



Village of Arlington Heights
Housing Commission
Commissions Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
August 2, 2016
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

- A. Newly appointed Housing Commissioner William Delea

III. APPROVAL OF MINUTES

- A. Minutes - 4/12/16

IV. REPORTS

V. OLD BUSINESS

- A. Group Home and Transitional Housing Program Update
- B. Single-Family Rehab Program
- C. 2016-2017 Annual Action Plan and CDBG Budget

VI. NEW BUSINESS

- A. 2017 Housing Commission Budget

VII. OTHER BUSINESS

VIII. 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: Minutes - 4/12/16

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes 4/12/16

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS APRIL 12, 2016

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Namrita Nelson
Alex Hageli Anisa Jordan

Commissioners

Absent: Karen Conway

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Nelson, Jordan and Hageli were present.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Nelson, seconded by Commissioner Hageli, to approve the minutes of the March 1, 2016 meeting. The motion carried unanimously.

IV. REPORTS - None

V. OLD BUSINESS

A. Group Home and Transitional Housing Program

The Substantial Amendment to the Village's 2015 – 2019 Consolidated Plan and the 2016-2017 Annual Action Plan which includes the transfer of \$20,000 from the Single Family Rehab Program to the Group Home and Transitional Housing Program is in process. The final step toward approval is the second public hearing scheduled for April 18th followed by the vote by the Village Board. The grant agreements for the 4 group home projects have been prepared. The agencies are aware that their projects are to be completed by September 30, 2016.

B. Single Family Rehabilitation Program

Ms. Boyer presented a request from the homeowner with respect to SFR Case 15-03. The total project is expected to include multiple items, but the owner would like to begin with the re-shingling of the roof. Three bids and the homeowners' preference were presented.

A motion was made by Commissioner Nelson, seconded by Commissioner Jordan to approve the re-roofing work for SFR Case 15-03 at \$6,468. The motion was approved unanimously.

Ms. Boyer will return to the Housing Commission for bids on the other anticipated work which is expected to include: replacement of the sewer line, replacing the bathroom ceiling, and some other repair items.

It was commented that some applicant to the program may have other financing options such as lines of credit or reverse mortgages. However, since sufficient funding is available for the program at this time, eligible rehab can be funded under the program and its terms.

C. Inclusionary Zoning Program

Ms. Boyer said that she began research on whether other communities' inclusionary zoning programs include require affordable units in assisted living and memory care facilities. She said she found one program where affordable units are required in assisted living facilities, but it was definitely in the minority. She will continue to research this topic.

VI. NEW BUSINESS

A. 2016-2017 CDBG Grant Applications

The Community Development Block Grant (CDBG) applications for the October 1, 2016 – September 30, 2017 program year will be presented to the Village Board on May 9, 2016. It is expected that a draft budget will be discussed by the Village Board that will be made available for a 30-day public comment period, followed by another public hearing on either July 5th or 18th. Three requests were received from agencies for renovations at group homes totaling approximately \$57,000.

After discussing the applications that have been received, the Housing Commission made the following motion:

A motion was made by Commissioner Hageli, seconded by Commissioner Jordan to amend the Housing Commission's Community Development Block Grant (CDBG) for 2016-2017 to request \$80,000 (rather than \$100,000) for the Group Home and Transitional Housing Program and to request \$65,000 (rather than \$45,000) for the Single Family Rehab Program.

VII. OTHER BUSINESS - None.

VII. ADJOURNMENT

A motion was made by Commissioner Jordan, seconded by Commissioner Hageli, to adjourn the meeting. The meeting adjourned at 7:35 pm.

NEXT MEETING: Tuesday, June 7 at 7:00 p.



Item: 2017 Housing Commission Budget

Department: Planning & Community Development

ATTACHMENTS:

Description

2017 Budget

Type

Correspondence



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

July 15, 2016

Mr. Mark Hellner, Chair
Housing Commission
357 S. Belmont Avenue
Arlington Heights, IL 60005

RECEIVED
JUL 20 2016
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Dear Mr. Hellner:

The Village has begun preparation for the **2017 Budget** (January 1, 2017 – December 31, 2017), and we request your Board or Commission's participation.

Budgeting is an important public policy process. The demand for services competes for limited resources available. The prioritization and allocation of funds is the overall responsibility of the Village Board assisted by the recommendations of the Village Manager and the input received from the Village's Boards and Commissions, as well as the citizens of Arlington Heights.

Your General Fund budget ceiling for 2017 is \$16,300. This means that you should make every effort to submit a budget at or below this amount.

The following are enclosed for your use in preparing your budget submissions:

1. Form for summarizing your budget request;
2. Copy of your 2016 budget for your reference;
3. Budget Calendar outlining the process for preparing, reviewing and adopting the 2017 budget.

Your budget submission is due no later than **Monday, August 15, 2016**. As always, staff liaisons stand ready to assist you. If you have any questions or should circumstances be such that your Board or Commission needs additional time, please call Budget Coordinator Denise Ruda at 847-368-5502 or email her at druda@vah.com. Your participation in this important process is appreciated.

Sincerely,

A handwritten signature in black ink, reading 'Randall R. Recklaus'.

