

REVISED
CITY OF FAIRVIEW HEIGHTS
Hotel/Motel Review Committee – 2016 Applications
Thursday, April 7, 2016 – 2:00 p.m.
Mayor’s Conference Room
Fairview Heights City Hall
10025 Bunkum Road

AGENDA

- 1. Call to Order**
- 2. Public Participation**
- 3. Approval of March 31, 2016 minutes**
- 4. Discussion of following applications:**
 - a. Midwest Salute to the Arts - \$45,000**
 - b. Wingfest - \$50,000**
 - c. YEAH Festival - \$45,000**
 - d. Violence Prevention Center of Southern Illinois - \$2,500**
 - e. Fairview Heights Homecoming Association - \$6,500**
- 5. Review Committee Recommendations to Finance Committee (April 13, 2016) for:**
 - a. Midwest Salute to the Arts**
 - b. Wingfest**
 - c. YEAH Festival**
 - d. Violence Prevention Center of Southern Illinois**
 - e. Fairview Heights Homecoming Association**
- 6. Adjourn**

THE CITY OF FAIRVIEW HEIGHTS
HOTEL/MOTEL REVIEW COMMITTEE
2016 APPLICATIONS
Thursday, March 31, 2016 – 2:00 p.m.
Mayor's Conference Room
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Director of Economic Development Mike Malloy, Land Use & Development Tim Tolliver, Mayor Mark Kupsky, Attorney Katherine Porter, and Finance Director Gina Rader (2:30 p.m.)

Committee Members absent –

Other Aldermen and Elected Officials in attendance – Aldermen Pat Baeske, Brenda Wagner, & Denise Williams & City Clerk Karen Kaufhold

Staff in attendance –

Recorder – Becky Short

Public Participation

None

Discussion of following applications:

a. Midwest Salute to the Arts - \$45,000

This will be the 28th Annual Midwest Salute to the Arts to be held August in Moody Park. Malloy scored the application at 1688 points.

b. Wingfest - \$50,000

The Wingfest will be held in September at the St. Clair Square Mall parking lot. The group is asking for \$10,000 more than they did last year, but they did not have the event in 2015. St. Clair Square Mall will soon have electric in their parking lot so the electric cost in the budget should go down. Malloy will discuss with Matt Stines. Malloy scored the application at 1651 points. Malloy will contact the group to ask for the following information:

1. Will St. Clair Square (Michael Hagen, General Manager) be able to meet your electrical needs via with the installation of electric service for a Health Survey being conducted this spring that will remain in place for future usage(s) such as Wingfest?
2. Will you utilize police and/or private security?
3. Explain the Village of Swansea Registration expense?
4. What is the Intent of Event? Profits go where?
5. Please provide Wingfest's latest financials.
6. Is Wingfest for profit or non-profit? Application says both.
7. Please provide a Post Event Report for last Wingfest.

c. YEAH Festival - \$45,000

The YEAH Festival will be held on June 18th at Moody Park. Discussion was held about the parking, security, and Festival Director salary. Malloy scored the application at 785 points. The following information will have to be answered for the next meeting:

1. Please verify if the MetroLink parking lot is available for attendees.
2. Verify that St. Clair Square will provide parking for attendees knowing that the Redbird Express will be using a portion of the lot for shuttling patrons to a Cardinals baseball game.
3. Indicate what other parking areas might be able to be utilized.
4. Provide a list of the most current donors/sponsors and the amount of monies they are providing.

d. Violence Prevention Center - \$2,500

Discussion was held about the funds for the Violence Prevention Center. The application was filled out incorrectly so Malloy scored the application at 0 points. Malloy will contact the group to get the following information before the next meeting:

1. Please provide documentation the Violence Prevention Center will/can provide \$2,500 in matching funds, either through Center monies and/or in-kind services for the April 1, 2016 and November 10, 2016 events.

e. Fairview Heights Homecoming Association - \$6,500

The Homecoming budget was discussed. Malloy scored the application at 1,004 points. Malloy will contact the Homecoming Association to get a clearer budget.

All information will be due by 4:00 p.m. on Tuesday, April 5th. The Review Committee will then grade the applications and meet on Thursday, April 7th at 2:00 p.m. to make recommendations to the Finance Committee.

Next meeting: Thursday, April 7, 2016 at 2:00 p.m.

Adjournment 4:20 p.m.

