
Franchise Fees	194,073	129,043	66.49%	66.49%
Licensing Fees & Permits	746,372	430,094	57.62%	66.67%
Misc. Revenues	917,755	347,184	37.83%	66.67%
Grant Revenue	627,500	333,199	53.10%	53.10%
Rental Income	40,004	7,336	18.34%	66.67%
Reimbursement Revenues	22,000	25,063	113.92%	100.00%
Fine Revenue	199,375	173,834	87.19%	66.67%
Transfer-In	88,696	23,330	26.30%	26.30%
Total General Fund Revenue	<u>\$ 16,084,021</u>	<u>\$ 10,162,693</u>	<u>63.19%</u>	<u>48.46%</u>

<u>Expenditures</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Elected Officials	\$ 149,188	\$ 95,396	63.94%	66.67%
Legal	279,700	193,880	69.32%	66.67%
Finance	516,836	322,974	62.49%	66.67%
Administration	879,020	440,335	50.09%	66.67%
Police	7,548,203	5,335,555	70.69%	66.67%
Streets	2,466,004	1,039,363	42.15%	66.67%
Community Development	1,345,187	691,069	51.37%	66.67%
Emergency Management Agency	61,296	8,616	14.06%	66.67%
Board of Police & Fire Comm	18,430	463	2.51%	66.67%
Parks & Recreation	1,268,525	81,116	6.39%	66.67%
Buildings & Grounds	454,420	252,394	55.54%	66.67%
Central Services	2,697,941	1,346,986	49.93%	66.67%
Total General Fund Expenditures	<u>\$ 17,684,750</u>	<u>\$ 9,808,147</u>	<u>55.46%</u>	<u>66.67%</u>

**Revenue Greater
/(Less than) Expenditures** **\$ (1,600,729)** **\$ 354,546**

**FINANCIAL UPDATE
2025
through
12/31/2024**

Percentage of Fiscal year Complete: **66.67%**

**CAPITAL MAINTENANCE
& REPLACEMENT FUND - (02)**

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Amusement Taxes	\$ 312,179	\$ 154,973	49.64%	58.33%
Telecommunications Tax	334,374	131,801	39.42%	41.67%
Electric Utility Tax	93,105	55,219	59.31%	58.33%
Natural Gas Tax	207,802	62,684	30.17%	58.33%
Local Motor Fuel Tax	649,485	321,214	49.46%	58.33%
Cannabis Use Tax	21,143	14,288	67.58%	58.33%
Interest Income	5,000	38,869	777.38%	66.67%
Transfers In	702,620	250,000	35.58%	66.67%
Liquor License (Class V)	20,000	-	0.00%	0.00%
Video Gaming	40,864	38,758	94.85%	58.33%
Miscellaneous	-	1,030,000	0.00%	0.00%
Sales of Surplus Property	500	-	0.00%	0.00%
Insurance Recoveries	1,500	45,399	100.00%	100.00%
Total Capital Maintenance & Replacement Revenue	<u>\$ 2,388,572</u>	<u>\$ 2,143,205</u>	<u>89.73%</u>	<u>57.99%</u>
	<u>2025</u>	<u>Thru</u>	<u>%</u>	<u>%</u>
	<u>Budget</u>	<u>12/31/2024</u>	<u>Realized</u>	<u>Expected</u>
Maintenance - Buildings	\$ 95,000	\$ 23,681	24.93%	66.67%
Rent Expense	43,780	-	0.00%	66.67%
Engineering	143,100	125,845	87.94%	66.67%
Road Projects	1,625,000	1,065,076	65.54%	66.67%
Equipment Purchase	235,000	102,372	43.56%	66.67%
Total Capital Maintenance & Replacement Expenditures	<u>\$ 2,141,880</u>	<u>\$ 1,316,974</u>	<u>61.49%</u>	<u>66.67%</u>
Revenue Greater /(Less than) Expenditures	\$ 246,692	\$ 826,231		

