AGENDA
President and Board of Trustees
Village of Arlington Heights
Committee-of-the-Whole
Board Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
July 13, 2015
7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

A. Recommendation of the Arlington Economic Alliance regarding Proposed Code changes to Section 6-505

B. Operating Fund Overview / Recommended Budget Ceilings - 2016

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: Recommendation of the Arlington Economic Alliance regarding Proposed Code changes to Section 6-505

Department: Planning & Community Development

BACKGROUND

On May 12, 2014, the Arlington Economic Alliance went before the Committee-of-the-Whole in order to gain direction as to the Village Board's expectations of the Commission. The Committee-of-the-Whole offered their thoughts and suggested that the Alliance decide among its members how it can best contribute to the economic well-being of the community.

After six months of discussion, the Arlington Economic Alliance proposed an updated version of Code Section 6-505 which pertains to their Commission and was originally approved back in 1995. This was presented to the Village Board on January 20, 2015. At this meeting, the Village Board made a motion to discuss the proposed Code section further at a future Committee-of-the-Whole meeting.

The Arlington Economic Alliance has spent the past six months working on amendments to Code Section 6-505 to satisfy both the Village Board's and the Alliance members' own vision of the Commission. In summary, the following notable changes to the current Code section are being proposed by the Alliance:

- Emphasize that the Alliance serves in an advisory capacity to Staff efforts.

- Modify the organizations/business types that will represent the Alliance in a voting capacity. To accommodate this modification the Commission would grow in size from 11 to 13 members.

- Ensure the involvement of other community-based entities in a non-voting role. Specifically speaking, this references the Arlington Heights Memorial Library, the Arlington Heights Park District, Township High School District 214, and the Special Events Commission.

The Arlington Economic Alliance seeks approval of this updated Code section in order to continue serving the community and to begin filling Commission member vacancies.

RECOMMENDATION

It is recommended that the Committee-of-the-Whole recommend to the Village Board adoption of an ordinance amending Section 6-505 of the Arlington Heights Municipal Code with the changes proposed by the Arlington Economic Alliance.

ATTACHMENTS:

Description	Type
Arlington Economic Alliance - Code Section 6-505 (modified)	Exhibits
Alliance Membership Options with current members (2015)	Exhibits
Meeting Minutes - COW (5-12-14)	Minutes
Alliance Meeting Minutes Excerpts - Alliance Mission (2014)	Minutes
Meeting Minutes - Village Board (1-20-15)	Minutes
Alliance Meeting Minutes Excerpts - Alliance Mission (2015)	Minutes

AN ORDINANCE AMENDING CHAPTER 6
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Chapter 6, Boards and Commissions, Section 6-505, The Arlington Economic Alliance, of the Arlington Heights Municipal Code, be and is amended as set forth below (additions are shown by highlighting and deletions are shown by strikeout):

Section 6-505 The Arlington Economic Alliance. There is hereby created the Arlington Economic Alliance.

a. Intent and Purpose. To provide for an appointive, advisory body whose purpose shall be to promote existing businesses and attract new businesses to the Village and to ~~develop and~~ support programs in order to foster and support a Village-wide initiative towards the promotion of quality economic development.

b. Members. The Arlington Economic Alliance shall consist of ~~11~~ 13 members, either residents of the Village or individuals working for a business located in the Village, appointed by the Village President, by and with the advice and consent of the Board of Trustees. There shall also be one member of the Village staff, appointed by the Village Manager, serving as liaison. ~~ex-officio member~~.

c. Tenure. All members of the Arlington Economic Alliance shall serve terms of three years or until their successors are appointed and have qualified. The terms of members shall be staggered so that no more than ~~four~~ five members shall be appointed or reappointed in any one year, unless a vacancy exists. Vacancies shall be filled only for unexpired terms. ~~With the exception of members holding initial terms of one or two years, no member shall serve more than one term in a category. Members, holding initial terms of one or two years may be reappointed for a second term.~~ Annually, the Village President shall, with the advice and consent of the Board of Trustees, designate one of the members of the Arlington Economic Alliance to be chair. No person shall serve as chair more than three consecutive years, unless the Village President determines that continued service as chair is in the best interests of the Village.

