

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
FEBRUARY 6, 2007 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Community Events Commission Ordinance	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti Community Events Director

SYNOPSIS

An ordinance amendment has been prepared to eliminate the tourism functions associated with the Tourism and Events Commission and rename the citizen advisory board the Community Events Commission.

STRATEGIC PLAN ALIGNMENT

Downers Grove Vision 2021 identified the principles of an *Authentic Downtown and Hometown Feeling* with the supporting means of: *Vibrant Community Focal Point for Bringing Residents and Guests together; Destination for Eating and Entertainment Both Indoor and outdoor and Strong Community Events Bringing Residents and Generations Together.*

FISCAL IMPACT

N/A

UPDATE & RECOMMENDATION

This item was discussed at the January 23, 2007 Village Council Workshop. Approval is recommended on the February 6, 2007 Active Agenda.

BACKGROUND

Staff is recommending amending the ordinance which created the Tourism and Events Commission and instead establish the Community Events Commission. As a part of the adoption of the FY07 budget tourism functions have been fully shifted to the private, not-for-profit Downers Grove Economic Development Corporation. As a result, the full scope of the existing Tourism and Events Commission is no longer warranted. The attached ordinance creates a six member Community Events Commission in addition to a chairperson who shall be a member of the Village Council. The members shall be appointed by the mayor, subject to confirmation by the Village Council. Members shall be appointed for staggered terms of three years each, ending on August 31st of each year.

It is noteworthy that several members from the Tourism and Events Commission that have resigned in the past several months due to personal reasons, and as a result there are currently seven (7) members on the existing board. Pending approval of the ordinance amendment, staff recommends the Council liaison interview all current Tourism and Events Commission members and make a recommendation to the Mayor for appointments to the Community Events Commission.

ATTACHMENTS

Ordinance Establishing the Community Events Commission

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Village Manager **DATE:** February 6, 2007
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to Adopt "AN ORDINANCE AMENDING THE TOURISM AND EVENTS COMMISSION", as presented.

SUMMARY OF ITEM:

Adoption of the attached ordinance shall amend the Tourism and Events Commission and re-establish it as the Community Events Commission.

RECORD OF ACTION TAKEN:

Community Events

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE
TOURISM AND EVENTS COMMISSION**

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by **shading/underline**; deletions by ~~strikeout~~):

Section 1. That Section 2.53. is hereby amended to read as follows:

2.53. Appointment of members to boards and commissions.

(a) Members of the following boards and commissions shall be appointed by the Village Council as provided herein:

Library Board of Trustees - all members as provided by law.

(b) Members of the following boards and commissions shall be appointed by the Mayor as provided herein:

Police Pension Board - two members, with balance as provided by statute.

(c) Members of the following boards and commissions shall be appointed, and the chairperson designated, by the Mayor, subject to confirmation by the Village Council:

Plan Commission

Zoning Board of Appeals

Human Service Commission

Board of Fire and Police Commissioners

Community Grants Commission

~~Tourism & Community~~ Events Commission

Stormwater and Flood Plain Oversight Committee

Electrical Commission

Parking and Traffic Commission

Liquor Commission

Technology Commission

Environmental Concerns Commission

Transportation Advisory Commission

(d) Members of the following boards and commissions shall be appointed, and the chairperson designated, by the Village Manager:

Design Review Committee

(e) Members of the following boards and commissions shall be appointed, and the chairperson designated, by the Village Manager, subject to confirmation by the Village Council:

Building Board of Appeals

(f) Each member of a board or commission, including the chairman, shall hold office until the expiration of the term for which such member was appointed or until such time as a successor has been appointed or qualified, unless prior to such time such member resigns his position or is removed from it by the appointing official.

(g) Vacancies on any board or commission shall be filled as soon as possible for the unexpired term of the member whose place has become vacant.

(h) Each member of a board or commission shall be a resident of the Village unless otherwise specifically provided.

(i) Only duly appointed members may vote on any matter before any board or commission.

(j) The Mayor may, in his discretion, subject to confirmation by the Village Council, appoint for a

Community Events

one (1) year term, a student who will be enrolled in the 11th grade during the majority of his/her term on the following boards and commissions:

- (1) Human Services Commission;
- (2) Environmental Concerns Commission;
- (3) ~~Events sub-committee of the Tourism and~~ **Community** Events Commission; and
- (4) Grants Commission.