Submitted By:

Recorder

Mike Malloy

From: Mike Malloy
Sent: Friday, April 01, 2016 10:21 AM
To: Matt Stines (stines.m@dist110.com)
Cc: Mark Kupsky; Katherine A. Porter (kap@bhtylaw.com); Tim Tolliver; Gina Rader
Subject: Wingfest 2016 application for Hotel/Motel Monies

Matt,
The Review Committee met for the first time yesterday at 2pm on the above subject to evaluate all five(5) submitted applications which includes the Wingfest application.
The following information is needed for the Review Committee to complete its evaluation of the Wingfest application:
1. Will St. Clair Square (Michael Hagen-General Manager) be able to meet your electrical needs via with the installation of electric service for a Health Survey being conducted this spring that will remain in place for future usage(s) such as Wingfest?
2. Will you utilize police and/or private security?
3. Explain the Village of Swansea Registration expense?
4. What is the Intent of Event? Profits go where?
5. Please provide Wingfest's latest financials.
6. Is Wingfest for profit or non-profit? Application says both.
7. Please provide a Post Event Report for last Wingfest.

The above information needs to be provided back to me no later than 4pm Tuesday, April 5th.
Should you have any questions please do not hesitate to contact me.

Thanks
Mike

Mike,

Below you find responses to the information the review committee had for Wingfest. Thank you for passing along their questions so we can make sure everything is clear.

Matt

1. Will St. Clair Square (Michael Hagen - General Manager) be able to meet your electrical needs via with the installation of electric service for a Health Survey being conducted this spring that will remain in place for future usage(s) such as Wingfest?

This still remains to be seen. While the additional electric installed by the mall may help with infrastructure for Wingfest, at this time we do not know the specifics on the wattage which will be available. We are currently getting bids for electric like we have in the past.

2. Will you utilize police and/or private security?

Yes. As in years past, we will be contracting for police and/or private security. We will have security overnight on Friday and Saturday and we will police/security during all the hours the event is open to the public.

3. Explain the Village of Swansea Registration expense?

Please disregard this item. It was an oversight on my part leaving it in the budget and was not an expense we incurred in 2014. The registration was something Gere had arranged a few years back for promotion in their circulated materials.

4. What is the Intent of Event? Profits go where?

Proceeds go to a disabled veteran organization. For 2016 we have selected the Gary Sinese Foundation, which builds homes for veterans.

5. Please provide Wingfest's latest financials.

Attached is the 2014 financials.

6. Is Wingfest for profit or non-profit? Application says both.

Wingfest is a non-profit organization

7. Please provide a Post Event Report for last Wingfest.

EXHIBIT "D"
POST-EVENT REPORT

ORGANIZATION INFORMATION

Fiscal Year of the Event: ~~2016-2017~~ 2014
Name of the Event: Midwest Wingfest
Date(s) of the Event: Aug 29 & 30 2014
Funding Amount Received: \$ 35,000
Contact Name: Matt Strues
Contact Phone Number: 781-5169 or 348-5577

PROJECT OR EVENT

The Organization is encouraged to attach copies of receipts, contracts, etc which display the use of the grant funds received.

How were the funds actually used?

<u>So IL Tourism - Advertising</u>	<u>\$ 17,775</u>
<u>Mall Rental Fee</u>	<u>\$ 7,000</u>
<u>Pyramint Electric</u>	<u>\$ 15,585</u>

What was the actual percentage of events costs covered by the grant? 35 %

If applicable, what was the estimated hours of "In-Kind" services provided by city staff? 2

street dept. dropped off barricades
What is your estimate of the actual attendance at the event? 25,000

Number of volunteers participating in event? 110

How many room nights were generated at Fairview Heights hotels by attendees of this event? 10

What issues, if any, could be better addressed in the future?

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

Survey at information booth

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

Hotel information is available through the website. We have also tried a 'room special' in the past with an adjusted rate, Wingfest swag, and a courtesy shuttle.

Please Submit completed form to:

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

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 Barsalau	PO Box Rental Reimbursement	x	\$64.00		\$41,439.24
1230	7/25/2014	Dewey Barsalau	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	Jerimiah 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	Lowe's	Supplies	x	\$44.34		\$9,696.52
Card	8/25/2014	Lowe's	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
1288	7/29/2015	Doug Shoemaker	Reimbursement for Vendor Refund		\$400.00		\$1,669.90

Mike Malloy

From: Linda Lawson <wayword1965@yahoo.com>
Sent: Tuesday, April 05, 2016 2:59 PM
To: Mike Malloy
Cc: Mark Kupsky; Katherine A. Porter (kap@bhtylaw.com); Tim Tolliver; Gina Rader; Denise Williams2
Subject: Re: Yeah Festival 2016 application for Hotel/Motel Monies

Mike,
In regards to the information asked of us.

