



AGENDA

President and Board of Trustees

Village of Arlington Heights

Committee-of-the-Whole

Community Room

33 S. Arlington Heights Road Arlington Heights, IL 60005

October 10, 2016

7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Next Level Northwest - Regional Business Collaborative
- B. Proposed Renewal - Small Business Development Agreement with Chamber of Commerce
- C. Review of Board of Trustees Policy Manual

V. OTHER BUSINESS

VI. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Item: Next Level Northwest - Regional Business Collaborative

Department: Planning & Community Development

For the past several months Randy Recklaus, Charles Witherington-Perkins, and Michael Mertes have been collaborating with seven other nearby municipalities on a potential business accelerator program that would benefit businesses in each of the participating communities. This would cover a base area of over 20,000 companies and 400,000 residents. The liaison for the program is Dr. Ray Benedetto, a Chicago-area economic development consultant and President of GuideStar Inc. This regional collaborative approach would be somewhat similar to the Northwest Suburban Housing Collaborative of which Arlington Heights is a key member. The communities currently participating in this accelerator program are: Arlington Heights, Buffalo Grove, Elk Grove Village, Hanover Park, Hoffman Estates, Mount Prospect, Rolling Meadows, and Schaumburg.

This accelerator program has been named Next Level Northwest. Unlike a business incubator which seeks to create start-ups, a business accelerator is aimed at *Stage 2* businesses which typically have been operating for several years and can employ anywhere from 10 to 100 people. It is proposed to be an independent not-for-profit functioning as a regional collaborative ecosystem that builds economic strength, attracts new business, and retains and grows existing businesses.

The mission of Next Level Northwest is to accelerate business growth among the participating municipalities and sustain the economic prosperity of the region. This will be done via providing access to critical, available resources and capabilities that support greater innovation, effectiveness, and operational efficiencies. Also, it will connect and foster relationships among all stakeholders within the region and beyond. The primary objectives of the program are to:

- Ø Accelerate business growth
- Ø Create value added jobs
- Ø Distinguish the region as a world-class business community to attract more businesses, customers, and suppliers

As a 501c3, Next Level Northwest requires seed funding from the participating local governments. As the organization develops, funding will shift to a wide variety of sources, including fundraising, corporate sponsors, dues, and fees. Next Level Northwest would be the first organization for the Golden Corridor region focused on accelerating business growth and supporting entrepreneurs.

Each community is presenting the Next Level Northwest collaborative to their Village Boards for preliminary consideration. To date, Elk Grove Village and Hanover Park have already presented to their Boards. Elk Grove's Board approved the funding for the program. Hanover Park's presentation was on the evening of October 6th, so their Board's decision was not available at the time of this public notice. The remaining communities will be presenting to their Boards within the next few weeks.

Funding Requested:

While funding will not be provided until the details of the program are worked out, a three-year initial funding commitment is being considered for the Next Level Northwest business accelerator program. The total funding request is \$50,000 with the initial \$5,000 coming from the current FY 2016 budget and \$15,000 per year from the next three fiscal year budgets. Staff wishes to get feedback from the Village Board on this effort before continuing in the planning effort.

ATTACHMENTS:

Description	Type
Next Level NW Executive Overview	Exhibits
Next Level Northwest Program	Exhibits

EXECUTIVE OVERVIEW

Next Level Northwest: A Regional Business Acceleration Public-Private Partnership

Situation

Illinois is losing its competitive edge:

- Neighboring states gain jobs while IL has negative growth. The State and County tax burdens are onerous, creating negative population growth (-1.7%) and contributing to the exodus.
- IL ranks last in the Midwest for job recovery
- At 3.3%, outbound population migration is three times the regional average

Municipalities cannot depend on the State of Illinois or Cook County to lead economic development efforts.

- The State has not made the paradigm shift to adopt and embrace business growth.
- Government needs to shift from incentive-based business recruitment ***to nurturing grass-roots growth, supporting entrepreneurs, and investing in infrastructure and innovation.***

Municipalities must be ***proactive, collaborative, and innovative*** to secure and grow the regional business base as well the prosperity of each community. ***The missing ingredient is the coordination of resources for the acceleration of business growth.***

Opportunity

Next Level Northwest (NLNW) will be an **independent not-for-profit (501c3) public/private business acceleration partnership** that serves multiple communities.

- NLNW will be a powerful tool in the local economic development tool box;
- Communities that embrace NLNW will be able to tell business leaders “I can help you grow your business.”
- NLNW will provide a coordinated, integrated approach to help business leaders build and grow their companies.

Mission, Scope, and Strategic Goals

Mission: ***Accelerate business growth and sustain the economic prosperity of participating municipalities and the region as a whole by taking Stage 2 businesses to the next level of performance.***

Scope:

- NLNW will operate in the eight founding communities: ***Arlington Heights, Buffalo Grove, Elk Grove Village, Hanover Park, Hoffman Estates, Mount Prospect, Rolling Meadows, and Schaumburg.***
- NLNW’s service area spans northern Cook and DuPage counties and southern Lake County, serving a potential business base of over 20,000 companies that impact nearly 400,000 residents.

Strategic Goals:

- Accelerate business growth;
- Create value added jobs
- **Distinguish the region as a world-class business community** that attracts more businesses, customers, and suppliers.

Public-Private Partnership

Local governments will provide seed funding for the partnership, and business partners will sustain through sponsorships, donations in kind, and private contributions.

Municipal Investment is initial \$5,000 seed funding to support incorporation along with a \$15,000 per year commitment for three years (\$50,000 total for each community). ***Private industry contributions and fundraising*** are targeted to raise \$500K to \$1M annually for regional business growth.

Next Level Northwest Executive Overview

The Benefits of Next Level Northwest

- **Easy access to critical, available resources and capabilities that support greater innovation, effectiveness, and operational efficiencies;**
- **Connect and foster relationships among all stakeholders** within the region and beyond;
- **A unique community of practitioners, coaches, and peer mentors** through which all participants apply critical thinking, gain new knowledge, and cultivate innovations that drive higher economic returns; and
- **A cohesive, comprehensive approach to ongoing business and leadership development** unparalleled within the State of Illinois and not available in any existing venue.

Innovative, Dynamic, Relevant, and Timely

What Business Leaders Need. Leaders of small to mid-size businesses need three critical elements to grow their companies: ***Support, Wisdom, and Ongoing Development.***

They also need a system that integrates and provides these services in a relevant, timely manner to optimize the one resource business leaders can never replace: TIME.

NLNW helps leaders:

- **Solve systemic issues and overcome barriers to growth (Phase 1: Accelerator Engagement) and**
- **Increasing flexibility in adapting to change and driving innovation (Phase 2: Ongoing Development).**

	What Exists	What They Deliver	Challenges	How NLNW Delivers Greater Value
Support	Small Business Development Centers	Business Plan Development Advisory Services	• Future of SBDCs threatened by loss of State funding	• Build on SBDC preparatory work • Phase 1 (Active Engagement) includes <i>formal application</i> and <i>competitive selection processes</i>; Candidate companies <i>obtain up to \$7500 grant</i> for <i>immediate Coaching help</i>
Wisdom	SCORE	Advise on variety of issues	• Not located evenly throughout region • User selected topics • No formal assessment	• Phase 2 (Ongoing Development) begins with Formal mentorship agreement after completing Action Plan with assigned coach and reporting results to Panel • Leaders commit to excellence and engage with organizational leadership programs to set right culture
Ongoing Development	Chambers of Commerce; Business Leader Groups	Programs and events directed to member needs	• User selected and driven selections • Focus/emphasis on organization's members • Wide variance in program topics	<i>Leaders continue Phase 2 by:</i> • Engaging Best Practices • Engaging Discussion Partners • Education programs consistent with needs assessment • Community-based Affinity Groups to support peer-to-peer learning and mentorship • Network across Region

Next Level Northwest Executive Overview

Outcomes and Success Measures

Sustainable Competitive Edge and Business Growth are attainable outcomes through the following metrics and targets to which clients and community partners are held accountable:

Stakeholder	Metric	Target	Reported
Individual Businesses	Increased Revenues	Increase annual revenues 10-20%	Quarterly
	Innovations	Changes in products and processes yield at least 200% ROI	Quarterly
Partner Communities	Increased Head Count	Increase jobs 15-25%	Quarterly
	# Businesses Helped	At least 20 companies in each community get NLNW aid over first three years	Quarterly
	# of New Businesses	Attract at least 10 new businesses to each community because of innovation support system	Quarterly

Potential Economic Impact

The number of pitch nights within each community will be determined by the level of support from private industry leaders through corporate sponsorships, donations in kind, and private contributions through fundraising. Many mutual gains can be achieved through collaborative designs such as those delineated within NLNW's detailed Value Chain. In gross numbers:

	# of Pitch Nights per year	# Pitches Scheduled <u>Each Session</u>	# of Potential Pitches per year	# of Companies Selected
By Community	4-5	3 - 4	12-20	8-14
		Approximately three prospects for each applicant	Approx. 67% conversion of Applicants to Candidates	90% Conversion rate from Candidates to Clients; \$2500 investment in each Candidate for Discovery; \$5000 balance for Executing Action Plan
By Region (8 communities)	32-40	3-4 Sessions per month	96-120 pitches across region	80- 110 companies across the region
		No pitches in July or December because of business vacation and holiday schedules	Partner investment of \$1500 per Client company in each community	Minimum of \$600,00 to \$840,00 required per year to support this number of companies; Balance of \$480,000 to \$720,000 to be raised from private industry