**FINANCIAL UPDATE
2025
through
12/31/2024**

Percentage of Fiscal year Complete: 66.67%

POLICE PENSION FUND - (05)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Member Contributions	\$ 366,838	\$ 124,736	34.00%	34.00%
City Contribution	1,239,322	668,576	53.95%	53.95%
Investment Income	1,500,000	2,430,851	162.06%	162.06%
Total Police Pension Fund Revenue	<u>\$ 3,106,160</u>	<u>\$ 3,224,163</u>	<u>103.80%</u>	<u>103.80%</u>
<u>Expenditures</u>				
Travel & Meetings	\$ 4,100	\$ 2,067	50.41%	50.41%
Legal Expense	10,000	1,700	17.00%	17.00%
Dues, Subscriptions, Books	795	-	0.00%	0.00%
Pension Refunds	-	-	0.00%	0.00%
Pension Payments	1,412,962	466,667	33.03%	66.67%
Total Police Pension Fund Expenditures	<u>\$ 1,497,157</u>	<u>\$ 485,320</u>	<u>32.42%</u>	<u>64.16%</u>
Revenue Greater /(Less than) Expenditures	\$ 1,609,003	\$ 2,738,843		

**FINANCIAL UPDATE
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Percentage of Fiscal year Complete: **66.67%**

MOTOR FUEL TAX FUND - (13)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Motor Fuel Tax Allotment	\$ 590,911	\$ 371,761	62.91%	58.33%
Interest Income	70,250	66,317	94.40%	66.67%
Total Motor Fuel Tax Revenue	<u>\$ 661,161</u>	<u>\$ 563,886</u>	<u>85.29%</u>	<u>59.22%</u>
<u>Expenditures</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Maintenance - Streets	\$ 17,500	\$ -	0.00%	66.67%
Maintenance - Streets/Salt	180,000	-	0.00%	66.67%
Maintenance - Street Lights	8,500	772	9.08%	66.67%
Maintenance - Street Signs	15,250	8,022	52.60%	66.67%
Street Lighting - ComEd	50,000	12,626	25.25%	25.25%
Tree Removal	19,500	-	0.00%	66.67%
Road Projects	800,508	117,959	14.74%	66.67%
Total Motor Fuel Tax Expenditures	<u>\$ 1,110,758</u>	<u>\$ 150,829</u>	<u>13.58%</u>	<u>66.67%</u>
Revenue Greater /(Less than) Expenditures	\$ (449,597)	\$ 413,057		

**FINANCIAL UPDATE
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through
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Percentage of Fiscal year Complete: 66.67%

HOTEL TAX FUND - (14)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>	
Hotel Tax	\$ 873,051	\$ 617,980	70.78%	58.33%	
Interest Income	7,355	23,078	313.77%	66.67%	
Miscellaneous	-	-	0.00%	66.67%	
Total Hotel Motel Tax Revenue	<u>\$ 880,406</u>	<u>\$ 641,058</u>	<u>72.81%</u>	<u>58.40%</u>	
<u>Expenditures</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>	
City Web Page	\$ 8,000	\$ 10,402	130.03%	66.67%	
Grants	268,650	142,226	52.94%	66.67%	
Transfers Out	546,660	273,330	50.00%	66.67%	
Public Relations	47,677	49,382	103.58%	66.67%	
City Projects	16,600	4,932	29.71%	66.67%	
Total Hotel Motel Tax Expenditures	<u>\$ 887,587</u>	<u>\$ 480,272</u>	<u>54.11%</u>	<u>66.67%</u>	0
Revenue Greater /(Less than) Expenditures	\$ (7,181)	\$ 160,786			

FINANCIAL UPDATE
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Percentage of Fiscal year Complete: **66.67%**

WATER & SEWER FUND - (20)

