



**REGULAR TOURISM COMMITTEE MEETING
MONDAY, APRIL 1, 2024
5:00 PM**

1. Call to Order

2. Approve Agenda

3. Approval of Minutes

3.1. Minutes from the Tourism Committee Meeting on Monday, March 4, 2024

4. Public Input

5. Consent Agenda

5.1. Tourism Fund Monthly Financial Report

5.2. Review of the Proposed FY25 Tourism Fund Budget

6. Unfinished Business

6.1. Consideration of an Overnight Visitors Grant to be Awarded to Mid-South Illinois Tennis Association

7. New Business

7.1. Discussion of Tourism Plan Recap and Report

8. Any Other Business to Come Before the Committee

9. Adjourn



City of Pekin

**PROCEEDINGS OF THE REGULAR MEETING
OF THE TOURISM COMMITTEE OF THE CITY OF PEKIN, ILLINOIS,
HELD IN THE COUNCIL CHAMBERS OF CITY HALL
111 S. CAPITOL ST
ON MONDAY, MARCH 4, 2024 AT 5:00 PM**

Call to Order

Chairperson Lelonie Luft called the Tourism Committee meeting to order at 5:00 PM in the Pekin City Hall Council Chambers. Chairperson Luft led the Pledge of Allegiance.

A quorum was established:

Members present: Melanie Matthews, Amy McCoy, Leloni Luft, Josh Wray, Chris Dunn, Shawn Powers, Cindy Galyean, Emily Lamb, and Trent Reeise.

Also present: Terri Gambetti, Gary Gillis, and Mayor Mary Burress.

Approve Agenda

Shawn Powers moved to approve the agenda, seconded by Emily Lamb. Motion approved by voice vote.

Approval of Minutes

3.1. Tourism Committee Meeting - February 5, 2024

Cindy Galyean moved to approve the minutes of February 25, 2024, as presented, seconded by Shawn Powers. Motion approved by voice vote.

Public Input

None

Consent Agenda

5.1. Tourism Fund Monthly Financial Report

Mr. Wray presented the monthly financial report of the Tourism Fund.

Amy McCoy moved to approve the consent agenda, seconded by Josh Wray. Motion approved by voice vote.

New Business

6.1. Consideration of an Overnight Visitors Grant to be Awarded to Mid-South Illinois Tennis Association

The Committee discussed the expenditures, noting that not all documentation was given.

Josh Wray moved to postpone this item until the next Tourism Committee meeting, seconded by Cindy Galyean. Motion approved by voice vote.

6.2. Consideration of a Recommendation of Revenue and Spending Plan for the Pekin Bicentennial

Terri Gambetti presented a request for funding for the Bicentennial Book in the amount of \$13,000 with the book to be available at the Marigold Festival. There was further discussion regarding budgeting for additional expenditures for the Bicentennial, and Josh Wray noted that no action was needed from the Committee on this request since it will be a City expenditure included in the FY25 budget rather than a grant. The Committee was generally in support of this expenditure being included in the upcoming budget.

6.3. Consideration of a Recommendation of Fiscal Year 2025 Tourism Fund Expenses

Amy McCoy presented the FY24-25 budget spending items for the Committee's consideration. Differences between sponsorships and grants were discussed. Josh Wray noted the Super Cruise was counted in both sponsorships and special events. Amy McCoy noted that bands for the downtown street parties will be: June 15 - Second Chance, August 24 - Revel in Red, and September 28 - Stone Cold Cowboys and Mixed Tape Mayhem.

Josh Wray moved to recommend the spending items to Council with the change to remove the Super Cruise from special events, seconded by Trent Reeise. Motion approved by voice vote.

Any Other Business to Come Before the Committee

Gary Gillis enlightened the Committee on the naming of Capitol Street.

Adjourn

Trent Reeise moved to adjourn the meeting at 5:32 PM, seconded by Shawn Powers. Motion approved by voice vote.



