

**CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION (BAC)
TUESDAY, JANUARY 26, 2016 – 1:30 P.M.
MEETING ROOM A
FAIRVIEW HEIGHTS CITY HALL
10025 BUNKUM ROAD**

AGENDA

1. CALL TO ORDER
2. CITIZENS' COMMENTS
3. APPROVAL OF MINUTES – [DECEMBER 22, 2015](#)
4. REPORT ON CITY SALES TAX
5. [ECONOMIC DEVELOPMENT DIRECTOR'S REPORT OF JANUARY 11, 2016](#)
6. DISCUSSION OF HOTEL/MOTEL TAX GRANT FUNDS AND FUTURE ALLOCATION SCENARIOS
 - A. [2016 CURRENT APPLICATION/DEADLINE FOR 2016 APPLICATIONS - FEBRUARY 29, 2016](#)
 - B. [2015 APPLICANTS](#)
 - C. [STAFF GRANTS ALLOCATION SCENARIO](#)
 - D. FORMATION OF HOTEL/MOTEL FUND GRANTS COMMITTEE FOR 2016 ALLOCATION
7. [DISCUSSION OF NEWLY CREATED ENTERPRISE ZONE](#)
8. DISCUSSION OF NEED FOR SPECIAL MEETING PRIOR TO FEBRUARY 23, 2016 REGULAR MEETING
9. ADJOURN

THE CITY OF FAIRVIEW HEIGHTS

BUSINESS ALLIANCE COMMISSION (BAC) MINUTES

Tuesday, December 22, 2015 - 1:30 p.m.

Meeting Room A

10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Chuck Daily, Charles Kassly, Bill Poletti, Robert Triplett, Don Barkley, Marty Bausano, Brandon LaMarque, Elroy Philip, & Michael Hagen

Committee Members absent –

Other Aldermen and Elected Official in attendance – Brenda Wagner & Pat Baeske

Staff in attendance - Land Use Director Tim Tolliver & Economic Development Director Mike Malloy

Recorder – Becky Short

Public Participation

None

Introductions of Mayor's Appointees

Director Malloy asked everyone to introduce themselves to the commission.

Election of Chairman and Vice Chairman

Motion and second to elect Chuck Daily as the Chairman of the Business Alliance Commission (BAC) were made by Don Barkley/Bill Poletti. The motion carried by voice vote and was unanimous.

Motion and second to elect Charles Kassly as the Vice Chairman of the Business Alliance Commission were made by Marty Bausano/Bill Poletti. The motion carried by voice vote and was unanimous.

Discussion of Business Alliance Commission Ordinance 1707-2015 (Mike Malloy)

Commission discussed Ordinance 1707-2015. Director Malloy informed the members that this Commission is a policy-making Commission. Policies that are made in this Commission will go to Committee and then to City Council for consideration. The Economic Development Commission, Lincoln Trail TIF Subcommittee, and Hotel/Motel Screening Subcommittee are all a part of the BAC. Major goals of the BAC include retention of existing businesses and civic events.

Examples of possible future policy actions of the BAC

Director Malloy gave examples of future policy actions of the BAC. Some examples are review and amend City incentive policies, make code requirements more business friendly, recommend major projects the City should begin pursuing, etc.

Review of 2015 Economic Development Activities

The Commission reviewed January 2015 – December 2015 Economic Development activities.

Discussion of Development Code Revisions (Tim Tolliver)

Director Tolliver briefed the Commission about the progress the Planning Commission has made with the Development Code revisions. The code was developed in 1975 and a subcommittee of the Planning Commission has been going through each code and revising it to make it more business friendly. Some code revisions include parking and sign regulations. The process should be complete summer of 2016.

BAC Activity(s) requiring action in January/February

Director Malloy went over the Hotel/Motel Screening Subcommittee packet with the Commission. Malloy asked the members of the Commission to review the packet and bring any changes/ideas back to the January 26th meeting.

Next meeting: Tuesday, January 26, 2016 at 1:30 p.m.

Adjournment 2:48 p.m.

Submitted By:

Recorder

MEMORANDUM

TO: Elected Officials

FROM: Mike Malloy, Director of Economic Development

DATE: January 11, 2016

SUBJECT: Development Committee Agenda Overview

Economic Development Director Report:

1. There are no agenda items on the January 20, 2016 Development Committee Agenda that require action.
2. The Redevelopment Plan for proposed TIF #5 was 1st heard by Council on January 5, 2016; on January 20, 2016, the TIF #5 Redevelopment Plan is scheduled to be adopted by Council. Additional dates of interest concerning proposed TIF #5 are as follows:
 - a. February 5, 2016 – Joint Review Board (JRB) at 1:00 p.m.
 - b. March 15, 2016 – Public Hearing before City Council at 7:00 p.m.
 - c. April 19, 2016 – City Council adopts, creates TIF #5
3. On January 12, 2016, the City hosted an open house for Small Business Owners and Entrepreneurs from 3:00 p.m. – 7:00 p.m. in the Recreation Room, as conducted by the Small Business Development Center of SIUE.
4. City received notification on December 28, 2015, that the Governor's Office had certified the city's Enterprise Zone which now allows the city to offer, among other incentives, sales tax abatement on building materials.
5. Staff in conjunction with several staff representatives from surrounding communities began preparations for the 2016 Downstate ICSC Alliance Conference to be held in Fairview Heights in June.
6. Staff is working with a St. Louis Realtor to locate a grocery store on Lincoln Trail.
7. Ruby's (a restaurant chain with gaming) is looking to locate at two (2) locations in the city: 319 Lincoln Highway and Winchester Plaza.
8. Staff has been working with Engineers and the city's consultants to install a roundabout instead of a conventional intersection at Market/Commerce as a cost savings on the Lincoln Trail Streetscape project. The Finance Committee will consider the cost saving on January 13, 2016.
9. Staff is working with the owner of an auto parts franchise to locate a store on Lincoln Trail.



Bruce Rauner, Governor
Jeff Mays, Director

NEWS RELEASE

For Immediate Release
Wednesday, December 23, 2015

Anjali Julka
Phone: 312.793.9635

Vicki Niederhofer
Phone: 618.277.8491

Unemployment Rates up in Most Metro Areas *Job Growth Continues to Lag*

Not Seasonally Adjusted Unemployment Rates

Metropolitan Area	November 2015	November 2014	Over-the-Year Change
Bloomington	5.4%	5.0%	0.4
Carbondale-Marion	6.9%	6.3%	0.6
Champaign-Urbana	5.7%	5.3%	0.4
Chicago-Naperville-Arlington Heights	5.2%	5.8%	-0.6
Danville	7.7%	7.3%	0.4
Davenport-Moline-Rock Island, IA-IL	5.8%	5.8%	0.0
Decatur	7.6%	7.4%	0.2
Elgin	6.1%	5.9%	0.2
Kankakee	7.2%	6.9%	0.3
Lake-Kenosha, IL-WI	5.6%	5.5%	0.1
Peoria	7.1%	6.3%	0.8
Rockford	7.5%	7.2%	0.3
Springfield	5.7%	5.5%	0.2
St. Louis (IL-Section)	6.7%	6.5%	0.2
Illinois Statewide	5.8%	6.0%	-0.2

* Data subject to revision.

CHICAGO – Unemployment rates increased in 12 metro areas, decreased in one and was unchanged in one. Eight metro areas across the state saw job loss compared to a year ago, according to preliminary data released today by the Illinois Department of Employment Security (IDES) and the U.S. Bureau of Labor Statistics (BLS). Not seasonally adjusted data compares November 2015 with November 2014.

Illinois businesses lost jobs in eight metro areas including Carbondale-Marion (-1.8 percent, -1,000), Quad Cities (-1.7 percent, -3,200), and Lake-Kenosha (-1.5 percent, -6,300). Illinois businesses added jobs in six metros, in which the largest increases were seen in: Elgin (+2.0 percent, +5,000), Champaign-Urbana (+1.5 percent, +1,700), Danville (+1.4 percent, +400), and Chicago-Naperville-Arlington Heights Metro Division (+1.3 percent or +46,900). The industry sectors recording job growth in the majority of metros were: Transportation, Warehousing and Public Utilities (nine of 14), Leisure and Hospitality (eight of 14), and Education and Health Services (eight of 14).

“While the increase in unemployment rates will garner most of the headlines, more troubling is Illinois’ extremely low employment growth rate this past year,” said IDES Director Jeff Mays. “Out of 102 counties in Illinois, 96 remain below their pre-recession 2007 peak employment levels.”

The not seasonally adjusted Illinois rate was 5.8 percent in November 2015 and stood at 12.2 percent at its peak in this economic cycle in January 2010. Nationally, the not seasonally adjusted unemployment rate was 4.8 percent in November and 10.6 percent in January 2010 at its peak. The unemployment rate identifies those who are out of work and looking for work, and is not tied to collecting unemployment insurance benefits.

Total Nonfarm Jobs (Not Seasonally Adjusted) – November 2015

Metropolitan Area	November 2015*	November 2014**	Over-the-Year Change
Bloomington MSA	96,400	95,500	900
Carbondale-Marion MSA	55,100	56,100	-1,000
Champaign-Urbana MSA	111,800	110,100	1,700
Chicago-Naperville-Arlington Heights Metro Division	3,672,800	3,625,900	46,900
Danville MSA	29,800	29,400	400
Davenport-Moline-Rock Island MSA	181,400	184,600	-3,200
Decatur MSA	51,000	51,600	-600
Elgin Metro Division	260,000	255,000	5,000
Kankakee MSA	45,900	46,100	-200
Lake-County-Kenosha County Metro Division	400,200	406,500	-6,300
Peoria MSA	179,600	180,100	-500
Rockford MSA	152,300	152,600	-300
Springfield MSA	113,500	112,100	1,400
Illinois Section of St. Louis MSA	230,900	232,000	-1,100
Illinois Statewide	5,989,600	5,953,900	35,700

*Preliminary **Revised

(continued)



**Not Seasonally Adjusted Unemployment Rates
(percent) for Local Counties and Areas**

	Nov. 2015	Nov. 2014	Over-the- year Change
IL Section of St. Louis	6.7%	6.5%	+0.2%
Bond	5.9%	5.7%	+0.2%
Calhoun	7.4%	7.5%	-0.1%
Clinton	5.0%	4.8%	+0.2%
Jersey	7.1%	6.5%	+0.6%
Macoupin	7.0%	6.6%	-0.4%
Madison	6.7%	6.4%	+0.3%
Monroe	4.7%	4.8%	-0.1%
St. Clair	7.2%	7.1%	+0.1%
Cities:			
Alton	9.4%	9.3%	+0.1%
Belleville	6.9%	7.3%	-0.4%
Collinsville	6.4%	6.5%	-0.1%
East St. Louis	12.8%	12.4%	+0.4%
Granite City	8.7%	8.0%	+0.7%
O'Fallon	6.2%	6.0%	+0.2%
Counties:			
Greene	6.9%	6.1%	+0.8%
Randolph	6.1%	5.9%	+0.2%
Washington	4.3%	4.1%	+0.2%
Other Areas:			
LWA 21	6.9%	6.5%	+0.4%
LWA 22	6.6%	6.4%	+0.2%
LWA 24	6.5%	6.4%	+0.1%
Southwestern Economic Development Region	6.6%	6.4%	+0.2%

Metro East Highlights

Help Wanted

Area employers advertised for 5,800 openings in November and approximately 84 percent sought full-time employment, according to Help Wanted OnLine data compiled by the Conference Board. It is a global, independent business membership and research association. Employers actually need more workers than the help wanted ad indicates because some industries, such as construction, typically do not advertise job openings.

The November 2015 unemployment rate for the Illinois Section of the St. Louis Metropolitan Statistical Area decreased to 6.7 percent, a +0.2 point increase from the November 2014 rate of 6.5 percent. The last time the November unemployment rate was equal to or lower was 2014 (6.5 percent). The data is not seasonally adjusted.

The number of employed individuals increased by 7,866 to 326,565 in November 2015 from 318,699 in November 2014. The labor force increased by 9,031 to 349,905 in November 2015 from 340,874 in November 2014. In November 2015, there were an estimated 23,340 unemployed people in the labor force. This is an increase of 1,165, compared to the November 2014 total unemployed, 22,175.

Over the year, nonfarm payrolls decreased by (-1,100). Employment increased in Mining and Construction (+300) and Transportation, Warehousing and Utilities (+100).

Government (-500) showed the greatest number of job losses over the year. Other declines included Financial Activities (-300), Professional and Business Services (-300), Manufacturing (-100), Retail Trade (-100), Information (-100) and Other Services (-100).

Employment in Wholesale Trade, Educational and Health Services, and Leisure and Hospitality remained stable, with no change reported in November 2015 compared to the November payrolls the prior year.

Note:

- Monthly 2014 unemployment rates and total non-farm jobs for Illinois metro areas were revised in February 2015, as required by the U.S. Dept. of Labor, Bureau of Labor Statistics (BLS). Comments and tables distributed for prior metro area news releases should be discarded as any records or historical analysis previously cited may no longer be valid.
- LWA— Local Workforce Area 21 is composed of Calhoun, Greene, Jersey, Macoupin, Montgomery, Morgan, Scott and Shelby Counties.
LWA— Local Workforce Area 22 is composed of Bond and Madison Counties.
LWA— Local Workforce Area 24 is composed of Clinton, Monroe, Randolph, St. Clair and Washington Counties.

###

"EXHIBIT A"



**HOTEL / MOTEL TAX
GRANT FUNDING PROGRAM**

**City of Fairview Heights Hotel / Motel Sub-Committee
Applicant Packet**

Adopted: January 20th, 2015

January 21st, 2015

Dear Potential Hotel / Motel Grant Applicants,

The City of Fairview Heights Hotel / Motel Sub-Committee appreciate your interest in the Hotel/Motel Grant Funding Program. The funding for this program is generated from a local tax applied to overnight stays at hotels in Fairview Heights. The purpose of the program is to promote overnight stays in local hotels by providing funding assistance to events, projects, and capital expenses that bring people to our community. Therefore, projects that encourage overnight stays are preferred in accordance with State statutes.

This packet is designed to provide you with all the documents needed from beginning to end of the funding cycle. Please refer to the checklist provided on the following page to assist you throughout the process. Funding will cover expenses in Fiscal Year 2016, which runs from May 1, 2015 to April 30, 2016. Expenses can occur only during this time period. Please try to be as complete as possible within the application. For those questions which do not apply to your application, simply insert "n/a" or "not applicable". You may also attach additional documentation, as you feel necessary.

One hard copy and one electronic copy of your application must be received at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois 62208 by 5:00 p.m. on Tuesday, February 10th – no exceptions. The applications should be marked to the attention of Becky Short, Executive Secretary. Electronic versions can be sent to mayor@cofh.org.

All applications will be reviewed by the Hotel / Motel Sub-Committee at a meeting on a date and time to be determined. Based on guidelines of the attached policy, our committee shall make funding recommendations to the City's Aldermanic Finance Committee. Following a review by the Finance Committee, the awarding of funds concludes via adoption of a Resolution by the City Council.

If you have any questions regarding the process and/or City requirements, please refer to the "City Contacts" list provided within the packet. Thanks again for your interest in this program. We look forward to receiving your application.

Respectfully,

Chuck Dally,
Chairman, City of Fairview Heights Hotel / Motel Sub-Committee

CHECKLIST

APPLICANT: _____

- Grant Application (Exhibit "A" or "E" – see procedures) is completed and signed.
- One paper copy and one electronic copy is submitted to the City's Staff Liaison.

****For Committee / City Use Only****

Hotel / Motel Sub-Committee Review:

Application Denied Forwarded to Ald. Committee \$ _____ Funding Amount

City Council Review:

Funding Denied Funding Approved \$ _____ Funding Amount

Post Award Requirements

Exhibit "B" (Hotel/Motel Tax Funding Agreement) has been completed by both parties.

Exhibit "C" (Waiver and Release) has been completed and signed by organization.

All applicable permits / licenses have been acquired by the Organization.

Not Applicable

Reviewed by Director of Land Use & Development

Reviewed by Director of Parks and Recreation

Reviewed by Liquor Commissioner

All insurance requirements/forms have been submitted.

Not Applicable

Staff Review / Initials

Funds Distributed

Exhibit "D" (Post-Event Report) has been completed and returned to the City.