<u>Revenue</u>	<u>2025</u> <u>Budget</u>	<u>Thru</u> <u>12/31/2024</u>	<u>%</u> <u>Realized</u>	<u>%</u> <u>Expected</u>
Connection Fees	\$ 20,000	\$ 4,000	20.00%	20.00%
Administrative Charges	12,725	13,920	109.39%	66.67%
Consumption Fees	5,229,926	2,820,540	53.93%	58.33%
Naperville Treatment Plant Fee	1,196,491	635,766	53.14%	58.33%
Interest Income	50,268	261,105	519.43%	66.67%
Misc. Revenues	19,723	433,980	2200.38%	66.67%
Rental Income	399,567	292,246	73.14%	73.14%
Fine Revenue	52,479	84,929	161.83%	66.67%
Total Water & Sewer Revenue	<u>\$ 6,981,179</u>	<u>\$ 4,546,486</u>	<u>65.12%</u>	<u>58.73%</u>
	<u>2025</u>	<u>Thru</u>	<u>%</u>	<u>%</u>
	<u>Budget</u>	<u>12/31/2024</u>	<u>Realized</u>	<u>Expected</u>
Water O&M Expenses	\$ 2,143,778	\$ 1,137,721	53.07%	66.67%
Water Capital Reserve Expenses	428,750	74,462	17.37%	66.67%
Sewer Capital Reserve Expenses	462,500	116,424	25.17%	66.67%
Sewer - O&M Expenses	3,167,938	1,192,983	37.66%	66.67%
Total Water & Sewer Expenditures	<u>\$ 6,202,966</u>	<u>\$ 2,521,590</u>	<u>40.65%</u>	<u>66.67%</u>
Revenue Greater				
/(Less than) Expenditures	\$ 778,213	\$ 2,024,896		

FINANCIAL UPDATE
2025
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12/31/2024

Percentage of Fiscal year Complete: **66.67%**

SEIZED ASSETS - (60)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Drug Fines	\$ -	\$ -	0.00%	0.00%
Federal Forfeiture			0.00%	0.00%
State Forfeiture	-	-	0.00%	0.00%
DUITC	5,300	6,759	127.53%	127.53%
Court Supervision Fees	-	-	0.00%	0.00%
Interest Income	15	9	60.00%	66.67%
Sale of Seized Property	-	-	0.00%	0.00%
Total Seized Assets				
Fund Revenue	<u>\$ 5,315</u>	<u>\$ 6,768</u>	<u>127.34%</u>	<u>127.36%</u>
	<u>Budget</u>	<u>12/31/2024</u>	<u>Realized</u>	<u>Expected</u>
Transfer-Out	\$ 42,036	\$ -	0.00%	0.00%
Misc Expenses	1,000	-	0.00%	0.00%
Equipment Purchase	-	-	0.00%	0.00%
Total Seized Assets				
Fund Expenditures	<u>\$ 43,036</u>	<u>\$ -</u>	<u>0.00%</u>	<u>0.00%</u>
Revenue Greater				
/(Less than) Expenditures	\$ (37,721)	\$ 6,768		

0

**FINANCIAL UPDATE
2025
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12/31/2024**

Percentage of Fiscal year Complete: 66.67%

TAX INCREMENT FINANCE FUND #3 - (73)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Property Taxes	\$ 786,302	\$ 599,784	76.28%	40.00%
Miscellaneous Income	448,300	309,075	0.00%	0.00%
Total TIF #3 Fund Revenue	<u>\$ 1,234,602</u>	<u>\$ 908,859</u>	<u>0.00%</u>	<u>40.00%</u>

<u>Expenditures</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Legal Expenses	\$ 6,000	\$ -	0.00%	66.67%
Overlapping District Payments	85,578	-	0.00%	0.00%
Other Professional Services	215,260	246,032	114.30%	66.67%
City Projects	2,159,602	1,818,148	84.19%	66.67%
Total TIF #3 Fund Expenditures	<u>\$ 2,468,455</u>	<u>\$ 2,066,195</u>	<u>83.70%</u>	<u>64.36%</u>

**Revenue Greater
/(Less than) Expenditures** **\$ (1,233,853)** **\$ (1,157,336)**

0

**FINANCIAL UPDATE
2025
through
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Percentage of Fiscal year Complete: **66.67%**

TAX INCREMENT FINANCE FUND #4 - (744)

<u>Revenue</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Property Taxes	\$ 3,053,076	\$ 3,438,357	112.62%	40.00%
Interest Income	300,000	236,262	78.75%	66.67%
Total TIF #4 Fund Revenue	<u>\$ 3,353,076</u>	<u>\$ 3,674,619</u>	<u>109.59%</u>	<u>42.39%</u>

<u>Expenditures</u>	<u>2025 Budget</u>	<u>Thru 12/31/2024</u>	<u>% Realized</u>	<u>% Expected</u>
Legal Expenses	\$ 10,000	\$ 3,304	33.04%	66.67%
Overlapping District Payments	354,055	706,943	199.67%	0.00%
Engineering	385,000	251,501	100.00%	66.67%
Other Professional Services	-	3,875	0.00%	66.67%
City Projects	3,728,343	1,325,975	35.56%	66.67%
Principal Expense	380,000		0.00%	0.00%
Interest Expense	456,200	456,200	100.00%	100.00%
Total TIF #4 Fund Expenditures	<u>\$ 5,315,513</u>	<u>\$ 2,749,813</u>	<u>51.73%</u>	<u>60.32%</u>

