



Legislation Text

---

**File #:** 18-576, **Version:** 1

---

**City Council Meeting Date:** November 20, 2018

**To:** Mayor and City Council

**From:** Ben Martig, City Administrator

**Subject:**

Approval of Budget and Consultant Services Contract for the Convention and Visitors Bureau.

**Action Requested:**

The Northfield City Council accepts and approves the 2019 Budget for the Convention and Visitors Bureau, approves the attached three-year consultant services contract, and authorizes the Mayor and City Clerk to execute the contract.

**Summary Report:**

Lisa Peterson, Tourism Director for the Northfield Convention and Visitors Bureau (CVB) and Todd Bornhauser, President of the Northfield Area Chamber of Commerce, presented the 2019 CVB Budget and Work Plan to the City Council on October 16, 2018.

The current contract between the City and the Chamber for CVB services ends December 31, 2018. Attached is a proposed redline version. Staff is working to get a copy of the insurance and current policies and procedures. We will include that as supplemental information for this packet.

**Alternative Options:**

The Council could choose to modify the 2019 CVB annual budget or contract.

**Financial Impacts:**

Funding is provided from the 3% lodging tax collected on all lodging rooms within the City. 95% of the tax collected is used to fund a local convention or tourism bureau for the purpose of marking and promoting the City as a tourist or convention center. The remaining 5% is used by the City for administrative fees. No proceeds of the lodging tax shall be distributed to the Chamber for CVB services until the budget has been approved by the City Council.

**Tentative Timelines:**

Approval of the budget and contract at the November 20, 2018 Council meeting will allow Chamber and CVB staff to continue planning and preparation for 2019.