CITY CONTACTS

NAME	TITLE	PHONE #	EMAIL
Becky Short	Staff Liaison	618-489-2010	mayor@cofh.org
<i>For assistance with: application submission, meeting announcements, liquor license.</i>			
Angle Beaston	Director of Parks & Recreation	618-489-2040	beaston@cofh.org
<i>For assistance with: park reservations, scheduling of events on park grounds, etc.</i>			
Tim Tolliver	Director of Land Use & Development	618-489-2060	tolliver@cofh.org
<i>For assistance with: permits and code enforcement.</i>			
Scott Borrer	Director of Finance	618-489-2050	borrer@cofh.org
<i>For assistance with: disbursement of funds, reimbursements, post-event reporting.</i>			
Mike Malloy	Director of Economic Development	618-489-2010	malloy@cofh.org
<i>For assistance with: marketing efforts.</i>			
Cathy Bryant	Deputy City Clerk	618-489-2000	bryanca@cofh.org
<i>For assistance with: insurance requirements.</i>			

HOTEL / MOTEL TAX GRANT FUNDING POLICY

Background:

Per City Code 36-2-7, proceeds resulting from the imposition of the Hotel/Motel Tax shall be appropriated into a special fund to be used and applied for the promotion and development of tourism and conventions in the City of Fairview Heights. The primary responsibility of the "City of Fairview Heights Hotel / Motel Sub-Committee" is to convene and make recommendations to the City Council as to the orderly disbursements of funds collected. As a "Home Rule Municipality", the City Council reserves the right to utilize Hotel/Motel tax funds towards general operations.

Policy:

It is the express intent of the City Council and the "Hotel/Motel Grant Funding Program" that residue taxes collected and available from the Hotel/Motel Tax Fund are to be used for the following purposes:

1. Community Cultural Events
 - a. Continuing event heritage.
 - b. Nurture new events.
2. Tourism / Marketing
 - a. Promote the community to potential tourists.
 - b. Improve the hospitality of the community.
3. Community Capital Improvements
 - a. Improve the ability to support tourism.
 - b. Improve the hospitality of the community.
 - c. City beautification efforts.

Further, it is the intent of the City Council that an event receiving a grant may have funds split among the following expense categories that will then be apportioned to the above purposes:

1. Direct event programming costs.
2. City services needed to protect public safety and property.
3. Promotional and marketing costs.
4. Permanent beautification or public improvement costs.

Procedural Guidelines:

1. Grant application requests shall be in writing using a common format/form.
 - a. For requests in excess of \$2,500 use "Exhibit A"
 - b. For requests equal to or below \$2,500 use "Exhibit E – Short Form"
2. Requests shall be submitted annually by the first Monday in February.
3. The City's staff liaison shall assemble the grant request packets and forward the completed requests to the Committee.
4. As a guideline, the City's Director of Finance shall annually provide a memo to the committee which provides an estimated amount of funds available for allocation.
5. At a meeting date and time determined by the Chairman of the Hotel / Motel Sub-Committee, the committee shall analyze all grant requests and comply with the policies and procedure

guidelines provided by the City Council. Generally the meeting shall be held in mid-February or as needed.

6. The Finance Director shall report via memo on the sub-committee meeting and display the requested amount vs. the recommended grant decisions to the Aldermanic Finance Committee.
7. The Finance Committee shall review the committee's recommendation and forward a funding resolution to the City Council.
8. The City Council shall approve the grant awards by resolution upon review of committee recommendation and with regard to budget restrictions and conformance with policy and procedure guidelines established herein.
9. The "Hotel/Motel Tax Funding Agreement" (Exhibit "B") shall be executed by the Mayor of the City of Fairview Heights and the receiving organization.
10. The "Grant Waiver and Release" (Exhibit "C") shall be executed by the receiving organization.
11. Funds shall be disbursed in a lump sum or another manner that clearly accounts for all funds used and as requested. Reimbursements of expenses shall be paid quickly to preserve vendor discounts or avoid late payment penalties.
12. Reimbursements may be submitted as expenses are incurred. However, in the event an applicant who receives a reimbursement fails to fully execute the event due to negligent activity that results in citation or permit being revoked, the organization may be required to return the reimbursement and not be eligible for future grant awards until the amount is repaid.
13. Changes in the use of grant funds (as stated in the application) after funds have been awarded must be requested to the Committee in writing. The Committee shall review the request and make a recommendation to the City Council for approval or denial.
14. Event data shall be summarized and reported to the Committee within 90 days of the end of the event of program. A complete financial accounting will be included on a form provided by the Committee (Exhibit "D").
15. Examples of eligible expense category are as follows:
 - a. *Community Cultural Events*
 - i. Art Fairs / Exhibits
 - ii. Art Education
 - b. *Tourism / Marketing*
 - i. City Maps / Brochures
 - ii. Website Operations
 - iii. Partner with local events and/or hotels to support their occupancy
 - c. *Community Capital Improvements*
 - i. Buildings & Structures
 - ii. Signage
 - iii. Planters
 - iv. Public Benches

Conclusion:

The Hotel/Motel Tax funds should be used to develop the culture and heritage of the community that helps define the community and make it attractive to visits by non-residents, and in all other respects nurtures our community as a point of destination for the traveling public. The overall goal is to increase the number of hotel stays in our community and to extend the stays of travelers.

EXHIBIT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

2) Website Address: _____

3) Contact Person:

a) Name: _____

b) Phone: _____

c) Fax: _____

d) Email: _____

4) Is this a Non-Profit Organization? Yes _____ No _____

5) Status of Organization (i.e. Foundation, Corporation, etc): _____

6) Agency Tax ID # _____

Event Information

7) Fiscal Year of the Event: 2015 – 2016

8) Name of the Event: _____

9) Date(s) of the Event: _____

10) Location of the Event: _____

11) Description of the Event:

12) Funding Request Amount: \$ _____

13) Projected Attendance for the Event: _____

14) Expected Overnight Stays for the Event: _____

15) Description / Purpose of Funding Request:

16) Other Sources of Project Funding:

Individual Donations: \$ _____

Grants: \$ _____

Private Businesses: \$ _____

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

18) Continuing / New Activity:

a) Is this event... New _____ Continuing _____

b) Do you expect it to be an Annual Event? Yes _____ No _____

c) Do you anticipate requiring regular and continued funding? Yes _____ No _____

d) Did you receive funding last year? Yes _____ No _____

e) If "d" = yes,

i) What amount did you receive? \$ _____

ii) Did you meet the Post-Event Reporting Requirements? Yes _____ No _____

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "In-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1		
2		
3		
4		
5		

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues: \$ _____

Expenses:

Expenditure Types	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Applicant

Signature of Representative / Officer

Title

Date

EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and _____ (the "Organization"), with its principal place of business at _____, relating to the use of Hotel/Motel Tax Funds.

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) **Location:** The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) **Status of Organization:** The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) **Promotional Materials and Sponsorship:** The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) **Audit:** The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) **Notification Requirements:** The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

Applicant / Recipient

By: _____

By: _____

Name: _____

Name: _____

Title: Mayor

Title: _____

Date: _____

Date: _____

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, _____ ("Organization") has applied for and
been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for

_____,

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: _____

SIGNER: _____

TITLE: _____

DATE: _____

What method did you use to determine the number of room nights generated?

What marketing initiatives did you utilize to promote hotel and activity for this event?

Please Submit completed form to:

**City of Fairview Heights
Attn: Becky Short, Executive Secretary
10025 Bunkum Road
Fairview Heights, IL 62208**

EXHIBIT "E"

HOTEL/MOTEL FUND GRANT APPLICATION – SHORT FORM

(For Requests Equal to or Less than \$2,500)

Name and Address of Applicant (Organization):

Contact Person:

Name: _____

Phone: _____

Fax: _____

Email: _____

Event Information

1. Name of the Event: _____

2. Date(s) of the Event: _____

3. Location of the Event: _____

4. Description of the Event & Purpose of Funding Request:

5. Funding Request Amount: \$ _____

6. Projected Attendance for the Event: _____

7. Expected Overnight Stays for the Event: _____

Midwest Wingfest 2015

Matt Stines
398-5577 W
781-5169 C
stines.m@dst110.com



HOTEL / MOTEL TAX GRANT FUNDING PROGRAM

City of Fairview Heights Hotel / Motel Sub-Committee
Applicant Packet

Adopted: January 20th, 2015

January 27, 2015

Dear Potential Hotel / Motel Grant Applicants,

The City of Fairview Heights Hotel / Motel Sub-Committee appreciate your interest in the Hotel/Motel Grant Funding Program. The funding for this program is generated from a local tax applied to overnight stays at hotels in Fairview Heights. The purpose of the program is to promote overnight stays in local hotels by providing funding assistance to events, projects, and capital expenses that bring people to our community. Therefore, projects that encourage overnight stays are preferred in accordance with State statutes.

This packet is designed to provide you with all the documents needed from beginning to end of the funding cycle. Please refer to the checklist provided on the following page to assist you throughout the process. Funding will cover expenses in Fiscal Year 2016, which runs from May 1, 2015 to April 30, 2016. Expenses can occur only during this time period. Please try to be as complete as possible within the application. For those questions which do not apply to your application, simply insert "n/a" or "not applicable". You may also attach additional documentation, as you feel necessary.

One hard copy and one electronic copy of your application must be received at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois 62208 by 5:00 p.m. on Wednesday, February 11th – no exceptions. The applications should be marked to the attention of Becky Short, Executive Secretary. Electronic versions can be sent to mayor@cofh.org.

All applications will be reviewed by the Hotel / Motel Sub-Committee on Wednesday, February 18th at 7:00 p.m. Based on guidelines of the attached policy, our committee shall make funding recommendations to the City's Aldermanic Finance Committee. Following a review by the Finance Committee, the awarding of funds concludes via adoption of a Resolution by the City Council.

If you have any questions regarding the process and/or City requirements, please refer to the "City Contacts" list provided within the packet. Thanks again for your interest in this program. We look forward to receiving your application.

Respectfully,

Chuck Dally,
Chairman, City of Fairview Heights Hotel / Motel Sub-Committee

CHECKLIST

APPLICANT: Midwest Winefest

- Grant Application (Exhibit "A" or "E" – see procedures) is completed and signed.
- One paper copy and one electronic copy is submitted to the City's Staff Liaison.

For Committee / City Use Only

Hotel / Motel Sub-Committee Review:

Application Denied Forwarded to Ald. Committee \$_____ Funding Amount

City Council Review:

Funding Denied Funding Approved \$_____ Funding Amount

Post Award Requirements

Exhibit "B" (Hotel/Motel Tax Funding Agreement) has been completed by both parties.

Exhibit "C" (Waiver and Release) has been completed and signed by organization.

All applicable permits / licenses have been acquired by the Organization.

Not Applicable

Reviewed by Director of Land Use & Development

Reviewed by Director of Parks and Recreation

Reviewed by Liquor Commissioner

All insurance requirements/forms have been submitted.

Not Applicable

Staff Review / Initials

Funds Distributed

Exhibit "D" (Post-Event Report) has been completed and returned to the City.

CITY CONTACTS

NAME	TITLE	PHONE #	EMAIL
Becky Short	Staff Liaison	618-489-2010	mayor@cofh.org
<i>For assistance with: application submission, meeting announcements, liquor license.</i>			
Angie Beaston	Director of Parks & Recreation	618-489-2040	beaston@cofh.org
<i>For assistance with: park reservations, scheduling of events on park grounds, etc.</i>			
Tim Tolliver	Director of Land Use & Development	618-489-2060	tolliver@cofh.org
<i>For assistance with: permits and code enforcement.</i>			
Scott Borrer	Director of Finance	618-489-2050	borrer@cofh.org
<i>For assistance with: disbursement of funds, reimbursements, post-event reporting.</i>			
Mike Malloy	Director of Economic Development	618-489-2010	malloy@cofh.org
<i>For assistance with: marketing efforts.</i>			
Cathy Bryant	Deputy City Clerk	618-489-2000	bryanca@cofh.org
<i>For assistance with: insurance requirements.</i>			

HOTEL / MOTEL TAX GRANT FUNDING POLICY

Background:

Per City Code 36-2-7, proceeds resulting from the imposition of the Hotel/Motel Tax shall be appropriated into a special fund to be used and applied for the promotion and development of tourism and conventions in the City of Fairview Heights. The primary responsibility of the "City of Fairview Heights Hotel / Motel Sub-Committee" is to convene and make recommendations to the City Council as to the orderly disbursements of funds collected. As a "Home Rule Municipality", the City Council reserves the right to utilize Hotel/Motel tax funds towards general operations.

Policy:

It is the express intent of the City Council and the "Hotel/Motel Grant Funding Program" that residue taxes collected and available from the Hotel/Motel Tax Fund are to be used for the following purposes:

1. Community Cultural Events
 - a. Continuing event heritage.
 - b. Nurture new events.
2. Tourism / Marketing
 - a. Promote the community to potential tourists.
 - b. Improve the hospitality of the community.
3. Community Capital Improvements
 - a. Improve the ability to support tourism.
 - b. Improve the hospitality of the community.
 - c. City beautification efforts.

Further, it is the intent of the City Council that an event receiving a grant may have funds split among the following expense categories that will then be apportioned to the above purposes:

1. Direct event programming costs.
2. City services needed to protect public safety and property.
3. Promotional and marketing costs.
4. Permanent beautification or public improvement costs.

Procedural Guidelines:

1. Grant application requests shall be in writing using a common format/form.
 - a. For requests in excess of \$2,500 use "Exhibit A"
 - b. For requests equal to or below \$2,500 use "Exhibit E – Short Form"
2. Requests shall be submitted annually by the first Monday in February.
3. The City's staff liaison shall assemble the grant request packets and forward the completed requests to the Committee.
4. As a guideline, the City's Director of Finance shall annually provide a memo to the committee which provides an estimated amount of funds available for allocation.
5. At a meeting date and time determined by the Chairman of the Hotel / Motel Sub-Committee, the committee shall analyze all grant requests and comply with the policies and procedure

guidelines provided by the City Council. Generally the meeting shall be held in mid-February or as needed.

6. The Finance Director shall report via memo on the sub-committee meeting and display the requested amount vs. the recommended grant decisions to the Aldermanic Finance Committee.
7. The Finance Committee shall review the committee's recommendation and forward a funding resolution to the City Council.
8. The City Council shall approve the grant awards by resolution upon review of committee recommendation and with regard to budget restrictions and conformance with policy and procedure guidelines established herein.
9. The "Hotel/Motel Tax Funding Agreement" (Exhibit "B") shall be executed by the Mayor of the City of Fairview Heights and the receiving organization.
10. The "Grant Waiver and Release" (Exhibit "C") shall be executed by the receiving organization.
11. Funds shall be disbursed in a lump sum or another manner that clearly accounts for all funds used and as requested. Reimbursements of expenses shall be paid quickly to preserve vendor discounts or avoid late payment penalties.
12. Reimbursements may be submitted as expenses are incurred. However, in the event an applicant who receives a reimbursement fails to fully execute the event due to negligent activity that results in citation or permit being revoked, the organization may be required to return the reimbursement and not be eligible for future grant awards until the amount is repaid.
13. Changes in the use of grant funds (as stated in the application) after funds have been awarded must be requested to the Committee in writing. The Committee shall review the request and make a recommendation to the City Council for approval or denial.
14. Event data shall be summarized and reported to the Committee within 90 days of the end of the event of program. A complete financial accounting will be included on a form provided by the Committee (Exhibit "D").
15. Examples of eligible expense category are as follows:
 - a. *Community Cultural Events*
 - i. Art Fairs / Exhibits
 - ii. Art Education
 - b. *Tourism / Marketing*
 - i. City Maps / Brochures
 - ii. Website Operations
 - iii. Partner with local events and/or hotels to support their occupancy
 - c. *Community Capital Improvements*
 - i. Buildings & Structures
 - ii. Signage
 - iii. Planters
 - iv. Public Benches

Conclusion:

The Hotel/Motel Tax funds should be used to develop the culture and heritage of the community that helps define the community and make it attractive to visits by non-residents, and in all other respects nurtures our community as a point of destination for the traveling public. The overall goal is to increase the number of hotel stays in our community and to extend the stays of travelers.

EXHIBT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

Midwest Wingfest

P.O. Box 1856

Fairview Hts. IL 62208

2) Website Address: www.midwestwingfest.com

3) Contact Person:

a) Name: Matt Stines

b) Phone: 781-5169

c) Fax: 398-5578

d) Email: stines.m@diat110.com

4) Is this a Non-Profit Organization? Yes No

5) Status of Organization (i.e. Foundation, Corporation, etc): Corporation

6) Agency Tax ID # 45-1161449

Event Information

7) Fiscal Year of the Event: 2015 - 2016

8) Name of the Event: Midwest Wingfest

9) Date(s) of the Event: Sept. 4 & 5 (Labor Day Weekend)

10) Location of the Event: St. Clair Square

11) Description of the Event:

Wingfest is a chicken wing festival/contest featuring 25 vendors, wing eating contests, cooking competition, a 5K run, live music, and family fun.

