

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue)
 X Recommendations of Boards, Commissions & Committees (Green)
_____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE: December 12, 2012 (B of T) Date: December 20, 2012

TITLE: FY 2013 Funding for the Lombard Town Centre

SUBMITTED BY: William J. Heniff, Community Development Director *WJH*

BACKGROUND/POLICY IMPLICATIONS:

Please find attached, a recommendation for a Resolution to provide the Lombard Town Centre with funding in the amount of \$50,000 for the 2013 calendar year, subject to the terms and provisions set forth in the attached resolution.

Please place this item on the agenda for the December 20, 2012 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Review (as necessary):


Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: David A. Hulseberg, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development 

DATE: December 20, 2012

SUBJECT: **FY 2013 Funding for the Lombard Town Centre**

Background

On January 19, 2012, the Village Board approved funding in the amount of \$38,500 to Lombard Town Centre (LTC) for their activities for the 2012 calendar year. This expenditure was to be used by the LTC to fund the part-time Executive Director position through the end of the 2012 calendar year. The Lombard Town Centre (LTC) has made their formal funding request for 2013. As proposed, the LTC is requesting \$50,000 for the Village's fiscal year 2013. Attached are the following documents prepared by the LTC:

1. Introduction/President's Letter
2. List of Board Members
3. Annual Report
4. Executive Director Report
5. Downtown Plan Implementation
6. 2013 Goals
7. 2013 Budget
8. 2012 Calendar of Events
9. Passport Participation List
10. Exhibits

As outlined in their materials, the LTC indicates that \$42,500 would go to fund the part-time (30 hours/week) Executive Director (ED) position. This number includes the ED's salary and all employer taxes (paid by the LTC). The remaining \$7,500 is to cover the LTC's other expenses such as rent, utilities and other promotional expenses. According to the LTC, they have approximately \$7,000 in reserves. Last year, they had approximately \$15-20,000 in reserves.

ECDC Findings

At the December 10, 2012 Economic and Community Development Committee (ECDC) meeting, the Committee voted to recommend to the Village Board funding in the amount of \$50,000 to Lombard Town Centre (LTC) for their activities for the 2013 calendar year.

Although the ECDC did not place specific conditions on their recommendation for funding, the funding would be subject to the provisions set forth within the attached resolution for Village Board consideration, consistent with previous funding approvals. In addition, the ECDC also recommended that the LTC develop a long term funding strategy, with oversight and assistance by the ECDC.

ACTION REQUESTED

Please place this item on the December 20, 2012 Village Board agenda for consideration. The ECDC recommends that the Village Board adopt the attached resolution providing the Lombard Town Centre with funding in the amount of \$50,000 for the 2013 calendar year, subject to the terms and provisions set forth in the attached resolution.

RESOLUTION
R _____ 13

**A RESOLUTION PROVIDING FUNDING FOR
LOMBARD TOWN CENTRE AS THE OFFICIAL
ILLINOIS MAIN STREET PROGRAM ORGANIZATION SERVING THE
VILLAGE OF LOMBARD**

WHEREAS, a Lombard Town Centre was established to serve as the as the Main Street organization for the Village of Lombard with its purpose being to stimulate economic development and preservation within downtown Lombard, thereby lessening the economic development burden on municipal government; and

WHEREAS, the President and Board of Trustees of the Village passed Resolution No. R 38-05, on August 19, 2004 endorsing the concept of a local Main Street organization and the submittal of an application to the State of Illinois to become an Illinois Main Street Community; and

WHEREAS, said application was submitted to the Illinois Main Street Program; and

WHEREAS, Lombard received membership status as a Illinois Main Street Community in October 2004, and

WHEREAS, the Village has previously provided funding assistance to Lombard Town Centre in an amount of \$75,000 in furtherance of their activities for the 2005 to 2009 years as well as financial support for FY 2010-2011, in an amount not to exceed \$35,000 exclusively for a part-time Executive Director (hereby referred to as "Executive Director"), \$14,292 for the 2011 Calendar year and \$38,500 for the 2012 Calendar year; and

WHEREAS, Village's Economic and Community Development Committee (ECDC) considered future funding for the organization and recommended approval of funding of \$50,000 for the 2013 calendar year, subject to conditions; and

WHEREAS, the ECDC also recommended that the LTC develop a long term funding strategy, with oversight and assistance by the ECDC; and

WHEREAS, the Village Board of Trustees concur with the funding recommendations of the ECDC, as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: That the Acting President and the Board of Trustees of the Village of Lombard does hereby recognize Lombard Town Centre, an Illinois not-for-profit corporation, as the official Illinois Main Street Program organization for the Village of Lombard.

SECTION 2: That the Acting President and Board of Trustees do hereby authorize the Finance Department to disperse the funds in an amount of \$50,000, on a monthly basis to the Lombard Town Centre, subject to Lombard Town Centre satisfactorily complying with the following:

- A. Lombard Town Centre shall, on no less than a monthly basis, provide a written report to update the ECDC on the organization's activities and accomplishments. Said report shall be in written form and shall be provided to Village staff no later than the 20th day of each month. Furthermore, the Lombard Town Centre shall provide a plan for any 2013 funding requests to the ECDC no later than September 20, 2013.
- B. If requested by the Village, Lombard Town Centre shall annually provide a copy of federal tax return and annual audit to the ECDC and the Lombard Finance Department. The costs associated with the annual audit shall not be required to be borne by the Lombard Town Centre as part of the Village allocation.
- B. Lombard Town Centre shall make an annual report to the President and Board of Trustees, in October, 2013, setting forth the activities of the organization during the prior year and explaining how said activities have been of benefit to the economic viability of the Village.
- C. In the event that the Executive Director position becomes vacant, the Village of Lombard may temporarily cease the monthly funding until such time that the Executive Director position is filled.

Adopted this _____ day of _____, 2012, pursuant to a roll call vote as follows:

Ayes: _____

Resolution No. _____
Re: 2013 Lombard Town Centre Funding
Page 3

Nays: _____

Absent _____

Approved by me this _____ day of _____, 2012.

Peter Breen
Acting Village President

ATTEST:

Brigitte O'Brien
Village Clerk