Agenda Memo

Crest Hill, IL

Meeting Date: November 9, 2026

Submitter: Claudia Gazal, Alderperson
Darrell Jefferson, Alderperson
Blaine Wing, City Administrator

Department: Administration & Elected Officials

Agenda Item: Crest Hill's Event Committee – 2026 Winter Fest Report

Summary: For many years the City has been hosting a Winter Fest event. With the new fiscal year budget that started on May 1, 2026, the City has budgeted $10,000 to help support this public event. This year's event will take place on Saturday, December 12th and start at 1:30 p.m.

As was reported last year, the 2025 Winter Fest event resulted in $4,490.43 in excess donations. Per general accounting standards the excess funds were placed in the City's general fund reserve at the end of the fiscal year. The Events Committee and City Administrator are requesting that the excess funds be returned to the Events Committee to be spent on the 2026 event and that going forward that any remaining Winter Fest sponsor donations, annually be added to the Event Committee's Winter Fest budget as part of the adoption of the City's budget.

As for the 2026 Winter Fest, currently there have been $20,700 in sponsorship donations and the anticipated City Winter Fest expenses include the following:

- Tents, trailer, etc. (In-kind Park District Tents.) Free.
- Staffing (Police (security) Public Works (setup/cleanup.) Est. $2,000.
- Activities/Games, Reindeer, Carolers, etc. Est. $14,000.
- In-kind – Tables, Chairs, Trash
- Food & Beverage: Est. $5,000.

Note: The plan is to use Winter Fest sponsor donations to offset the purchase of winter decorations and banners.

Following the 2026 Winter Fest, the Event's Committee will provide a written report that includes final expenses, number of people in attendance, etc.

Recommended Council Action: Approval of the Events Committee to spend the sponsorship donations and up to the City's budgeted amount for the 2026 Winter Fest event.