12) Funding Request Amount: \$ 40,000

13) Projected Attendance for the Event: 25,000 +

14) Expected Overnight Stays for the Event: 300 - 500

15) Description / Purpose of Funding Request:

Funding will be used for infrastructure (rent, electric, sanitary, tents, stage) and marketing.

16) Other Sources of Project Funding:

Individual Donations: \$ 2,000

Grants: \$ _____

Private Businesses: \$ 15,000

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

Traffic control barricades and prismic tables have been loaned (1 hr).
Police services have been contracted.

18) Continuing / New Activity:

a) Is this event... New _____ Continuing

b) Do you expect it to be an Annual Event? Yes No _____

c) Do you anticipate requiring regular and continued funding? Yes No _____

d) Did you receive funding last year? Yes No _____

e) If "d" = yes,

i) What amount did you receive? \$ 35,000

ii) Did you meet the Post-Event Reporting Requirements? Yes No _____

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1	Gray Eagle Distributor	\$ 3000 Cash plus signage, and a tent. Bar area
2	Hooters	\$ 2000, plus a vendor
3	Jack Schmidt	\$ 1500
4	Jayce Factory Direct	\$ 1000
5	Rent N Roll	\$ 1000

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

The event draws over 25000 people to the area over a 2 day period. This has promoted increased sales at local business, including hotels. The promotional campaign for wingfest features Fairview Heights promotion prior to the event.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

Wingfest has increased attendance each year, drawing people from across the region.

Listed are estimated revenue (based on 2014) and major expenses. A detailed budget is attached.

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ <u>40,000</u>
<u>Sponsors</u>	\$ <u>12,325</u>
<u>5K registrations</u>	\$ <u>5,000</u>
<u>Vendor Booth Rental</u>	\$ <u>3,500</u>
<u>Sales from Event</u>	\$ <u>45,000</u>
_____	\$ _____
_____	\$ _____

Total Revenues: \$ 105,825

Expenses:

Expenditure Types	Amount
<u>Advertising</u>	\$ <u>28,000</u>
<u>Entertainment</u>	\$ <u>9,500</u>
<u>Electric</u>	\$ <u>16,000</u>
<u>Chicken Wings</u>	\$ <u>9,500</u>
<u>Liquor</u>	\$ <u>10,000</u>
<u>CBL - Rent for lot</u>	\$ <u>7,000</u>
<u>others - see detailed budget</u>	<u>30,000</u>
TOTAL EXPENSES:	\$ <u>105,000</u>

Also included are all the actual transactions from 2014.

Vendor/ Sponsor Name	Description	Payment	Deposit
REVENUES			
REVENUE SPONSOR			
City of FVH	Sponsorship		\$40,000.00
Memorial Hospital	Sponsorship		\$2,500.00
Dr. Lashley	Sponsorship		\$100.00
Hooters	Sponsorship		\$2,500.00
Rent & Roll	Sponsorship		\$1,000.00
Allsup	Sponsor		\$500.00
First Community CU	Sponsor		\$500.00
Scott Credit Union	Sponsor		\$500.00
The Bike Surgeon	Sponsor T-shirt		\$250.00
Doug Mortgage	Sponsorship		\$1,000.00
Gray Eagle	Sponsor		\$3,000.00
Remax	Sponsor		\$1,000.00
			\$52,850.00
REVENUE EVENT			
Wing Eating Registration	Wing Eating Registration		\$350.00
CASH Event	CASH Event		\$45,000.00
			\$45,350.00
REVENUE 5K			
5K Registration	5K Registration		\$5,000.00
REVENUE VENDORS			
Vendor Booth (15 Business)	Booth Rental		\$2,000.00
Vendor Booth (10 non profit)	Booth Rental		\$1,500.00
			\$3,500.00
TOTAL PROJECTED REVENUE 2015			\$106,700.00
EXPENSES			
EXPENSES OPERATIONAL			
Robert Brugge, Attorney	Annual Filing	\$250.00	
PO Box Rental		\$350.00	
Web Hosting	Website	\$300.00	
Road ID Registration		\$35.00	
Account Fees		\$100.00	
IRS Federal Taxes		\$500.00	
IL Dept of Revenue		\$250.00	
Kerber, Eck, & Breckle	Tax Prep	\$650.00	
Tents		\$2,500.00	
5K expenses- UPS, USPS, etc		\$100.00	
Margarita Machines		\$1,275.00	
Margarita Mixes		\$750.00	

Web Domain Purchase		\$55.00
Schmale Insurance Agency	Liability & Liquor Ins.	\$350.00
City of FVH	Liquor Permit	\$10.00
Schmale Insurance Agency	Event Liability Ins.	\$682.00
Dewey Barsaloux	Shipping Reimbursement	\$30.13
5K Trophies		\$510.00
City of Fairview Heights	Permits: Electric & Inspection	\$145.00
Village of Swansea	Registration	\$12.00
CBL Properties	Lot Rental	\$7,000.00
ILCC	Liquor License	\$50.00
Eating Contest Trophies		\$221.09
Drinks for volunteers		\$31.03
Gifts for Individuals - Doug	Post Tool & Margarita Booth	\$415.22
Volunteer Refreshment/ lunch		\$360.00
Staff Parking Signs		\$20.00
Judge's Gifts		\$200.00
Supplies- General		\$210.00
Wine for VIP		\$175.00
Gray Eagle - BEER DELIVERY	BEER	\$10,000.00
Koerner Distributor- LIQUOR DEL.	LIQUOR	\$1,459.85
VIP Booth Supplies		\$320.36
Raffle Tickets		\$25.00
Fryer Repair/ Maintenance		\$150.00
Wing Eating Contests		\$300.00
Best Wing Contests	Vendors	\$1,100.00
Heartland Payment Systems	Machine Fee Credit Card	\$190.00
Overnight Security		\$200.00
Security - County Police	Security - County Police	\$480.00
Grand Rental Station	Rented Equipment	\$1,044.00
Collinsville Ice & Fuel	Ice & Trailer	\$676.92
R&R Contracting Services	Sanitation Rental	\$4,860.00
Toolen's Running Start	5K time	\$400.00
Security at Gate	Security at Gate	\$500.00
Haag Food Service	Chicken Wings	\$9,500.00
Shirts, Token , Wristbands		\$3,600.00
Braun Services	Lot Cleaning - Powerwash	\$650.00
Pyramid Electrical	Electric Inv.	\$14,932.53
FHPD Security		\$1,660.63
Tribout's	Invoice for items sold	\$442.79
Thompson Gas	Gas Tanks	\$533.97
		\$70,562.52
EXPENSES CAPITAL		
Supplies	General	\$1,000.00
Radio Purchase	Radio Purchase	\$350.00
Event Day		\$75.00

		\$1,425.00	
<u>EXPENSES ENTERTAINMENT</u>			
Sounds Alive	Stage	\$4,500.00	
Sounds Alive	Sound & Light	\$500.00	
Live Music	Entertainment	\$3,000.00	
		\$8,000.00	
<u>EXPENSES ADVERTISEMENT</u>			
Allegra Pro		\$102.49	
Snow Printing	5K Fliers (5500)	\$250.00	
Hubbard Radio St. Louis	Zach Talent Fee	\$250.00	
The Tourism Bureau	Advertising & Promotion	\$18,000.00	
Maryville	Advertising & Promotion	\$150.00	
Metro East Living	Advertising & Promotion	\$129.00	
CBS Marketing	Digital Bilboard	\$300.00	
Facebook e-vite	Facebook Advertising	\$40.00	
Gifts for Individuals	Banners	\$1,570.30	
Gifts for Individuals	Signage	\$620.14	
Belleville News Democrat	Advertisting	\$3,441.01	
Herald Publications	Advertisting	\$600.00	
		\$25,452.94	
TOTAL EXPENSES 2015			\$105,440.46
			\$1,259.54

Transaction	Date	Vendor/ Sponsor Name	Description	Bal	Payment	Deposit	Totals
Balance	5/13/2014	Beginning Balance					\$3,788.84
EFT	5/14/2014	Associated Bank	Service Fee	x	\$3.00		\$3,785.84
EFT	5/19/2014	Techknows - Breese IL	Website Management	x	\$600.00		\$3,185.84
Deposit	5/28/2014	Deposit- City of FVH	City of FVH Sponsor	x		\$35,000.00	\$38,185.84
Deposit	5/28/2014	Deposit- K. Oliver	5K	x		\$20.00	\$38,205.84
1226	5/28/2014	Jerimiah Johnson	Band Contract Deposit	x	\$600.00		\$37,605.84
EFT	6/10/2014	Heartland Payment Systems	Credit Card System	x	\$1.06		\$37,604.78
EFT	6/11/2014	Post Office		x	\$9.00		\$37,595.78
1224	6/11/2014	Sounds Alive	Stage Deposit	x	\$500.00		\$37,095.78
1225	6/11/2014	Sounds Alive	Lights Deposit	x	\$500.00		\$36,595.78
EFT	6/13/2014	Associated Bank	Service Fee	x	\$3.00		\$36,592.78
EFT	6/24/2014	Heartland Payment Systems	Credit Card System	x		\$487.33	\$37,080.11
1227	6/24/2014	Techknows - Breese IL	Website Management	x	\$600.00		\$36,480.11
EFT	7/9/2014	Heartland Payment Systems	Credit Card System	x	\$1.06		\$36,479.05
EFT	7/9/2014	Facebook Media Advertising	Landing Page	x	\$25.43		\$36,453.62
EFT	7/11/2014	GoDaddy.com	Domain Registration	x	\$59.88		\$36,393.74
Deposit	7/14/2014		Sponsors	x		\$5,775.00	\$42,168.74
EFT	7/15/2014	Associated Bank	Service Fee	x	\$3.00		\$42,165.74
1229	7/31/2014	Acme Tent Company	Deposit	x	\$662.50		\$41,503.24
1228	7/21/2014	Dewey Barsaloux	PO Box Rental Reimbursement	x	\$64.00		\$41,439.24
1230	7/25/2014	Dewey Barsaloux	Shipping Reimbursement	x	\$93.85		\$41,345.39
1231	7/25/2014	Cindy Lenox	Comission for Sponsor White Castle		\$180.00		\$41,165.39
1232	7/25/2014	Doug Shoemaker	Business Cards Reimbursement	x	\$139.56		\$41,025.83
1233	8/1/2014	City of Fairview Heights	Liquor Permit Fee	x	\$10.00		\$41,015.83
1234	8/1/2014	Randy Pierce	Jza Jzanell Band Deposit	x	\$100.00		\$40,915.83
1235	8/1/2014	Cindy Lenox	Comission for Sponsor Andersen Window	x	\$180.00		\$40,735.83
1236	8/1/2014	Robert T. Bruegge- Attorney	Annual Filing for Non Profit	x	\$274.56		\$40,461.27
1237	8/1/2014	Mark Stoddard / The VCRs	Band Deposit	x	\$200.00		\$40,261.27
Deposit	8/1/2014	Housemaster	Sponsors	x		\$250.00	\$40,511.27
Deposit	8/1/2014	Dawn Refalo	5K	x		\$20.00	\$40,531.27
Deposit	8/1/2014	Christopher Pickus	5K	x		\$20.00	\$40,551.27
Deposit	8/1/2014	Robert Palausky	5K	x		\$20.00	\$40,571.27
Deposit	8/1/2014	Pyramid Electric	Sponsors	x		\$500.00	\$41,071.27

Transaction	Date	Vendor/ Sponsor Name	Description	Bal	Payment	Deposit	Totals
1238	8/12/2014	SO IL Tourism Bureau	Advertising Agreement	x	\$17,775.00		\$23,296.27
1239	8/12/2014	Snow Printing	5K Fliers	x	\$306.00		\$22,990.27
1240	8/15/2014	Schmale Insurance	Liquor Insurance	x	\$750.00		\$22,240.27
1241	8/18/2014	Schmale Insurance	Liability Insurance	x	\$1,729.00		\$20,511.27
1242	8/18/2014	CBL Properties	Mall Rental Fee	x	\$7,000.00		\$13,511.27
1243	8/20/2014	ILCC	Liquor License	x	\$50.00		\$13,461.27
Deposit	8/20/2014	Get Me Registered	5K Online Registration	x		\$380.00	\$13,841.27
Deposit	8/20/2014	Southport Marketing	Jack Schmitt Sponsorship	x		\$750.00	\$14,591.27
Deposit	8/20/2014	Geo's Wings	Vendor Booth Rental	x		\$450.00	\$15,041.27
Deposit	8/20/2014	Center for Autism	Vendor Booth Rental	x		\$300.00	\$15,341.27
Deposit	8/20/2014	Joe's Asian	Vendor Booth Rental	x		\$500.00	\$15,841.27
Deposit	8/20/2014	Scott Credit Union	Sponsorship	x		\$500.00	\$16,341.27
Deposit	8/20/2014	Nick Cleveland	5K Registration	x		\$20.00	\$16,361.27
Deposit	8/20/2014	Vera Whiteside	5K Registration	x		\$15.00	\$16,376.27
Deposit	8/20/2014	James Turner	5K Registration	x		\$15.00	\$16,391.27
1244	8/27/2014	City of FVH	Permit for Electrical	x	\$35.00		\$16,356.27
Deposit	8/27/2014	Vision Care Associates	5K Sponsor	x		\$100.00	\$16,456.27
Deposit	8/27/2014	AB Employee Credit Union	5K Sponsor	x		\$100.00	\$16,556.27
Deposit	8/27/2014	Remax Signature	5K Sponsor	x		\$100.00	\$16,656.27
Deposit	8/27/2014	Amy Geissler	5K Registration	x		\$60.00	\$16,716.27
Deposit	8/27/2014	Penny Horcher	5K Registration	x		\$20.00	\$16,736.27
Deposit	8/27/2014	Narelle Watson	5K Registration	x		\$20.00	\$16,756.27
Deposit	8/27/2014	William Beebe	5K Registration	x		\$20.00	\$16,776.27
Deposit	8/27/2014	Thomas Hesdra	5K Registration	x		\$20.00	\$16,796.27
Deposit	8/27/2014	Scott Orbeck	5K Registration	x		\$20.00	\$16,816.27
Deposit	8/27/2014	Jan Bolding	5K Registration	x		\$20.00	\$16,836.27
Deposit	8/27/2014	Ferdinand McBride	5K Registration	x		\$40.00	\$16,876.27
Deposit	8/27/2014	Shane Abrahamson	5K Registration	x		\$20.00	\$16,896.27
Deposit	8/27/2014	Michael Schrand	5K Registration	x		\$20.00	\$16,916.27
Deposit	8/27/2014	Patricia Brogan	5K Registration	x		\$20.00	\$16,936.27
Deposit	8/27/2014	Randy Smith	5K Registration	x		\$20.00	\$16,956.27
Deposit	8/27/2014	James Stuller	5K Registration	x		\$20.00	\$16,976.27
Deposit	8/27/2014	Andrea Orlovsky	5K Registration	x		\$20.00	\$16,996.27

