

CITY OF WARRENVILLE
DU PAGE COUNTY, ILLINOIS

ORDINANCE NO. 2107

**ORDINANCE AMENDING TITLE 2 OF THE CITY CODE TO ADD A
NEW CHAPTER 10 THERETO (TOURISM AND ARTS COMMISSION)**

WHEREAS, the Mayor and City Council believe and hereby declare that it is in the best interests of the City and its residents to establish a Tourism and Arts Commission to promote events and programs that will encourage tourism and the arts;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WARRENVILLE, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be, and they are hereby, incorporated within this Section One as findings of fact as if said recitals were fully set forth herein.

SECTION TWO: Title 2 of the City Code of the City of Warrenville shall be and is hereby amended by adding a new Chapter 10 thereto, which new Chapter 10 shall hereafter be and read as follows:

CHAPTER 10

TOURISM AND ARTS COMMISSION

2-10-1: **CREATED**: There is hereby created the Tourism and Arts Commission, which shall be advisory to the City Council and to City staff as requested by the Council.

2-10-2: **INTENT AND PURPOSE**: It shall be the intent and purpose of the Tourism and Arts Commission to support, encourage and promote self-sustaining events and programs that encourage tourism and the arts in the City.

2-10-3: **COMMISSION MEMBERSHIP**:

A. **Appointment**: The Tourism and Arts Commission shall consist of five (5) members appointed by the Mayor, by and with the advice and consent of the City Council, to serve without compensation. The initial terms of all original members of the Commission shall commence upon their appointments. Three (3) of the five (5) Commissioners initially appointed shall serve for a term of approximately

two years, from January 1, 2004; and two (2) of the five (5) Commissioners initially appointed shall serve for a term of approximately three (3) years from January 1, 2004. Determination of the terms of the five (5) Commissioners initially appointed shall be by lot. Thereafter, all appointments shall begin on January 1 and end on December 31. One Alderman, chosen by the Mayor and City Council voting jointly, shall be an ex officio, nonvoting member of the Commission.

- B. **Terms:** Each member shall serve for a term of three (3) years, with each term commencing on January 1, except for the initial appointments as provided in subsection A of this section. The terms of the initial Commission members shall terminate on December 31, 2006 and December 31, 2007, respectively.
- C. **Vacancies:** Vacancies on the Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.
- D. **Removal:** A Commission member may be removed by the Mayor, with the approval of a majority vote of the City Council.
- E. **Chairman:** The Mayor shall designate one of the members of the Commission to be Chairman. The Chairman shall be appointed annually in January of each year, except that the first Chairman shall be appointed as soon as possible following the appointment of the initial five (5) Commissioners.
- F. **Secretary:** The Commission shall elect a secretary who is a member of the Commission.
- G. **Ex Officio Member:** A staff member shall be appointed by the City Administrator to serve as liaison to the Commission. This person shall serve as an ex-officio member of the Commission, and shall not vote, but will provide logistical staff support as needed.

2-10-4: MEETINGS:

- A. **Regular Meetings:** Regular meetings shall be monthly on a day certain as determined by the chairman of the Commission.
- B. **Special Meetings:** Special meetings of the Commission may be called by the chairman from time to time. Members of the Commission must receive notice not less than forty-eight (48) hours prior to a special meeting. Notice of said special meeting must be posted in the City Hall not less than forty-eight (48) hours before said meeting. Special meetings may also be called by the written request of any two (2) members of the Commission. Such written request shall be received by the chairman no less than five (5) days prior to the requested date of meeting.

- C. Quorum: A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission, including the conduct of public hearings.
- D. Rules of Procedure: The Commission shall enact rules of procedure not inconsistent with ordinances or statutes that further enhance the purpose of the Commission. In the absence of any contrary rules, "Robert's Rules of Order" shall govern the deliberations of the Commission.

2-8-5: **DUTIES:** The Commission shall perform the following duties:

- A. Identify, support and promote self-sustaining events and programs that encourage tourism in the City.
- B. Utilize the City Council's established evaluation criteria to consider and recommend to the City Council disposition of hotel/motel tax funding by reviewing application requests from outside organizations, individuals, City departments or City Commissions.
- C. Nurture and coordinate a Community Arts Program by making recommendations on public art, supporting efforts in the arts by all ages, and fostering regional recognition of Warrenville's arts program through established award programs.
- D. Promote internally and externally new and existing amenities of the City.
- E. Assist, when asked, in the development and review of a budget for any new celebration or special event for which City funding is provided and report to the City Council on such budget.
- F. Perform such other duties and functions as may be requested of it by the Mayor and City Council.

2-10-6: **REPORTS AND RECORDS:**

- A. The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.
- B. The Commission shall prepare and submit minutes of each meeting to the Mayor and City Council in a timely manner.
- C. The Commission shall submit its recommendations to the Mayor and City Council in writing, together with any findings of fact necessary to support said recommendations.
- D. A minority report may be attached to the majority recommendation.

SECTION THREE: Any policy, resolution or ordinance of the City which conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

SECTION FOUR: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 15th day of December, 2003.

AYES: Ald. Lamberg, Spicer, Schultz, Stull, Brummel, Safford, McGuire,
and Reader

NAYS: None

ABSENT: None

APPROVED THIS 17th day of December, 2003.

ATTEST:

William M. Lend
MAYOR

Emily J. Larson
CITY CLERK

LKLA116680\12/9/03

PUBLISHED IN PAMPHLET FORM BY
AUTHORITY OF THE CITY COUNCIL
OF THE CITY OF WARRENVILLE,
DUPAGE COUNTY, ILLINOIS, THIS

17 DAY OF DEC 20 03
Emily J. Larson
CITY CLERK