Each student shall reside within the Village of Downers Grove and shall be a voting member of the board or commission. Any student member appointed pursuant to this section may be in addition to any regularly appointed members of the board or commission as established by Ordinance. (Ord. No. 3266, § 34; Ord. No. 3294, § 1.)

Section 2. That Section 2.75DIV. is hereby amended to read as follows:

2.75DIV. Division 11. Community Events Commission

Section 3. That Section 2.76. is hereby amended to read as follows:

2.76. Created.

(a) The Downers Grove ~~Tourism and~~ **Community** Events Commission is created to set policy and make recommendations to the Village Council regarding the use of the hotel use tax and other funding sources to support events, ~~hotel initiatives~~ and additional programs that effect the hospitality community in Downers Grove, encourage overnight visitors and enhance the quality of life for Downers Grove residents. The purpose of the Community Events Commission is to provide enjoyable family oriented events that enhance the quality of life for the residents.

(b) The ~~Tourism and~~ **Community** Events Commission shall consist of ~~ten~~ **six** members in addition to a chairperson who shall be a member of the Village Council. The members shall be appointed by the Mayor, subject to confirmation by the Village Council. Members shall be appointed for staggered terms of three years each, ending on August 31st of the each year. Members shall hold office for their designated terms and until their successors have been appointed. Each member shall either reside within the corporate limits of the Village; or be an employee, officer, manager or owner of a business which has one or more business locations within the corporate limits of the Village.

~~_____ (c) The Mayor shall appoint members as follows:~~

~~_____ 1. Five members shall be engaged with a hotel or hospitality related business (restaurant, rental car company, travel industry) within the Village.~~

~~_____ 2. Five members shall be engaged in event planning activities or a resident of Downers Grove.~~

~~_____ (d) (c) The ~~Tourism and~~ **Community** Events Commission shall establish a schedule of regular meetings which shall occur not less than once a month. In addition, special meetings may be called by the chairperson and as otherwise provided by the rules of the Commission. Notice of all meetings shall be provided as mandated in the Illinois Open Meetings Act. (Ord. No. 2686, § 2; Ord. No. 2805, § 1; Ord. No. 3111, § 2; Ord. No. 3118, § 1; Ord. No. 3266, § 34.)~~

Section 4. That Section 2.77. is hereby amended to read as follows:

2.77. Powers and duties.

The ~~Tourism and~~ **Community** Events Commission shall have the following powers and duties:

(a) To review the proposed **Community Events** annual operating budgets and other revenue sources and make recommendations for adoption by the Village Council.

Community Events

(b) To form such additional subcommittees of its members as the Commission deems necessary or desirable for the efficient and timely conduct of its business, and assign to such subcommittees any function or power provided herein.

~~(c) To prepare and develop a long term strategic plan, including hotel advertising campaigns, events, promotional brochures, direct sales and other programs to encourage tourism and overnight visitors to the Village, which will stimulate the growth of the hotel tax.~~

~~(d)(c) To make recommendations to the Village Council regarding issues that will affect the hotel and hospitality industry and public community events that involve the use of public property and/or services in Downers Grove.~~

~~(ed) To review and evaluate new and existing events, or requests for other events that utilize public property and/or public services as directed, in addition to approving yearly calendar dates for such events and make making recommendations to the Village Council concerning their funding and promotion, and their value as a community event and their ability to promote tourism and other overnight visitors to the Village. Additionally, the Commission shall periodically review these events with the intent of enhancing the involvement of the community and to provide support and assistance if deemed necessary.~~

~~(e) To review various documents that pertain to the planning of or which govern the operation of a specific event, including, but not limited to the sponsorship brochure and the Heritage Festival Street Fair Rules and Regulations and any event related contracts and requests for proposals that exceed fifteen thousand dollars (\$15,000.00) and recommend approval to be submitted to the Village Council.~~

(f) To coordinate, supervise, publicize and encourage the widest possible participation in any community wide celebration with the Village Council may decide to support.

(g) To evaluate any community event over which the Commission is given supervisory responsibility, and to provide the Council with a written report of such evaluation and recommendations within ninety days after such event.