Transaction	Date	Vendor/ Sponsor Name	Description	Bal	Payment	Deposit	Totals
Deposit	8/27/2014	Anthony Nicholson	5K Registration	x		\$20.00	\$17,016.27
Deposit	8/27/2014	Ricky Watson	5K Registration	x		\$40.00	\$17,056.27
Deposit	8/27/2014	Minerva Lopez	5K Registration	x		\$30.00	\$17,086.27
Deposit	8/27/2014	Cash	5K Registration	x		\$15.00	\$17,101.27
1245	8/27/2014	Schmale Insurance	Add City to Liability Policy	x	\$52.00		\$17,049.27
1246	8/28/2014	Dandy Inn	Best Gourmet Wing	x	\$300.00		\$16,749.27
1247	8/28/2014	DJ Wings	Best Hot Wing	x	\$300.00		\$16,449.27
1248	8/28/2014	Holy Trinity	Best Overall Wing	x	\$500.00		\$15,949.27
1249		VOID	Teen 3rd				\$15,949.27
1250		VOID	Teen 2nd				\$15,949.27
1251		VOID	Teen 1st				\$15,949.27
1252	8/28/2014		Open Eating 3rd	x	\$25.00		\$15,924.27
1253	8/28/2014		Open Eating 2nd	x	\$50.00		\$15,874.27
1254	8/28/2014		Open Eating 1st		\$100.00		\$15,774.27
1255	8/28/2014	Derrick Keith	Friday MC/ Entertainment	x	\$400.00		\$15,374.27
1256	8/28/2014	Derrick Keith	Saturday MC / Entertainment	x	\$800.00		\$14,574.27
1257	8/28/2014	Mark Stoddard / The VCRs	VCR's Band- Entertainment	x	\$800.00		\$13,774.27
1258	8/28/2014	Randy Pierce	Jza Jzanell Band	x	\$250.00		\$13,524.27
1259	8/28/2014	Jeremiah Johnson	Band	x	\$1,000.00		\$12,524.27
1260	8/29/2014	Argo Kernan	OPEN CHECK Gas/ Fryer Rental	x	\$0.00		\$12,524.27
1261	8/29/2014	Grey Eagle	OPEN CHECK beer Delivery	x	\$0.00		\$12,524.27
1262	8/29/2014	CASH - Associated Bank	Event Bank	x	\$4,500.00		\$8,024.27
Deposit	8/29/2014	Holiday Inn #3769	Sponsor	x		\$800.00	\$8,824.27
Deposit	8/29/2014	Holy Trinity #9102	Booth Rental	x		\$300.00	\$9,124.27
Deposit	8/29/2014	Roy-El #003221	Booth Rental	x		\$700.00	\$9,824.27
EFT	8/1/2014	Facebook Media Advertising	Advertising	x	\$25.25		\$9,799.02
EFT	8/5/2014	Heartland Payment Systems	Credit Card System	x	\$1.06		\$9,797.96
EFT	8/13/2014	Facebook Media Advertising	Advertising	x	\$50.21		\$9,747.75
EFT	8/13/2014	Associated Bank	Service Fee	x	\$3.00		\$9,744.75
Card	8/25/2014	Rural King	Supplies	x	\$3.89		\$9,740.86
Card	8/25/2014	Lowes	Supplies	x	\$44.34		\$9,696.52
Card	8/25/2014	Lowes	Supplies	x	\$56.22		\$9,640.30
Card	8/25/2014	Huck's	Supplies - Volunteer Refreshments	x	\$28.22		\$9,612.08

Transaction	Date	Vendor/ Sponsor Name	Description	Bal	Payment	Deposit	Totals
Card	8/27/2014	Dandy Inn	Volunteer Meeting	x	\$57.37		\$9,554.71
Card	8/28/2014	Sam's Club	Soda, Gatorade, etc.	x	\$281.84		\$9,272.87
Deposit	8/29/2014	Deposit	EVENT	x		\$9,500.00	\$18,772.87
Deposit	8/29/2014	Deposit	EVENT	x		\$4,194.00	\$22,966.87
Deposit	8/29/2014	Deposit	EVENT	x		\$1,513.75	\$24,480.62
Deposit	8/29/2014	Deposit	EVENT	x		\$2,385.00	\$26,865.62
Deposit	8/29/2014	Deposit	EVENT	x		\$259.00	\$27,124.62
Deposit	8/30/2014	Deposit	5K morning of	x		\$985.00	\$28,109.62
Deposit	8/30/2014	Elks #1539	Booth Rental	x		\$300.00	\$28,409.62
Deposit	8/30/2014	Welk Resorts #224586	Sponsor	x		\$1,000.00	\$29,409.62
Deposit	8/30/2014	Joyce Factory Direct #5220	Sponsor	x		\$1,000.00	\$30,409.62
Deposit	8/30/2014	Deposit	EVENT	x		\$5,102.00	\$35,511.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,550.00	\$37,061.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,700.00	\$38,761.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,670.00	\$40,431.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,270.00	\$41,701.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,150.00	\$42,851.62
Deposit	8/30/2014	Deposit	EVENT	x		\$1,253.90	\$44,105.52
Deposit	8/30/2014	Deposit	EVENT	x		\$1,513.00	\$45,618.52
Deposit	8/30/2014	Deposit	EVENT	x		\$573.00	\$46,191.52
Deposit	8/30/2014	Deposit	EVENT	x		\$10,858.00	\$57,049.52
1263	8/29/2014	Life Waters	Joey Avelon Foundation	x	\$785.00		\$56,264.52
1264	8/30/2014	CASH - Associated Bank	Event Bank	x	\$1,000.00		\$55,264.52
1265	8/30/2014	Jeff Hartsoe	Security SCC	x	\$162.00		\$55,102.52
1266	8/30/2014	Justin Biggs	Security SCC		\$162.00		\$54,940.52
1267	8/30/2014	Kiwan Gayton	Security SCC	x	\$162.00		\$54,778.52
1268	8/30/2014	Life Waters	Joey Avelon Foundation	x	\$823.00		\$53,955.52
1269	8/30/2014	Sounds Alive	Stage and Lights	x	\$3,175.00		\$50,780.52
Deposit	8/30/2014	Deposit	EVENT	x		\$240.11	\$51,020.63
EFT	9/2/2014	Home Deposit	Deposit Refund	x		\$40.90	\$51,061.53
EFT	9/2/2014	Rural King	Supplies	x	\$128.02		\$50,933.51
EFT	9/2/2014	Home Depot	Supplies	x	\$225.84		\$50,707.67
EFT	9/2/2014	Fast Key	Supplies	x	\$2.00		\$50,705.67

Transaction	Date	Vendor/ Sponsor Name	Description	Bal	Payment	Deposit	Totals
EFT	9/2/2014	Facebook Media Advertising	Advertising	x	\$11.94		\$50,693.73
1261	9/2/2014	Grey Eagle	Beer Invoice	x	\$10,025.00		\$40,668.73
EFT	9/2/2014	Heartland Payment Systems	Credit Card System	x	\$1.06		\$40,667.67
Deposit	9/5/2014	Deposit	Bank return 1000, vendor payment (SCLA)	x		\$1,490.00	\$42,157.67
Deposit	8/20/2014	Deposit	Adjustment	x		\$150.00	\$42,307.67
Deposit	8/30/2014	Deposit	EVENT	x		\$2,615.00	\$44,922.67
Deposit	9/10/2014	Isreal Sloan	Sponsor	x		\$250.00	\$45,172.67
Deposit	9/10/2014	Deposit	Cash from a helmet	x		\$50.00	\$45,222.67
Deposit	9/17/2014	Hooters 1000050868	Sponsor & Booth	x		\$1,750.00	\$46,972.67
Deposit	9/17/2014	Southport Marketing 3156	Sponsor	x		\$750.00	\$47,722.67
Deposit	9/17/2014	Get Me Registered	5K	x		\$1,635.00	\$49,357.67
1270	9/19/2014	Pyramid Electric	Generators, Equipment, Labor Inv T7056	x	\$15,585.00		\$33,772.67
1271	9/19/2014	Gifts for Individuals - signs, shirts	Inv # 18606AS, 18524AS, 18609AS		\$3,819.46		\$29,953.21
1272	9/19/2014	Grand Rental Station	Equipment Rental- truck, tables, etc	x	\$1,410.68		\$28,542.53
1273	9/19/2014	B&P Trophy House	5K and Eating Trophies Inv #1276 & 1277		\$688.63		\$27,853.90
1260	9/17/2014	Argo Kernan	Gas & Fryer Rental	x	\$1,158.67		\$26,695.23
1274	9/19/2014	R&R Contracting Services	Sanitation Inv#A-120357	x	\$4,610.00		\$22,085.23
1275	9/19/2014	Midstates Equipment	Plastic Inv# 176	x	\$270.45		\$21,814.78
1276	9/19/2014	St. Louis Track Club	Equipment Rental		\$50.00		\$21,764.78
1277	9/22/2014	Haag Foods	Chicken Wings Inv#3909		\$9,456.09		\$12,308.69
1278	9/22/2014	Home City Ice	Inv# 3111141423 & Inv#10153614		\$1,100.00		\$11,208.69
1279	9/24/2014	Belleville News Democrat	Advertising		\$2,819.00		\$8,389.69
1280	9/24/2014	City of Fairview Heights	Police Extra Duty Inv#273		\$1,566.00		\$6,823.69
1281	9/24/2014	Herald Publications	Advertising		\$850.00		\$5,973.69
1282	9/25/2014	Toolen's Running Start	5K Time Inv#20113008		\$300.00		\$5,673.69
1283	10/15/2014	Grant CCSD #110	Envelopes		\$39.79		\$5,633.90
1284	10/22/2014	Al Gusto	ILLBA Membership		\$159.00		\$5,474.90
1285	11/14/2014	Braun Services	Power Wash		\$685.00		\$4,789.90
1286	1/2/2015	My Brand Promo	Art Work Logo		\$100.00		\$4,689.90
1287	1/2/2015	Kerber, Eck & Braeckel	2013 Tax Prep and Filing		\$620.00		\$4,069.90
	1/15/2015	Fischer House	Donation		\$1,500.00		\$2,569.90
	1/15/2015	Joey Avelon	Donation		\$500.00		\$2,069.90
			End Balance				2069.9

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Midwest Wingfest

Applicant

Matthew A. Stines

Signature of Representative / Officer

Board / Finance Chair

Title

2/10/2015

Date

EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and

Midwest Wingfest (the "Organization"), with its principal place
of business at P.O. Box 1856, F.V.H.
St. Clair Square, relating to the use of Hotel/Motel Tax Funds.

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

By: _____

Name: _____

Title: Mayor

Date: _____

Applicant / Recipient

By: Matthew Jones

Name: Matthew Jones

Title: Finance Chair

Date: 2/10/2015

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, Midwest Wingfest, Inc ("Organization") has applied for and been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for Midwest Wingfest.

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: Midwest Wingfest
SIGNER: Matthew A. Stencel
TITLE: Finance Chair
DATE: 2/10/2015



2014/2015 Advertising

New

- Chilis partnership: Mondays in December and May "Give Back" nights
- Updated Mobile Friendly Website, Face Book, Twitter, Pinterest

BND

- 100,000+ readers
- Metro East Living Guide
- Summer Fun
- 162,000+ ad impressions on bnd.com mobile website
- Program book Distribution 40,000
- 27,000 bnd e-blasts (geographic art interest targeted)
- Listed on the Event calendar
- Article in Lipstik magazine

lheartmedia

- Banner ads
- Home page takeover
 - E-blast and banner ads on klou.com the week of the event
- Spot advertising on KLOU
- 2 hour remote weekend of event, featuring Sherry Farmer

Alive Mag

- 65,000 distribution

STLPost

- Summer Fun ad 262,000 circulation
- Listed in Ladue News with 45,000 circulation
- Feast Magazine with 80,000 circulation
- Feast e-newsletter with 15,000 subscribers
- Feastmagazine.com—banner rotation with 18,000 impressions
- Go! Magazine 178,000 circulation

StraightUP Mag

- 8,000+ circulation
- Distributed in over 300 metroeast businesses
- The official visitors guide in these hotels: Four Points Sheraton, Best Western and Days Inn

www.midwestsalute.com

P.O. Box 2032 Fairview Heights, IL. 62208

The Midwest Salute to the Arts is a Non-Profit Organization under Section 501 (c) (3) of the Internal Revenue Code.

MIDWEST *Salute to the* ARTS



Herald Publications

- Fairview Heights Tribune
- Bond County Shopper
- Scott Flyer
- Mascoutah

DDI Billboard

- 30 day billboard
- Daily traffic count 65,000+

IllinoisSouth Tourism

- Save the Date ad
- Rack Card
- Ad share ½ page with Wingfest

Artfair Source Book E Blast

Art Fair Calendar

Sunshine Artist Magazine

www.midwestsalute.com

P.O. Box 2032 Fairview Heights, IL. 62208

The Midwest Salute to the Arts is a Non-Profit Organization under Section 501 (c) (3) of the Internal Revenue Code.



MIDWEST *Salute to the* ARTS

**Midwest Salute to the Arts
Projected Budget
Expenses 2015**

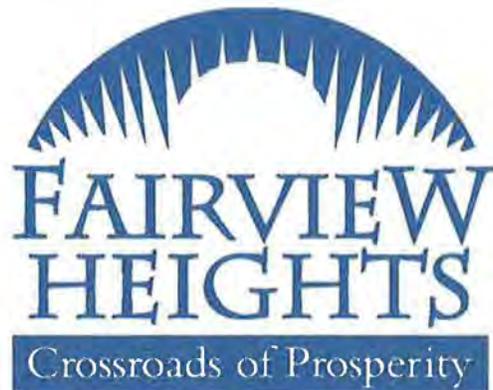
Area	Budget Amount
Advertising/Promotions	\$23,000.00
Awards Gala	\$1,100.00
Children's Gallery	\$500.00
Children's Entertainment	\$2,000.00
Children's Workshop	\$500.00
Competition	\$18,000.00
Entertainment	\$6,000.00
Food Court	\$500.00
General Administration	\$3,000.00
Grounds	\$38,500.00
Hospitality	\$1,000.00
Friday Night Gala	\$1,000.00
Program Book	\$2,500.00
Sponsorship Development	\$500.00
Student Art Link & Exhibit	\$1,500.00
Souvenirs	\$500.00
Volunteers	\$500.00
Website	\$1,250.00
Total Expenses Projected Income 2015	\$101,850.00

Area	Budget Amount
Children's Area	\$1,000.00
Artists Competition	\$34,500.00
Food Court	\$1,000.00
Fund Raising	\$1,500.00
Grounds	\$0.00
Arts Council Shirts	\$0.00
Souvenirs	\$500.00
Sponsorship	\$65,000.00
Total Income	\$103,500.00

www.midwestsalute.com

P.O. Box 2032 Fairview Heights, IL. 62208

The Midwest Salute to the Arts is a Non-Profit Organization under Section 501 (c) (3) of the Internal Revenue Code.



**HOTEL / MOTEL TAX
GRANT FUNDING PROGRAM**

**City of Fairview Heights Hotel / Motel Sub-Committee
Applicant Packet**

Adopted: January 20th, 2015

January 27, 2015

Dear Potential Hotel / Motel Grant Applicants,

The City of Fairview Heights Hotel / Motel Sub-Committee appreciate your interest in the Hotel/Motel Grant Funding Program. The funding for this program is generated from a local tax applied to overnight stays at hotels in Fairview Heights. The purpose of the program is to promote overnight stays in local hotels by providing funding assistance to events, projects, and capital expenses that bring people to our community. Therefore, projects that encourage overnight stays are preferred in accordance with State statutes.

This packet is designed to provide you with all the documents needed from beginning to end of the funding cycle. Please refer to the checklist provided on the following page to assist you throughout the process. Funding will cover expenses in Fiscal Year 2016, which runs from May 1, 2015 to April 30, 2016. Expenses can occur only during this time period. Please try to be as complete as possible within the application. For those questions which do not apply to your application, simply insert "n/a" or "not applicable". You may also attach additional documentation, as you feel necessary.

One hard copy and one electronic copy of your application must be received at the Fairview Heights Municipal Complex, 10025 Bunkum Road, Fairview Heights, Illinois 62208 by 5:00 p.m. on Wednesday, February 11th – no exceptions. The applications should be marked to the attention of Becky Short, Executive Secretary. Electronic versions can be sent to mayor@cofh.org.

All applications will be reviewed by the Hotel / Motel Sub-Committee on Wednesday, February 18th at 7:00 p.m. Based on guidelines of the attached policy, our committee shall make funding recommendations to the City's Aldermanic Finance Committee. Following a review by the Finance Committee, the awarding of funds concludes via adoption of a Resolution by the City Council.

If you have any questions regarding the process and/or City requirements, please refer to the "City Contacts" list provided within the packet. Thanks again for your interest in this program. We look forward to receiving your application.

Respectfully,

Chuck Daily,
Chairman, City of Fairview Heights Hotel / Motel Sub-Committee

CHECKLIST

APPLICANT: Midwest Salute to the Arts

Grant Application (Exhibit "A" or "E" – see procedures) is completed and signed.

One paper copy and one electronic copy is submitted to the City's Staff Liaison.

For Committee / City Use Only

Hotel / Motel Sub-Committee Review:

Application Denied Forwarded to Ald. Committee \$_____ Funding Amount

City Council Review:

Funding Denied Funding Approved \$_____ Funding Amount

Post Award Requirements

Exhibit "B" (Hotel/Motel Tax Funding Agreement) has been completed by both parties.

Exhibit "C" (Waiver and Release) has been completed and signed by organization.

All applicable permits / licenses have been acquired by the Organization.

Not Applicable

Reviewed by Director of Land Use & Development

Reviewed by Director of Parks and Recreation

Reviewed by Liquor Commissioner

All Insurance requirements/forms have been submitted.