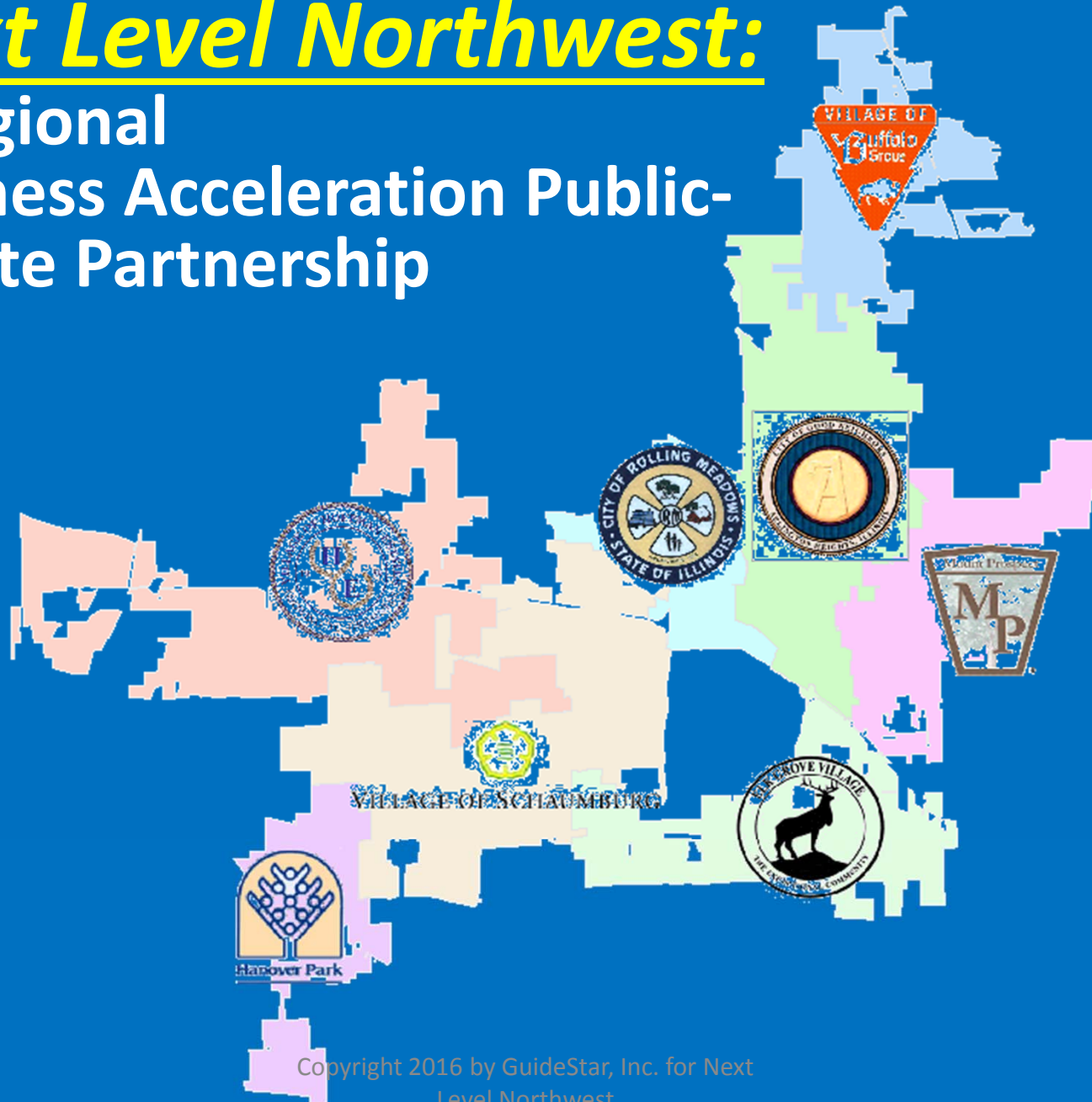
Business Accelerators: A Proven Proposition within Northeastern Illinois

The Fox Valley Entrepreneurship Center (FVEC) established in 2010, has helped about 70 companies improve performance through its accelerator. FVEC conducts pitch nights five times a year through which two to three companies are selected each time for coaching help. FVEC's geographic coverage spans the Fox Valley and extends north-south from Elgin to Aurora and east-west from Naperville to DeKalb. FVEC is funded through several grants, private donations, and annual, targeted fundraising events.

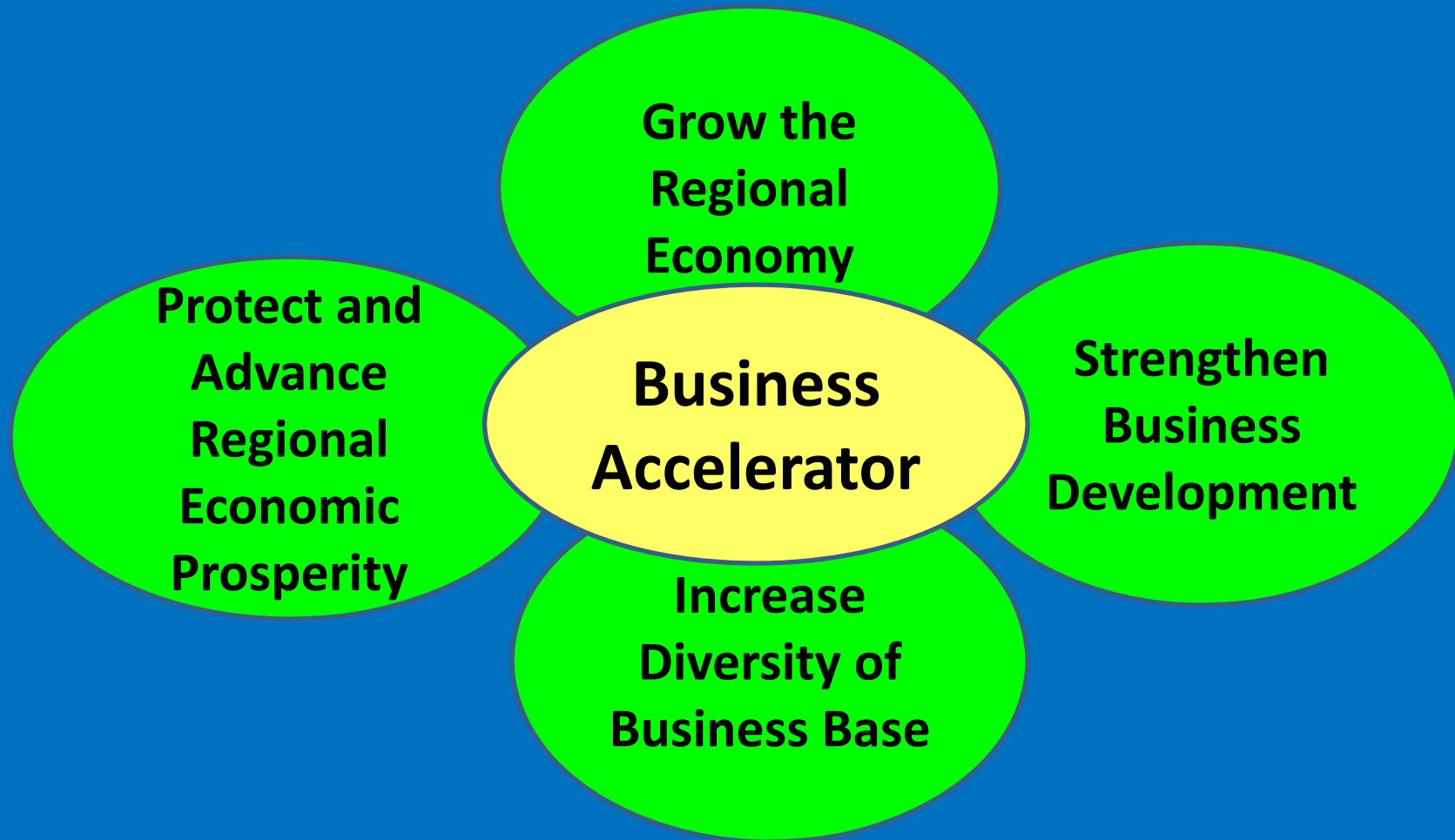
NLNW differs from FVEC in several ways: (a) NLNW's unique regional collaborative partnership, (b) the breadth and number of targeted businesses within each community and throughout the region, (c) the geographic area served by NLNW, and (d) the depth and breadth of the Phase 2 program for ongoing development of leaders and their businesses.

Next Level Northwest:

A Regional Business Acceleration Public- Private Partnership



Strategic Goals



Strategic Goals

- ✓ Government investment in accelerating small businesses has a 400% ROI
(*Public Management Magazine*)
- ✓ By working together, the collective business resources within our communities will accelerate business growth for the region
- ✓ Focus on existing Stage 2 businesses that are positioned for growth



Outcome: Business Growth and Sustainability

Leadership Structure

- **Board of Directors**
 - 8 Municipal Representatives (one from each community)
 - 4-8 Private Sector Business Leaders
 - Executive Board: President, Vice President, Secretary, and Treasurer (consists of the 12-16 members on the Board)
 - Focus: Organizational Leadership, Alignment, and Risk Management
 - Ensures Effective Guidance and Planning Occurs
 - Core Functions: Strategic Planning and Master Plan, Corporation Management, Oversight and Audit, and Risk Management
- **Coach**
 - Selected by Board of Directors based on defined Client needs
 - Guides client in detailed assessment of business operations, financials, and overall performance
 - Helps design action plan with Client
 - Meets weekly with Client for up to 120 days

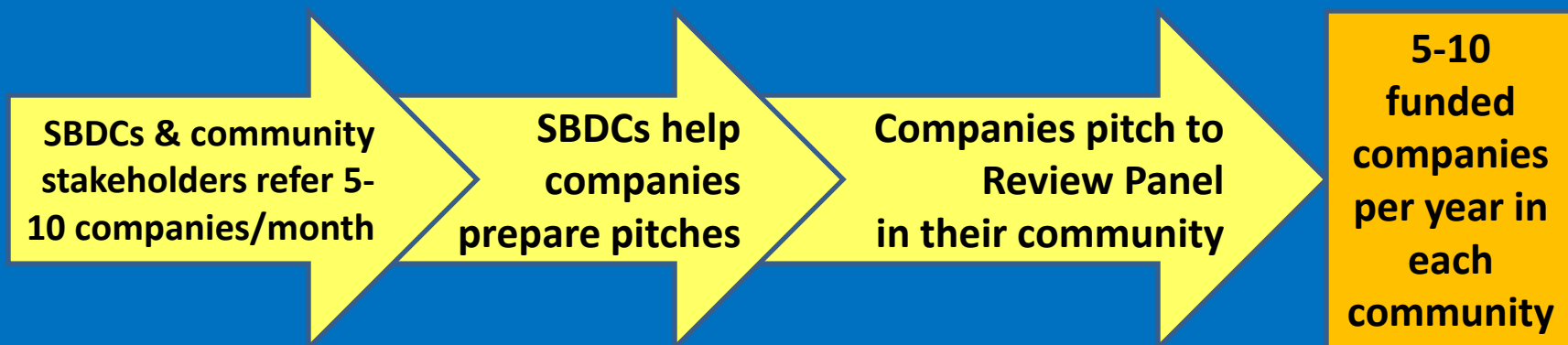
Integration Strategy

Phase 1: Accelerator Engagement	<i>Preparatory Business Plan Development</i>
	<i>Formal Application Process</i>
	<i>Competitive Selection Process</i>
	• <i>Financial Award</i> • <i>Execution of Improvement Plan</i> • <i>Assigned Coach</i>
Phase 2: Ongoing Business Development	• <i>Formal Mentoring</i> • <i>Commitment to Excellence</i> • <i>Innovation and Growth</i>
	• <i>Engage Best Practices</i> • <i>Build Relationships with committed leaders</i> • <i>Network throughout Region</i> • <i>Access Thought Leaders</i>

Program Assets:

- Coaching and mentorship throughout, and beyond, the program's duration
- Advisement on a growth action plan
- Connection with local and regional resources
- Development of a network to enable the business greater opportunities for growth and stability moving forward

Targeted Recruitment Strategy



3-4 pitches x 5 meetings per year
(15-20 potential candidates per community)

Pitches: Businesses interested in applying for the program will “pitch” their idea to the Review Panel for consideration.