REQUEST FOR COUNCIL ACTION

Agenda Date: April 1, 2024
To: Members of the Tourism Committee
From: Joshua Wray, Economic Development Director

AGENDA ITEM: Tourism Fund Monthly Financial Report

DESCRIPTION:

Revenue Through February (10 months)

Budget: \$369,400

TYD: \$277,088

% of Budget: 75%

Expenses Through February (10 months)

Budget: \$226,030

TYD: \$149,713

% of Budget: 66.2%

General Ledger
Non General Fund
Revenue vs Expense
Detail



City Of Pekin
111 S. Capitol
Pekin, IL 61554

User: jlway@ci.pekin.il.us
Printed: 3/29/2024 12:35:29 PM
Period 01 - 10
Fiscal Year 2024

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
208	Tourism					
208-208-411005	Home Rule Motel Tax	360,000.00	273,126.21	273,126.21	86,873.79	75.87
	Taxes	360,000.00	273,126.21	273,126.21	86,873.79	75.87
208-208-442500	Federal Grants	0.00	0.00	0.00	0.00	0.00
208-208-442600	State Grants	0.00	0.00	0.00	0.00	0.00
	Intergovernmental	0.00	0.00	0.00	0.00	0.00
208-208-463500	Late Payment Penalty	4,500.00	190.87	190.87	4,309.13	4.24
208-208-463600	Interest Charges	1,600.00	38.17	38.17	1,561.83	2.39
	Fines And Forfeitures	6,100.00	229.04	229.04	5,870.96	3.75
208-208-490100	Interest Earnings	800.00	233.14	233.14	566.86	29.14
	Investment Earnings	800.00	233.14	233.14	566.86	29.14
208-208-493600	Training Reimbursements	0.00	0.00	0.00	0.00	0.00
208-208-498700	Farmer's Market Revenue	0.00	0.00	0.00	0.00	0.00
208-208-499201	Tourism Contributions	0.00	3,500.00	3,500.00	-3,500.00	0.00
208-208-499800	Miscellaneous Receipts	2,500.00	0.00	0.00	2,500.00	0.00
	Other Revenue	2,500.00	3,500.00	3,500.00	-1,000.00	140.00
208-208-492100	Loan Proceeds	0.00	0.00	0.00	0.00	0.00
	Debt Proceeds	0.00	0.00	0.00	0.00	0.00
208-208-511600	Salary All Personnel	12,261.00	8,621.75	8,621.75	3,639.25	70.32
208-208-515000	Overtime	0.00	0.39	0.39	-0.39	0.00
208-208-515500	Vacation Pay	1,300.00	944.01	944.01	355.99	72.62
208-208-515600	Holiday Pay	400.00	330.83	330.83	69.17	82.71
208-208-515800	Sick Pay	75.00	163.75	163.75	-88.75	218.33
208-208-516700	Wellness Program	0.00	0.00	0.00	0.00	0.00
208-208-517000	Oasdicity Share 6.2%	870.00	576.93	576.93	293.07	66.31
208-208-517001	Medicarecity Share 1.45%	204.00	133.99	133.99	70.01	65.68
208-208-517401	IMRF	1,020.00	596.20	596.20	423.80	58.45
208-208-518000	Group Insurance	2,400.00	1,338.59	1,338.59	1,061.41	55.77
208-208-518300	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00
	Personnel	18,530.00	12,706.44	12,706.44	5,823.56	68.57
208-208-519000	Training And Education	0.00	0.00	0.00	0.00	0.00
	Training & Education	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Current Month	Year to Date	Balance	% Budget
208-208-520200	Office Supplies	0.00	0.00	0.00	0.00	0.00
208-208-520400	Postage	0.00	0.00	0.00	0.00	0.00
208-208-598505	Special Events	0.00	0.00	0.00	0.00	0.00
	Supplies & Materials	0.00	0.00	0.00	0.00	0.00
208-208-550300	Telephone	0.00	0.00	0.00	0.00	0.00
208-208-551600	Dues And Subscriptions	47,500.00	47,500.00	47,500.00	0.00	100.00
208-208-559900	Receivable Charge Off	0.00	0.00	0.00	0.00	0.00
208-208-560500	Consulting Services	76,000.00	49,814.38	49,814.38	26,185.62	65.55
208-208-560600	Corporate Counsel Fees	0.00	0.00	0.00	0.00	0.00
208-208-561200	Engineering Fees	0.00	0.00	0.00	0.00	0.00
208-208-569000	Other Contractual Service	0.00	2,799.97	2,799.97	-2,799.97	0.00
208-208-573100	Grants	0.00	0.00	0.00	0.00	0.00
208-208-583000	Loan Agreements	0.00	0.00	0.00	0.00	0.00
208-208-591200	Developer Agreement Payments	0.00	0.00	0.00	0.00	0.00
208-208-598100	Public Relations	0.00	394.94	394.94	-394.94	0.00
	Contractual Services	123,500.00	100,509.29	100,509.29	22,990.71	81.38
208-208-580201	Land Improvements	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
208-208-518700	Mileage	0.00	0.00	0.00	0.00	0.00
208-208-551000	Printing And Publications	0.00	0.00	0.00	0.00	0.00
208-208-554200	Meals Lodging	0.00	0.00	0.00	0.00	0.00
208-208-590600	Bank fees	0.00	0.00	0.00	0.00	0.00
208-208-597700	Sponsorships	74,000.00	27,644.21	27,644.21	46,355.79	37.36
208-208-598500	Farmer's Market Expense	10,000.00	0.00	0.00	10,000.00	0.00
208-208-599000	Miscellaneous	0.00	8,852.85	8,852.85	-8,852.85	0.00
	Other Expenditures	84,000.00	36,497.06	36,497.06	47,502.94	43.45
208-208-590400	Interest Paid	0.00	0.00	0.00	0.00	0.00
208-208-591400	Loan Payments	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
208-208-520277	Transfer to BDD	0.00	0.00	0.00	0.00	0.00
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00
208	Tourism	143,370.00	127,375.60	127,375.60	15,994.40	88.84
208	Tourism	143,370.00	127,375.60	127,375.60	15,994.40	88.84
Revenue Total		369,400.00	277,088.39	277,088.39	92,311.61	75.0104
Expense Total		226,030.00	149,712.79	149,712.79	76,317.21	66.2358
Grand Total		143,370.00	127,375.60	127,375.60	15,994.40	0.8884