Not Applicable

Staff Review / Initials

Funds Distributed

Exhibit "D" (Post-Event Report) has been completed and returned to the City.

CITY CONTACTS

NAME	TITLE	PHONE #	EMAIL
Becky Short	Staff Liaison	618-489-2010	mayor@cofh.org
<i>For assistance with: application submission, meeting announcements, liquor license.</i>			
Angle Beaston	Director of Parks & Recreation	618-489-2040	beaston@cofh.org
<i>For assistance with: park reservations, scheduling of events on park grounds, etc.</i>			
Tim Tolliver	Director of Land Use & Development	618-489-2060	tolliver@cofh.org
<i>For assistance with: permits and code enforcement.</i>			
Scott Borrer	Director of Finance	618-489-2050	borror@cofh.org
<i>For assistance with: disbursement of funds, reimbursements, post-event reporting.</i>			
Mike Malloy	Director of Economic Development	618-489-2010	malloy@cofh.org
<i>For assistance with: marketing efforts.</i>			
Cathy Bryant	Deputy City Clerk	618-489-2000	bryanca@cofh.org
<i>For assistance with: insurance requirements.</i>			

HOTEL / MOTEL TAX GRANT FUNDING POLICY

Background:

Per City Code 36-2-7, proceeds resulting from the imposition of the Hotel/Motel Tax shall be appropriated into a special fund to be used and applied for the promotion and development of tourism and conventions in the City of Fairview Heights. The primary responsibility of the "City of Fairview Heights Hotel / Motel Sub-Committee" is to convene and make recommendations to the City Council as to the orderly disbursements of funds collected. As a "Home Rule Municipality", the City Council reserves the right to utilize Hotel/Motel tax funds towards general operations.

Policy:

It is the express intent of the City Council and the "Hotel/Motel Grant Funding Program" that residue taxes collected and available from the Hotel/Motel Tax Fund are to be used for the following purposes:

1. Community Cultural Events
 - a. Continuing event heritage.
 - b. Nurture new events.
2. Tourism / Marketing
 - a. Promote the community to potential tourists.
 - b. Improve the hospitality of the community.
3. Community Capital Improvements
 - a. Improve the ability to support tourism.
 - b. Improve the hospitality of the community.
 - c. City beautification efforts.

Further, it is the intent of the City Council that an event receiving a grant may have funds split among the following expense categories that will then be apportioned to the above purposes:

1. Direct event programming costs.
2. City services needed to protect public safety and property.
3. Promotional and marketing costs.
4. Permanent beautification or public improvement costs.

Procedural Guidelines:

1. Grant application requests shall be in writing using a common format/form.
 - a. For requests in excess of \$2,500 use "Exhibit A"
 - b. For requests equal to or below \$2,500 use "Exhibit E – Short Form"
2. Requests shall be submitted annually by the first Monday in February.
3. The City's staff liaison shall assemble the grant request packets and forward the completed requests to the Committee.
4. As a guideline, the City's Director of Finance shall annually provide a memo to the committee which provides an estimated amount of funds available for allocation.
5. At a meeting date and time determined by the Chairman of the Hotel / Motel Sub-Committee, the committee shall analyze all grant requests and comply with the policies and procedure

guidelines provided by the City Council. Generally the meeting shall be held in mid-February or as needed.

6. The Finance Director shall report via memo on the sub-committee meeting and display the requested amount vs. the recommended grant decisions to the Aldermanic Finance Committee.
7. The Finance Committee shall review the committee's recommendation and forward a funding resolution to the City Council.
8. The City Council shall approve the grant awards by resolution upon review of committee recommendation and with regard to budget restrictions and conformance with policy and procedure guidelines established herein.
9. The "Hotel/Motel Tax Funding Agreement" (Exhibit "B") shall be executed by the Mayor of the City of Fairview Heights and the receiving organization.
10. The "Grant Waiver and Release" (Exhibit "C") shall be executed by the receiving organization.
11. Funds shall be disbursed in a lump sum or another manner that clearly accounts for all funds used and as requested. Reimbursements of expenses shall be paid quickly to preserve vendor discounts or avoid late payment penalties.
12. Reimbursements may be submitted as expenses are incurred. However, in the event an applicant who receives a reimbursement fails to fully execute the event due to negligent activity that results in citation or permit being revoked, the organization may be required to return the reimbursement and not be eligible for future grant awards until the amount is repaid.
13. Changes in the use of grant funds (as stated in the application) after funds have been awarded must be requested to the Committee in writing. The Committee shall review the request and make a recommendation to the City Council for approval or denial.
14. Event data shall be summarized and reported to the Committee within 90 days of the end of the event or program. A complete financial accounting will be included on a form provided by the Committee (Exhibit "D").
15. Examples of eligible expense category are as follows:
 - a. *Community Cultural Events*
 - i. Art Fairs / Exhibits
 - ii. Art Education
 - b. *Tourism / Marketing*
 - i. City Maps / Brochures
 - ii. Website Operations
 - iii. Partner with local events and/or hotels to support their occupancy
 - c. *Community Capital Improvements*
 - i. Buildings & Structures
 - ii. Signage
 - iii. Planters
 - iv. Public Benches

Conclusion:

The Hotel/Motel Tax funds should be used to develop the culture and heritage of the community that helps define the community and make it attractive to visits by non-residents, and in all other respects nurtures our community as a point of destination for the traveling public. The overall goal is to increase the number of hotel stays in our community and to extend the stays of travelers.

EXHIBT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

Midwest Salute to the Arts

PO Box 2032

Fairview Heights, IL 62208

2) Website Address: www.midwestsalute.com

3) Contact Person:

a) Name: Sharon Kassing

b) Phone: (618)792-4675

c) Fax: none

d) Email: skassing@midwestsalute.com

4) Is this a Non-Profit Organization? Yes xx No

5) Status of Organization (i.e. Foundation, Corporation, etc): 501(c) (3)

6) Agency Tax ID # 61-1519199

Event Information

7) Fiscal Year of the Event: 2015 – 2016

8) Name of the Event: Midwest Salute to the Arts

9) Date(s) of the Event: August 28, 29, 30 2015

10) Location of the Event: Everett Moody Park on Longacre Dr. Fairview Heights

11) Description of the Event:

The mission of the Midwest Salute to the Arts is o provide a successful forum to bring art to the region and promote art appreciation for all ages.

Our goal is to share this experience with young and old alike, while bringing additional sales tax revenue to the City from visitors and artists who enjoy our local commerce.

12) Funding Request Amount: \$ 45,000

13) Projected Attendance for the Event: 30,000

14) Expected Overnight Stays for the Event: 80% of our artists who stay in hotels

15) Description / Purpose of Funding Request:

To assist with operation costs so that we may continue to hold this City's nationally recognized event in August. We feel that this amount is required to sustain the shows quality equivalent to prior years. The Arts Council plans to use funds for increased Advertising; Headliner Entertainment Acts; Expanded Program Booklet; Expanded Friday Night Sponsor evening.

16) Other Sources of Project Funding:

Individual Donations: \$ 2,300

Grants: \$ 2,500

Private Businesses: \$ 9,250

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

FH Police Department for around the clock security starting Aug 24-31, 2015. approx 168 hours.
Parks Department the week of event to assist with Moody Park Grounds.

18) Continuing / New Activity:

a) Is this event... New Continuing

b) Do you expect it to be an Annual Event? Yes No

c) Do you anticipate requiring regular and continued funding? Yes No

d) Did you receive funding last year? Yes No

e) If "d" = yes,

i) What amount did you receive? \$ 45,000

ii) Did you meet the Post-Event Reporting Requirements? Yes No

January of 2015 the City has established th Post-Event Reporting Requirements. We will comply to the best of our abilities.

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1	Community First Bank	\$2,500
2	Kassly Mortuary LTD	\$2,500
3	Scott Credit Union	\$1500
4	Drs. Larry J., Michael J., Kevin Howenstein Family Dentistry	\$1250
5	Traube Tents In Kind	\$6200

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

By having this annual event we draw up to 35,000 persons from around the St. Louis metropolitan area and beyond. These people spend money at both the Fair, supporting the artists as well as the food vendors who have booths setup. Many of our local vendors who participate are local organizations that do so as a main fund raiser for the year, such as Fairview Heights Knights of Columbus, Holy Trinity Church and School, Fairview Heights Rotary Club, Pasta Fare and others. 80% of all our artists that stay in hotels stay in Fairview Heights hotels. This also translates to them buying food and gas in our fair city. Whether you are a guest, artist, child, parent or just passing through the Art Fair will help you create lasting memories of your time in Fairview Height Illinois.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

One of the longest running Art Fairs in the metro area, Celebrating over 26 years.

Run by an all volunteer staff.

Just 12 miles from Down Town St. Louis

(NEW) Expanded hours on Saturday night, 10a-8p

FREE admission, Fine Art Demonstrations, Live Entertainment, Children Creation Station and Gallery

Food Court located (NEW) inside the Artist Gallery; fun for the whole family.

Student Art Link and (NEW) Exhibit.

(NEW) Refreshed Grounds Layout to make the Artist Gallery more inviting to our patrons.

FUND RAISING:

2nd year in the row for Microsoft 365 Grant, Applications made to Cultural Data Project, Ameren, Macy's, Whittaker Foundation.

3rd Annual Salute Trivia Night (NEW) Guest Host April 18th, 2015

3rd Annual Midwest Salute to the Arts Kick Off and wine tasting hosted by Jack Schmitt Cadillac held late June 2015.

(NEW) Update and refreshed Mobile Friendly Website.

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ _____
Please see attached	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues: \$ _____

Expenses:

Expenditure Types	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Midwest Salute to the Arts

Applicant

Sharon Kassing

Signature of Representative/ Officer

Director

Title

Feb 11, 2015

Date

EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and Midwest Salute to the Arts (the "Organization"), with its principal place of business at PO Box 2032 Fairview Heights, IL 62208, relating to the use of Hotel/Motel Tax Funds.

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

Applicant / Recipient

By: _____

By: _____

Name: _____

Name: Sharon Kassing

Title: Mayor

Title: Director

Date: _____

Date: _____

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, Midwest Salute to the Arts ("Organization") has applied for and been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for _____

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: Midwest Salute to the Arts

SIGNER: Sharon Kassing

TITLE: Director

DATE: _____

What method did you use to determine the number of room nights generated?

What marketing initiatives did you utilize to promote hotel and activity for this event?

Please Submit completed form to:

City of Fairview Heights
Attn: Becky Short, Executive Secretary
10025 Bunkum Road
Fairview Heights, IL 62208



"Our Mission is to eliminate domestic violence in individual lives and in society as a whole."

Administrative Office • P.O. Box 831
Belleville, Illinois 62222-0831
Phone: 618-236-2531 • Fax 618-235-9521
24 Hour Hotline • 618-235-0892
www.vpcswi.org

February 11, 2015

Mr. Chuck Daily
Chairman, City of Fairview Heights Hotel/Motel Sub Committee
City of Fairview Heights
10025 Bunkum Road
Fairview Heights, IL 62208

Dear Mr. Daily:

Enclosed please find the completed City of Fairview Heights Hotel-Motel Fund Grant Application - Short Form Exhibit E, as well as Exhibit B and C for the Violence Prevention Center of Southwestern Illinois (VPC) for your review and consideration.

Should you have any questions or need any additional information, please feel free to contact Pat Mayberry Vecchio at 618-236-2531 ext. 130, or via email at patricia.vecchio@vpcswi.org. Thank you for your past support of the Violence Prevention Center of Southwestern Illinois, and for making a difference in the lives of victims of domestic violence and their children.

Sincerely,

Darlene Jones, M.A., I.C.D.V.P.
Executive Director

Shelter Shop Belleville, IL •618-234-4704
Outreach Center Chester, IL •618-826-5959
Outreach Center Waterloo, IL •618-939-8114



EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and

Violence Prevention Center of SWI (the "Organization"), with its principal place of business at P.O. Box 831, relating to the use of Hotel/Motel Tax Funds.
Belleville, IL 62222

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.

5) Reporting and Reimbursement

The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.

6) Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.

7) Remedies

If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.

8) Venue

Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

By: _____

Name: _____

Title: Mayor

Date: _____

Applicant / Recipient

By: Violence Prevention Center

Name: Debrae Jones ^{of SWAZ}

Title: Executive Director

Date: 2-11-15

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, Violence Prevention Center ("Organization") has applied for and
of SWIL
been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: Violence Prevention Center
of SWIL

SIGNER: Naomi Jones

TITLE: Executive Director

DATE: 2-11-15

EXHIBT "E"

HOTEL/MOTEL FUND GRANT APPLICATION – SHORT FORM

(For Requests Equal to or Less than \$2,500)

Name and Address of Applicant (Organization):

Violence Prevention Center of Southwestern Illinois
P.O. Box 831
Belleville, IL 62223

Contact Person:

Name: Pat Mayberry Vecchio
Phone: 618-236-2531 ext. 130
Fax: 618-235-9521
Email: patricia.vecchio@vpcswi.org

Event Information

1. Name of the Event: 7th Annual Ladies Night Out
2. Date(s) of the Event: November 12, 2015
3. Location of the Event: Four Points by Sheraton Hotel

4. Description of the Event & Purpose of Funding Request: **The 7th Annual Ladies Night Out Fundraiser** to benefit the Violence Prevention Center of Southwestern Illinois (VPC) is scheduled for November 12, 2015 from 7:00 – 10:00 at the Four Points by Sheraton Hotel in Fairview Heights, Illinois. The event includes heavy appetizers, cocktails, entertainment provided by Night Magic Entertainment and the Photo Beast, 20 vendors selling various items, services stations, who donate their services for the evening, and various raffle drawings throughout the evening. Reservations may be made for \$50 per person. Approximately 250 guests are anticipated to attend this event. The event has monetary sponsorship opportunities which include out of town guests who stay overnight at the Four Points by Sheraton. Our monetary goal is to raise \$45,000 on this event. VPC utilizes the monies raised at this event to provide services to victims of domestic violence and their children.

Event Information:

Name of Event: **6th Annual More Than Just Desserts**
Date of Event: **March 18, 2016**
Location of the Event: **Four Points by Sheraton Hotel**

Description of the Event & Purpose of Funding:

The 6th Annual More Than Just Desserts Fundraiser to benefit the Violence Prevention Center of Southwestern Illinois (VPC) is scheduled for March 18, 2016 from 6:00 – 10:00 at the Four Points by Sheraton Hotel in Fairview Heights, Illinois. The event consists of 20 food tasting stations from local area restaurants/organizations, cocktails, music provided by the Philosophers, and a large silent auction. Reservations may be made in advance for \$30 per person. Approximately 225 guests are anticipated to attend the event and enjoy all it has to offer. The event has sponsorship opportunities which include out of town guests who stay overnight at the Four Points by Sheraton Hotel. Our monetary goal is to raise \$45,000 on the event. VPC utilizes the monies raised from this event to provide services to victims of domestic violence. **The monies awarded by the Hotel/Motel Grant will assist VPC to offset the budgetary cuts it has received during the past three fiscal years totaling \$185,000.**

5. Funding Request Amount: \$ 2,500
6. Projected Attendance for the Event: 250 LNO & 225 MTJD
7. Expected Overnight Stays for the Event: 5 for each event

EXHIBT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

Metro-East Regional Chamber of Commerce
4387 North Illinois St, Ste 200
Swansea, IL 62226

2) Website Address: www.MetroEastChamber.org

3) Contact Person:

a) Name: Tom Tyler

b) Phone: (618) 233 3938

c) Fax: (618) 257-3403

d) Email: chamber@MetroEastChamber.org

4) Is this a Non-Profit Organization? Yes X No

5) Status of Organization (i.e. Foundation, Corporation, etc): Corporation

6) Agency Tax ID # 37-1015383

Event Information

7) Fiscal Year of the Event: 2015 - 2016

8) Name of the Event: Fairview Heights Digital Re-Targeting Campaign

9) Date(s) of the Event: May 1 - Jun 30, Jul 1 - Aug 31, Sept - Dec 31

10) Location of the Event: Internet

11) Description of the Event:

3 Digital Retargeting Campaigns that focus on promoting Fairview Heights' Hotels & motels, Events and Businesses. Project will be run through Belleville News-Democrat and their BND Audience Extension program

- 12) Funding Request Amount: \$ 14,400.⁰⁰
- 13) Projected Attendance for the Event: 1,800,000 Impressions
- 14) Expected Overnight Stays for the Event: 1,000
- 15) Description / Purpose of Funding Request:

Please see attached

16) Other Sources of Project Funding:

- Individual Donations: \$ NA
- Grants: \$ NA
- Private Businesses: \$ NA

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

Estimate 6 hours of time from Mike Malloy and/or other staff to assist in developing specific campaigns and key words used to market and promote Fairview Heights. Also assist in providing logos, photos, etc.