Review Panel: If the panel (made up of Village Staff and other stakeholders in the community) vets the referrals. If the review panel feels that the business has adequately prepared a growth plan and is ready to move forward, it can approve the candidate for the program.

Public Partners

Population: 396,473

***Potential Business Base:
20,000+***





Item: Proposed Renewal - Small Business Development Agreement with Chamber of Commerce

Department: Village Manager's Office

Staff has worked out a draft renewal agreement with the Chamber of Commerce to continue the Small Business Development Agreement for another three-year period ending in December of 2019. The Chamber and Village Staff will be reporting at the meeting on the status of the program and some ideas for small business programs to be implemented in 2017 in response to the feedback received from small businesses.

ATTACHMENTS:

Description

Type

No Attachments Available



Item: Board of Trustees Policy Manual Review

Department: Village Manager's Office

Earlier this year, an inquiry was made by multiple Trustees on a Village policy contained in the Board of Trustees Policy Manual. As a result of that inquiry, Staff reviewed the Policy Manual. As a result of that review, Staff determined that many of the current policies appear to be inconsistent with current practice or are otherwise outdated. The Policy Manual was last reviewed in its entirety in 2011.

There are three tables attached. The first table is a list of policies that Staff believes do not need any modification and recommend retention in their current form. They are consistent with current practice and, when relevant, current law.

The second table contains a list of policies that Staff believes can be deleted. Most are either not truly policy statements but more operational in nature or already covered by law. Some we believe are no longer necessary due to the electronic availability of information or other service changes over time. The reason for the recommendation to delete is included in the table.

The third table contains the policies that Staff is proposing be modified. The majority of the proposed changes are to bring the policies in line with current practice or current law. Again, the reason for the proposed amendment is included in the table.

ATTACHMENTS:

Description	Type
Propose to Retain	Exhibits
Propose to Delete	Exhibits
Propose to Amend	Exhibits

PROPOSE TO RETAIN

Category Policy Name	Policy Number
ANNEXATIONS Involuntary Annexations	1981-15
APARTMENT BUILDINGS Affordable Multi-Family Housing Units	1998-1
BOARDS AND COMMISSIONS Attendance Policy	1979-12
BOARDS AND COMMISSIONS Resignations of Members of Boards and Commissions	1980-1
BOARDS AND COMMISSIONS Use of Village Letterhead by Appointed Boards and Commissions	1981-16
BOARDS AND COMMISSIONS Guidelines Pertaining to Ethical Procedures for Elected and Appointed Officials	1982-5
FEES Waiver of Building Permit Fees	1977-6
FEES Refuse Collection Fees – Senior Citizens and Citizens with Disabilities	1978-3
LIQUOR LICENSES Gas Stations	1976-5
MISCELLANEOUS Recycling	1974-1
MISCELLANEOUS Village-Owned Parking Garages	1980-11
MISCELLANEOUS Northwest Municipal Conference	1980-12
SCHOOLS Safety Policy – Children Walking to Schools	1979-13
SIDEWALKS Sidewalk Policy	1977-1
SOCIAL SERVICES Adoption of Single-Family Housing Rehabilitation Program for Low and Moderate Income Families	1982-6
STOP SIGNS Installation of Stop Signs	1976-4
STREETS School Speed Zones	1991-1
STREETS Rural Streets	1996-2
STREETS Complete Streets	2013-1
TREES Parkway Tree Roots	1999-1

SUBJECT:
INVOLUNTARY ANNEXATIONS

CATEGORY: **ANNEXATIONS**

POLICY NUMBER: **1981-15**

DATE: **09/14/81**

STATEMENT OF THE POLICY:

The following policy shall be followed for involuntary annexations:

1. Residents of the subject area should be notified by a letter before the annexation is considered by the Board;
2. A meeting between the residents and the Administration shall take place prior to the meeting at which time the matter is addressed;
3. Involuntary annexations shall be placed on the regular agenda; and
4. The Administration has the authority to dispense with the letter procedure if they believe it is in the best interest of the Village and the President and Board are notified of such action.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT: AFFORDABLE MULTI-FAMILY HOUSING UNITS	CATEGORY: APARTMENT BUILDINGS
	POLICY NUMBER: 1998-1
	DATE: 12/07/98

STATEMENT OF THE POLICY:

It is the policy of the Village to promote adequate housing for all the community's people, to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low and moderate income families and individuals, and to expand housing opportunities for all members of the community.

Inclusion of housing units to be made available at affordable rates will be included in the review and consideration of new multi-family residential Planned Unit Development applications and amendments to existing multi-family residential Planned Unit Developments, in accordance with the intent, requirements and procedures for Planned Unit Developments, as stipulated in Village Code Chapter 28, Section 9.

DATE REVIEWED	BY	ACTION
08/10/98 10/12/98	Committee-of-the-Whole	Recommend approval to Board of Trustees.
12/07/98	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

ATTENDANCE POLICY

CATEGORY: **BOARDS AND
COMMISSIONS**

POLICY NUMBER: **1979-12**

DATE: **07/16/79**

STATEMENT OF THE POLICY:

Any member of a Board or Commission absent from three consecutive meetings, may be required to submit a written explanation to the Chair of the respective Board or Commission.

The Village President is authorized to initiate removal procedures in circumstances where it is warranted in the opinion of the Village President, after consultation with the Commission Chairperson.

DATE REVIEWED	BY	ACTION
02/09/81	Referred to Legal Committee	
06/22/81	Board of Trustees	Policy Retained
04/23/84	Legal Committee	
05/07/84	Board of Trustees	Policy Retained
02/12/90	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy amended and retained.
09/12/11	Committee-of-the-Whole	Recommend amendment.
09/19/11	Board of Trustees	Policy amended and retained.

SUBJECT: RESIGNATIONS OF MEMBERS OF BOARDS AND COMMISSIONS	CATEGORY: BOARDS AND COMMISSIONS
	POLICY NUMBER: 1980-1
	DATE: 01/21/80

STATEMENT OF THE POLICY:

Resignations of members of Boards and Commissions shall be submitted to the Village President with copies distributed to the Board of Trustees. The resignation shall be effective upon receipt by the Village President, unless a different date is agreed to by the Village President and the resigning member.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:
USE OF VILLAGE
LETTERHEAD BY APPOINTED
BOARDS AND COMMISSIONS

CATEGORY: **BOARDS AND**
COMMISSIONS

POLICY NUMBER: **1981-16**

DATE: **08/17/81**

STATEMENT OF THE POLICY:

Guidelines for the use of Village Letterhead by appointed Boards and Commissions are as follows:

1. Village Letterhead may be used by Boards and Commissions in the conduct of routine business;
2. Any correspondence pertaining to policy matters shall be by direction of a majority vote of a Board or Commission and shall be sent out over the signature of the Chair;
3. All correspondence shall be typed by a Village employee in Village offices;
4. A copy of such correspondence shall be filed for future reference;
5. All letters shall state the following:
 - a. Name of Commission;
 - b. Name of Commissioner;
 - c. Authority of Commission, and
6. All correspondence on Village letterhead to outside agencies that relates to policy matters shall be approved by the Village Manager.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**GUIDELINES PERTAINING TO
ETHICAL PROCEDURES FOR
ELECTED AND APPOINTED
OFFICIALS**

**CATEGORY: BOARDS AND
COMMISSIONS**

POLICY NUMBER: 1982-5

DATE: 07/12/82

STATEMENT OF THE POLICY:

Pursuant to State Statute, the Village has adopted the State Gift Ban Act (5 ILCS 425 et seq) and the applicable sections of the State Officials and Employees Ethics Act (5 ILCS 430/5 et seq.).

To help elected and appointed officials in determining whether or not a particular action comes within accepted ethical standards, the following principles are set forth. These are intended only as guides to conduct and not as rules meant to be enforced by disciplinary action:

1. Where feasible, and taking into account the fact that elected and appointed service is part-time, elected or appointed officials should avoid accepting or retaining an economic opportunity which presents a substantial threat to one's independence of judgment.
2. When an elected or appointed official must take official action on a legislative matter which he or she has a questionable situation created by a personal, family or business interest, the official should consider the possibility of eliminating the interest creating the questionable situation. If that is not feasible, he or she should abstain from such official action. In making a decision as to abstention, the following factors should be considered:
 - a. whether a substantial threat to independence of judgment has been created by the questionable situation;
 - b. the effect of that official's participation on public confidence in the integrity of the board;
 - c. whether participation is likely to have any significant effect on the disposition of the matter;

- d. the need for his or her particular contribution, such as special knowledge of the subject matter, to the effective functioning of the board. An official need not abstain if he or she decides to participate in a manner contrary to the personal, family or economic interest, which created the questionable situation. If he or she does abstain, that fact must be disclosed to the board.
3. When, despite the existence of a questionable situation, an elected or appointed official chooses to take official action on a matter, he or she should serve the public interest, and not the interest of any individual or business entity.
 4. No elected or appointed official should accept a representation case before any Village board or commission on behalf of any individual or business entity. When the firm or organization which a board or commission member owns or is employed by is scheduled to appear before that board or commission, the member shall recuse himself from that project and leave the meeting.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Reviewed. Policy retained.
04/08/91	Legal Committee	Policy revised.
04/15/91	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
11/21/11	Board of Trustees	Policy amended and retained.

SUBJECT:

**WAIVER OF
BUILDING PERMIT FEES**

CATEGORY FEES

POLICY NUMBER 1977-6

DATE: 12/05/77

STATEMENT OF THE POLICY:

Waiver of Building Permit Fees:

The Village Board, upon receipt of a written request, will consider waiving building permit fees for governmental entities. Any waiver of building permit fees shall not include any waiver of out-of-pocket expenses incurred by the Village. As a general rule, the Village Board will not waive building permit fees for any other not-for-profit organizations.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy amended and retained.
10/23/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**REFUSE COLLECTION FEES –
SENIOR CITIZENS AND
CITIZENS WITH DISABILITIES**

CATEGORY: **FEES**

POLICY NUMBER: **1978-3**

DATE: **06/05/78**

STATEMENT OF THE POLICY:

Refuse Collection Fees:

- A. To grant to all Senior Citizens and residents who, by being handicapped or disabled subsisting on an income of less than \$16,000 per year, a discounted refuse collection rate that is 50% of the regular residential charge.
- B. At such time as the legislature might raise the income, this would also be extended to the Village policy, the objective being to keep the amount of income involved in step with the State.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
10/23/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

GAS STATIONS

CATEGORY: **LIQUOR LICENSES**

POLICY NUMBER: **1976-5**

DATE: **11/01/76**

STATEMENT OF THE POLICY:

No liquor licenses shall be issued to gas stations, with or without mini-mart type stores.