- 1) I will be forwarding an email from Angela Mabry who is checking regarding the Metrolink Parking Lot.
- 2) I sent Mike Hagen an email and met with him. He said they were very aware it is a game day and they always check first. He indicated they have more than enough parking to compensate both events. I'll be at Thursday's meeting and will have with me the map he gave me showing where our attendees would park. When I questioned him regarding automobile capacity, he responded, "Thousands". When I spoke of the committee's concerns regarding a potential mixup of buses and if some type of signage was needed, he did not feel it was necessary.
- 3) I spoke with Matt Stines and he said there was one area that holds about 40-50 cars. The other grassy area they would be hesitant to utilize for cars. Waiting to hear from Target; however, based on Mike's assessment and even Matt noted how ample parking is, I really don't think to pay for more space when it can accommodate that many.

4. Here is the most recent

Ameren	\$10,000
Coors	\$5,000 1.5K In Kind
IL AM Water	\$1,500
Scott Credit	\$ 500
Randall	100% Profit
Becker Paulson, Hoerner, Thompson	\$2,500
Kwame Bldg	\$2,500 plus Guarantor
Homer Shifrin	\$500
WSIE--Media Sponsor	
E'Little Communications	
Toots Cake & Candy Supply	\$40
Roy Mosley- RV Donation	
Remy Martin--Still Undetermined	
T-Mobile--Still Undetermined	

As more solidify, I will inform you of updates.

Respectfully,
Linda S. Lawson

On Friday, April 1, 2016 11:12 AM, Mike Malloy <malloy@cofh.org> wrote:

Linda,

The Review Committee met for the first time yesterday at 2pm on the above subject to evaluate all five(5) submitted applications which includes the Yeah Festival application.

The following information is needed for the Review Committee to complete its evaluation of the Yeah Festival application:

1. Please verify if the MetroLink parking lot is available for attendees.
 2. Verify that St. Clair Square will provide parking for attendees knowing that the Redbird Express will be using a portion of the lot for shuttling patrons to a Cardinal baseball game.
 3. Indicate what other parking areas might be able to be utilized.
 4. Provide a list of the most current donors/sponsors and the amount of monies they are providing.
- The above information needs to be provided back to me no later than 4pm Tuesday, April 5th.
Should you have any questions please do not hesitate to contact me.

Thanks

From: Mike Malloy [<mailto:malloy@cofh.org>]

Sent: Friday, April 01, 2016 11:28 AM

To: Mayberry Vecchio, Patricia

Cc: Mark Kupsky; Katherine A. Porter (kap@bhtylaw.com); Tim Tolliver; Gina Rader

Subject: Violence Prevention 2016 application for Hotel/Motel Monies

Pat,

The Review Committee met for the first time yesterday at 2pm on the above subject to evaluate all five(5) submitted applications which includes the Violence Prevention application.

The following information is needed for the Review Committee to complete its evaluation of the Violence Prevention application:

1. Please provide documentation the Violence Prevention Center will/can provide \$2500.00 in matching funds either through Center monies and/or in-kind services for the April 1, 2016 and November 10, 2016 events.

The above information needs to be provided back to me no later than 4pm Tuesday, April 5th.

Should you have any questions please do not hesitate to contact me.

Thanks

Mike

Mike Malloy

From: Mayberry Vecchio, Patricia <patricia.vecchio@vpcswi.org>
Sent: Tuesday, April 05, 2016 10:47 AM
To: Mike Malloy
Cc: Jones, Darlene; fiscal
Subject: FW: Violence Prevention 2016 application for Hotel/Motel Monies

Importance: High

Mr. Malloy,

I am forwarding you the documentation from our accountant verifying the Violence Prevention Center's ability to provide matching funds through our monies from United Way.

Should you require any additional information, please do not hesitate to contact me.

Thank you for your continued support.

Best Regards,

Pat Mayberry Vecchio

Patricia Mayberry Vecchio, M.S.
Director of Development

Violence Prevention Center of Southwestern Illinois

P.O. Box 831
Belleville, IL 62222
(618) 236-2531 Ext. 130
(618) 235-9521 (Fax)

24-Hour Crisis Hotline: (618) 235-0892

<http://www.shopthrutheheart.com/c/?violenceprevention-si>

www.vpcswi.org



From: fiscal
Sent: Tuesday, April 05, 2016 10:36 AM
To: Mayberry Vecchio, Patricia; Jones, Darlene
Subject: RE: Violence Prevention 2016 application for Hotel/Motel Monies

Pat,

We have \$2,500 in United Way Funding available to match the City of Fairview Heights Hotel/Motel Grant.

