RESOLUTION 2016-067       PASSED: JUNE 27, 2016

AUTHORIZING THE MAYOR OF THE CITY OF DEKALB, ILLINOIS, TO ENTER INTO A FY2016.5 FUNDING AGREEMENT WITH THE DEKALB CHAMBER OF COMMERCE IN AN AMOUNT NOT TO EXCEED $22,500 FOR THE PURPOSE OF FACILITATING COMMUNITY EVENTS BEGINNING JULY 1, 2016 THROUGH DECEMBER 31, 2016.

BE IT RESOLVED BY THE CITY COUNCIL of the City of DeKalb, Illinois, as follows:

Section 1. That the City hereby approves of an Agreement, in the form attached here to as Exhibit A, subject to such revisions as shall be acceptable to the Mayor with the advice and recommendation of the City Manager. City Staff is authorized and directed to take all actions necessary to effectuate this Resolution and to the Mayor is authorized and directed to hereafter execute and comply with the terms of such agreement.

Section 2. That the City Clerk of the City of DeKalb be authorized and directed to attest the Mayor’s signature.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois, at a Regular meeting thereof held on the 27th day of June, 2016, and approved by me as Mayor on the same day. Passed by a roll call vote of 7-1. Aye: Finucane, Marquardt, Snow, Noreiko, Baker, Faire, Rey. Nay: Jacobson.

ATTEST:

[Signature]

JENNIFER JEEP JOHNSON, City Clerk

[Signature]

JOHN A. REY, Mayor
DEKALB CHAMBER OF COMMERCE
FY16 FUNDING AGREEMENT

AGREEMENT made this 27th day of June, 2016, by and between the City of DeKalb, an Illinois Municipal Corporation (hereinafter referred to as "the City") and the DeKalb Chamber of Commerce (hereinafter referred to as "the Chamber").

RECITAL

WHEREAS, the Chamber has been organized and chartered for the purpose of supporting the growth and development of the community and the City of DeKalb, and has agreed to undertake certain work aimed at lessening the burden on local government by actively participating in activities to promote economic vitality throughout the City of DeKalb; and,

WHEREAS, the Chamber's goal is to expand, strengthen, implement, and sustain the redevelopment efforts in the City of DeKalb through community events. The City and the Chamber recognize that communities thrive when people are better connected - local economies expand, businesses succeed, education grows, and support systems become more efficient; and,

WHEREAS, the primary objective of Chamber's efforts as funded under this Agreement shall be to benefit the community by organizing and supervising local events and activities aimed at fostering partnerships among schools, families, community groups, and individuals, increasing business recognition and patronage, and improving the quality of life by promoting positive interaction between individuals who share a vested interest in their community; and,

WHEREAS, the City will benefit from the efforts of the Chamber and has approved an amount of Twenty-Two Thousand and Five Hundred Dollars ($22,500.00) in funding to financially assist the Chamber in its efforts to enhance the vitality of the City; and,

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. FUNDING. For Fiscal Year 2016 the City shall grant to the Chamber the amount of Twenty-Two Thousand and Five Hundred Dollars ($22,500.00) in funding to implement a program of activities designed to encourage the economic vitality of the City of DeKalb as described in Exhibit "1".

II. PAYMENT. Payments will be made in monthly increments ($3,750) beginning on July 1, 2016. The final payment will be made by December 1, 2016.

III. STATUS REPORT. The Chamber shall make an oral year end status report to the City Council no later than the second City Council meeting in November, 2016 which shall summarize all downtown events, promotions, and related activities undertaken by the organization during the preceding year.
IV. FAILURE TO PERFORM. This Agreement may be declared null and void by either the Chamber or the City should either party fail to meet any of the terms and conditions noted herein, within thirty (30) days of written notification of same by the other party, and during which time the other party has not complied with this Agreement's provisions and conditions.

V. EQUAL OPPORTUNITY. The Chamber shall not discriminate in its employment, operations, or business practices on the basis of race, creed, color, sex, military service status, age, national origin, matriculation, sexual orientation or disability.

VI. DRUG FREE WORKPLACE. The Chamber shall operate under the terms and conditions of the City's adopted Drug Free Workplace policy during the term of this Agreement.