DATE REVIEWED	BY	ACTION
02/09/81	Public Health and Safety Committee	Policy reviewed.
09/14/81	Board of Trustees	Policy retained.
12/15/83	Public Health and Safety Committee	Policy reviewed.
04/23/84	Legal Committee	Policy retained.
05/07/84	Board of Trustees	Policy retained.
10/23/89	Legal Committee	Policy retained.
05/07/90	Board of Trustees	Policy retained.
07/09/01	Committee-of-the-Whole	Policy retained.
07/16/01	Board of Trustees	Policy retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.
12/09/13	Committee-of-the-Whole	Recommend amendment
12/16/13	Board of Trustees	Policy amended

SUBJECT:

RECYCLING

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1974-1

DATE: 01/21/74

STATEMENT OF THE POLICY:

It is the policy of the Village to:

1. Continue its involvement in the Village recycling program for residents by providing curbside recycling services for all single-family homes in the Village.
2. As mandated by statute, provide for composting or farm land application of residential yard waste.
3. Provide for office recycling services within the Village Municipal offices.
4. Encourage in-house office recycling programs within other governmental agencies and schools located within Arlington Heights, and provide technical assistance to them.
5. Encourage in-house office recycling programs within large private businesses located within Arlington Heights and provide technical assistance to them.
6. Give high priority to purchasing Village supplies that are made from recycled products.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy reviewed and retained.
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**VILLAGE-OWNED
PARKING GARAGES**

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1980-11

DATE: 06/16/80

STATEMENT OF THE POLICY:

It is the Board of Trustees' intent that the revenues derived from the Village-owned parking structures shall be used to pay for the operating expenses, including maintenance costs, on the garages to the greatest extent possible, to avoid the use of real estate taxes for the parking garages.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**NORTHWEST MUNICIPAL
CONFERENCE**

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1980-12

DATE: 07/07/80

STATEMENT OF THE POLICY:

The Village Manager shall remain the alternate voting member as the Village of Arlington Heights' representative to the Northwest Municipal Conference.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84		
11/13/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Legal Committee Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Policy retained.
	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT: SAFETY POLICY – CHILDREN WALKING TO SCHOOLS	CATEGORY: SCHOOLS
	POLICY NUMBER: 1979-13
	DATE: 08/20/79

STATEMENT OF THE POLICY:

Joint safety policy for children walking to school. [See attachment.]

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
12/11/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

JOINT SAFETY POLICY FOR CHILDREN WALKING TO SCHOOL

- I. PURPOSE: To set forth, by mutual agreement among all participating organizations who adopt this policy, the following:
 - A. Criteria for utilization of various types of protection devices, procedures, personnel and budgetary expenditures.
 - B. Appropriate division of responsibility between the Village, participating school districts and parent organizations, and private schools for necessary action to ensure the safety of children walking to school.
- II. CATEGORIES OF SAFETY PROTECTION
 - A. Types of protection available at all intersections:
 1. Signage: Stop signs, speed limits, “children crossing” signs and other signs allowed by the Illinois Manual of Traffic Control Devices. (For the special Village policy on stop sign requests, see the Village’s Official Thoroughfare Plan.)
 2. Marked crosswalks
 3. School safety patrols authorized by the State statutes
 4. Adult crossing guards
 5. Busing (in lieu of crossing guards – very few children)
 - B. Individual route plans for children walking to various schools
 - C. Education and communication with parents and children
- III. RESPONSIBILITIES ACCEPTED BY PARTICIPATING ORGANIZATIONS
 - A. School Districts (assisted by parent organizations)
 1. Develop route plans for children walking to each and every school in the community so as to indicate a safe means of pedestrian access to each school:
 - (a) Route selection will be consistent with school crossing protection.
 - (b) To increase visibility to motorists, efforts will be made to group children so larger numbers cross at school crossing locations.
 - (c) To increase motorist awareness and response, the number of crossings along streets will be minimized.

- (d) To ensure that safe routes are utilized, children will not be required to walk more than two blocks from the direct route.
- (e) After the plan has been approved by the School District, it shall be submitted to the Village's Engineering Department for approval or modification.
- (f) Hire, train, supervise, and fund all adult crossing guards in accordance with current agreement.

2. Education and communication:

- (a) Children, during school hours, will be taught to assume responsibilities for using school crossings safely and following designated school routes.
- (b) Parents, through written information and school meetings, will be urged to instill attitudes of traffic obedience and proper use of school routes.
- (c) Safety problems and suggested solutions may be introduced by any resident through the parents' organizations, School District or Village.

3. Training of safety patrols

- 4. Busing, as an alternative to crossing guards, where very few children cross a dangerous intersection (see warrant for crossing guards)

B. Village of Arlington Heights

- 1. Review school route plans
- 2. Work with the School Districts to review traffic/pedestrian studies at intersections
- 3. Provide and fund all initial appropriate signage and crosswalks within the Village's jurisdiction and, when appropriate, forward requests to the County and State for signage or other needed controls. Signs in response to a request for a change in signage or additional signage from the School District within two years of signage being posted shall be paid for by the School District. The responsibility for the administration of traffic control devices, evaluation, installation, and review shall rest with the Village's Engineering Department or other agency having jurisdiction. The Department shall be guided by the general policies set forth herein and by the criteria for specific traffic control devices as developed by the Department. The Department shall also review the need for existing traffic control devices on a periodic basis.

C. Joint – Village and Appropriate School District

1. Annually review the crossing guard program and other related needs between September and January, so that budget requests, if necessary, will be timely. The review will include a determination as to whether crossing guard locations should remain the same or whether locations should be eliminated, added or changed. The annual review will also include an examination of the "Criteria for Assigning Adult Crossing Guards", as attached to this policy.
2. Review specific requests for new signage, crosswalks, and crossing guards.

III. APPEAL BY CITIZENS

A. Village of Arlington Heights

For activities requiring the participation of the Village in school-related matters, residents must first forward requests through the affected School District. Formal requests received by the Village in writing from School Districts to initiate a specified course of action will be acknowledged immediately. Where appropriate, studies and a response indicating final disposition shall be made as promptly as feasible. Should any request be refused, the final response shall advise the affected School District that an appeal may be made to the Village Board (through the Committee-of-the-Whole), who shall then hold a meeting and take one of the following actions:

1. Recommend to the Village Board sustaining the administrative decision not to install a device; or
2. Recommend to the Village Board sustaining the School District's request for installation of the device.

In either case, the final decision will be made by the Village Board at a regular Board meeting. Any notification to the residents who made the original request to notify them of the Village Board proceedings shall be the responsibility of the affected School District.

B. School Districts

Each participating School District shall develop its own procedure for appeal on matters that relate to its responsibility under this policy.

CRITERIA FOR ASSIGNING ADULT CROSSING GUARDS

- A. The determination as to whether or not an adult crossing guard is required will be based on the safety hazards that exist. As an aid in determining the nature of the hazard, the Village's Engineering Department will evaluate specific locations by using the warrants set forth in paragraph C below. Such evaluations will be used as guidelines only and are not conclusive in determining whether a crossing guard is authorized.
- B. Definitions - the definitions below are to be used in determining the warrants as set forth in paragraph C below:
1. Traffic Unit – Representatives from the Village's Police and Engineering Departments acting jointly to make recommendations relating to pedestrian and vehicle safety.
 2. Gap – The time period between the rear bumper of the first vehicle and the front bumper of the second vehicle when passing through the pedestrian crossing. Vehicles may be traveling in either direction.
 3. Minimum required gap – The calculated time that is required for a school aged child (K-5) to cross the street at the location of the proposed crosswalk, walking at a speed of approximately 3.5 feet per second. The width of street is determined by measuring the distance from edge of pavement to edge of pavement and adding four feet.
 4. Vehicles per lane per hour – The total number of vehicles passing through the survey point, expanded to the number of vehicles which would drive through the area in a one-hour period. If arriving at the same rate, then divide it by the total number of usable driving lanes.
 5. Pedestrians per hour – The number of pedestrians crossing the street during the survey period, expanded to the number of pedestrians who could cross the street during a one-hour period.
 6. Crossing period – One of the four predominant times during the school day that children are present at a pedestrian crossing: (1) walk to school in the morning before school begins; (2) walk from school at lunch time; (3) walk to school after lunch; and (4) walk from school after the school day ends.
- C. Warrants
1. The subject crossing shall be on the school route plan, submitted by the affected school as approved by the affected School District and the Traffic Unit.
 2. The minimum number of students that must regularly cross at the crossing point at least once each school day depending on the traffic volume during the predominant time that children are present as follows:

MINIMUM NUMBER OF STUDENTS

	over 100 vplh	85 to 100 vplh	75 to 85 vplh	below 75 vplh
K through 5	25	30	35	not warranted
Middle School	30	40	50	not warranted

The minimum values may be decreased by 10% for each of five mph increment that the normally posted speed limit exceeds 25 mph.

Where less than 15 K through 5 students cross, but all other warrants raise safety concerns, affected School Districts will consider busing as an alternative.

3. There is no more than one minimum length gap per minute on an average basis for a 15 minute period during the predominant time that children are present at the pedestrian crossing.
4. Neither a stop sign nor a traffic control signal shall be located within 1000 feet of the pedestrian crossing.
5. An adult crossing guard may be warranted when a complex or confusing intersection exists, or when site distance is restricted, or when turning movements create hazardous or unsafe conditions that cannot be rectified by other traffic control measures.
6. Normally, the crossings adjacent to the school property are serviced by school safety patrols. An adult crossing guard may be warranted to supplement the school safety patrol at a location adjacent to a school where (a) high volumes of vehicular traffic conflict with a high volume of crossing students; (b) the affected School District requests a crossing guard; and (c) the affected School District commits to paying the costs for the crossing guard.

SUBJECT:

SIDEWALK POLICY

CATEGORY: **SIDEWALKS**

POLICY NUMBER: **1977-1**

DATE: **01/17/77**

STATEMENT OF THE POLICY:

It is hereby directed to be the policy of the Village of Arlington Heights, in the interest of safety and for the separation of the pedestrian from motor vehicle traffic, to cause the installation from time to time, by special assessment or other lawful means of sidewalks upon certain streets within the corporate limits, in accordance with the standards and conditions hereinafter set forth.

- 1) **Thoroughfares.** Sidewalks shall be installed on both sides of the following major streets and highways, except as noted below in this section, irrespective of the zoning:

Arlington Heights Road
Wilke Road
New Wilke Road
Windsor Road (north of
Thomas)
Rand Road
Northwest Highway (north
side only)
Golf Road
Algonquin Road
Dryden Avenue
Kennicott Avenue

Oakton Street
Euclid Avenue
Arthur Street (west
side only)
Buffalo Grove Road
Kirchoff Road
Central Road
Dundee Road
Hintz Road
Palatine Road
Thomas Avenue

The above list will be revised as necessary and approved by the Board of Trustees.

