



Legislation Text

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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the Calendar Year 2023 SECA Grant Fund Program City Obligation allocations in the amount of \$969,272

**DEPARTMENT:** Community Services

**SUBMITTED BY:** Dawn Portner, Special Events Coordinator

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

A portion of the Special Events and Community Arts (SECA) Grant Fund Program is dedicated to obligations that must be funded in accordance with an ordinance, resolution, Intergovernmental Agreement, or in support of fund administration. In 2016, the City Council assumed review/allocation authority for these items and approved the SECA Commission recommendations to rename the category "City Obligations" and expand it to include the following recipients:

4th of July Fireworks and Shuttles	Century Walk Maintenance
Carillion Maintenance	Century Walk Public Art Program
DCM Purchase Reimbursement	Grant Management Software
NDP Marketing	Naperville Municipal Band
NCTV17 Event Coverage	NCTV17 News
Riverwalk Maintenance	Special Events Coordinator

*Recent City Council Direction*

On August 17, 2021, when the City Council approved the Calendar Year 2022 City Obligations allocations, it expressed concern regarding lack of financial oversight of the recipients and the need to examine the City's processes and controls for all grantees.

The City Council directed staff to develop an application process for City Obligations recipients similar to that of discretionary funding applicants.

As such, staff created a City Obligations Application which must be submitted with the corresponding legislative document. The new application requires applicants to explain the community impact of the request and the organization's SECA award history. The application also requires applicants to submit the most recently completed agency audit or annual financial statement, a detailed budget worksheet (provided by the City), Federal Form 990 (if required to file), and a Disclosure of Interest. Also new for City Obligations applicants is the requirement that invoices, receipts or canceled checks

must be submitted in order to process reimbursement requests.

**DISCUSSION:**

The table below depicts the requests for Calendar Year 2023 (CY23) as well as a three-year award history. A brief excerpt from each application is also included for your reference.

**CY23 SECA Grant Fund Program  
City Obligations Allocation**

<b>Organization</b>	<b>CY20</b>	<b>CY21</b>	<b>CY22</b>	<b>CY23</b>
4th of July Fireworks - City Contribution	20,000	20,000	20,000	40,000
4th of July Shuttle Busses	29,000	30,000	30,000	0
DCM Purchase Reimbursement	150,000	150,000	150,000	150,000
Carillon Maintenance	106,795	108,397	110,023	111,673
Grant Management Software Maintenance	7,100	7,600	6,775	7,000
Naperville Development Partnership	175,000	175,000	175,000	175,000
Naperville Municipal Band	153,615	155,403	151,451	149,766
NCTV17 - Community Event Coverage	24,000	24,000	24,000	24,000
NCTV17 - Naperville News	36,000	36,000	36,000	36,000
Riverwalk Maintenance	177,956	180,625	183,334	186,085
Special Events Coordinator	80,236	84,591	87,134	89,748
<b>Total City Obligations</b>	<b>1,009,702</b>	<b>1,020,991</b>	<b>1,123,717</b>	<b>969,272</b>

*4th of July Fireworks*

Historically, the City has participated in a three-way financial contribution for the annual fireworks celebration with the event organizer and Naperville Park District. In 2022, the Park District assumed management of the fireworks contract and costs going forward will be shared with the City only. The funding for shuttle busses is being eliminated (discussed below) and one-third of the City’s allocation has been added to the fireworks celebration. At agenda publishing time, a date and cost for the 2023 event had yet to be finalized. As such, the City’s CY23 contribution is an estimate. Once a contract is executed this amount may be modified.

*4th of July Shuttle Busses - eliminated*

In 2020 the fireworks celebration was relocated to Frontier Sports Complex as a stand-alone event. Because Frontier Sports Complex, Neuqua Valley High School, and surrounding properties can accommodate parking for nearly 4,000 vehicles, shuttles are not needed. Staff will monitor the parking/traffic situation each year to evaluate reintroducing the shuttle component.

*DCM Purchase Reimbursement*

Capital fund payback of the purchase of the property located at 301 N. Washington.

*Carillon Maintenance*

Annual capital repair and necessary replacement.

*Grant Management Software Maintenance*

Annual maintenance costs for upgrades and fixes. Staff anticipates this will be the final funding year for the software and will transition to an in-house solution.

*Naperville Development Partnership*

Promotional activities, Dining Guide printing, and other marketing efforts.

*Naperville Municipal Band*

Annual performances and appearances.

*NCTV17 Community Event Coverage*

Production and equipment for covering community events.

*NCTV17 Naperville News*

Program, production, studio, equipment, and advertising.

*Riverwalk Maintenance*

Annual capital repair and replacements; routine maintenance is performed by the Naperville Park District.

*Special Events Coordinator*

Salary and benefits for SECA administration and special event coordination.

**FISCAL IMPACT:**

\$969,272 will be allocated to City Obligations from the SECA Grant Program Fund.