18) Continuing / New Activity:

- a) Is this event... New Continuing
- b) Do you expect it to be an Annual Event? Yes No
- c) Do you anticipate requiring regular and continued funding? Yes No
- d) Did you receive funding last year? Yes No
- e) If "d" = yes,
 - i) What amount did you receive? \$ _____
 - ii) Did you meet the Post-Event Reporting Requirements? Yes No

15) Description / Purpose of Funding Request

Funds will be used to create 3 separate Re-Targeting Online Marketing Campaigns, utilizing the Belleville News-Democrat's BND Audience Extension program that will pay for the purchase of 1,800,000 impressions (ads) for Fairview Heights.

Campaign # 1

200,000 impressions (ads) each month for May & June: Retargeting people from feeder markets interested in entertainment activities such as Cardinals Baseball, Events, Attractions and Vacations to the Fairview Heights area.

Campaign #2

300,000 impressions (ads) each month for July & August: Retargeting people from feeder markets interested in events featured in Fairview Heights such as Homecoming, Midwest Salute to the Arts and Midwest Wingfest. Continue to target Cardinal Baseball, add Rams Football in August and attractions behaviors.

Campaign #3

200,000 impressions (ads) each month for September, October, November & December: Retarget people from feeder markets interested in Holiday Shopping and Holiday Attractions. Continue to target Cardinal Baseball, add Rams Football and Blues Hockey.

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1	NA	
2		
3		
4		
5		

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

The Fairview Heights Digital Re-Targeting Campaigns are designed to re-target people from feeder markets of Fairview Heights, Illinois who have demonstrated a behavior on the internet that they are interested in activities, amenities, and events that match Fairview Heights or the surrounding area. Then direct those people to a splash page that promotes Fairview Heights Hotels, businesses and events. From splash page, people can click on a link to the Fairview Heights Hotels and motels to get information on special packages & bar rooms.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

See attachments

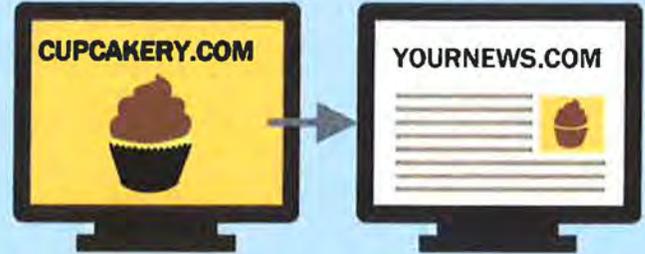
WHAT IS TARGETED DISPLAY?

Put your ad in front of a customized audience using the following retargeting strategies:

SITE RETARGETING:

People who know you

Users visit your website. Unfortunately 97% of site visitors will leave without taking action. We show them your ad as they browse the internet and remind them of your brand and to come back when they are ready to buy.



SEARCH TARGETING:

People searching for your products and services

As users perform searches across the web, we collect data associated with those searches. Based on the keywords they have searched, we show your ad to those who have performed searches relevant to your products and services.



CONTEXTUAL TARGETING:

People viewing content relevant to what you offer

As users browse the web, consuming content, we collect data associated with that content. Based on the keywords and/or the categories of the content, we show your ad to those who are reading about topics relevant to your products and services.



We can reach your audience on desktops/laptops, tablets & smartphones.

If they've been to your website, searched for your products and services, or they're reading content relevant to what you offer, we'll help get your message in front of them today. Plus, all campaigns are geo-targeted, ensuring that we only share your ad with potential customers in your service area.

Ad formats available include standard display, Facebook, mobile and video.



For more information, Contact Your BND Sales Representative or
Teresa Buelt at 618-239-2608 or email: tbuelt@bnd.com

Questions and Answers

- **Q:** Can retargeting be sold effectively with other media?
- **A:** Retargeting enhances and extends the effectiveness of other advertising strategies.
 - PPC and SEO: targeted display has shown to increase web searches by up to 38% after being live for only one month. (ComScore)
 - Television, radio, billboards are simply the offline versions of display.

21) Attachment

To:

Fairview Heights Hotel/Motel Committee

Fairview Heights City Council

Dear Committee and City Council Members,

We the undersigned Fairview Heights Hotel and Motel operators urge the Fairview Heights Hotel/Motel Committee and the City Council to authorized funding of the Audience Extension Digital Marketing program presented by the Metro East Chamber of Commerce.

This program will serve the purpose of advertising our area to geographically targeted feeder markets for the Fairview Heights Hotels and Motels by reaching an audience that has demonstrated behaviors conducive to visiting our area. The goal of the program is to perpetuate the Hotel/Motel tax fund by putting heads from outside Fairview Heights in the beds of Fairview Heights Hotels and Motels.

Thank you for your consideration of this important marketing effort.

Carol Phipps

General manager

Holiday Inn Fairview Heights

Nicholas Anderson | GM

Four Points by Sheraton Fairview Heights

21) Attachment

To:

Fairview Heights Hotel/Motel Committee

Fairview Heights City Council

Dear Committee and City Council Members,

We the undersigned Fairview Heights Hotel and Motel operators urge the Fairview Heights Hotel/Motel Committee and the City Council to authorized funding of the Audience Extension Digital Marketing program presented by the Metro East Chamber of Commerce.

This program will serve the purpose of advertising our area to geographically targeted feeder markets for the Fairview Heights Hotels and Motels by reaching an audience that has demonstrated behaviors conducive to visiting our area. The goal of the program is to perpetuate the Hotel/Motel tax fund by putting heads from outside Fairview Heights in the beds of Fairview Heights Hotels and Motels.

Thank you for your consideration of this important marketing effort.

Carol Phipps

General Manager

Holiday Inn Fairview Heights

Karen Whitcomb

Area Sales Manager Drury Inns Suites FVH

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ 14,400. ⁰⁰
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues: \$ 14,400.⁰⁰

Expenses:

Expenditure Types	Amount
Belleville News Democrat Campaign #1 May & June	\$ 3,200. ⁰⁰
'' Campaign #2 July & August	\$ 4,800. ⁰⁰
'' Campaign #3 Sep, Oct, Nov & Dec	\$ 6,400. ⁰⁰
_____	\$ _____

TOTAL EXPENSES: \$ 14,400.⁰⁰

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Metro-East Regional Chamber of Commerce

Applicant



Signature of Representative / Officer

Executive Director

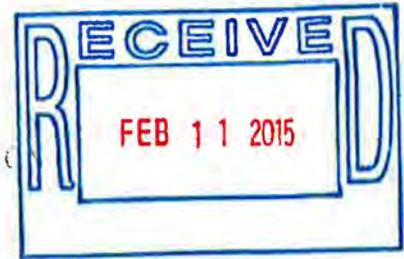
Title

2/11/2015

Date

EXHIBIT "A"

HOTEL/MOTEL FUND GRANT APPLICATION
(For Requests in excess of \$2,500)



Organization Information

1) Name and Address of Applicant (Organization):

THE TOURISM BUREAU ILLINOISOUTH
4387 N. ILLINOIS ST., SUITE 200
SWANSEA, IL 62226

2) Website Address: WWW.thetourismbureau.org

3) Contact Person:

a) Name: SCOTT WINTER
b) Phone: 618 - 257 - 1488
c) Fax: 618 - 257 - 3403
d) Email: SWINTER@THETOURISMBUREAU.ORG

4) Is this a Non-Profit Organization? Yes X No

5) Status of Organization (i.e. Foundation, Corporation, etc): CORPORATION 501(C)(6)

6) Agency Tax ID # 371176465

Event Information

7) Fiscal Year of the Event: 2015 - 2016

8) Name of the Event: N/A

9) Date(s) of the Event: N/A

10) Location of the Event: N/A

11) Description of the Event: N/A

12) Funding Request Amount: \$ 25,000

13) Projected Attendance for the Event: N/A

14) Expected Overnight Stays for the Event: N/A

15) Description / Purpose of Funding Request: AS THE SALES AND MARKETING ARM OF THE REGION, THE BUREAU REQUESTS FUNDING TO MARKET & PROMOTE THE CITY'S NUMEROUS HOTELS, RESTAURANTS, SHOPS & ATTRACTIONS TO VISITORS FOR FY16. ATTACHED IS THE PROPOSED MARKETING PLAN DETAILING HOW WE INTEND TO USE EACH DOLLAR OF THE REQUESTED FUNDS TO PROMOTE YOUR CITY TO VISITORS, REPLACING DOLLARS VIA OVERNIGHTS & INCREASED TAX COLLECTION.

16) Other Sources of Project Funding:

Individual Donations: \$ N/A

Grants: \$ N/A

Private Businesses: \$ N/A

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

N/A

18) Continuing / New Activity:

a) Is this event... N/A New Continuing

b) Do you expect it to be an Annual Event? N/A Yes No

c) Do you anticipate requiring regular and continued funding? NA Yes No

d) Did you receive funding last year? N/A Yes No

e) If "d" = yes,

i) What amount did you receive? \$

ii) Did you meet the Post-Event Reporting Requirements? Yes No

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1		
2		
3	N/A	
4		
5		

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

THE BUREAU markets & PROMOTES the city ON AN ONGOING basis; 365 Days A year. EXAMPLES INCLUDE: PAID BROCHURE DISTRIBUTION SERVICES in ST. LOUIS, Ad SPACE in OUR Popular PRINT Publications, PRODUCING & placing RADIO Spots in the ST. LOUIS Market & VIA Social Media Digital Ad campaigns, JUST TO NAME A FEW. OUR PROMOTION OF THE city REPLACES VISITORS AND TAX DOLLARS ALIKE.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

ALL Ad buys AND placements are done so w/ THE APPROVAL of MIKE MALLOY at city HALL. WHEN APPLICABLE, THE BUREAU passes on SAVINGS AND DISCOUNTS to the city, MAKING their ALLOTTED Budget go FURTHER. AS A RESULT of your MEMBERSHIP w/ OUR ORGANIZATION, OUR FULL-TIME STAFF becomes A RESOURCE for the city - SAVING STAFF TIME AND Marketing budget DOLLARS so you CAN DO MORE WITH FEWER RESOURCES.

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ _____
_____	\$ _____
_____	\$ _____
N/A	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues: \$ _____

Expenses:

Expenditure Types	Amount
_____	\$ _____
_____	\$ _____
N/A	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

THE TOURISM BUREAU ILLINOISOUTH

Applicant

Scott W. [Signature]

Signature of Representative / Officer

Marketing Manager

Title

11 FEB 15

Date



**FY16 Marketing Proposal
Fairview Heights, IL**

FY 16 Proposed Commitment **\$ 25,000**

Platinum Membership 2016 **\$7,000**

Bureau Editorial:

- Visitors Guide: Fairview Heights attractions, parks, restaurants, lodging, golf, shopping, etc.
- Bureau website: inclusion in content and logo banner ad
- Monthly E-newsletter
- Submission of events, attractions, lodging to enjoyillinois.com & Illinois Travel Guide
- *Tourism Times*: Calendar of Events, seasonal inclusion in articles

Advertising/Promotion:

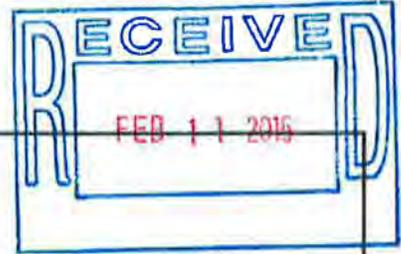
- Back Cover in 2016 Visitors Guide (115M) – 70% Discount \$ 3,000
- Spring/Summer Tourism Times (April, 2016 back cover, 60M – 20% Discount) \$ 1,560
- Fairview Heights Brochure paid distribution services \$ 4,250
- Fairview Heights brochures in TBIS welcome bag packets, approx. 7k per year \$ 450
- Illinois Getaway Guide Co-op program & mailing Fairview Heights brochure \$ 3,500
- TBIS Map-Ad '16– printed in April, July & Oct. (150M) \$ 1,000
- Social Media ad campaign \$ 1,000
- KMOX Radio Drive-time Campaign, promoting Aug. 2015 Events \$ 3,200
Midwest Salute to the Arts & Midwest Wingfest

Total Proposed FY 16 **\$24,960**

Other Items to be considered:

- Sponsor Radio Disney Road Crew booth at Scott AFB Match-up Family Picnic
 - June, 2016 - Includes 30 :30 spots on Radio Disney AM1260 \$ 2,500
- KMOX Radio Drive-time Campaign, promoting 2015 Holiday Shopping \$ 5,000
- City Website update/re-design w/ an updated tourism focus \$ 4,000

Additional Costs **\$ 11,500**



EXHIBT "A"

HOTEL/MOTEL FUND GRANT APPLICATION

(For Requests in excess of \$2,500)

Organization Information

1) Name and Address of Applicant (Organization):

Fairview Heights Homecoming Association
PO Box 1821
Fairview Heights, IL 62208

2) Website Address: NONE

3) Contact Person:

a) Name: Beulah L. Kaiser
b) Phone: 618-397-4428 or (c) 363-0739
c) Fax: NONE
d) Email: NONE

4) Is this a Non-Profit Organization? Yes X No

5) Status of Organization (i.e. Foundation, Corporation, etc): Association

6) Agency Tax ID # 23-7159647

Event Information

7) Fiscal Year of the Event: 2015 - 2016

8) Name of the Event: Fairview Heights Homecoming

9) Date(s) of the Event: August 7 and 8, 2015

10) Location of the Event: Moody Park

11) Description of the Event:

Annual Homecoming festival with carnival rides, Entertainment, Vendors, Food, Games, a car show, and a Parade.

12) Funding Request Amount: \$ 3,000.00

13) Projected Attendance for the Event: 5,000 to 10,000

14) Expected Overnight Stays for the Event: 5

15) Description / Purpose of Funding Request:

Funds will be used to help pay cost of entertainment.

16) Other Sources of Project Funding:

Individual Donations: \$ NOT applicable

Grants: \$ N/A

Private Businesses: \$ N/A

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

The Police Department provides crowd control during Homecoming hours and along Parade route. Staffing levels are determined by Chief of Police or his designated representative. Parks provides employ(s) to satisfy needs on Park grounds.

18) Continuing / New Activity:

a) Is this event... New Continuing X

b) Do you expect it to be an Annual Event? Yes X No

c) Do you anticipate requiring regular and continued funding? Yes X No

d) Did you receive funding last year? Yes X No

e) If "d" = yes,

i) What amount did you receive? \$2,800.00

ii) Did you meet the Post-Event Reporting Requirements? Yes No

No report was requested. Funds received were spent on bands for Friday and Saturday nights.

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

	SPONSOR	AMOUNT OF SPONSORSHIP
1	Print Master	Provides part of the
2		raffle tickets needed
3		
4		
5		

20) Benefits to City Tourism:

Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Fairview Heights.

Vendors come from outside the City and stay at the Hotels. Homecoming attracts visitors from outside the City who spend money at the Homecoming and other City businesses.

21) Additional Information:

Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Fairview Heights (attachments are welcomed).

The Homecoming supports the City's Parks and Recreation programs with the proceeds received from its visitors. Vendors pay sales tax on merchandise sold.

22) Event / Project Budget

Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues: *

Hotel / Motel Tax Grant	\$ 3,000.00
Vendor Fees	\$ 1,000.00
Food + Beverage Sales	\$ 6,794.00
Royalty Contest	\$ 2,877.00
Rides	\$ 10,222.00
Games	\$ 725.00
	\$

Total Revenues: \$ 24,618.00

Expenses: *

Expenditure Types	Amount
Insurance	\$ 5,000.00
Licenses	\$ 50.00
Game Prizes Rides	\$ 8,000.00 600.00
Food + Beverage Sales	\$ 5,000.00
Vendor Expenses	\$ 200.00
Set-Up	\$ 300.00
Advertising	2,000.00
Royalty	2,000.00
TOTAL EXPENSES:	\$ 23,150.00

* These amounts are based on figures from 2014.

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Grant Program. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Fairview Heights in compliance with current federal, state and local laws.