~~(h) To review contributions received to supplement the budget of a planned community event. Provided, all contributions shall be voluntary. In addition, any donation may be rejected when in the opinion of the members such contributions would be inconsistent or inappropriate with the nature, scope or purpose of the proposed event.~~

~~(hi) To establish reasonable rules and regulations governing the functions of the Tourism and Community Events Commission, consistent with the powers and duties set forth herein.~~

(i) To perform such functions and activities in addition to the foregoing as the Village Council may from time to time direct. (Ord. No. 2686, § 2; Ord. No. 3266, § 34.)

Section 5. Section 2.78. is hereby repealed in its entirety

2.78. Tourism Subcommittees.

~~(a) There shall be a permanent Tourism Subcommittee consisting of those five members appointed pursuant to Section 2-76(c)(1) involving the hotel and hospitality industry. The purpose of the Tourism Subcommittee is to increase hotel occupancies and growth of the hotel tax in the Village of Downers Grove.~~

~~(b) The Tourism Subcommittee shall:~~

~~(1) Provide input and direction for hotels advertising campaigns to assist in increasing hotel occupancy during target times.~~

~~(2) To develop activities, publications or advertising programs, which promote or otherwise advance the Village as an attractive destination to conduct meetings, conventions, sporting events, festivals and vacations.~~

~~(3) To coordinate and supervise the publicity and advertising of sporting events, special events, and festivals to attract tourists and visitors to the Village.~~

~~(4) To review and evaluate the proposed visitor bureau hotel tax budget and make recommendations to the Tourism and Events Commission regarding the proposed budget with regard to advertising campaigns.~~

Community Events

- ~~_____ (5) To make recommendations to the Tourism and Events Board regarding policy issues that effects the hotel and hospitality industries.~~
- ~~_____ (6) To establish reasonable rules and regulations governing the functions of the subcommittee consistent with the powers and duties set forth herein.~~
- ~~_____ (7) To perform such functions and activities in addition to the foregoing as the Village Council or the Tourism and Events Commission may from time to time direct.~~
- ~~(8) At their first meeting each September, the sub-committee shall elect a chairperson who shall serve for a one-year term.~~

Section 6. Section 2.79. is hereby repealed in its entirety

2.79. Events Subcommittees.

~~(a) There shall be a permanent Events Subcommittee consisting of those five members appointed pursuant to Section 2-76(e)(2) involving event planning or residents of Downers Grove. The purpose of the Events Subcommittee is to provide enjoyable family oriented events that enhance the quality of life for the residents, and encourage overnight tourism in Downers Grove, further stimulating economic impact with increased revenues of Hotel and Sales Tax.~~

~~_____ (b) The Events Subcommittee shall:~~

~~_____ (1) Review and evaluate the proposed special event budget and make recommendations to the Tourism and Events Commission regarding the budget and other funding issues.~~

~~_____ (2) Review and approve yearly calendar dates for monthly meetings and various events, including the Holiday Decoration Recognition Program, the Ice Sculpture Festival, the Heritage Festival Street Fair, the Independence Day Festivities, and the Pro Criterium Bike & In Line Skating Competition and the Fine Arts Festival.~~

~~_____ (3) Review event related contracts and requests for proposals that exceed \$15,000 and recommend approval to be submitted to the Tourism and Events Commission and Village Council.~~

~~_____ (4) Review various document that pertain to the planning of or which govern the operation of a specific event and submit said documents to the Tourism and Events Commission upon request, including, but not limited to, the sponsorship brochure and the Heritage Festival Street Fair Rules and Regulations.~~

~~_____ (5) Review various events coordinated by other entities in the Village, such as the Downtown Management Board, with the intent of enhancing the involvement of the community and to provide support and assistance, if deemed necessary.~~

~~_____ (6) Review contributions received to supplement the budget of a planned community event. Provided, all contributions shall be voluntary. In addition, any donation may be rejected when in the opinion of the members such contributions would be inconsistent or inappropriate with the nature, scope or purpose of the planned event.~~

~~_____ (7) To establish reasonable rules and regulations governing the functions of the subcommittee consistent with the powers and duties set forth herein.~~

~~_____ (8) To perform such functions and activities in addition to the foregoing as the Village Council or the Tourism and Events Committee may from time to time direct.~~

~~_____ (9) At their first meeting each September, the sub-committee shall elect a chairperson who shall serve for a one-year term.~~

Section 7. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Community Events

Section 8. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____

Village Clerk