



MEMORANDUM

TO: Deborah A. Conroy, County Board Chair
DuPage County Board

FROM: Jason R. Blumenthal, Assistant Director of Operations

DATE: 9/19/2024

RE: Recommendation for the Approval to Establish Credit with Driftwood Hospitality Management (Springfield, IL) and Candlewood Suites (Springfield, IL) for an amount not to exceed \$15,000 for each hotel location

Background:

Last September, the County Board approved a new Overnight Travel Policy. This policy was amended to increase efficiency and cost-effectiveness for travel related to county business. In the last year, the County has created a new overnight travel approval process as well as contracted with a third-party travel agency and is in the process of fully implementing its booking tool. Staff continues to find ways to increase the efficiency of overnight travel and most importantly find cost-effective lodging in locations where County employees are required to visit related to the performance of their jobs. Staff reviewed the cities where overnight travel occurs and determined that Springfield Illinois was a common location for most County Departments. Upon determining Springfield was a common location for training staff, it was determined opening lines of credit with three different hotels would be advantageous to receive a fixed governmental rate. Additionally, it will ensure employees will not need to cover the costs of staying an evening out of pocket and will instead be directly billed to the County. Direct billing to the County has always been the preferred method for invoices and will cut on the need to reimburse sales tax on lodging costs.

Both items on today's agenda have no immediate cost to the County and only authorize a line of credit not to exceed \$15,000 with all three Springfield hotel locations. Creating this line of credit will not prohibit county employees from using their own credit card or rewards points if they would rather do so and seek reimbursement after the completion of their travel. Additionally, by having this line of credit the County will be paying the governmental rate at all three hotel locations and reduce the bureaucratic paperwork of staff providing additional paperwork to receive this reduced rate at these two locations. Note that Driftwood Hospitality Management manages both the Crowne Plaza and Holiday Inn Express thus creating the three hotel opportunities.