In addition to the ~~two~~ staff member~~s~~ serving as liaison ~~ex-officio~~, membership of the Arlington Economic Alliance shall consist of individuals representing the following organizations or types of business. ~~The number of years for each appointee's initial term is also listed. With the exception of the representative of the top twenty employers,~~ Each organization or type of business shall have one representative on the Arlington Economic Alliance. ~~There shall be two representatives from top twenty employers, but they shall be from different employers.~~ For any of the categories of members, if a classification cannot be filled from the designated category, the appointee may be from any business within the community.

Organization or Type of Business	~~Length of Initial Term~~
~~Business Representative~~	~~1 year~~
~~Top Twenty Employer - two~~	~~2 years~~
~~top twenty employer~~	~~3 years~~
~~Industrialist~~	~~1 year~~
~~Financial Institution~~	~~2 years~~
~~Commercial Real Estate, Developer or Retail Property Manager~~	~~3 years~~
~~Hospitality Industry~~	~~1 year~~
~~Automobile Dealer~~	~~2 years~~
~~Higher Education~~	~~3 years~~
~~Chamber of Commerce~~	~~1 year~~
~~Central Business District Association~~	~~2 years~~

Automobile Dealer
Business Representative
Chamber of Commerce
Convention & Visitors Bureau
Downtown Business Owner
Financial Institution
Hospitality Industry
Industrialist
Real Estate, Developer or Property Manager – Commercial
Real Estate, Developer or Property Manager – Residential
Restaurateur
Retailer
Top Twenty Employer

d. Compensation. Members of the Arlington Economic Alliance shall serve without compensation. Authorized travel expenses shall be reimbursed in accordance with Village Travel Regulations.

e. Powers, Duties and Responsibilities. The Arlington Economic Alliance shall have such powers, duties and responsibilities as are assigned by the Village President and Board of Trustees, to include those enumerated below:

1. The Arlington Economic Alliance shall prepare, adopt and maintain such rules and regulations as are necessary to conduct the business of the Arlington Economic Alliance.

2. The Arlington Economic Alliance shall promote economic development by activities including, but not limited to, the following:

   a) Advising the Village on the development and implementation of ~~Developing and implementing a~~ business retention/expansion programs;

b) Advising the Village on the implementation of ~~Developing and implementing~~ a marketing program to attract new business and industry;

c) Monitoring business activity and trends on the local, state, and national levels;

d) Establishing a focal point for businesses to approach and discuss issues that affect them;

e) Engage representatives from the following communitywide entities at Arlington Economic Alliance meetings as appropriate: Arlington Heights Memorial Library, Arlington Heights Park District, Township High School District 214, the Special Events Commission, and other entities as appropriate. ~~Assisting business through mechanisms such as seminars and university programs; and~~

f) Researching and advising the Board of Trustees, Village Manager and boards and commissions on matters relating to economic development.

g) Annually, not later than the beginning of the fiscal year, submit to the Village Board for approval, a statement of its goals and objectives and procedures for accomplishing them.

f. Meetings, Quorum, Voting. Regular meetings of the Arlington Economic Alliance shall be scheduled on a quarterly basis at a date and time to be determined by the Arlington Economic Alliance and announced in the Village calendar and other appropriate media. Special meetings may be called by the Village President, the Board of Trustees, ~~the Liaison Committee of the Board of Trustees,~~ the Chair of the Arlington Economic Alliance or a quorum of the Arlington Economic Alliance. ~~Six~~ Seven members shall constitute a quorum. The Chair shall vote with other members of the Arlington Economic Alliance.

g. Records and Reports. The Arlington Economic Alliance shall keep written records of its proceedings, which records shall be open at all times to public inspection. An annual report shall be made to the Board of Trustees, to include matters before the Arlington Economic Alliance and their status.

SECTION TWO: This Ordinance repeals all ordinances or parts of ordinances in conflict with the provisions hereof, and shall be in full force and effect from and after its passage and approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this ___ day of _____________ 2015.