- 2) **Zoning - other than Residential and Manufacturing.** Sidewalks shall be installed abutting all property in every zoning district except R-1, R-2 and R-3.
- 3) **Multiple Residential.** Sidewalks shall be installed abutting residentially zoned property developed other than single- family.
- 4) **New Residential Subdivisions.** Sidewalks shall be installed through all new single-family residential subdivisions. Resubdivisions shall be considered the same as new subdivisions under this policy.

5) **Existing Single-Family Residential.**

- (a) At the request of property owners. As to streets other than those covered by paragraph 1), **Thoroughfares**, upon written request to the Village by the owners of more than 50% of the lineal frontage or sideage of any block between two improved streets, sidewalks shall be installed on that side of the block. If single family homes exist on both sides of the street, the percentage and installation shall apply to both sides as a whole.
- (b) Areas without sidewalks. As to streets other than those covered by paragraph 1), **Thoroughfares**, in the neighborhoods where houses exist on two-thirds or more of the buildable lots and where no sidewalks existing except along thoroughfares or the periphery, sidewalks shall not be permitted except as specified in the following subparagraph (c).
- (c) Streets leading to school or parks. Upon written request of the Village Board of Trustees or upon written request to the Village by the Board of any School District or the Board of Park Commissioners of the Arlington Heights Park District, sidewalks shall be considered for installation on such blocks of streets leading directly to a school or park as the related School, Village or Park Board shall have determined constitute a safety hazard to children traveling to or from the affected school, park or other public facility. Such safety determination shall be based upon professional reviews and surveys performed by disinterested, qualified personnel. The above shall be effected only where in the judgment of and by direction of the Board of Trustees, sidewalks are deemed necessary.
- (d) Public Benefit.
 - (1) On double frontage lots (those having a street at the front and rear yards), presently developed and used as single-family residential, the Village shall bear the full cost of sidewalks installed in the parkway of the rear street.
 - (2) For sidewalks installed under paragraph 5), **Existing Single-Family Residential**, on sideage streets, presently developed and used as single-family residential, the Village shall bear 50% of the cost provided the sidewalks are installed by voluntary participation in the Village's sidewalk program.
 - (3) For sidewalks installed under paragraph 1), **Thoroughfares**, if installed by voluntary participation in the Village's sidewalk program, the Village shall bear 50% of the cost of installation abutting property already developed and used as single-family residential, provided that the owner of such property dedicates any needed right-of-way.

- (4) For sidewalks installed under paragraph 5)(c), **Existing Single-Family Residential-Streets Leading to Schools or Parks**, the Village shall bear 50% of the cost of installation abutting front yards of property already developed and used as single-family residential, provided the installation is by voluntary participation in the Village's sidewalk program, and any needed right-of-way is dedicated.
- (5) For sidewalks installed along the side lot line of a corner lot and facing on a designated thoroughfare, pursuant to paragraph 1) **Thoroughfares**, the Village shall bear the full cost of installation abutting property already developed and used as single-family residential, provided that the owner of such property dedicates any needed right-of-way.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
02/12/90	Legal Committee	Recommended amendment.
05/07/90	Board of Trustees	Policy amended and retained.
04/15/92	Legal Committee	Policy reviewed, public sector benefit section modified. Policy approved as modified.
04/27/92	Legal Committee	
05/04/92	Board of Trustees	
07/09/01	Committee-of-the-Whole	Policy retained.
07/16/01	Board of Trustees	
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.

SUBJECT:

**ADOPTION OF SINGLE-FAMILY
HOUSING REHABILITATION
PROGRAM FOR LOW AND
MODERATE INCOME
FAMILIES.**

CATEGORY: **SOCIAL SERVICES**

POLICY NUMBER: **1982-6**

DATE: **02/11/82**

STATEMENT OF THE POLICY:

The Housing Rehabilitation Program is established in accordance with the provisions of the Housing and Community Development Act of 1977, wherein funds made available to the Village of Arlington Heights are used to assist low and moderate income families in maintaining their property.

The purpose of this program shall be to offer technical and financial assistance to eligible homeowners to assure that their property may be brought up to minimum standards as required by the Municipal Code of the Village of Arlington Heights.

Special attention shall be paid to mechanical, electrical, structural and plumbing violations, whether cited or uncited by the Village and to energy conservation measures. Although each planned correction shall be documented as a violation of a part of the Village Code, this documentation shall be part of the Housing Rehabilitation Program file only.

DATE REVIEWED	BY	ACTION
10/08/81	Board of Trustees	Policy revised and retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	
02/12/90 05/07/90	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**INSTALLATION OF STOP
SIGNS**

CATEGORY STOP SIGNS

POLICY NUMBER 1976-4

DATE: 06/21/76

STATEMENT OF THE POLICY:

The Village will only install stop signs when an engineering study of an intersection indicates a high enough volume of traffic and/or high enough accident record to justify a stop sign for purposes of establishing right-of-way between motor vehicles, in accordance with established warrants.

In addition, stop sign installations may be considered in two additional situations, and only after an engineering review has determined that the installation of a stop sign would not adversely impact traffic operations at the intersection and less restrictive traffic control measures are determined to be ineffective:

- 1) Intersections near schools and parks where increased protection for pedestrian traffic may be needed; or
- 2) On residential streets being heavily used by through traffic as an alternative to arterial streets where they more properly belong.

If, after review, Village Staff supports the request, the appropriate ordinance will be scheduled for adoption by the Village Board.

If, after review, Village Staff determines that the request does not meet any of the above criteria nor are there any special circumstances warranting a stop sign, the petitioner will be notified that that request is being denied by Staff.

If the petitioner wishes to appeal the denial of the request, the request will be sent to the Village Manager. If, after review by the Village Manager, the petitioner wishes to appeal that decision, the request will be sent to the next available Committee-of-the-Whole meeting. The Committee-of-the-Whole will recommend either approval or denial of the request and that recommendation will be sent to the Village Board at its next available formal meeting. If the request is approved by the Village Board, the appropriate ordinance will be scheduled for adoption at the next formal meeting of the Village Board.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84	Legal Committee	
05/07/84	Board of Trustees	Policy retained.
12/11/89	Legal Committee	Recommended amendment.
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy amended and retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.

SUBJECT:

SCHOOL SPEED ZONES

CATEGORY: **STREETS**

POLICY NUMBER: **1991-1**

DATE: **12/02/91**

STATEMENT OF THE POLICY:

The Village will install 20 m.p.h. speed limit signage only along the portions of Village streets that are adjacent to school buildings and grounds or at designated school cross walks.

School speed limit signage along or across State, County or other roadway jurisdictions will remain the responsibility of those agencies.

DATE REVIEWED	BY	ACTION
11/21/91	Public Health & Safety Committee	Recommend adoption of policy.
12/02/91	Board of Trustees	Policy adopted.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

RURAL STREETS

CATEGORY **STREETS**

POLICY NUMBER **1996-2**

DATE: **09/16/96**

STATEMENT OF THE POLICY:

1. **The established Village standards for streets shall not apply to streets in already developed residential areas that do not currently meet these standards, referred to as rural streets.**

All existing streets that do not currently have curb and gutter, storm sewer and suitable pavement thickness will not be required to upgrade to the Village standard for these characteristics except the following non-residential streets: Douglas Avenue from Miner Street to Northwest Highway; Davis Street from Arthur Avenue to Prindle underpass; Golf Terrace from Arlington Heights Road to Tonne Road; and Noyes Street, from Arlington Heights Road to 200' west of Belmont.

2. **The level of maintenance by the Village on rural streets shall be consistent with the level of maintenance provided by the Village on streets that meet full Village standards.**

- a) Similar criteria that is used in determining when standard streets will be resurfaced will also be used to make resurfacing decisions for rural streets.

- b) All other street maintenance programs will be the same on rural and standard streets.

3. **Additional improvement to these rural streets in a particular area shall be required only if it is determined to be necessary to protect the health, safety, and welfare (e.g., to ensure proper drainage; to prevent flooding; or to provide for safe traffic flow).**

Additional improvements beyond street resurfacing such as curb and gutter installation, ditch and culvert reconstruction, storm sewer installation, drainage improvements, etc., will be required only if the Board of Trustees deems it necessary to protect the health, safety, and welfare of the public. Such conditions may be brought to the Village Board's attention by the staff or by residents.

4. **The specific improvements required shall address the health, safety and welfare concerns of the particular area in a cost-effective manner, while preserving the character of the area, taking into consideration the past history and future trends of development of the area and the preferences of the residents.**
 - a) There are no minimum standards for the implementation of these additional improvements.
 - b) Once the need for improvement(s) is established in accord with Item 3, the type of improvement(s) selected by the Board of Trustees shall:
 - 1) Solve the particular health, safety, and welfare problem;
 - 2) Address the problem in a cost-effective manner;
 - 3) Preserve the character of the neighborhood;
 - 4) Be mindful of the preferences of the residents of the neighborhood.
 - c) Each neighborhood that has a need for improvement will be evaluated independently and no specific improvement criteria will be applied on a Village-wide basis.
5. **As a policy guideline, the Village's participation in the costs of such additional improvements shall be at least 55% with a cap on the homeowner's cost of \$4,500. Said cap will be increased from 1996 based on the Consumer Price Index.**
 - a) The improvements will be installed through Special Assessment procedures.
 - b) The maximum tax or assessment to be established for an improvement will be increased each year after 1997 at the rate of the increase in the Consumer Price Index.

IMPLEMENTATION OF BOARD POLICY STATEMENT REGARDING RURAL STREETS

- 1) Include all rural streets that are not scheduled for utility installation and have not been resurfaced recently in the annual street resurfacing program. This resurfacing will not include any ditch re-establishment.
- 2) Engineering Department receives and evaluates any requests for further improvements to the rural streets such as curb and gutter installation, ditch and culvert reconstruction, storm sewer installation, drainage improvements, etc.
- 3) Engineering Department meets with involved residents to discuss alternatives and develop a recommendation for the Village Board that is consistent with the Board Policy Statement Regarding Rural Streets.

- 4) Village Board evaluates recommendation and directs staff to proceed with the project or to take no action.
- 5) Engineering Department proceeds with public hearing, project design, and construction as authorized by the Village Board.

DATE REVIEWED	BY	ACTION
09/16/96	Board of Trustees	Policy approved.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

COMPLETE STREETS

CATEGORY STREETS

POLICY NUMBER 2013-1

DATE: 5/06/13

STATEMENT OF THE POLICY:

Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities. Decisions regarding the public right-of-way shall promote use by pedestrians, bicyclists, public transit and motor vehicles, in a safe and effective manner taking into account the surrounding community context and land uses. The Village shall strive to create a comprehensive, integrated and connected network of transportation options for all modes of conveyance, designed and operated to enable appropriate and safe access for all users.