Fairview Heights Homecoming Assn
Applicant

Deulah L. Kaiser
Signature of Representative / Officer

Secretary
Title

February 11, 2015
Date

EXHIBIT "B"

Hotel / Motel Tax Funding Agreement

This sets forth the agreement ("Agreement") between the City of Fairview Heights ("City") and

Fairview Heights Homecoming Assoc (the "Organization"), with its principal place of business at Moody Park at Longacre, relating to the use of Hotel/Motel Tax Funds.

1) Use of Funds

The Organization agrees to use the Funds for the Event/Project described in the Hotel/Motel Tax Funding Application. The application is attached as Exhibit "A" to this Agreement and incorporated herein by reference. The Organization agrees that any Hotel/Motel Tax funds received can only be used to directly promote tourism and the convention and hotel industry, in accordance with State Statutes

2) General Terms

- a) Location: The Organization agrees the Event must be located in the City of Fairview Heights corporate limits, extra-territorial jurisdiction or in sufficiently close proximity as to reasonably attract tourists to the City of Fairview Heights.
- b) Status of Organization: The Organization must be an organization or corporation governed by a board of directors. Applicant must also be in good financial standing and financial safeguards in place to protect public funds.
- c) Promotional Materials and Sponsorship: The Organization agrees that any promotional material must contain the City of Fairview Heights "Crossroads of Prosperity" logo, which can be supplied by the City upon request. The Organization also agrees the City must be listed as a sponsor/partner of the event or project. The Organization agrees to provide a copy of all advertisements for the Event/Project.
- d) Audit: The Organization agrees the City has the right to audit the books or financial records of Organization if it receives Hotel/Motel Occupancy Tax revenues.
- e) Notification Requirements: The Organization agrees to notify overnight lodging establishments in writing of the upcoming Event and provide the City with proof of that notification.

3) Permits & Licenses

If applicable, the Organization agrees to comply with all permits and license requirements of the event, and acknowledges the receipt of the Hotel/Motel Tax Grant is contingent upon a review of such by the Director of Land Use & Development, Director of Parks & Recreation, and Liquor Commissioner.

4) Insurance

Any organization receiving Hotel/Motel Tax Grant Funds shall be required to meet the current conditions set forth within the City's Revised Code of Ordinances section 29-2-1 (Group Activities). Those requirements include the following:

- Original Certificate of Insurance (Public Liability Insurance - \$1,000,000 per occurrence) must be submitted to the City Clerk's Office ten (10) working days prior to the event.

- In the event liquor/beer is sold at the event, an Original Certificate of Insurance must be directed to the Liquor Commissioner (Liquor Liability - \$1,000,000 per occurrence) ten (10) working days prior to the event.
 - Carnival Ride Companies will be required to provide an Original Certificate of Insurance (Liability Coverage - \$1,000,000 per occurrence) ten (10) working days prior to the event.
- 5) Reporting and Reimbursement
The Organization is responsible for completing the Post Event Report Form (Exhibit "D") with the finalized information explaining the Hotel Occupancy Tax Revenues within 90 days of the Event. The Organization must provide receipts for review to affirm that the expenses comply with the stated purposes during the application process. The report will be reviewed by City staff and the Tourism Committee. Failure to submit the report may result in future funding disqualification.
- 6) Termination
Either party may terminate this Agreement if the other commits a material breach of this Agreement; provided, however, that the terminating party has given the other written notice and the other party has failed to remedy or cure the breach within ten (10) days of such notice.
- 7) Remedies
If the City terminates this Agreement as a result of the Organization's breach, then in addition to any other remedies to which the City may be entitled by reason of such breach, the City shall have the right to the recovery of all Hotel Occupancy Tax Revenues distributed to the Organization upon request. In addition, the City shall have the right to any attorney's fees incurred in the recovery of Hotel Occupancy Tax funds given to the Organization.
- 8) Venue
Venue for any dispute arising out of this Agreement shall be in St. Clair County, Illinois.

City of Fairview Heights

By: _____

Name: _____

Title: Mayor

Date: _____

Applicant / Recipient

By: Beulah L. Kaiser

Name: Beulah L. Kaiser

Title: Secretary

Date: 2-11-2015

EXHIBIT "C"

HOTEL / MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, Fairview Heights Homecoming Assn ("Organization") has applied for and been approved by the City of Fairview Heights ("City") for a grant of Hotel / Motel Tax funds for _____

NOW, THEREFORE, in consideration of the grant of Hotel / Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agent, commissioners, and employee, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys' fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

ORGANIZATION / GRANTEE: Fairview Heights Homecoming Assn

SIGNER: Beverly L. Kaiser

TITLE: Secretary

DATE: 2-11-2015

STAFF GRANTS ALLOCATION SCENARIO

2016

A. **COMMUNITY CULTURAL EVENTS** – RECOMMEND NO COMPETITION AFTER BEING CERTIFIED BY COUNCIL AS A CIVIC EVENT

➤ **2015** – 3 APPLICATIONS

- SALUTE TO THE ARTS - \$45,000
- MIDWEST WINGFEST - \$40,000
- HOMECOMING - \$3,000

B. **TOURISM & MARKETING** – RECOMMEND APPLICATIONS BE RUN THROUGH REVIEW COMMITTEE OF BAP¹ (BUSINESS ASSISTANCE PROGRAMS); TOURISM BUREAU APPLICATION MADE A PART OF CITY BUDGET

➤ **2015** – 2 APPLICATIONS

- TOURSIM BUREAU - \$25,000
- METROEAST CHAMBER OF COMMERCE - \$14,400

C. **COMMUNITY CAPITAL IMPROVEMENTS** – RECOMMEND APPLICATIONS BE RUN THROUGH REVIEW COMMITTEE OF BAP¹ (BUSINESS ASSISTANCE PROGRAM)

➤ **2015** – 0 APPLICATIONS

D. **OTHER** – RECOMMEND APPLICATIONS BE RUN THROUGH REVIEW COMMITTEE BAP¹ (BUSINESS ASSISTANCE PROGRAM)

➤ **2015** – 1 APPLICATION

- VIOLENCE PREVENTION CENTER - \$2,500

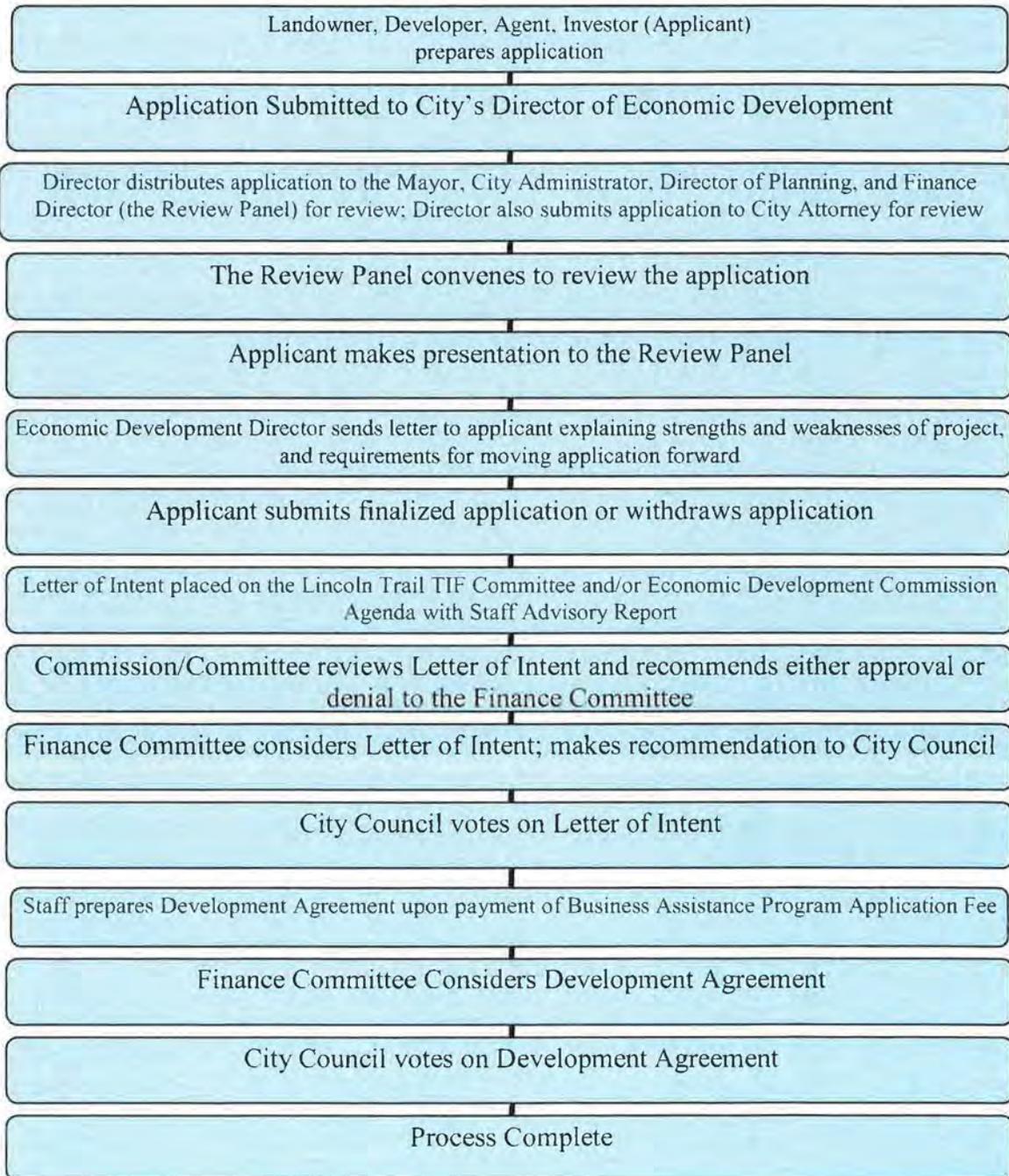
TOTAL FUNDS AVAILABLE FOR 1, 2, 3, & 4 = \$200,000

¹AFTER CRITERIA FOR FUNDING DEVELOPED

Business Assistance Programs

Application Review Process Flow Chart

NOTE: The Flow Sheet is intended to provide a graphic depiction of the Business Assistance Program Application Review Process described more fully in Section Two herein. To the extent information contained on this chart conflicts with the processes described above, the process described above control. Filing of an application does not guarantee that it will be approved by City Council. City Council reserves the right to deny an application without cause. The Flow Sheet sets forth the Business Assistance Program Review Process, assuming that the application is approved at each step in the process.



Lincoln Trail Corridor Development Standards – Checklist

See the Development Design Standards for a description of each of the following improvement items.

A. EXTERIOR BUILDING ELEMENTS

- WALLS -Changes to exterior wall materials/colors
- PARAPET WALLS -Addition of ornamental/architectural panels to emulate parapet walls.
- BUILDING FAÇADES - Articulating building facades for functional/visual architectural interest.....
- ARCHITECTURAL ORNAMENTATION - Addition of exterior building elements (faux columns/beams, etc.)
to break up long homogeneous facades
- ROOFING - Changes to exterior roof materials/colors.....
- DOORS & WINDOWS - Adding and/or enhancing doors and windows
- AWNINGS - Addition of architecturally compatible awnings
- SHUTTERS - Addition of architecturally compatible shutters
- BUILDING FAÇADE LIGHTING – Addition of architectural façade lighting.
- EQUIPMENT SCREENING - Screening visual clutter on roofs such as HVAC Units, cooler towers or electrical
equipment.....

B. SITE ENHANCEMENT ELEMENTS

- PARCEL ASSEMBLY
- STRUCTURE DEMOLITION
- DRIVEWAYS - Sharing of Driveways and/or reducing curb cut widths.
- PERIMETER LANDSCAPE – For aesthetics and screening of parking lots and service areas
- PARKING LOT LANDSCAPE - Landscape islands on the interior of parking lots
- PARKING LOT LIGHTING
- PERMEABLE PAVEMENTS
- SIDEWALKS - Installation of sidewalks in ROW and/or sidewalk connection from ROW sidewalk
to front door.
- BUILDING ENTRY AREAS – Developing pedestrian areas at building entrances with color and/or imprinted
paving or pavers.....
- BUILDING ENTRY LANDSCAPE PLANTINGS - Addition of landscape plantings (above ground or in-ground)
at building entrances
- FLAG POLES AND SITE FURNISHINGS
- WATER FEATURES
- UNDERGROUNDING UTILITIES - Placement of utilities underground

C. SIGNING

- BUILDING SIGNS - Addition of signing compatible with building architecture
- SITE SIGNS - Site signage enhancements
- SIGN REMOVAL - Removal of pole signs

TOTAL NUMBER OF IMPROVEMENT ITEMS CHECKED

D. POSSIBLE FUNDING(1) (TOTAL PROJECT COST NOT TO EXCEED \$150,000)

of improvements checked

Make Improvements (10) – potential 50% funding from City

Make Improvements (9) – potential 45% funding from City

Make Improvements (8) – potential 40% funding from City

Make Improvements (7) – potential 35% funding from City

Make Improvements (6) – potential 30% funding from City

Make Improvements (5) – potential 25% funding from City

Less than 4- No City Funding

E. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$150,001 AND \$300,000)

Make no less than 8 improvements – 25% funding from City

F. POSSIBLE FUNDING (TOTAL PROJECT COST BETWEEN \$300,001 AND \$500,000)

Make no less than 10 improvements – 15% funding from City

G. POSSIBLE FUNDING (TOTAL PROJECT COST EXCEEDS \$500,000)

Make no less than 12 improvements – 10% funding from City, not to exceed \$75,000.

¹City financial participation shall require compliance with prevailing wage rate ordinance, lowest responsible bidder ordinance; individual phases of a project can be considered separately.

Enterprise Zone Boundary

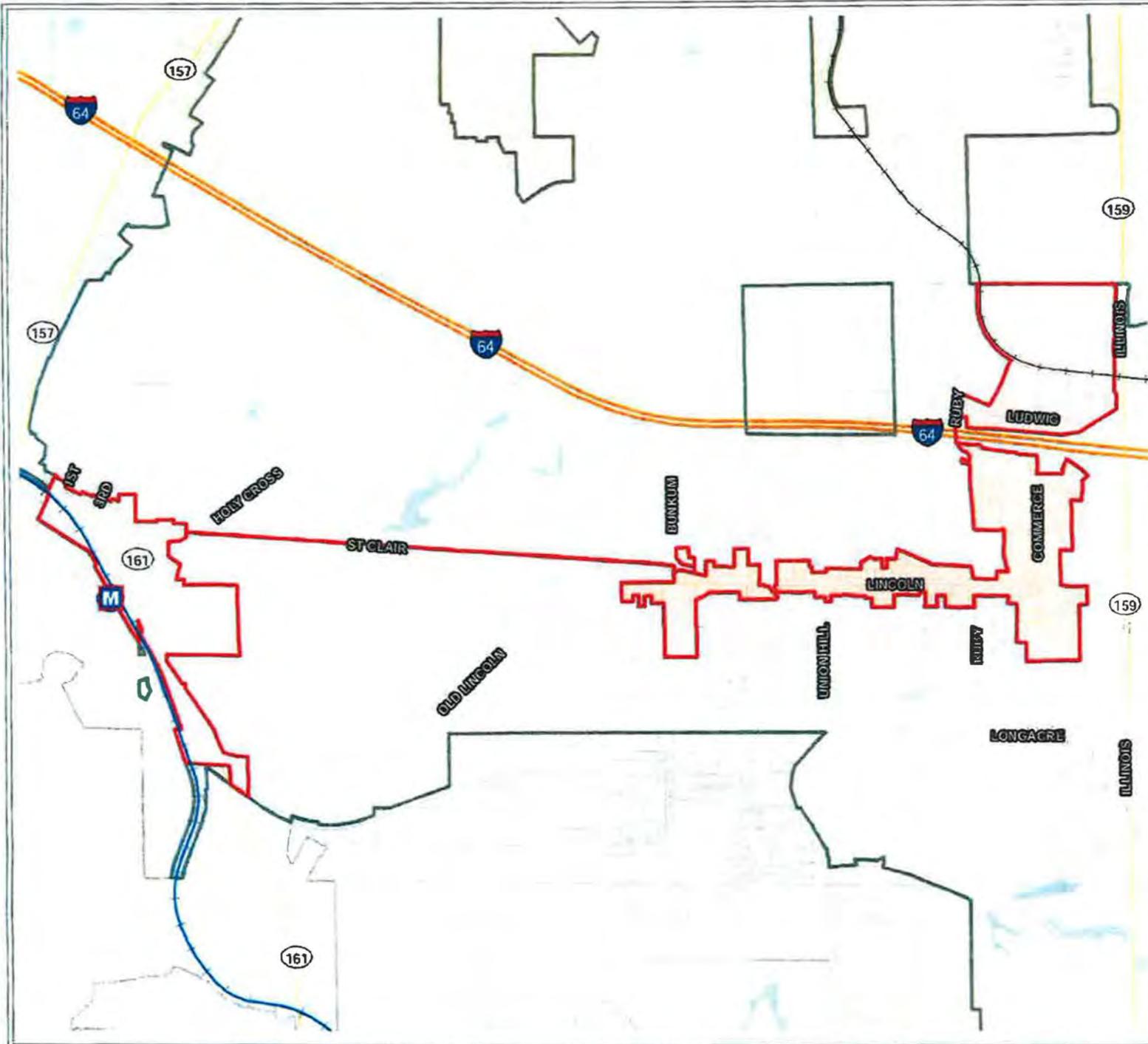
City of Fairview Heights, Illinois

-  Proposed Enterprise Zone
-  Municipal Area



Disclaimer: This map was prepared by Economic Development Resources, Inc. (EDR) using geographic information system (GIS) data. The information is believed accurate but is not guaranteed. EDR does not warrant the accuracy of the information. The map and its underlying data is intended to be used as a general guide to local market information and is not intended to be used for any specific analysis.