Revenue Greater		
/(Less than) Expenditures	\$ (1,962,437)	\$ 924,806

FY 2025 Administration Department Work Plan

(last revised by AM on 1/23/2025)

INTRODUCTION

The Administration Department consists of five full-time positions responsible for human resources, labor relations, information technology, public information, risk management, communication, utility and cable franchise administration, oversight of operations and services of all city departments, maintenance of official city records, and support of elected and appointed officials. The Work Plan does not provide details on normal and day-to-day activities staff performs. Rather, it identifies those special projects or assignments, in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES						
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans	
Ongoing Projects and Initiatives Expected to Continue Into FY 2025						
T1-1	Special Census; Assist Community Development with Coordination (AM/PK/DG)	4/30/2025	Completed.	N	Strategic Plan Goal #2: Fiscal Conservatism	
T1-2	Strategic Plan Implementation (CW/DG)	10/30/2024	Completed.	Y		
T1-3	Implement Multifactor Authentication (AM) DP-ADM 23.04	12/31/2024	Completed.	Y		
T1-4	Implementation of paperless agenda packets and Council tablets (AM/DG) DP-ADM 23.05	11/30/2024	Completed.	Y		
T1-5	RFP Cleaning Services Contract for City buildings (AM) (Admin, PW)	10/30/2024	Completed.	N		
T1-6	Collective Bargaining Negotiations with Local IBEW 701 and MAP 213 (AM/HRG) (PW, PD, FIN, Admin)	4/30/2025	Local IBEW 701 completed. MAP 213 started Aug. 26.	N		
Implementation of New Software Solutions						
T1-7	New Website (Granicus) (PK/AM) (All Depts)	4/30/2025	Expected completion in FY 25	N		
T1-8	Citizen Engagement App (PK/AM) (All Depts)	10/31/2025	Internal soft go-live started Sept. 2024. Public full go-live not expected until Summer 2025.	N		
T1-9	GovQA; New FOIA Module (DG/AM) (All Depts)	6/30/2024	Completed	N		
T1-10	New agenda preparation processes associated with Granicus website (DG) (All Depts.)	4/30/2025	Expected to coincide with website completion in FY 25	N		
T1-11	Upgrade Laserfiche to cloud-based and implement training (DG/AM)	4/30/2025	Expected completion in FY25	N		
Proposed New FY 2025 Projects and Initiatives						
T1-12	Coordinate Switch and Firewall Replacements - citywide (AM) DP-ADM 25.02	8/30/2024	Completed.	Y	Strategic Plan Goal #4 City Infrastructure	
T1-13	Coordinate AV Room and Camera Upgrades (AM) DP-ADM 25.01	8/30/2024	Completed.	Y	Strategic Plan Goal #4 City Infrastructure	

TIER TWO INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Ongoing Projects and Initiatives Expected to Continue into FY 2025				
T2-1	Employee Engagement Survey (AM/HRG)	4/30/2025	Expected completion FY 25	N	
T2-2	Implement change of carrier for PPO plans (HRG)	1/1/2025	Completed.	N	
T2-3	Conduct a Citywide Facilities and Space Needs Study, which will include additional building security needs (CW) (ADM 24.01) (All Depts)	4/30/2025	Expected completion in FY 25	N	
T2-4	Keyless Entry Upgrades for City Buildings (AM) (Admin,PW)	12/31/2024	Although start date delayed, expected completion in FY 25.	N	Strategic Plan Goal #4 City Infrastructure
T2-5	Warren Tavern building transfer of ownership to City (CW) (ADM, PW, CD)	4/30/2025	Completed.	N	
T2-6	IGA to transfer City parks to Park District (CW) (PW, CD, ADM, FD)	4/30/2025	LOU approved for IGAs for Cerny Park to address improvements and future transfer. The remaining parks will be evaluated at a later date. This is ongoing.	N	
T2-7	Implement ADP HR and Onboarding module (HRG/AM)	4/30/2025	Onboarding module completed. Performance Evaluation and Compensation modules expected completion FY 25	N	
T2-8	Continue reorganizing personnel and liability files (HRG)	4/30/2026	Delayed to FY 26	N	
T2-9	Evaluate CUSD 200 job shadow program by adding an internship program (CW/AM)	4/30/2027	Delayed to FY 27	N	

TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Ongoing Projects and Initiatives Expected to Continue into FY 2025				
T3-1	Develop or update Standard Procedures for Administration Critical Functions (CW/AM/DG/PK/HRG)	4/30/2026	Expected to be evaluated in FY26	N	
T3-2	Begin a comprehensive update and digitization of all policies, processes, and standard operating procedure documents (DG)	4/30/2026	Expected to be evaluated in FY26	N	
T3-3	Conduct a City-wide Technology Audit and Cyber Security Assessment (AM)	4/30/2027	Expected to be evaluated in FY27	N	
T3-4	Continue Updating Technology Security and Access Policies (AM)	4/30/2027	Expected to be evaluated in FY27	N	
	Proposed New FY 2025 Projects and Initiatives				
T3-5	Evaluate an Administrative or Human Resources internship program (HRG/CW)	4/30/2026	Expected to be evaluated in FY26 and budgeted in FY27	N	

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Tier Two – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

Tier Three – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = Initiative or project for which a new FY 2025 Decision Package has been submitted

CW=City Administrator, AM=Assistant City Administrator, HRG=HR Generalist, DG=Executive Assistant/Deputy Clerk, PK=Communications Coordinator

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

- 1 Oversee construction of new Emergency Operations Center pending results of facilities study (CW/AM)
- 2 Evaluate a pilot program for Recycling Receptacles at Leone Schmidt and Bob Walters Commons (AM)
- 3 Assist Community Development with the preparation of new Comprehensive Plan for entire City (CW/AM)
- 4 Develop an Employee Intranet Web Page (PK/HRG)

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2025 WORK PLAN

- 1 FY2025 Administration Department Work Plan does not account for impact of turnover.
- 2 Assumes five full-time staff positions in Administration.
- 3 Does not account for emergencies or unexpected issues that may take priority throughout the year.
- 4 Does not include normal everyday tasks of the department.

FY 2025 Finance Department Work Plan

(Created by KD - Updated 01/25)

INTRODUCTION

The Finance Department consists of five (5) full-time positions responsible for Accounts Payable, Accounts Receivable, Business and Liquor Licensing, Cashiering, Customer Service, General Ledger, Payroll, Utility Billing, Financial Management, Budget, and Audit. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES						
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans	
T1-1	Assist in new ERP software planning and/or implementation	TBD	On-going			
T1-2	Assist with Special Census - focusing on resulting revenue generation	04/30/2025	COMPLETED	Y	Strategic Plan Goal #2: Fiscal Conservatism	
T1-3	Renew Auditor Agreement/Issue RFP for New Auditors	12/31/2024	COMPLETED - Joint RFP with 5 other municipalities (Berkeley, Burr Ridge, Willowbrook, Western Springs, and Oakbrook Terrace)-recommendation being presented 07/22/24	N	Strategic Plan Goal #2: Fiscal Conservatism	
T1-4	Establish Succession plan and assess departmental staffing	On-going	On-going			
T1-5	Incorporation of new staffing model into departmental operations	07/01/2024	Accountant has been hired and use of shared Customer Service Specialist with Community Development is at the employment offer stage.	N		
T1-6	Provide financial assistance in IBEW Local 701 collective bargaining negotiations	TBD	COMPLETED	N	Strategic Plan Goal #2: Fiscal Conservatism	
T1-7	Provide financial assistance in MAP #213 collective bargaining negotiations	TBD	Negotiation currently on-going	N	Strategic Plan Goal #2: Fiscal Conservatism	
T1-8	Provide financial assistance in MAP #214 collective bargaining negotiations	04/30/2025	Not yet begun	N	Strategic Plan Goal #2: Fiscal Conservatism	
T1-9	Convert Utility Billing from Bi-Monthly Billing to Monthly Billing	06/10/2024	COMPLETED	N		
T1-10	Complete transitioning of licensing processes to Community Development	04/30/2025	Not yet begun			

TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans

TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

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T1-XX Highlighting, Bold font = New for FY 2025

Italic font = Initiative or project for which a new FY 2025 Decision Package has been submitted.