Randall R. Recklaus
Village Manager

c: **Nora Boyer, Administrative Contact**
c: Denise Ruda, Budget Coordinator

VILLAGE OF ARLINGTON HEIGHTS

BOARDS & COMMISSIONS 2017 BUDGET REQUESTS

Name of Board or Commission: HOUSING COMMISSION

Chair: MARK HELLNER

	2014-15 Actual	8 Month Period Ending Dec. 2015 Actual	2016 Adopted Budget	2016 Estimated Actual	2017 Proposed Budget	Accounts
CONTRACTUAL SERVICES:						
Postage	\$2	\$2	\$100			101-1011-502.22-05
Photocopying	27	0	100			101-1011-502.22-15
COMMODITIES:						
Publications (subscription to on-line foreclosure data service)	575	0	600			101-1011-502.30-01
Other Supplies (marketing of programs)	0	0	500			101-1011-502.33-05
OTHER CHARGES:						
Rental Housing Assistance Program Grant	14,501	9,800	14,700			101-1011-502.40-05
TOTAL EXPENDITURES	\$15,105	\$9,802	\$16,000	\$0	\$0	

PREPARED 07/14/2016, 15:46:50
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
50% OF YEAR LAPSED

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ACCOUNTING PERIOD 06/2016

FUND 101 General Fund			DEPT/DIV 1011 Boards & Commissions/Housing										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				

50			General Government										
502			Executive										
	22		Other Contractual Service										
	22 05		Postage	8	.00	0	48	1.45	3	.00	100	98.55 2	
	22 15		Photocopying	8	.00	0	48	.00	0	.00	100	100.00 0	
	22 **		Other Contractual Service	16	.00	0	96	1.45	2	.00	200	198.55 1	
	30		General Supplies										
	30 01		Publications Periodicals	50	.00	0	300	575.00	192	.00	600	25.00 96	
	30 **		General Supplies	50	.00	0	300	575.00	192	.00	600	25.00 96	
	33		Other Commodities										
	33 05		Other Supplies	41	.00	0	246	.00	0	.00	500	500.00 0	
	33 **		Other Commodities	41	.00	0	246	.00	0	.00	500	500.00 0	
	40		Other Charges										
	40 05		Grants	1225	.00	0	7350	.00	0	.00	14700	14700.00 0	
	40 **		Other Charges	1225	.00	0	7350	.00	0	.00	14700	14700.00 0	
502	**	**	Executive	1332	.00	0	7992	576.45	7	.00	16000	15423.55 4	
50	**	**	General Government	1332	.00	0	7992	576.45	7	.00	16000	15423.55 4	
DIV	1011	TOTAL *****	Housing	1332	.00	0	7992	576.45	7	.00	16000	15423.55 4	

BUDGET CALENDAR

For Preparation of 2017 Budget

(January 1, 2017 – December 31, 2017)

DATE	DAY	ACTIVITY
March - June, 2016	–	Capital Improvement Program (CIP) and five-year projections prepared.
June 13, 2016	Monday	Committee-of-the-Whole reviews Comprehensive Annual Financial Report.
June 17, 2016	Friday	CIP, Operating Fund Overview/Recommended 2017 Budget Ceilings and Proposed 2016 Property Tax Levy released to Village Board for discussion at June 27 Committee-of-the-Whole meeting.
June 20, 2016	Monday	Board considers motion stemming from June 13 Committee-of-the-Whole meeting regarding the Comprehensive Annual Financial Report.
June 27, 2016	Monday	Committee-of-the-Whole reviews CIP and discusses the Operating Fund Overview/Recommended 2017 Budget Ceilings.
July 5, 2016	Tuesday	Board considers any motions stemming from June 27 Committee-of-the-Whole meeting regarding the recommended 2017 Budget Ceilings and CIP.
July 15, 2016	Friday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
August 15, 2016	Monday	Department budget requests and projections due.
Aug 15 – Sep 9, 2016	–	Finance Department compiles departmental budget submissions.
September 9, 2016	Friday	First draft of 2017 Budget forwarded to Village Manager, Budget Team and all departments for review.
Sep 14 – Sep 16, 2016	–	Departments meet with Village Manager and Budget Team.
Sep 19 – Oct 20, 2016	–	Final draft of 2017 budget prepared.
October 21, 2016	Friday	Release final draft of 2017 Budget to Village Board.
November 10, 2016	Thursday	1st Budget Meeting – Overview and budgets for Board of Trustees, Village Manager, IT, HR, Legal, Finance and Health Services
November 14, 2016	Monday	2nd Budget Meeting – Budgets for Building, Planning, Fire, Arlington Heights Memorial Library, and Performing Arts at Metropolis Theater.
November 16, 2016	Wednesday	3rd Budget Meeting – Budgets for Engineering, Public Works, Water & Sewer, Parking Operations, Fleet Services, and Police
November 21, 2016	Monday	Notice of Public Hearing on 2017 Budget published in newspaper.
December 5, 2016	Monday	Board approves 2016 Tax Levy and Abatement Ordinances. Public Hearing on 2017 Budget. Approval of 2017 Budget at formal meeting (alternate date for passage is December 19, 2016).