REQUEST FOR COUNCIL ACTION

Agenda Date: April 1, 2024
To: Members of the Tourism Committee
From: Joshua Wray, Economic Development Director

AGENDA ITEM: Review of the Proposed FY25 Tourism Fund Budget

DESCRIPTION: At the last Tourism Committee meeting, the Committee voted to recommend spending of various items in the FY25 Tourism Fund budget. After review at the City staff level, the attached budget includes all items recommended by the Committee plus additional funding for the Marigold Festival (increase from \$7,500 to \$15,000). No action is needed by the Committee, but, if the Committee would like to recommend any changes, this will be the last opportunity to do so.

Tourism

75%

83%

Account Number	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY23 Budget	FY24 Approved Budget	FY24 Actual thru 2/29	Projected FY24	FY25 Department Requested Budget	FY25 Proposed Budget
208	REVENUES									
208-208-411005	Home Rule Motel Tax	155,533	331,440	334,753	385,000	360,000	271,798.39	362,398	367,200	375,000
208-208-442500	Federal Grants	-	-	-	-	-	0.00	-	-	-
208-208-442600	State Grants	-	-	-	-	-	0.00	-	-	-
208-208-463500	Late Payment Penalty	-	5,064	3,163	4,500	4,500	190.87	254	1,000	500
208-208-463600	Interest Charges	-	858	1,123	500	1,600	38.17	51	1,000	250
208-208-490100	Interest Earnings	306	631	604	400	800	226.49	302	500	350
208-208-492100	Loan Proceeds	-	-	-	-	-	0.00	-	-	-
208-208-493600	Training Reimbursements	-	-	-	-	-	0.00	-	-	-
208-208-498700	Farmer's Market Revenue	-	-	-	-	-	0.00	-	-	-
208-208-499201	Tourism Contributions	-	1,269	-	-	-	3,500.00	4,667	2,500	3,500
208-208-499800	Miscellaneous Receipts	-	3,845	-	2,500	2,500	-	-	-	-
REVENUE TOTAL		\$ 155,838	\$ 343,106	\$ 339,643	\$ 392,900	\$ 369,400	\$ 275,754	\$ 367,672	\$ 372,200	\$ 379,600