IMPLEMENTATION OF THE POLICY:

1. Staff shall fully incorporate Complete Streets into budgeting processes, work plans and staffing projections and consider Complete Streets as one of the priorities in roadway planning and funding decisions.
2. To the extent that relevant roadways are under the jurisdiction of an agency other than the Village, Staff shall provide such Complete Streets technical assistance as is accepted by the other agency.
3. The Village shall cooperate with neighboring jurisdictions to encourage street connectivity with a specific emphasis on regional corridors.
4. Staff shall prioritize the safe movement of pedestrians, bicycle and public transportation traffic in decisions regarding the use of limited public right-of-way, with consideration given to roadway context and land use.
5. Staff shall define standards to measure the progress of implementation of this Policy. Such standards shall include, but not be limited to, improvements in safety for all roadway users; increased capacity for all modes of transportation; miles of new and repaired bicycle facilities; blocks of new and repaired sidewalks; number of new and repaired marked street crossings; amount of new and repaired signage; number of new and repaired curb ramps. Such measures shall be incorporated into relevant plans, manual, policies, processes and programs. Such plans, manual, rules, processes, processes and programs shall be reviewed no less than every two years. Staff shall report to the Bicycle and Pedestrian Commission at least annually on progress made in implementing this Policy.

6. Staff will review and revise as necessary plans, manuals, policies, processes and programs to encourage the implementation of Complete Streets on roadways not under the jurisdiction of the Village, but subject to financing, regulation of or otherwise involving an action by the Village. Such projects shall include, but not be limited to, privately built roadways and projects on non-village roadways funded in part or entirely by Village funds.
7. Staff shall apply this Policy in all instances when feasible. It is understood that there may be circumstances in which it may not be practical or feasible to apply the Policy. Such circumstances include the following:
 - a. The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition.
 - b. There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic within a project's scope.
 - c. There is no documented current or anticipated need for accommodation of non-motorized roadway users or the road is not a current or planned transit route.

DATE REVIEWED	BY	ACTION
04/22/2013 05/06/2013	Committee-of-the-Whole Board of Trustees	Recommended adoption Policy adopted

SUBJECT:

SCHOOL SPEED ZONES

CATEGORY: **STREETS**

POLICY NUMBER: **1991-1**

DATE: **12/02/91**

STATEMENT OF THE POLICY:

The Village will install 20 m.p.h. speed limit signage only along the portions of Village streets that are adjacent to school buildings and grounds or at designated school cross walks.

School speed limit signage along or across State, County or other roadway jurisdictions will remain the responsibility of those agencies.

DATE REVIEWED	BY	ACTION
11/21/91	Public Health & Safety Committee	Recommend adoption of policy.
12/02/91	Board of Trustees	Policy adopted.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

PROPOSE TO DELETE

Category Policy Name	Policy Number	
ADMINISTRATIVE DIRECTIONS Village-Owned or Proposed Ownership of Real Estate Properties	1975-7	This appears to be operational
ADMINISTRATIVE DIRECTIONS Notification of Agenda Items to Interested Persons	1975-8	This is unnecessary as the agendas are now available on the Village's website
ADMINISTRATIVE DIRECTIONS Communication of Decisions of Board of Trustees to Affected Boards or Commissions	1977-3	This appears to be operational
ADMINISTRATIVE DIRECTIONS Procedure for Furnishing Information to Newly Appointed Members of Boards and Commissions	1978-15	This appears to be operational
ADMINISTRATIVE DIRECTIONS Hours Municipal Building Shall Be Open	1979-21	This is governed by the Open Meetings Act and building usage
ADMINISTRATIVE DIRECTIONS Telephone Inquiry - Referral Listing	1981-2	This appears to be operational
ADMINISTRATIVE DIRECTIONS Numbering System - Plan Commission	1981-3	This appears to be operational
ADMINISTRATIVE DIRECTIONS Departmental Reports	1981-6	This appears to be operational
ADMINISTRATIVE DIRECTIONS Policy Manual	1981-9	This appears to be operational
BOARD AND COMMISSIONS Directory - Annual Update	1980-2	This appears to be operational
BOARD OF TRUSTEES Village Duties in Connection with Elections	1978-11	This is governed by State law
BOARD OF TRUSTEES Agenda Package Material for Plan Commission Material and Available Material Regarding Other Major Items	1979-9	This appears to be operational
BOARD OF TRUSTEES Committee-of-the-Whole	1979-14	This is in the Village Code
BOARD OF TRUSTEES Adjournment Hours - Board of Trustees and Committees of the Board	1979-22	This appears to be operational
BOARD OF TRUSTEES Former Trustees - No Charge if Furnishing Copies of Minutes or Agendas	1982-2	There is no charge for anyone per the Open Meetings Act and it is available on the Village's website
MISCELLANEOUS Hours of Operation - Commuter Station	1980-13	This appears to be operational
SENIOR CITIZENS AND/OR CITIZENS WITH DISABILITIES Senior Citizens Program	1979-6	This is more a description of what the Senior Center provides and it changes over time
SOCIAL SERVICES Evaluation of Social Service Programs	1976-1	This appears to be operational and is handled through the budget process
STREETS Vacation of Streets	1986-2	This appears to be operational

SUBJECT:

**VILLAGE-OWNED OR
PROPOSED OWNERSHIP OF
REAL ESTATE PROPERTIES**

CATEGORY: **ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: **1975-7**

DATE: **07/25/75**

STATEMENT OF THE POLICY:

The Legal Department shall maintain a copy of the most recent Affidavit-Certificate for Exempt Real Property containing all exempt Village-owned property, filed annually with the Cook County Assessor.

DATE REVIEWED	BY	ACTION
02/09/81	Legal Committee	Referred to Administration for update.
02/13/81	Administration	All properties have been properly zoned.
04/23/84 05/07/84	Legal Committee Board of Trustees	All newly acquired property shall be properly rezoned.
08/29/89 05/07/90	Legal Committee Board of Trustees	Recommend retention. Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**NOTIFICATION OF AGENDA
ITEMS TO INTERESTED
PERSONS**

**CATEGORY: ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: 1975-8

DATE: 09/22/75

STATEMENT OF THE POLICY:

The Administration shall provide notification in all cases where certain parties wishing to be informed of an important issue, such as a rezoning matter scheduled to be heard on an agenda, have made a written request to be notified.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy Retained.
04/23/84	Legal Committee	Policy reviewed.
05/07/84	Board of Trustees	Policy Retained.
08/28/89	Legal Committee	
05/07/90	Board of Trustees	Policy Retained.
07/09/01	Committee-of-the-Whole	Policy amended and
07/16/01	Board of Trustees	retained
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.

SUBJECT:

**COMMUNICATION OF
DECISIONS OF BOARD OF
TRUSTEES TO AFFECTED
BOARDS OR COMMISSIONS**

**CATEGORY: ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: 1977-3

DATE: 02/21/77

STATEMENT OF THE POLICY:

Whenever a Village Board decision occurs resulting in the need for any action or activity by another Board or Commission, the Village Administration shall ensure that prompt written communication of the Board of Trustees' motion or decision is conveyed to the Chair of the Board or Commission involved.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee and Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee and Board of Trustees	Recommend retention. Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**PROCEDURE FOR
FURNISHING INFORMATION
TO NEWLY-APPOINTED
MEMBERS OF BOARDS AND
COMMISSIONS**

CATEGORY: **ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: **1978-15**

DATE: **07/10/78**

STATEMENT OF THE POLICY:

It shall be the responsibility of the Village Administration to ensure that each newly-appointed member of every Board and Commission receives adequate instructions and information relative to responsibilities and duties involved, specifically, that each member receives applicable local ordinances, Board policies, and State statutes.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT: HOURS MUNICIPAL BUILDING SHALL BE OPEN	CATEGORY: ADMINISTRATIVE DIRECTIONS
	POLICY NUMBER: 1979-21
	DATE: 12/14/79

STATEMENT OF THE POLICY:

The doors to the Municipal Building shall be open to the public during the day, during normal business hours, and as necessary in the evening to conform with the Open Meetings Act, especially during evenings when Boards and Commissions meet, and as necessary for meetings by outside entities.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**TELEPHONE INQUIRY-
REFERRAL LISTING**

**CATEGORY: ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: 1981-2

DATE: 02/09/81

STATEMENT OF THE POLICY:

Complaints not initially received by the appropriate department shall be directed to the appropriate department. All departments shall establish procedures for handling complaints, which include keeping a written record of complaints to be investigated and the results of such investigations.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT: NUMBERING SYSTEM – PLAN COMMISSION PETITIONS	CATEGORY: ADMINISTRATIVE DIRECTIONS
	POLICY NUMBER: 1981-3
	DATE: 02/09/81

STATEMENT OF THE POLICY:

Docket numbers or a numbering system shall be adopted and assigned to Plan Commission petitions for quick reference to the materials and agenda items.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustee	Recommend retention. Policy retained.

SUBJECT:

DEPARTMENT REPORTS

CATEGORY: **ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: **1981-6**

DATE: **02/09/81**

STATEMENT OF THE POLICY:

All department reports are to be retained by each originating department.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

POLICY MANUAL

CATEGORY: **ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: **1981-9**

DATE: **02/09/81**

STATEMENT OF THE POLICY:

The Administration shall provide to each member of the Village Board, as well as appropriate staff, a current copy of the Board of Trustees Policy Manual.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
08/28/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustee	Recommend retention. Policy retained.

SUBJECT: DIRECTORY-ANNUAL UPDATE	CATEGORY: BOARDS AND COMMISSIONS
	POLICY NUMBER: 1980-2
	DATE: 01/21/80

STATEMENT OF THE POLICY:

The directory of members of the Boards and Commissions, including the list of Village telephone numbers, shall be updated as needed and distributed annually.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy amended and retained.
02/12/90 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**VILLAGE DUTIES IN
CONNECTION WITH
ELECTIONS**

**CATEGORY: BOARD OF
TRUSTEES**

POLICY NUMBER: 1978-11

DATE: 07/10/78

STATEMENT OF THE POLICY:

The Village participates in county-run consolidated elections. The Village shall publicize any election which concerns either the Village or the Library. The Village website, press releases, and other available means shall be used as appropriate. Items to be publicized may include:

1. offices to be filled;
2. referenda and information on the referenda;
3. dates, times polling places are open, registration or absentee voting information;
4. sample ballot or portion thereof, if available.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT: AGENDA PACKAGE FOR PLAN COMMISSION MATERIAL AND AVAILABLE MATERIAL REGARDING OTHER MAJOR ITEMS	CATEGORY: BOARD OF TRUSTEES
	POLICY NUMBER: 1979-9
	DATE: 07/02/79

STATEMENT OF THE POLICY:

The Village Manager shall be authorized to initiate the distribution of an additional agenda package consisting of full matters from the Plan Commission and any other additional material which is available regarding major items which will be considered at the next regularly-scheduled Board meeting whenever possible on the Friday, ten (10) days before the next regularly-scheduled Board meeting.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained

SUBJECT: COMMITTEE OF-THE-WHOLE	CATEGORY: BOARD OF TRUSTEES
	POLICY NUMBER: 1979-14
	DATE: 05/21/79

STATEMENT OF THE POLICY:

The Board of Trustees shall meet as a Committee-of-the-Whole on the second Monday of each month and, prior to the regular Village Board meeting as needed. In addition, the Board may also meet as a Committee-of-the-Whole at such other times as it determines necessary. Any motion passed by the Committee-of-the-Whole shall be reported out at a regular meeting of the Village Board.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy amended and retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
05/06/02 05/06/02	Committee-of-the-Whole Board of Trustees	Policy reviewed and amended. Policy amended and approved.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.
06/11/12 06/18/12	Committee-of-the-Whole Board of Trustees	Policy reviewed and amended. Policy amended and approved.

