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City of Warrenville

Administration Department

- Support all City departments and the community
- FY26 Highlights
- FY27 Initiatives

Strategic Plan

Vision
Warrenville is a welcoming and safe community of neighbors focused on preserving a unique hometown feel while creating a path for future success.

Organizational Mission
Caring public servants committed to providing the highest quality service while protecting the safety and well-being of all who live, work, and visit the City of Warrenville.

Organizational Values

- + **Integrity:** Committed to ethical and responsible stewardship of all resources
- + **Teamwork:** Engaging with and recognizing the contributions of elected officials, staff, volunteers, and the community
- + **Inclusivity:** Respecting the diversity and dignity of all
- + **Customer Service:** Delivering high-quality and professional City services
- + **Transparency:** Honest and responsive communication

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FY26 Highlights

- Technology Improvements
- Public Communication
- Facilities & Space Needs Study
- Employee Engagement Survey
- Sergeant Contract Negotiations
- Volunteer Commission Support
- CUSD 200 Job Shadow Day
- Waste Franchise Agreement Extension

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Inclusion, Diversity, Equity and Awareness Commission

SMILE • WAVE • REPEAT • SMILE • WAVE • REPEAT • SMILE

#WarrenvilleSmiles

HOMETOWN HAPPENINGS

CITY OF WARRENVILLE APP

APPLY FOR A PERMIT
PAY UTILITY BILLS
GET AGENDAS
VIEW EVENTS
CHECK NEWS
AND MORE!

DOWNLOAD NOW

Available on the Google Play and the App Store

Stay Connected With the City Everywhere You Go!
Posted on January 5, 2026

Water Saving Tip

Turn off the water while you brush your teeth to save up to 4 gallons a minute. That's 100 gallons a week for a family of four.

American Water Works Association
Illinois Section | WATER AMBASSADOR

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FY27 Initiatives

- Facilities & Space Needs Priorities
- CMRP Discussions
- Phase Two Security Cameras
- ADA Website Compliance
- Police Contract Negotiations
- Public Communication Campaign
- Training, Development & Engagement
- IDEC – Autism Friendly Initiatives

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FY27 Budget Decision Packages

- VMWare Server and Array Infrastructure Upgrade - \$78,500
- Administrative Intern - \$53,809



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Questions?

FY 2027 Administration Department Work Plan

(last revised by A Morgan 02/04/2026)

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	Other Departments	City Plan
Ongoing Projects and Initiatives Expected to Continue					
T1-1	Begin implementing upgrades and improvements identified as top priorities in the Facilities and Space Needs study (CA) (ADM 24.01)	9/30/2026		All	SP - Quality City Services: City Infrastructure
T1-2	Collective Bargaining Negotiations Continued for MAP 213 (ACA/HRG)	4/30/2027		ADM/PD/FIN	SP - Supported and Responsive Workforce: Salary & Benefits
T1-3	Assist PD with implementation of Phase 2 of new security camera systems to City Hall, Trailhead & Warren Tavern.	4/30/2027		ADM/PD/PW	SP - Quality City Services: Building and Life Safety
T1-4	Continue proactive education on living with hard water (CC)	4/30/2027		ADM/PW	SP - Safe & Healthy Neighborhoods: Proactive Education
T1-5	Continue proactive education on living with hard water (CC)	4/30/2027		ADM/PW	SP - Safe & Healthy Neighborhoods: Proactive Education
T1-6	Facilitate discussions with the CMRP and long-range financial groups to identify opportunities/concepts to diversify the tax base (CA)			ADM/FIN/PW	SP - Energetic & Health Economy: Economic Trends
T1-7	ADA Website Compliance Accessibility (CC)	4/30/2027		All	SP - Engaged & Connected Community; Engagement with City
Proposed New FY 2027 Projects and Initiatives					
T1-8	Assist PD with All City staff to successfully complete appropriate ICS Training (HRG)	4/30/2027		All	SP - Supported and Responsive Workforce: Staff & Elected Training
T1-9	VMWare Server and Array Infrastructure Upgrade (ADM 27.01)	4/30/2027			SP - Quality City Services: City Infrastructure
T1-10	Administrative Intern (ADM 27.02)	4/30/2027		ADM, CD, FIN	SP - Supported and Responsive Workforce: Staffing

TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
Ongoing Projects and Initiatives Expected to Continue					
T2-2	Evaluate training and education tools that are cost effective and increase access to future leaders (HRG)	4/30/2027		All	SP - Supported and Responsive Workforce: Staff & Elected Training
T2-3	Implement findings of the internship program evaluation for Administration and Finance Depts. (ACA/HRG)	4/30/2027		ADM/FIN/CD	SP - Supported and Responsive Workforce: Staffing
Proposed New FY 2027 Projects and Initiatives					
T2-4	Measure participation and costs of current City managed events (i.e. National Night Out, Arbor Day, Bike Rodeo, Public Works Open House, etc). (EA/DC & CA)	4/30/2027			SP - Engaged & Connected Community; Unique Programs & Events
T2-5	Identify recommendations to be implemented; Create a plan to implement recommendations of the employee engagement survey including budgetary impacts (ACA/HRG)	4/30/2027			SP - Supported and Responsive Workforce: Positive Work Culture
T2-6	Implement time off benefit changes as needed (ACA/HRG)	4/30/2027			SP - Supported and Responsive Workforce: Salary & Benefits
T2-7	Identify recommended Elected Official annual or biannual training programs and incorporate resources into the City's budget (EA/DC)	4/30/2027			SP - Supported and Responsive Workforce: Staff & Elected Training
T2-8	Evaluate Microsoft O365 Suite of Services and identify modules that will improve and enhance internal collaboration, communications and workflows. (ACA)	4/30/2027			SP - Supported and Responsive Workforce: Staff & Elected Training
T2-9	Implement recommendations from current staffing studies (ACA/HRG)	4/30/2027			SP - Supported and Responsive Workforce: Staffing
TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
Ongoing Projects and Initiatives Expected to Continue					
T3-1	Evaluate a High School internship program in collaboration with the CUSD 200 Job Shadow Program - Continued from FY26 (CA/ACA)	4/30/2027		All	SP - Supported and Responsive Workforce: Staffing
T3-2	Begin a comprehensive update and digitization of all policies, processes, and standard operating procedure documents (EA/DC)	4/30/2027		All	SP - Quality City Services: City Infrastructure
T3-3	Develop or update Standard Procedures for Administration Critical Functions (ALL)	4/30/2027			SP - Quality City Services: City Infrastructure
T3-4	Conduct a City-wide Technology Audit and Cyber Security Assessment (ACA)	4/30/2027		All	SP - Quality City Services: City Infrastructure
T3-5	Continue Updating Technology Security and Access Policies (ACA)	4/30/2027			SP - Quality City Services: City Infrastructure
Proposed New FY 2027 Projects and Initiatives					
T3-6	<i>*Pending* Elected Official DP - Plan Commission Meeting Recording and Publication Initiative</i>	TBD		ADM, CD	

COMMISSION STRATEGIC PLAN INITIATIVES					
IDEC	Complete Autism Friendly training as identified through goals established by the City and IDEC to maintain Autism Friendly designation (HRG)	4/30/2027			SP - Supported and Responsive Workforce: Staff & Elected Training
IDEC	Identify city services that could benefit from autism friendly signage and work with Little Friends to develop the signage. (ie. How to pay a water bill, how to apply for a building permit) (HRG)	4/30/2027			SP - Engaged & Connected Community; Participation & Belonging

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 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.

Commission Strategic Plan Initiatives – These are desirable and valuable Strategic Plan initiatives that rely on volunteer commissions to lead and complete the work, with support and guidance from the Staff and Council Liaisons. Progress on these items is contingent upon volunteer engagement.

Italic font = Initiative or project for which a new FY 2027 Decision Package has been submitted

CA=City Administrator, ACA=Assistant City Administrator, HRG=HR Generalist, EA/DC=Executive Assistant/Deputy Clerk, CC=Communications Coordinator

PROJECTS NOT INCLUDED IN CURRENT WORK PLAN

- 1 Oversee construction of new Emergency Operations Center pending results of facilities study (CA/ACA)
- 2 Evaluate a pilot program for Recycling Receptacles at Leone Schmidt and Bob Walters Commons (ACA)
- 3 Assist Community Development with the preparation of new Comprehensive Plan for entire City (CA/ACA)
- 4 Develop an Employee Sharepoint Page (CC/HRG)
- 5 Bicentennial Celebration 2033 Planning - begin in 2028 (EA/DC, CA)

OTHER FACTORS TO CONSIDER WHEN EVALUATING CURRENT WORK PLAN

- 1 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.