208	EXPENDITURES									
208-208-511600	Salary: All Personnel	7,623	11,655	13,336	14,188	12,261	4,951	5,941	14064	14,817
208-208-515000	Overtime	-	1	-	-	-	0	0	-	-
208-208-515500	Vacation Pay	416	666	1,242	-	1,300	648	778	1404	971
208-208-515600	Holiday Pay	275	280	374	-	400	67	81	469	647
208-208-515800	Sick Pay	131	252	51	-	75	23	27	96	388
208-208-516700	Wellness Program	-	-	-	-	-	-	-	-	-
208-208-517000	Oasdi/city Share 6.2%	497	747	742	880	870	347	417	981	1,043
208-208-517001	Medicare/city Share 1.45%	120	181	213	206	204	81	98	230	244
208-208-517401	IMRF	982	1,392	1,328	1,661	1,020	414	496	1140	1,097
208-208-518000	Group Insurance	1,578	3,043	2,387	2,466	2,400	627	753	2816	1,971
208-208-518300	Workers Comp Insurance	-	-	-	-	-	-	-	-	-
208-208-518700	Mileage	-	-	-	-	-	-	-	-	-
208-208-519000	Training And Education	-	-	-	-	-	-	-	-	-
208-208-520200	Office Supplies	-	-	-	-	-	-	-	-	-
208-208-520400	Postage	39	9	-	-	-	-	-	-	-
208-208-520477	Transfer To BDD	-	-	1	66,000	-	-	-	-	-
208-208-550300	Telephone	105	-	-	-	-	-	-	-	-
208-208-551000	Printing And Publications	-	-	-	-	-	-	-	-	-
208-208-551600	Dues And Subscriptions	47,500	47,500	47,500	47,500	47,500	27,500	33,000	32,500	32,500
208-208-554200	Meals Lodging	-	-	-	-	-	-	-	-	-
208-208-559900	Receivable Charge Off	-	-	-	-	-	-	-	-	-
208-208-560500	Consulting Services	-	13,750	76,750	176,000	76,000	18,631	22,357	30,000	30,000
208-208-560600	Corporate Counsel Fees	-	75	-	-	-	-	-	-	-
208-208-561200	Engineering Fees	-	-	-	-	-	-	-	-	-
208-208-569000	Other Contractual Service	-	-	-	-	-	-	-	-	-
208-208-573100	Grants	-	-	-	-	-	-	-	25,000	25,000
208-208-580201	Land Improvements	2,286	2,500	-	-	-	-	-	-	-
208-208-583000	Loan Agreements	-	-	-	-	-	-	-	-	-
208-208-590400	Interest Paid	2,819	-	-	-	-	-	-	-	-
208-208-590600	Bank fees	-	-	-	-	-	-	-	-	-
208-208-591200	Developers Agreements	-	-	-	-	-	-	-	-	-
208-208-591400	Loan Payments	93,693	-	-	-	-	-	-	-	-
208-208-597700	Sponsorships	26,832	82,035	53,501	74,000	74,000	17,500	21,000	63,750	63,750
208-208-598100	Public Relations	390	65	-	-	-	395	474	30,000	30,000
208-208-598500	Farmer's Market Expense	-	-	-	10,000	10,000	-	-	-	-

Tourism

		75%		83%							
Account Number	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY23 Budget	FY24 Approved Budget	FY24 Actual thru 2/29	Projected FY24	FY25 Department Requested Budget	FY25 Proposed Budget	
208-208-598505	Special Events	-	-	-	-	-	-	-	66,000	66,000	
208-208-599000	Miscellaneous	270	-	-	-	-	8,694	10,433			
EXPENDITURE TOTAL		\$ 185,554	\$ 164,153	\$ 197,426	\$ 392,900	\$ 226,030	\$ 79,880	\$ 95,856	\$ 268,450	\$ 268,429	
Net Surplus/(Deficit)		\$ (29,716)	\$ 178,954	\$ 142,216	\$ -	\$ 143,370	\$ 195,874	\$ 271,816	\$ 103,750	\$ 111,171	
										Beginning Cash	450,139.53
										Ending Cash	561,310.89

DRAFT

Tourism Budget Detail

208-208-598505	Special Events	\$ 66,000.00
	Bicentennial Activities	\$ 50,000.00
	Downtown Events	\$ 16,000.00
208-208-551600	Dues And Subscriptions	\$ 32,500.00
	Peoria Area CVB	\$ 25,000.00
	Pekin Chamber	\$ 7,500.00
208-208-560500	Consulting Services	\$ 30,000.00
	Chamber - Events Management	\$ 12,500.00
	Chamber - Tourism Staffing	\$ 17,500.00
208-208-573100	Grants	\$ 25,000.00
	Tourism Grants	\$ 25,000.00
208-208-598100	Public Relations	\$ 30,000.00
	Tourism Marketing	\$ 30,000.00
208-208-597700	Sponsorships	\$ 63,750.00
	Marigold Festival	\$ 15,000.00
	Farmers Market	\$ 10,000.00
	Pekin Pride Soccer Club	\$ 5,000.00
	Disc Golf Tournament	\$ 1,500.00
	AJGA Golf Tournament	\$ 2,250.00
	Pekin Holiday Tournament	\$ 5,000.00
	Downtown Supercruise	\$ 5,000.00
	Twisted Cat Fishing Tournament	\$ 5,000.00
	Fireworks	\$ 10,000.00
	Beautification Committee	\$ 5,000.00