

COUNCIL WORKSHOP ITEM

ITEM: Village Costs of 2001 Business and Village Directory
DATE: May 14, 2001
PREPARED BY: Michael Baker, Assistant to the Village Manager
PURPOSE: Authorize Payment for Village Share of Directory Costs

DISCUSSION:

In the middle of April, the Village received an invoice from the Downers Grove Chamber of Commerce in the amount of \$23,415, the Village's share for the printing and distribution of the 2001 Village and Business Directory. This memo provides some background information to explain the arrangement between the Village and the Chamber in covering the costs for this document.

The Village has worked with the Chamber of Commerce for over 20 years in assembling the annual Business and Village Directory. The cost sharing arrangement between the Village and the Chamber was established four years ago as the document's distribution was expanded to include Village residents. During this same period, several improvements were made to enhance the appearance and content of the document.

The Village made a payment of \$18,476 in May of 2000 for its share of the 2000 Directory. This amount represented 45% of the total production cost. The costs for the 2001 Directory were split 50/50; an adjustment attributable to the Village resident's greater consumption of the directory, as compared with Chamber businesses.

ScotPress handled the layout and printing of the 2001 Directory. Barb Wysocki, Executive Director of the Chamber, indicated that this company submitted the low bid, and that their design costs, in particular, were much lower than could be found with any other firm.

ATTACHMENT:

Chamber of Commerce Invoice for 2001 Business and Village Directory

RECOMMENDATION:

It is requested that Village Council authorize payment for the Village's share of the 2001 Business and Village Directory costs.



**DOWNERS GROVE AREA
CHAMBER OF COMMERCE AND INDUSTRY**

INVOICE

Bill To:

Michael McCurdy
Village of Downers Grove
801 Burlington
Downers Grove, IL 60515

Date	04/15/2001
Invoice #	504
DUE DATE	05/15/2001

Description	Amount
2001 Village and Business Directory Village Contribution (1/2 expenses) Printing - \$21,880.00 Delivery - \$1,140.00 Proofing/Professional Writing - \$395.00	23,415.00
Invoice Total	\$23,415.00

*A charge of 1.5% per month will be charged to accounts 30 days past the due date.
Payment is accepted by cash (do not mail), check or the following charge cards,
Discover, Visa, MasterCard or American Express.*

Downers Grove Area Chamber of Commerce and Industry
1015 Curtiss Street, Downers Grove, IL 60515
Phone 630-968-4050 -- Fax 630-968-8368

SCOT

the difference is

March 30, 2001

Downers Grove Chamber of Commerce
Attn.: Barb Wysocki
1015 Curtiss Street
Downers Grove, IL 60515

Re: 2001 Directory

Invoice #153699

Creative Design and Production: \$ 4,000.00

Printing: 27,500 \$38,817.00

128 pages + cover

24 pages are 4 color process

104 pages are black

Cover and inside are 4-color + varnish

Perfect Bind

825 Overrun @ \$.75/ea. \$ 618.75

Shipping/Handling \$ 325.00

Sub-Total **\$43,760.75**

Incidental Expenses:

Miles Boone Photography (Invoice #2789) ~~\$ 186.00~~

Miles Boone Photography (Invoice #2780) ~~\$ 481.00~~

Total: \$44,427.75