KD=Director of Finance, FK= Senior Accountant, DH= Accounting Clerk II (AP), TG= Accounting Clerk II (UB), **TBD= NEW POSITION/Or Eliminated**

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

Not applicable

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2025 WORK PLAN

- 1 Does not account for any impact of staff departures/turn-over during the fiscal year, but does include the possible addition of one (1) new .5 FTE
- 2 Assumes five (5) full-time staff positions and one (1) new .5 FTE
- 3 Does not account for emergencies or unexpected issues which may take priority throughout the year
- 4 Does not include normal everyday departmental duties

FY 2025 Police Department Work Plan

Created: January 8, 2024; Revised: 4/3/24, 05/14/24, 07/03/24, 09/16/24, 9/26/24, 11/20/24, 01/06/25

INTRODUCTION

The Police Department consists of 40 full-time positions responsible for the protection of life, property, and delivery of services. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T1-1	Collective Bargaining Negotiations for MAP 213 (SB, JJ, KD)	04/30/25	Contract expired 04/30/24; currently in negotiations with MAP		Strategic Plan Goal #4: Supported and Responsive Workforce - Competitive Salary and Benefits (on City Work Plan with: FIN & AD)
T1-2	License Plate Recognition (LPR) system (KD)	Pending completion, date TBD	One camera remains pending permit finalization before this project can be completed		
T1-3	Medication recycling program (KD)	Continuing program, bi-weekly pickups			#2 Engaged and Connected Community – Unique Programs and Events
T1-4	Participate in School Safety Task Force meetings to review and evaluate school safety and emergency response plans (JJ)	Continuous			
T1-5	New Strategic Plan (SB)	Completion date TBD	In-process		(on City Work Plan with: All Depts)
T1-6	Enterprise Resource Planning (ERP) Software Implementation	6/1/25			(on City Work Plan with: All Depts)
T1-7	(EMA) Develop and coordinate Emergency Operations Plan(s) for major City events (Independence Day, Summer Daze, National Night Out) (KD)	Continuous	Events/Operations plans completed for FY 2025		
TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated	Other City Plans
T2-1	Upgrade door security keypads (PW 24.0x) (KD)	During fiscal year	Project underway		(on City Work Plan with: PW & AD)
T2-2	Facilities and Space Needs Study (SB)	4/30/25			(on City Work Plan with: All Depts)
T2-3	(EMA) Develop, coordinate and conduct National Incident Management System (NIMS) training for City staff based on staff position (SB/KD)	12/15/2025	Development phase	N	(on City Work Plan with: All Depts)
T2-4	(EMA) Develop, coordinate and conduct emergency Disaster drill training exercise for appropriate police, fire, and City staff (SB/KD)	9/30/2026	Development phase	N	(on City Work Plan with: All Depts)

T2-5	Upgrade City buildings security cameras (all City buildings) (KD)	4/30/2026	Decision Package to be submitted for FY 2026 Budget	N	
T2-6	Evaluate Police Department service fees structure (KD/JJ)	During FY26	Review of City Ordinances required to determine any/all necessary updates.	N	#3 Quality City Services – Deliver Services Sustainably
TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated	Other City Plans
T3-1					

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

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T#-# Highlighting. Bold font = New for FY 2025

Italic font = Initiative or project for which a new FY 2025 Decision Package has been submitted

SB=Police Chief Sam Bonilla, JJ=Deputy Chief Jeff Jacobson, KD=Deputy Chief Ken Dawson

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

1	Fill vacant positions/recruitments (JJ/KD)	Ongoing, as needed	In recruitment process for Records Assistant (vacant)		(In conjunction with City Administration, HR Generalist)
2					

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2024 WORK PLAN

1	Police Department Work Plan does not account for impact of turnover
2	Assumes 41 full-time staff positions in FY2025 (updated to include Administrative Officer position, approved 11/18/24)
3	Filling vacant positions is reliant upon Suburban Law Enforcement Academy (SLEA) availability.
4	Does not account for emergencies or unexpected issues that may take priority throughout the year
5	Does not include normal everyday tasks of the department