

**MEMORANDUM**

TO: Village President and Board of Trustees
FROM: Nicole Aranas
Assistant Village Manager
DATE: June 10, 2015
SUBJECT: Lombard Pride Ad Hoc Committee

This year the Village of Lombard will host a fireworks display on the Fourth of July in lieu of the multi-day Taste of Lombard festival. Moving forward, the Village will be seeking input from the community on alternative events and festivals in future years. In support of this endeavor, the Village is seeking to establish an ad hoc committee, the Lombard Pride Committee, to support the Village Board in evaluating the potential for future community festivals and advising on other matters concerning special events within the Village of Lombard.

Title 3, Chapter 30, Section 30.21 of the Lombard Village Code provides for the creation of ad hoc committees to advise the corporate authorities upon determination of certain criteria in relation to the committee. Attached please find a resolution creating the Lombard Pride Ad Hoc Committee pursuant to the Village Code, "*A Resolution Establishing the Lombard Pride Ad Hoc Committee to Investigate, Analyze, Advise and Make Recommendations to the President and Board of Trustees in Regard to the Potential for Future Community Festivals and Other Special Events Within the Village,*" for your review and consideration.

The resolution provides for the following in relation to the Lombard Pride Committee:

- A. Membership: The Committee shall consist of eight (8) members including one representative of the Lombard Park District and one representative of the Lombard Chamber of Commerce. The Committee shall include an additional non-voting student or youth member between the ages of 18-25.
- B. Chairperson: The Chairperson shall be the Village President and the Alternate-Chairperson shall be the Village Clerk.
- C. Staff Liaison: The Village Manager shall serve as the primary Village staff liaison to assist the Lombard Pride Ad Hoc Committee in carrying out its assigned tasks.
- D. Meetings: The Lombard Pride Ad Hoc Committee shall meet at least monthly throughout the duration of its existence.
- E. Report: The Lombard Pride Ad Hoc Committee shall provide a report to the President and Board of Trustees containing recommendations on a community festival to be held in future years, and other matters concerning special events within

the Village. Specific action items for the Lombard Pride Ad Hoc Committee shall include:

- (1) Development of a Request for Proposals (RFP) for a community festival to be held in 2016 and in future years, including an appropriate timeline to meet the objectives of the Village in regard to said community festival;
- (2) Issuance of the RFP for the aforementioned community festival; evaluation of the submissions in response to the RFP; and development of a recommendation relative to said responses to the RFP for consideration by the President and Board of Trustees;
- (3) Discussion and evaluation of proposed local special events; and
- (4) Development of recommendations and guidelines for special event development, support and promotion, for consideration by the President and Board of Trustees.

The Village has begun outreach to the public seeking interested applicants to serve on the Lombard Pride Committee through the Village website and other Village Communications tools.

Please feel free to contact me should you have any questions or concerns.