

**VILLAGE OF DOWNERS GROVE**  
**COUNCIL ACTION SUMMARY**

**INITIATED:** Tourism & Events Commission      **DATE:** December 16, 2003  
(Name)

**RECOMMENDATION FROM:** N/A      **FILE REF:** \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

- Ordinance
- Resolution
- Motion
- Other

**STEPS NEEDED TO IMPLEMENT ACTION:**

Motion to concur in the 2004 Heritage Festival budget recommendation submitted by the Downers Grove Tourism & Events Commission.



**SUMMARY OF ITEM:**

Approval of this motion will concur in the recommendations of the Tourism & Events Commission related to the 2004 Heritage Festival budget. The projected budget includes \$442,300.00 in expenses for the Heritage Festival, including fireworks and parade.

**RECORD OF ACTION TAKEN:**

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## 2004 Heritage Festival Budget

<b>Revenue</b>						<b>Expenses</b>	
2003 actual	2004 budget	project code	description		2003 actual	2004 budget	
<b>\$50,290.00</b>	<b>\$52,000.00</b>	<b>100</b>	<b>PUBLICITY &amp; RECOGNITION</b>		<b>\$23,051.00</b>	<b>\$25,955.00</b>	
\$22,125.00	\$20,000.00	HF101	Friends		\$0.00	\$400.00	
\$0.00	\$0.00	HF102	Contests		\$182.00	\$195.00	
\$0.00	\$0.00	HF103	Refreshments - current year		\$1,017.00	\$1,120.00	
	\$0.00	HF104	Refreshments - past/future event		\$0.00	\$150.00	
	\$0.00	HF105	Publications		\$18,151.00	\$19,600.00	
\$1,140.00	\$2,000.00	HF106	Souvenirs		\$1,003.00	\$1,500.00	
\$18,150.00	\$20,000.00	HF107	Sponsors		\$2,262.00	\$2,490.00	
\$8,875.00	\$10,000.00	HF108	Facilities & Attractions Sponsors		\$436.00	\$500.00	
<b>\$81,944.00</b>	<b>\$82,500.00</b>	<b>200</b>	<b>STREET FAIRS OPERATIONS</b>		<b>\$102,227.00</b>	<b>\$114,535.00</b>	
		HF201	Apparel		\$853.00	\$950.00	
\$70,895.00	\$72,000.00	HF202	Booth space		\$467.00	\$140.00	
\$4,929.00	\$4,500.00	HF203	Contracted Services		\$3,988.00	\$4,300.00	
		HF204	Electricity		\$18,014.00	\$20,260.00	
\$6,120.00	\$6,000.00	HF205	Rentals - current year		\$50,659.00	\$55,650.00	
		HF206	Rentals - past/future event		\$2,557.00	\$3,000.00	
		HF207	Supplies - current year		\$9,429.00	\$9,135.00	
		HF208	Supplies - past/future event		\$1,788.00	\$2,100.00	
		HF209	Insurance		\$14,472.00	\$15,000.00	
		HF210	Capital Purchases		\$0.00	\$4,000.00	
<b>\$226,934.00</b>	<b>\$201,050.00</b>	<b>300</b>	<b>STREET FAIR ATTRACTIONS</b>		<b>\$108,956.00</b>	<b>\$136,560.00</b>	
\$146,702.00	\$133,000.00	HF301	Amusement Rides		\$0.00	\$0.00	
		HF303	Bands & Variety - current year		\$63,830.00	\$74,000.00	
		HF304	Bands & Variety - past/future event		\$9,775.00	\$20,000.00	
		HF305	Associated entertainment costs		\$21,289.00	\$22,200.00	
\$2,348.00	\$2,400.00	HF306	Car Show		\$1,837.00	\$2,035.00	
\$77,234.00	\$65,000.00	HF307	Contracted Attractions		\$12,225.00	\$18,325.00	
\$650.00	\$650.00	HF308	Bingo				
<b>\$359,168.00</b>	<b>\$335,550.00</b>		<b>STREET FAIR TOTAL</b>		<b>\$234,234.00</b>	<b>\$277,050.00</b>	
<i>difference between 2004 BUDGETED revenue &amp; expenses (\$58,500.00)</i>							
<i>difference between 2003 ACTUAL revenue &amp; expenses (\$124,934.00)</i>							
<b>\$3,749.00</b>	<b>\$3,500.00</b>	<b>400</b>	<b>SPECIAL EVENTS</b>		<b>\$20,929.00</b>	<b>\$24,250.00</b>	
\$0.00	\$0.00	HF401	Fireworks		\$9,800.00	\$10,000.00	
\$2,749.00	\$3,500.00	HF402	Parade		\$11,129.00	\$14,250.00	
\$1,000.00	\$1,000.00	HF403	July 4th Entertainment Sponsor				
		<b>500</b>	<b>TRANSFER FM OTHER FUNDS</b>		<b>\$125,979.00</b>	<b>\$141,000.00</b>	
	-\$37,750.00	HF501	to balance budget				
	\$11,000.00	HF502	Outside contracted staffing		\$10,440.00	\$11,000.00	
	\$120,000.00	HF503	Staffing - Festival		\$115,539.00	\$120,000.00	
	\$10,000.00	HF504	Staffing - July 4		incl above	\$10,000.00	
<b>\$362,917.00</b>	<b>\$442,300.00</b>		<b>GRAND TOTALS</b>		<b>\$381,142.00</b>	<b>\$442,300.00</b>	

*% of expenses covered by revenue (AS BUDGETED for 2004) 76.66%*

*% of expenses covered by revenue (ACTUAL for 2003) 95.22%*

# 2004 Heritage Festival

budget explanation  
(draft) on 11/18/03

## Revenue anticipated

Project code	04 Budget	Explanation
HF301	\$133,000	Amusement Rides - 22 rides tentatively scheduled
HF307	\$65,000	Beer Garden - \$77,234 in 2003, \$57,900 in 2002; \$53,000 in 2001; \$25,500 in 2000 (rain); \$31,200 in 1999.

## Expenses anticipated

Project code	04 Budget	Explanation
HF105	\$19,600	HF News and Sponsor brochure printing and insertion and postage
HF205/206	\$58,650	\$11,000 portable toilets \$27,000 tents, tables, chairs \$12,000 stages \$6000 buses \$1500 barricade rental \$1150 portable signs, radios, private property, searchlights
HF210	\$4,000	Garbage and recycling containers
HF303/304	\$94,000	Bands and Variety acts
HF305	\$22,200	\$16,500 Sound \$4,500 lights \$1,200 misc.
HF307	\$18,475	Attractions \$2,800 ponies \$3,600 climbing wall \$1,800 caricaturist \$2000 inflatable \$8,275 fireworks
HF503/504	\$130,000	Staffing costs for HF and July 4th activities