Please do not hesitate to contact me if you need more information.

Thank you,

Lindsay

Lindsay Costello, CPA
Finance Director
Violence Prevention Center
Fiscal @vpcswi.org

From: Mayberry Vecchio, Patricia
Sent: Monday, April 04, 2016 10:15 AM
To: Jones, Darlene; fiscal
Subject: FW: Violence Prevention 2016 application for Hotel/Motel Monies
Importance: High

Darlene and Lindsay,

Please see the e-mail below regarding the City of Fairview Heights Hotel/Motel Grant.
Please provide me with the information regarding matching funds for this grant by Tuesday, April 5th.

Thanks,

Pat

Patricia Mayberry Vecchio, M.S.
Director of Development

Violence Prevention Center of Southwestern Illinois
P.O. Box 831
Belleville, IL 62222
(618) 236-2531 Ext. 130
(618) 235-9521 (Fax)

24-Hour Crisis Hotline: (618) 235-0892

<http://www.shopthrutheheart.com/c/?violenceprevention-si>

www.vpcswi.org



Mike Malloy

From: Nick Gailius
Sent: Tuesday, April 05, 2016 10:59 AM
To: Mike Malloy
Cc: Mark Kupsy; CJ Beyersdorfer; Chris Locke
Subject: RE: Violence Prevention request for \$2500.00

I have no money allocated in this year's budget for the Violence Prevention Center. I had it in there last year because aldermen made a last minute request to put it in my Public Relations account so they could support VPC. No such request was made this year.

I will consider using federal asset forfeiture funds. However, at this time, the funds are shut off by the feds. They assure us they will reopen the funding soon. If they do, I will, at that time, try to get them some money.

Would you please explain that to them, and ask them to speak directly to my office if they are interested in that?

THANKS:

NJG

From: CJ Beyersdorfer
Sent: April 05, 2016 10:50 AM
To: Nick Gailius
Subject: FW: Violence Prevention request for \$2500.00

Lt. C.J. Beyersdorfer
Patrol Commander
Fairview Heights Police Department
10027 Bunkum Rd.
Fairview Heights, IL 62208
618-489-2158

From: Mike Malloy
Sent: Tuesday, April 05, 2016 10:21 AM
To: CJ Beyersdorfer
Subject: Violence Prevention request for \$2500.00

CJ,
Does it look like Police Budget can handle above?
Mike

Pg 10 Revised

Item 22

Revenues:

Hotel/Motel Tax Grant	6,500.00
Vendor Booth Fees	800.00
Food + Beverage Sales	5,300.00
Royalty Ticket Sales	5,000.00
DONATIONS	100.00
Games	1,100.00
Parade	700.00
Rides	<u>19,000.00</u>

Estimated Total Revenues \$38,500.00

EXPENSES:

ENTERTAINMENT	6,000.00
Advertizing	2,500.00
Insurance	5,000.00
State + Local License Fees	100.00
Royalty	3,000.00
Food + Beverage Stands	5,300.00
Games	800.00
Parade	1,200.00
Rides	16,500.00
Set-Up Supplies	<u>500.00</u>

Estimated Total Expenses 41,000.00

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

	CRITERIA				
1 EVENT FEASIBILITY (PRE-SCREENING)					
Feasibility -Yes (<input type="checkbox"/>) No (<input type="checkbox"/>) (IF NO, application denied.)		Evaluation notes:			
-Adequate time to produce event					
- Are there contingencies or back-up plans for weather or other causes for cancellation / rescheduling?					
-Business Plan Strength and Reasonableness					
- Proposed Budget Adequate for Proposed Venues					
-Adequate Marketing Plan/TV, print/internet					
- If City's contribution is over 50% of total cost, application is automatically denied					
If (No) then no further action					
If any of the above criteria are not met, the application is denied.					
2 IS GRANT AMOUNT NEEDED FOR EVENT PRODUCTION? - YES(<input type="checkbox"/>) NO (<input type="checkbox"/>)		Evaluation notes:			
If (No) then no further action					
3 IS EVENT VENUE IN FAIRVIEW HEIGHTS? -YES(<input type="checkbox"/>) NO (<input type="checkbox"/>)		Evaluation notes:			
If(No) then no further action-(Refer to Economic Dev. Dept for possible descretionary funding)					
	CRITERIA	SCORE	CRITERIA WEIGHT FACTOR	CRITERIA TOTAL SCORE	