EDR
Economic Development Resources



ENTERPRISE ZONE PROGRAM
INCENTIVES

The Illinois Enterprise Zone Act took effect December 7, 1982. An enterprise zone is a specific area designated by the State of Illinois in cooperation with a local government to receive various tax incentives and other benefits to stimulate economic activity and neighborhood revitalization.

The Enterprise Zone Program is administered at the state level by the Illinois Department of Commerce and Economic Opportunity. For general information on the program, contact the Department at 217/524-0165. The hearing impaired may call 800/785-6055.

Enterprise zones range from a half square mile to fifteen square miles.

ENTERPRISE ZONE TAX BENEFITS

The following summarizes the most often asked questions on the tax benefits offered through the Enterprise Zone Program.

INVESTMENT TAX CREDIT

What is the enterprise zone investment tax credit? The Illinois Income Tax Act 35 ILCS 5/201, as amended allows a .5 percent credit against the state income tax for investments in qualified property, which is placed in service in an enterprise zone.

Who are qualifying taxpayers? The credit may be taken by corporations, trusts, estates, individuals, partners and Subchapter S shareholders who make investments in qualified property and who otherwise meet the terms and conditions established by statute.

What is qualified property? "Qualified property" is property which:

is tangible; whether new or used, including buildings and structural components of buildings;
is acquired by purchase as defined in Internal Revenue Code (IRC) Section 179(d);
is depreciable pursuant to IRC Section 167;
has a useful life of four or more years as of the date placed in service in an enterprise zone;
is used in the enterprise zone by that taxpayer;
has not been previously used in Illinois in such a manner and by such a person as would qualify for the credit; and, is an improvement or addition made on or after the date the zone was designated to the extent that the improvement or addition is of a capital nature, which increases the adjusted basis of the property previously placed in service in an enterprise zone and otherwise meets the requirements of qualified property.

What are examples of "qualified property"? Examples include buildings, structural components of buildings, elevators, materials tanks, boilers, and major computer installations. Examples of non-qualifying property are land, inventories, small personal computers, trademarks, typewriters, and other small, non-depreciable, or intangible assets.

What does "placed in service" mean? Qualified property is "placed in service" on the earlier of 1) the date the property is placed in a condition of readiness and availability for use, or 2) the date on which the depreciation period of that property begins. To qualify for the enterprise zone investment tax credit, the property must be placed in service on or after the date the zone was certified by the Department of Commerce and Economic Opportunity, and on or before the last day of the firm's taxable year.

What is "depreciable" property? Property must be depreciable pursuant to Internal Revenue Code Section 167. Depreciable property is used in the taxpayer's trade or business or held for the production of income (but not inventory), which is subject to wear and tear, exhaustion or obsolescence.

There are some types of assets that may not be depreciable, even though they are used in the taxpayer's business or trade or are held for the production of income. Good will and land are examples. Other examples of tangible property, which are not depreciable, are inventories, natural resources and currency.

Does “used” property qualify for the enterprise zone investment tax credit? Used property does not qualify if it was previously used in Illinois in such a manner and by such a person as would qualify for either the statewide investment tax credit or the enterprise zone investment tax credit.

Example: A corporation purchases a used pick-up truck for use in its manufacturing business in an enterprise zone from an Illinois resident who used the truck for personal purposes in Illinois. If the truck meets the other requirements for the investment tax credit, it will not be disqualified because it was previously used in Illinois for a purpose, which did not qualify for the credit. However, had the corporation purchased the truck from an Illinois taxpayer in whose hands the truck qualified for the credit, the truck would not be qualified for the investment tax credit, even though the party from whom the truck was acquired had never received an investment tax credit for it.

What is the “basis” value of property? The "basis" value of property, for the purposes of this credit, is defined the same way it is defined for purposes of federal depreciation calculations. Essentially, the basis is the cost of the property, as well as related capital costs.

Does the enterprise zone investment tax credit carry forward? Yes. The credit is allowed for the tax year in which the property is placed in service, or, if the amount of the credit exceeds the tax liability for that year, the excess may be carried forward and applied to the tax liability of the five taxable years following the excess credit year. The credit must be applied to the earliest year for which there is a liability. If there is credit from more than one tax year that is available to offset a liability, the credit accruing first in time is applied first.



SALES TAX DEDUCTION

What is the sales tax deduction and what is the retailer's role? Each retailer who makes a qualified sale of building materials to be incorporated into real estate in an enterprise zone established by a county or municipality under the Illinois Enterprise Zone Act by remodeling, rehabilitation or new construction, may deduct receipts from such sales when calculating the tax imposed by this Act. For purposes of this Section, "qualified sale" means a sale of building materials that will be incorporated into real estate as part of a building project for which a Certificate of Eligibility for Sales Tax Exemption has been issued by the Illinois Department of Revenue (IDOR). To document the exemption allowed under this Section, the retailer must obtain from the purchaser a copy of the Certificate of Eligibility for Sales Tax Exemption issued by IDOR. Here is a link to the IDOR bulletin outlining the process for receiving the building material sales tax exemption:

<http://www.revenue.state.il.us/Publications/Bulletins/2013/FY-2013-16.pdf>

Do all retailers offer a point of sale exemption? No. Retailers are not required by law to participate. The purchaser must ask the retailer for cooperation on this incentive. Retailers have, however, demonstrated good cooperation throughout the history of this program, as this incentive permits them to give customers a "break" without cost to themselves.

What qualifies as "building materials" eligible for the sales tax deduction? Building materials that are eligible for the enterprise zone sales tax deduction include items that are permanently affixed to real property such as lumber, mortar, glued-down carpets, paint, wallpaper and similar affixed items.

EZ MACHINERY AND EQUIPMENT SALES TAX EXEMPTION

What is the EZ Manufacturing Machinery and Equipment (M, M & E) Sales Tax Exemption?

The Revenue Act 35 ILCS 120/1d-1f, as amended allows a business enterprise that is certified by DCEO, that either creates a minimum of 200 full-time equivalent jobs in Illinois; or retains a minimum of 2,000 full-time jobs in Illinois; or which retains 90% of the existing jobs, a 6.25 percent state sales tax exemption on all tangible personal property which is used or consumed within an enterprise zone in the process of manufacturing or assembly of tangible personal property for wholesale or retail sale or lease. This exemption includes repair and replacement parts for machinery and equipment used primarily in the wholesale or retail sale or lease, and equipment, manufacturing fuels, material and supplies for the maintenance, repair or operation of manufacturing, or assembling machinery or equipment.

How does a business become eligible for the M, M & E Sales Tax Exemption? To be eligible for this incentive, DCEO must certify that the business has made an investment of at least \$5 million in an enterprise zone and has created a minimum of 200 full-time equivalent jobs in Illinois or has made an investment of at least \$40 million in an enterprise zone and has retained a minimum of 2,000 full-time jobs in Illinois or has made an investment of \$40 million in an enterprise zone and retained 90 percent of the jobs in place on date of certification. A majority of the "jobs created" or "retained" must be in the Enterprise Zone in which the eligible investment is made. A business must submit an application to DCEO documenting the eligible investment and that the job creation or job retention criteria will be met.

What is an eligible investment? For purposes of this incentive, eligible investment may be either: 1) investments in qualified property as defined in the Enterprise Zone Investment Tax Credit (described on Page 3 of this publication); or, 2) non-capital and non-routine investments and associated service costs made for the basic construction, renovation or improvement of qualified property including productive capacity, efficiency, product quality or competitive position. Regular maintenance and routine expenditures are not included.

Are eligible sales limited to the units of government sponsoring the zone? No. Items eligible for the 6.25 percent state sales tax exemption may be purchased anywhere in Illinois.

What tangible personal property is eligible for the M, M & E sales tax exemption? To be eligible for this exemption the tangible personal property **must** be directly used or consumed in the process of manufacturing or assembling tangible personal property for wholesale or retail sale or lease. Examples of this include: repair and replacement parts; hand tools; materials and supplies such as abrasives, acids or lubricants; protective clothing and safety equipment; and, any fuel used for machinery and equipment.

NOTE: The above examples are only exempt to the extent they are used with machinery and equipment that qualifies for the statewide Manufacturing Machinery and Equipment Sales Tax Exemption.

UTILITY TAX EXEMPTION

What is the Utility Tax Exemption? The Public Utilities Act 220 ILCS 5/9-222.1, as amended and the Telecommunications Excise Tax Act 35 ILCS 630/2(a)(5), as amended allows a business enterprise that is certified by DCEO, as making an investment in a zone that either creates a minimum of 200 full-time equivalent jobs in Illinois or retains a minimum of 1,000 full-time jobs in Illinois, a 5 percent state tax exemption on gas, electricity and the Illinois Commerce Commission .1 percent administrative charge and excise taxes on the act or privilege of originating or receiving telecommunications. Local units of government may also exempt their taxes on gas, electricity and water.

How does a business become eligible for the Utility Tax Exemption? To be eligible for this incentive, DCEO must certify that the business makes an investment of at least \$5 million in an enterprise zone and has created a minimum of 200 full-time equivalent jobs in Illinois or makes an investment of at least \$175 million in an enterprise zone and has created a minimum of 150 full-time equivalent jobs in Illinois or makes an investment of at least \$20 million in an enterprise zone and has retained a minimum of 1,000 full-time jobs in Illinois. A majority of the "jobs created" or "retained" must be in the Enterprise Zone in which the eligible investment is made. A business must submit an application to DCEO documenting the eligible investment and that the job creation or job retention criteria has been met.

What is an eligible investment? For purposes of this incentive, eligible investment may be either: 1) investments in qualified property as defined in the Enterprise Zone Investment Tax Credit (described on Page 3 of this publication); or, 2) non-capital and non-routine investments and associated service costs made for the basic construction, renovation or improvement of qualified property including productive capacity, efficiency, product quality or competitive position. Regular maintenance and routine expenditures are not included.

PROPERTY TAX INCENTIVES

There are two types of property tax incentives related to the Enterprise Zone Program: tax abatement and assessment reduction. Assessment reduction is available in Cook County only.

What is the enterprise zone property tax abatement incentive? The Revenue Act 35 ILCS 200/18-170, as amended provides that any taxing district may order the county clerk to abate (that is, to give up) any portion of its taxes on real property, or on any particular class thereof, located within a zone and upon which new improvements have been constructed or upon which existing improvements have been renovated or rehabilitated.

Are taxes reduced on the current value of property (or on existing improvements)? No. The abatement applies only to taxes on the increase in assessed value attributable to the new construction, renovation, or rehabilitation. Taxes based on the assessed value of land and existing improvements continue to be extended and collected.

If property tax abatement is authorized, are new improvements made to property located within a zone assessed? Yes. By law, every time property is improved, it is reassessed.

What is the Cook county assessment reduction incentive? Cook County offers special property tax incentives for property anywhere in the county. However, property in enterprise zones receives special consideration under the Class 6b - Industrial Program. Industrial property in Cook County is generally assessed at 25 percent of market value in the absence of any incentives. For information about the special incentives for improvements to enterprise zone property, contact the Development Incentives Department of the Office of the Cook County Assessor at 312/603-7529.

Why is this available only in Cook County? All other counties assess all property at 33 percent of market value. Cook is the only county that classifies property at different assessment rates.

What is the process for obtaining these incentives? For tax abatement, contact local zone administrators to find out if abatements are available in their zone. Most of the property tax abatements and the Cook County program require taxpayers to apply or give some formal notice **before** beginning construction. Contact the local zone administrator, and, if applicable, Cook County Assessor as early as possible to assure that eligibility is not denied due to tardy notice.

How do these incentives affect the multiplier? They don't. The multiplier or equalization factor is the application of a percentage increase or decrease, generated by the Illinois Department of Revenue, in order to adjust assessment levels in various counties to the same percentage of full value. Multipliers are not affected by the enterprise zone property tax abatement provision or by county assessment reductions.

Does the abatement of taxes on improvements in an enterprise zone affect the tax rate? Yes, however in most cases the effect will be marginal. Tax rates depend on the levy (amount of tax revenue the local government is raising) and the size of the tax base (total equalized assessed valuation of the district less homestead exemptions, plus the value of any State assessed property). Under normal circumstances, the tax rate for a district is calculated by dividing the district's tax levy by its tax base. The greater the tax base, the lower the rate needed to generate the amount of the levy.

Under the Enterprise Zone Program, the value of abated property is subtracted from the tax base prior to the calculation of the tax rate. In most cases, the tax base is large enough and the enterprise zone abatements are low enough that the overall effect is negligible.

How does the enterprise zone property tax abatement provision in 18-170 of the Revenue Act differ from the property tax provision in 18-165? The enterprise zone provision is broader and more flexible. The enterprise zone property tax abatement:

may be offered on all classes of real property, including commercial, residential and industrial (18-165 abatements are limited to commercial and industrial improvements).

may be offered for any number of years, up to the termination date of zone certification (18-165 abatements cannot exceed 10 years).

may be offered by a taxing district in any amount (the abatement offered under 18-165 limits the aggregated amounts of an abatement offered by all taxing districts to \$4,000,000).

Can property tax be abated in a tax increment-financing district (TIF)? Tax increment financing is a financing technique that cities may use to pay for public improvements such as land assemblage, building demolition, utilities, streets, and sidewalks. Property owners in the project area do pay their full share of taxes. Taxes generated by the increase in assessed valuation -- the tax increment -- go into a special allocation fund used to pay the bonds, which financed the public improvement costs. This financing method is not a tool to speculatively prepare for development -- tax increment financing requires an advance commitment by a developer to a project.

Property tax abatement is, however, a tool that is used for development. It is not a financing technique. The Revenue Act provides that any taxing district, upon a majority vote of its governing authority, may order the county clerk to abate any portion of its taxes on improvements made to real property located in a zone. The increase in assessed valuation due to new construction, rehabilitation or renovation is not taxed for the term of the abatement as set by local ordinance.

A TIF district may be included in the legal description of the zone and consequently be eligible to receive other tax incentives and benefits. However, the Enterprise Zone designating Ordinance pertaining to property tax abatement must be amended to exclude the TIF district from the area eligible for abatement.

Am I automatically entitled to 100 percent abatement? No. Eligibility criteria and abatement formulas are established by local ordinance and vary with the zone. Contact the zone administrator to determine the amount of abatement, the number of years of abatement, and the classes of real property eligible for abatement.

TAX INCENTIVE ADMINISTRATION

Are tax incentives and other benefits offered on a case-by-case basis?

No. "Case-by-Case" is contrary to the intent of the Enterprise Zone Act. Tax incentives must be offered uniformly and equitably by class. The local ordinance authorizing tax incentives, such as property tax abatement, extends the incentives automatically through eligibility criteria, such as class of property (i.e., residential, commercial and industrial) and formulas (i.e., percentages and number of years available).

ADDITIONAL INFORMATION

What other incentives are available? To learn more about a specific enterprise zone, please contact the local zone administrator. The Department maintains a list of local zone administrators. This list can be found on the Department of Commerce and Economic Opportunity (DCEO) website http://www.illinoisbiz.biz/dceo/Bureaus/Business_Development/Tax+Assistance/Enterprise-Zone.htm

If you would like additional information on how the Department can help small businesses, call DCEO's Business Hotline at 800/252-2923.

Where can income tax forms be obtained? Income tax forms are available from the Illinois Department of Revenue (DOR) at: <http://tax.illinois.gov/taxforms/>

IDOR's toll free number is 800/732-8866.