SUBJECT:

**ADJOURNMENT HOURS –
BOARD OF TRUSTEES AND
COMMITTEES OF THE BOARD**

CATEGORY: **BOARD OF
TRUSTEES**

POLICY NUMBER: **1979-22**

DATE: **12/14/79**

STATEMENT OF THE POLICY:

The Village Manager shall try to schedule the agenda so the duration of the Board of Trustees meetings shall not exceed 11:00 p.m. After 11:00 p.m., any trustee may call for adjournment.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy amended and retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**FORMER TRUSTEES-NO
CHARGE FOR FURNISHING
COPIES OF MINUTES OR
AGENDAS IF REQUESTED BY
A FORMER TRUSTEE**

CATEGORY: **BOARD OF
TRUSTEES**

POLICY NUMBER: **1982-2**

DATE: **04/05/82**

STATEMENT OF THE POLICY:

Upon request, former trustees shall be furnished copies of the minutes and agenda at no charge.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
09/25/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**HOURS OF OPERATION –
COMMUTER STATION**

CATEGORY: MISCELLANEOUS

POLICY NUMBER: 1980-13

DATE: 07/07/80

STATEMENT OF THE POLICY:

It is the Board of Trustees' intention to keep the downtown commuter station open during the winter months for the purpose of offering shelter to commuters during inclement weather. It will utilize the hours of operation consistent with the businesses in the station.

DATE REVIEWED	BY	ACTION
05/07/84	Community Services Committee	Policy amended and retained.
02/12/90	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy amended and retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.

SUBJECT: SENIOR CITIZENS PROGRAM	CATEGORY: SENIOR CITIZENS AND/OR CITIZENS WITH DISABILITIES
	POLICY NUMBER: 1979-6
	DATE: 05/25/79

STATEMENT OF THE POLICY:

The Arlington Heights Senior Center provides a wide array of services and programs and links patrons with services offered by other agencies. The Senior Center serves as the primary resource for the entire community for information on aging, support for family caregivers, training professional, lay leaders and students, as well as the development of innovative approaches to aging issues and programs. The overall role of the Senior Center is to provide the umbrella for a wide array of senior services. These services include recreation, fitness, reading room, computer lab, lending closet of durable medical equipment, meals on wheels, daily luncheon program, case management, elder abuse intervention, information and referral, advocacy, health screenings, a café, an escorted transportation program and volunteer opportunities.

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
12/11/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend amendment. Policy amended and retained.

SUBJECT:

**EVALUATION OF SOCIAL
SERVICE PROGRAMS**

CATEGORY: SOCIAL SERVICES

POLICY NUMBER: 1976-1

DATE: 03/08/76

STATEMENT OF THE POLICY:

Purpose of Policy

This policy identifies the general philosophy and the process by which new and expanded social service programs are to be generally considered for funding or support by the Village.

This policy is based on the fact that the Village acts primarily as a coordinator and a facilitator of social services and not as a primary provider or funder of social services.

The Administration shall develop procedures for allowing a proposed program to be evaluated for funding. The current procedures, which may be modified from time to time by the Administration are as follows:

Program Goals and Objectives

A statement of goals and objectives should be provided by the program proponent which, among other things, identifies how the program will benefit the Village and its citizens.

Requested Funds or Support

The specific funds or other means of program support to be provided by the Village should be identified by the program proponent. A line item budget is to be provided.

It should be clear what will be accomplished with these funds or other form of program support in terms of meeting the goals and objectives of the program.

Review of Sources of Alternative Funding and Program Support

The proponent's proposal must identify all likely alternative providers or funders of the proposed program support and should show that requests have been made of these alternatives and that they have turned down funding and support.

If these other governments and agencies have turned down funding, the proponent should provide the reason why that program is considered by the other government or agency to be lower on a funding priority and why the Village should fund a social service which a primary provider has determined is lower on the social service priority list than other social service needs which they do fund.

In making any requests for funding, the proponent must prioritize any requests to assist with the making of decisions with regard to programs. Adding a new program or expanding an existing one may require the elimination or shrinking of another.

Analysis of Program

The Village Board will review proposals for new or materially expanded social service programs to identify whether the proposal provides for the accomplishment of the objectives stated and whether consideration of funding by the Village is appropriate. Input and analysis will be provided by the Administration, and the Village Board may call on the advice and recommendations of relevant citizen boards and commissions.

Evaluation of Ongoing Social Services Programs

Social Service programs funded or otherwise supported by the Village shall be periodically (at least annually) evaluated. The Village Manager will establish evaluation procedures for each program in a manner so as to assist the Board in determining whether the program's goals and objectives are being met, and whether they are being met in an efficient and productive manner.

The Administrator or proponent of the social service program shall prepare an annual report on the program in conformance with the procedures established by the Village Manager.

DATE REVIEWED	BY	ACTION
02/09/81	Board of Trustees	Policy retained.
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90 05/0790	Legal Committee Board of Trustees	Recommended amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

VACATION OF STREETS

CATEGORY: STREETS

POLICY NUMBER: 1986-2

DATE: 07/07/86

STATEMENT OF THE POLICY:

Consideration of Right-of-Way Vacation Requests

- I. General inquiries concerning the vacation of a right-of-way shall be directed to the Legal Department.
 - A. The Legal Department will obtain information from the petitioner, including the planned use, extent of the right-of-way requested for vacation, and the number of adjoining property owners that would be affected by the vacation;
 1. Upon receipt of information, the Legal Department will determine whether the vacation is possible, using, the following criteria:
 - a. Is the right-of-way under the Village's jurisdiction? and
 - b. Nature of the Village's interest.
 2. Upon a determination that the vacation is possible, the Legal Department shall present the petitioner's request to the pertinent Village departments (Engineering, Public Works, Planning, Building), to consider whether the request is feasible, using the following criteria:
 - a. Any present intent or future need to improve roadway?
 - b. Any utilities in the right-of-way? Can utilities be relocated or adequately served by easement or be relocated?
 - c. Would the right-of-way be useful to another public body (i.e. the Park District, School)?
 3. If the vacation is possible, the petitioner shall be required to submit a letter requesting the vacation, describing the subject right-of-way and the proposed use.
In the event that there are more than one adjoining property owners affected by the proposed vacation, the petitioner shall notify the property owners and pass around a petition seeking the signatures of those property owners in favor of the vacation.

4. If it is determined that a vacation is not feasible, the Legal Department will contact the petitioner in writing. The petitioner will be given the opportunity to continue on with the request to the Committee-of-the-Whole with an opposing Administrative recommendation.
- B. The vacation request will be scheduled for a Committee-of-the-Whole meeting for consideration.
1. For vacations in which the Administration will be making a positive recommendation and recommending that compensation be required, an appraiser shall be retained to prepare a letter of opinion as to market value, at the Village's expense. Upon receipt, the petitioner shall be advised of the appraised value. The petitioner may also at his/her own expense, obtain an appraisal as to market value.
 2. The Legal Department shall notify all adjoining property owners of the Committee-of-the-Whole meeting date, time and place for consideration of the request.
 3. The Legal Department shall provide the Committee-of-the-Whole with a report and a recommendation of the request, considering among other relevant factors, the following:
 - a. Public need for right-of-way, with reference to impact on Village's Thoroughfare Plan;
 - b. Advantage, if any, in ending Village's obligation to maintain;
 - c. Zoning of abutting property;
 - d. Benefits, if any, of the proposed use of vacated right-of-way; and
 - e. Compensation, if applicable.

II. The Committee-of-the-Whole will consider the request.

- A. The petitioner and all interested persons will be given an opportunity to address the Committee.
- B. The Committee-of-the-Whole will give preliminary approval or reject the request, taking the following into consideration:
 1. In determining the amount of compensation, if any required, the following factors shall be considered:
 - a. Property reverting back to the dedicator;
 - b. Residential zoning and use of abutting property; and

- c. Resolution of the Village's maintaining the property.
 - C. The Committee-of-the-Whole shall make a recommendation in the form of a motion to the Board of Trustees to approve or reject the vacation request. If recommending approval, the proposed compensation and any conditions shall be included in the motion.
- III. Approval of the vacation of the right-of-way by the Board of Trustees in the form of a motion.
 - A. Upon the Board's approval, the petitioner shall, at his/her expense, have a plat of vacation prepared by a certified surveyor, which shall be approved by the Legal and Engineering Departments.
 - 1. With respect to utilities, one of the following shall appear on the plat:
 - a. All utilities shall sign a release of easement on the plat of vacation; or
 - b. An easement shall be reserved.
 - 2. In the event the right-of-way is under County or State jurisdiction, they must approve the vacation, and such approval must be included on the plat.
 - B. Upon the receipt and approval of the plat of vacation and the receipt of any compensation, if required, the Legal Department shall prepare the ordinance and schedule it for a Village Board meeting.
 - C. Upon approval, the ordinance and plat shall be recorded with the Cook County Recorder's Office by the Village.