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

		Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 =				
4 YEARS OF EXISTENCE OF EVENT IN FAIRVIEW HEIGHTS						100
	Years					
Enter the number of years event has been in existence	0	0	1	0		
(4 points awarded (with a maximum of 100 points) for each year this event has been in existence in Fairview Heights)		Evaluation notes:				
5 PROJECTED ATTENDANCE / EVENT DURATION						100
Attendance from local market						
20,000+ = Strong; 5000 - 19,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak	0	1	0			
Attendance from outside market						200
10,000+ = Strong; 5000 - 9,999 = Good; 1000- 4999 = Fair; 250 - 999 = Weak; Less than 250 - Very Weak	0	2	0			
		Evaluation notes:				
6 EVENT / VENUE SALES TAX GENERATION						200

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

Consider overnight attendees; Dining in restaurants and bars; Local shopping during attendance; Motor fuel; Attendees traveling to the event					
Score 0 = Very Weak; 25 = Weak; 50 = Fair; 75 = Good; 100 = Strong					
Direct sales from event	0	0.6	0		
Motor Fuel sales	0	0.6	0		
Sales from non-event local shopping	0	0.6	0		
Dining and Entertainment (non-event) sales	0	0.2	0		
	Evaluation notes:				
7 HOTEL / MOTEL ROOM NIGHTS GENERATED					400
Seasonal Factor			0		
January thru March = 4; April, May, September, October = 3; June, July, November, December = 2; August = 1					
Hotel / Motel Room Nights	0				
50+ Room nights = Strong; 30 - 49 room nights = Good; 10 - 29 nights = Fair; 5 - 9 room nights = Weak; Less than 5 room nights = Very Weak				0	
Special consideration for holiday season events that attract additional shoppers to City during peak shopping seasons?	Evaluation notes:				
8 NUMBER OF VOLUNTEERS AND HOURS OF VOLUNTEER PARTICIPATION					200

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

Consider Volunteers not including BoD or Principals					
Demonstrates community involvement and strength					
50+ volunteers & 1000 hours = Strong; 30 - 49 volunteers & 500 hours = Good; 20 - 29 volunteers & 250 hours = Fair; 10 - 19 volunteers & 100 hours = Weak; Less than 10 volunteers = Very Weak	0	2	0		
	Evaluation notes:				
9 EXPERIENCE AND QUALITY OF ORGANIZATION					100
Structure and Leadership, BoD, Event Chairperson(s) (Yes = Strong; No = Very Weak)	0	0.25	0		
501C3/Incorporated/Formal Bylaws (Yes = Strong; No = Very Weak)	0	0.25	0		
Does Leadership have Event Planning Experience of Similar Size (Yes = Strong; No = Very Weak)	0	0.25	0		
Is Organization working well with City Officials / Guidelines (Yes = Strong; No = Very Weak)	0	0.25	0		
	Evaluation notes:				
10 PERCENTAGE OF GRANT PROPOSAL TO TOTAL BUDGETED COST					300
City's Percentage to total cost	0	3	0		

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

	5% or less of total = Strong; up to 10% of total = Good; up to 20% of total = Fair; up to 30% of total = Weak; up to 50% = Very Weak; over 50% = disqualified, request denied	Evaluation notes:				
	11 PHYSICAL COMMUNITY / CITY IMPACT					
	Security analysis completed (P.D. security, parking, traffic control); Clean-up arrangements complete for City and private property; both Health Department and Fire Department Assessments completed	0	1	0		
	All 3 categories complete = Strong; 2 categories complete, 1 pending = good; 1 category complete others pending = Fair; none complete = Very Weak					
	12 CITY IMAGE					
	Event presents Quality Cultural / Educational / Entertainment Value	0	0.4	0		

HOTEL-MOTEL TAX GRANT APPLICATION SCREENING EVALUATION WORKSHEET

	Event enhances Pride, Excitement, Attendance and Participation from Residents	0	0.4	0
	Event supports or enhances image City wants to promote / advertise / invest	0	0.4	0
	Event Showcases City's assets such as Parks, Recreation, Shopping, MetroLink, Great Location, ability to handle premier events, accessibility, tourism destination	0	0.4	0
	Event that stimulates participation by organizations, businesses, schools, churches	0	0.4	0
		Evaluation notes:		
	13 EVENT GRANT HISTORY			200
	If Event previously received grants-Is City's % of total cost is trending down	0	2	0
	Consider trend over several years and compared to projections stated in previous grant applications			
	Trending down at great rate than projected = Strong, trending down at projected rate = Fair; no change in funding % = Weak; increase in funding % = Very Weak	Evaluation notes:		
	14 EVENT TIME OF YEAR			100
	January thru March = Strong; April, May, September, October = Good; June, July, November, December = Fair; August = Weak	0	1	0

