

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager
DATE: August 7, 2019 (B of T) Date: August 15, 2019
TITLE: DuPage Convention and Visitors Bureau – Financial Commitment
SUBMITTED BY: Nicole Aranas, Assistant Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information regarding the annual financial commitment letter to the DuPage Convention and Visitors Bureau, supporting membership. The commitment affirms the intention of the Village to retain membership in the DCVB and is used by the bureau to secure matching funds from the State of Illinois.

Please place this item on the consent agenda for the August 7, 2019, Board of Trustees meeting.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X Scott Niehaus _____ Date 8/7/19

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: Scott Niehaus, Village Manager
FROM: Nicole Aranas, Assistant Village Manager *UPA*
DATE: August 7, 2019
SUBJECT: **DUPAGE CONVENTION & VISITORS BUREAU FINANCIAL COMMITMENT**

Attached please find relevant information regarding a financial commitment letter to the DuPage Convention & Visitors Bureau. The annual financial commitment is a letter of intent to support membership to the DuPage Convention & Visitors Bureau and is used by the bureau to secure matching local funds for tourism grants from the State of Illinois.

The DuPage Convention and Visitors Bureau is a not-for-profit partner organization that serves as the official agency certified by the State to promote DuPage County's tourism industry and market DuPage County as a destination for visitors and conventions. The Bureau engages in promotion of the Village through targeted leisure and business campaigns, at tradeshow, online and in print media. This past year, the Village partnered with DCVB, Lombard Park District and the Lombard Historical Society and print advertising through Midwest Living Magazine.

The annual financial commitment is not an invoice as the actual commitment varies each year depending on the actual annual hotel/motel tax receipts. The annual commitment of financial support is assessed at a rate of 25% of one of the hotel/motel tax occupancy tax points annually collected (5% of the annual tax). The commitment is exclusive of other funds dedicated by the Village towards local tourism grants and hotel tourism incentive grants.

The DuPage Convention and Visitors Bureau uses local funding commitments to secure matching grant funding through the State of Illinois. The financial commitment authorized by the Village of Lombard will be submitted to the State of Illinois to secure matching funds for the current fiscal year.

Please place the approval of the annual financial commitment to the DuPage Convention and Visitors Bureau for consideration by the Village Board of Trustees at the Thursday, August 15th meeting. Executive Director, Beth Marchetti, will be present at the meeting to present an update on DCVB programs and initiatives. Please let me know if you should have any questions or concerns.

DUPAGE COUNTY
CONVENTION & VISITORS BUREAU

June 21, 2019

Village President Keith T Giagnorio
Village of Lombard
255 E Wilson Avenue
Lombard, IL 60148

Dear Village President Giagnorio:

I am writing to express my appreciation to you and the Village of Lombard for your continued financial support of the DuPage Convention & Visitors Bureau at a rate of 25% of one of your annual collected hotel/motel tax points.

The past few years have been vital to the tourism industry in DuPage County. The DuPage CVB has launched a strategic plan, a new brand, and most recently, a sports commission that combines all sports assets under one, recognizable brand. We are working closely with the county to ensure a healthy workforce and continued revenues for our communities. Tourism continues to be an economic driver and a job creator, and we must continue to drive tax receipts through economic development. This is why your support of local hotel tax is instrumental in matching the state grant to promote the DuPage County region.

The DuPage CVB continues to promote your community through targeted leisure and business campaigns, at tradeshow, on our website and social networks, in State of Illinois digital and print campaigns, and in other communications that help keep the Village of Lombard top of mind.

Enclosed is your annual financial commitment letter to the bureau. This is not an invoice, but rather a letter of intent that must be submitted to the state to secure an estimated source of matching local funds for tourism grant for certified convention bureaus...or DuPage CVB. Please sign the attached letter and return it to Kathy Sass at DuPage CVB at your convenience at kathy@discoverdupage.com.

On behalf of the DuPage CVB board of directors and the 23,300 men and women in hospitality in DuPage County, I thank you for your generous support. We look forward to a prosperous year of working with and for you.

Sincere regards, as we DuMore for DuPage,



Beth Marchetti
Executive Director

**MUNICIPAL PARTNERSHIP
PROMISSORY NOTE
Fiscal Year 2020**

As the sole destination marketing organization certified by the State of Illinois to represent DuPage County, the DuPage Convention & Visitors Bureau acts as the official tourism marketing arm for the county, our partners and our constituents.

Since the DuPage Convention & Visitors Bureau must rely on local hotel tax receipts in order to receive matching state dollars for its marketing efforts, support by municipal partners like the Village of Lombard is vital to its mission.

The Village of Lombard agrees to support the DuPage Convention & Visitors Bureau at a rate of 25% of one of the occupancy tax points of the annual collected hotel/motel tax for Fiscal Year 2020.

The projected payment for funding by the Village of Lombard to the DuPage Convention & Visitors Bureau this fiscal year is estimated to be \$99,018.83. The final amount may be higher or lower, depending on the actual hotel/motel tax collected.

Agreed by:

VILLAGE OF LOMBARD

Print: _____

Signed: _____

Title: _____

Date: _____