DATE REVIEWED	BY	ACTION
12/11/89 05/07/90	Legal Committee Board of Trustees	Recommend amendment. Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

PROPOSE TO AMEND

Category Policy Name	Policy Number	Proposed Amendment
ADMINISTRATIVE DIRECTIONS Material to be Furnished to Newly Elected or Appointed Members of the Board of Trustees	1978-14	Updates make it consistent with current information along with identifying those things that are available electronically
BOARDS AND COMMISSIONS Administrative Procedure for Processing Appointments	1980-3	Updates to set forth practice for new appointees
BOARDS AND COMMISSIONS Open Meetings Act - Application to E- Mail and Telephone Conference Calls	2003-01	Update to include electronic messaging in accordance with current law
BOARD OF TRUSTEES Reimbursement of Expenses for Elected Officials	1996-1	Updates to make it consistent with new budget year, remove outdated references, and adjust what will be reimbursed
CIVIL RIGHTS Non-discrimination	1973-8	Update to include reference to gender identity as a protected class in accordance with current law
MISCELLANEOUS Industrial Revenue Bonds	1989-1	Update to be consistent with current practice

SUBJECT:

**MATERIAL TO BE FURNISHED
~~NEWLY-ELECTED OR~~
~~APPOINTED MEMBERS TO~~
NEW MEMBERS OF
THE BOARD OF TRUSTEES**

CATEGORY: **ADMINISTRATIVE
DIRECTIONS**

POLICY NUMBER: **1978-14**

DATE: **07/10/78**

STATEMENT OF THE POLICY:

The Village Manager's office shall coordinate the distribution of the following list of materials which shall **to** be furnished to **new** ~~newly-elected or appointed~~ Trustees for orientation as to duties and responsibilities (items with an asterisk are available electronically and the Trustee may choose not to receive a hard copy):

From the Manager's Office:

- Latest Edition of "Illinois Municipal Handbook" by Illinois Municipal League;
- Business Cards with Trustee's home phone and address;
- Vehicle Parking Stickers;
- *Organization Chart;
- **Goal Setting Documents**
- ~~Current goals and objectives, together with vision chart established by the Village Board;~~
- ~~Boards and Commission Booklet;~~
- ~~Two-drawer file cabinet and file folders;~~
- Magnetic Name Badge;
- Two Village shirts;
- Village email address;

From the Legal Department:

- Board of Trustees Policy Manual;
- *Municipal Code Book;
- Copy of 65 ILCS/5-3-1 et. seq. (Managerial Form of Municipal Government, Functions and Duties of Officers);

From the Finance Department:

- *Current Budget Document;
- *Current Annual Financial Report;
- *Current Capital Improvement Budget Document;
- Elected Officials Guide to Government Finance;
- Elected Officials Guide to Fund Balance;

From the Public Works Department:

- Village Phone Directory (~~Public Works Dept.~~);

- Id/Access card (~~Public Works~~)

From the Planning Department

- *Comprehensive Plan (map and all other approved documents, including thoroughfare Plan and Map);
- *Current Zoning Map;
- *Downtown Master Plan
- Contacts for Your Assistance Brochure

~~From the Engineering Department:~~

- ~~• List of streets being reconstructed, etc.;~~

DATE REVIEWED	BY	ACTION
06/20/83	Board of Trustees	Retained with additions.
04/23/84	Legal Committee	Recommended amendment and retention.
05/07/84	Board of Trustees	Retained as amended.
08/28/89	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy retained.
09/12/11	Committee-of-the-Whole	Recommend amendment.
09/19/11	Board of Trustees	Policy amended and retained.

SUBJECT:

**ADMINISTRATIVE PROCEDURE
FOR PROCESSING NEW
APPOINTMENTS TO BOARDS
AND COMMISSIONS**

CATEGORY: **BOARDS AND
COMMISSIONS**

POLICY NUMBER: **1980-3**

DATE: **01/24/80**

STATEMENT OF THE POLICY:

The following is the procedure for processing appointments of **new individuals** ~~to non-Village employees to the~~ Boards and Commissions:

1. Interview by Mayor;
2. ~~Reappointments placed on Board of Trustees Consent Agenda;~~
3. ~~New appointments~~ **Appointee** interviewed by Village Board at Committee-of- the-Whole Meeting;
4. ~~New appointments~~ **Appointment** reported out by Committee-of-the Whole at Formal Meeting.
5. Administration of Oath at Formal Meeting;
6. ~~Notify Staff liaison~~ **notified of new appointee and given** ~~and give liaison person~~ copy of resume for distribution **to the Board or Commission** prior to first Board/Commission Meeting that new appointee will attend;
7. Letter of Appointment sent to Appointee, which includes:
~~Enclose:~~ Official Commission
 Ethics Statement

~~*Reappointees are not re-sworn in and do not receive the Ethics Statement Request with their Appointment Letters, since the Clerk sends an annual request for this Statement to all seated Board and Commission members.~~

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
02/12/90	Administration	Recommend amendment and retention.
02/12/90 05/07/90	Legal Committee Board of Trustees	Policy amended and retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**OPEN MEETINGS ACT –
APPLICATION TO
~~ELECTRONIC MAIL (E-MAIL)~~
AND TELEPHONE
CONFERENCE CALLS**

CATEGORY: **BOARDS AND
COMMISSIONS**

POLICY NUMBER: **2003-1**

DATE: 09/15/03

STATEMENT OF THE POLICY:

The Village of Arlington Heights complies with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as now or hereafter amended. The Village recognizes that whenever a majority of a quorum of a public body gathers to discuss public business, the Open Meetings Act applies. The Village recognizes that this same principle applies whether members of a public body are physically present or communicating through telephone conference call, **electronic messaging, or email**, ~~or through electronic mail ("e-mail")~~. Members of the Village's public bodies will only use telephone conference calls, **electronic messaging**, and e-mail to disseminate information in a neutral fashion. Telephone conference calls, **electronic messaging**, and e-mail will not be used for debating, deliberating, advocating, consensus building, or deciding any issue by a majority of a quorum in violation of the Open Meetings Act.

DATE REVIEWED	BY	ACTION
09/08/03	Committee of the Whole	Recommend approval.
09/15/03	Board of Trustees	Policy approved.
09/12/11 09/19/11	Committee of the Whole Board of Trustees	Recommend retention. Policy retained.

SUBJECT:

**REIMBURSEMENT OF
EXPENSES FOR ELECTED
OFFICIALS**

CATEGORY: **BOARD OF
TRUSTEES**

POLICY NUMBER: **1996-1**

DATE: **11/12/96**

STATEMENT OF THE POLICY:

This policy provides for those expenses incurred while elected officials perform the duties and responsibilities of their office. Expenditure of Village funds is subject to the availability of funds through the initial adoption of the budget and any subsequent and duly approved budget amendments or transfers.

Expenses and other related issues for elected officials of the Village shall operate under the following guidelines:

1. **If requested,** ~~Each~~ newly elected official will be provided with a two drawer lateral file cabinet and the necessary filing supplies. Upon leaving office, this equipment shall be returned to the Village to be issued to his/her successor.
2. ~~Newly elected officials, in their first term of office, shall be afforded the opportunity to attend the Illinois Municipal League's "Newly Elected Officials Conference" at the option of the newly elected official. This conference is designed to assist the newly elected officials with an understanding of the role of the elected official and the process that allows them to adequately perform their duties as an elected official. All costs associated with attendance at this conference held in Chicago or Springfield, shall be subject to the official "Travel Regulations" which pertain to all Village employees incurring out-of-pocket expenses while attending seminars or conferences.~~
3. Whenever possible, a request for attendance at any ~~other~~ seminar or conference by any elected official shall be submitted to the Village Manager's office in the month of ~~December~~ **July** each year to be included for review with other budgetary requests for the fiscal year beginning ~~May 1~~ **January 1**.
4. There shall be no expense reimbursement for telephone expenses, babysitting services, or auto mileage within the Village limits.

5. Attendance at Village-sponsored events shall not be reimbursable.
6. Attendance at ~~other~~ non-Village sponsored events (i.e. Chamber of Commerce, Northwest Municipal Conference, etc.) shall be reimbursable for ticket costs incurred by the elected official and their spouse/partner/guest.
7. Attendance at unanticipated events will be subject to budgetary availability. In the case of competing travel desires and limited funding availability, the Village Board shall make the final determination as to Village representation.

In accordance with Village practice, all officials are expected to exercise prudence in their travel practices.

DATE REVIEWED	BY	ACTION
11/12/96	Committee-of-the-Whole	Recommended adoption of policy.
11/18/96	Board of Trustees	Policy adopted.
07/09/01	Committee-of-the-Whole	
07/16/01	Board of Trustees	Policy retained.
09/12/11	Committee-of-the-Whole	Recommend retention.
09/19/11	Board of Trustees	Policy retained.

SUBJECT:

NON-DISCRIMINATION

CATEGORY: **CIVIL RIGHTS**

POLICY NUMBER: **1973-8**

DATE: **1973**

STATEMENT OF THE POLICY:

The Village of Arlington Heights complies with all applicable nondiscrimination laws, including but not necessarily limited to, the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; Title VII of the United States Civil Rights Act of 1964, 42 U.S.C. 2000e, the Equal Pay Act of 1963, 29 USC 206(d); the Age Discrimination in Employment Act of 1967, 29 USC 621; the Americans with Disabilities Act of 1990, 42 USC 12101; and the Genetic Information Nondiscrimination Act of 2008, as now or hereafter amended.

The Village of Arlington Heights will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service ~~or~~ sexual orientation **or gender identity**. The Village of Arlington Heights complies with any affirmative action requirements to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military service ~~or~~ sexual orientation, **or gender identity**. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

DATE REVIEWED	BY	ACTION
10/23/89		
11/06/89	Legal Committee	Recommend amendment to reflect current law.
	Legal Committee	
05/07/90	Board of Trustees	Policy amended and retained.
07/09/01		
07/16/01	Committee-of-the-Whole	Policy amended and retained.
	Board of Trustees	
09/12/11		
09/19/11	Committee-of-the-Whole	Recommend amendment. Policy amended and retained.
	Board of Trustees	

SUBJECT:
INDUSTRIAL REVENUE BONDS

CATEGORY: **MISCELLANEOUS**

POLICY NUMBER: **1989-1**

DATE: **12/11/89**

STATEMENT OF THE POLICY:

Industrial Development Revenue Bonds (IRBs) are issued by the Village in order to enhance the economic base of the Village and to promote desirable development in accordance with the comprehensive and other plans of the Village.

The goals of the Village's IRB lending policy are:

- 1) That the funded project must be desirable from the perspective of Village planning. The project must itself be beneficial to the Village and, optimally, it should act as a catalyst to spur further desirable development or redevelopment.
- 2) To make certain that the project will be successful; that it will be built and that it will be used as intended.
- 3) To acquire the maximum effective IRB lending authority possible. The Village has only a limited authority for small issue IRBs and will seek assistance from other government entities when necessary.

The Village will not allow an IRB to be any kind of obligation to the Village and will not pay any portion of the issuance or ongoing administrative costs of the bonds.

In the event there are no eligible projects within the Village for IRBS, the Village Board may authorize the IRB allocation be sold to interested eligible projects outside the Village.

For all IRBs, those issued by the Village and for those when the Village sells its IRB allocation, a market rate fee will be charged, the proceeds of which will usually be placed in the Village's Housing Trust Fund.

DATE REVIEWED	BY	ACTION
11/13/89 05/07/90	Legal Committee Board of Trustees	Recommend adoption. Policy adopted.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy retained.
09/12/11 09/19/11	Committee-of-the-Whole Board of Trustees	Recommend retention. Policy retained.