VII. SUBMISSION OF ANNUAL BUDGET, AUDITOR'S REPORT & MEETING MINUTES: the Chamber shall annually submit a copy of their approved annual budget and Auditor's Report and copies of any board meeting minutes of any meeting where the use of City funding is discussed or acted upon within thirty (30) days of the approval of such documents.

VIII. COMPLIANCE WITH APPLICABLE LAWS: The Chamber shall comply with all applicable laws, ordinances and regulations applicable to the use or disbursement of public funding.

IX. TERM OF AGREEMENT. This Agreement shall be in effect from July 1, 2016 to December 31, 2016.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date so shown at the beginning.

CITY OF DEKALB

[Signature]
John A. Raw, Mayor

[Signature]
Jennifer Jeep Johnson, City Clerk

DEKALB CHAMBER OF COMMERCE

[Signature]
Michael Cullen, Board Chair
EXHIBIT "1"

PROGRAM OF EVENTS

Events:  
Month:

1. Farmers’ Market  
   June – September
   - Permits with City of DeKalb, Credit & Link (EBT) Contracts
   - Prepare & Update Vendor Applications and Approvals
   - Setup, manage market – vendor set up, debit, credit, EBT transactions, tear down at every market June through September
   - Promoted through newspaper, radio, community calendars, social media, area signage

2. South Fourth Street Family Fun Fest  
   July
   - Coordinate participating 4th Street businesses
   - Confirm location with District 428 and vendor set up
   - Promoted through press releases, social media, community calendars, participating businesses

3. Spooktacular  
   October
   - Confirm pick up and coordinate distribution of candy donation with Nestle
   - Determine craft for kids and location
   - Determine if/how the Egyptian Theatre will participate
   - Coordinate participating businesses and candy pick up
   - Promoted through newspaper, radio, community calendars, social media

4. Hollydays  
   November-December
   - Hollydays Shopping Event (weekend before Thanksgiving)
     i.  Coordinate with participating businesses for hours, specials, etc.
   - Santa Comes to Town (First Thursday in December)
     i.  Coordinate with Egyptian Theatre, Police, Fire, DHS Madrigals, Cookie and Hot Chocolate donations, and Santa
   - Carriage Rides (every Saturday in December before Christmas)
     i.  Coordinate with pick up/drop off location and carriage rides
   - Santa House Visits (every Saturday in December before Christmas)
     i.  Coordinate a Santa each Saturday, ensure Santa house is presentable
   - All events promoted through newspaper, radio, community calendars, social media, participating sponsors
May 12, 2016

Anne Marie Gaura
City Manager
City of DeKalb
200 South Fourth Street
DeKalb, IL 60115

Dear Anne Marie:

The DeKalb Chamber of Commerce is requesting a continuation of the funding for special events in DeKalb during Fiscal Year 2016.5. The DeKalb Chamber of Commerce began working with the City of DeKalb in 2013 to help coordinate the administration of certain special events held in DeKalb.

Here are some updates of the events in the agreement.

**Farmers’ Market** – The 2016 season is preparing for another year in the Van Buer Plaza with the Live Lunch Music with new and returning vendors. We’ve created a new Farmers’ Market Committee to provide ideas and feedback from vendors, representatives from the City, NIU and local merchants to continue to make the market better.

**Fourth Street Family Fun Fest** – Offering a fun family event on South 4th Street is a great chance to draw traffic to the area and showcase businesses too. This event is being planned for July 2016 and is listed as an event during Kishwaukee Fest.

**Spooktacular** – This event will continue to be a fun celebration of Halloween in Downtown DeKalb. After receiving some feedback from the merchants group, the date is set for Thursday, October 27 2016. The change to an evening event will avoid other conflicts while still providing a fun, safe environment for trick-or-treaters.

**Hollydays** – Hollydays encompasses three events; ‘Hollydays Open Houses’, ‘Santa Comes to Town’, and ‘Carriage Rides & Visits with Santa’. The shopping event kicks off the holiday season before Santa arrives to open his house for the season, then each Saturday in December the community enjoys complimentary carriage rides and visits with Santa.

Our request is to continue the events and agreement to fund the Special Events through a partnership with the DeKalb Chamber of Commerce. The request is for $22,500 for the Fiscal Year 2016.5 is the same request relative to the six-month budget.

Thanks for your support and if you have any questions or need any additional information, please don’t hesitate to contact me.

Matt Duffy
Executive Director
DeKalb Chamber of Commerce