Village President

ATTEST:

Village Clerk

CODEAMENDMENTS:6-505 Arlington Economic Alliance

Alliance Membership Options – with Current Members

Alliance Membership - Current and Proposed Options

July 2015

TYPE (# of Members)	CURRENT MEMBERSHIP (11)	PRESENTED TO VB 1/20/15 (13)	UPDATED AND RECOMMENDED (13)	CURRENT MEMBERS (7)
Arlington Heights Memorial Library		x		
Arlington Heights Park District		x		
Automobile Dealer	x	x	x	Tony Guido
Business Representative	x		x	Lisa Henderson
Chamber of Commerce	x	x	x	
Convention & Visitors Bureau		x	x	
Downtown Business Owner (Central Business District Association)	x	x	x	
Education	x	x		Mike Field*
Financial Institution	x	x	x	Regina Schlamp
Hospitality Industry	x	x	x	Jamie Janeczko
Industrialist	x	x	x	Tom Gaynor
Real Estate, Developer or Property Manager		x		
Real Estate, Developer or Property Manager - Commercial	x		x	Scott Whisler
Real Estate, Developer or Property Manager - Residential			x	
Restaurateur			x	
Retailer			x	
Retailer/Restaurateur				
Top Twenty Employer	x	x	x	
Top Twenty Employer	x	x		
	<u>Invited</u> CVB Library Park District Special Events	<u>Invited</u> Special Events	<u>Invited</u> School District 214 Library Park District Special Events	

*Position would become "Invited" under *Updated and Recommended* Plan

Extract of Meeting Minutes
From the May 12, 2014 Committee of the Whole Meeting

President and Board of Trustees
Village of Arlington Heights
COMMITTE OF THE WHOLE AGENDA
Board Room
May 12, 2014
7:30 PM

C. 8:15 p.m. - Request of Arlington Economic Alliance for Village Board Vision of Alliance per March 19, 2014 Alliance Meeting

Mr. Dixon said Section 6-505 of the Village Code discusses both intent and purpose and subsection E discusses powers, duties, and responsibilities of The Arlington Economic Alliance. There are very specific assignments/delegations to the Alliance.

Mayor Hayes thanked the Economic Alliance for all the great work the Alliance does on behalf of the Village as the Villages' representatives. They are one of the key entities in terms of economic development and the business environment and community.

Tony Guido, Chair of the Arlington Economic Alliance, discussed that the Alliance has read the code and has looked at the accomplishments the Alliance has done over the past years. Some of the events they pride themselves on is the economic breakfasts they have had along with the speakers at this event which helped the community with information regarding small business loans and educating them on where to go with any kind of help they need with their business. Mr. Guido said what the Alliance is looking for right now is the fact that the code is in place, but the landscape in the Village along with the rest of the businesses in the Village have changed. The way the Village is marketed, branded and social media have changed over the years. Some of the code is outdated. Some of the things they are looking for is a vision of what the Board thinks the Alliance should be doing. Over the years they have done marketing, branding, and helped develop websites, retention visits, and helped with the permit processes.

Mr. Guido said the Alliance would like some direction from the Board on what the Board thinks the Alliance's future should be for the next three to five years and how they can help market the town or what they should be doing at this point. Most of the members on the Alliance run businesses in Arlington Heights. Mr. Guido's business has been here for 30 years and being here for 30 years, they have seen things come and go, but they don't want to lose track of what makes this town what it is, including the library, parks, the Village, the Chamber, the schools, entertainment and community events.

Over the last six to eight months the Alliance talked about branding. They did surveys and talked about advertising. They know that some of the codes are outdated. They came up with "Power of Partnership." Partnership with the library, park, schools and how they can work together. Right now working with the Chamber they are doing retention visits and report back to the Alliance to give them updates. But there should not be overlap in what the Chamber is doing and what the Alliance is doing. They should be working on the same idea in different directions with the same common goal of the "Power of Partnership" to bring all these different entities together by communicating with each other. The Alliance talked about advertising or communicating with each other using different avenues such as using their newspapers, bulletins, letters to keep residents informed since people read all different forms of media. Anywhere from "apps" to mail, etc. The Alliance would like to ask the Board how to move forward. They would like a plan for the next three to five years to look at how to bring all of these different groups together as one with the Alliance.

The Alliance has made retention visits, they have listened to the businesses, they have made recommendations, but all these other entities are promoting themselves when it is all for Arlington Heights. The Alliance thinks this is something that should be looked at and they are looking for help, guidance, and input from the Board. What does the Board think the Alliance should be doing and what the Chamber should be doing so they are not over-lapping and become more productive in the next three to five years?
Mayor Hayes said some of the things that Mr. Guido mentioned are already in place over the past year, for example, the Small Business Development Agreement. The Alliance was involved in this process so efforts where not duplicated. He thinks the Board has tried very hard over the past year to try to utilize this community partnership approach utilizing all the available resources and not duplicate efforts.

Trustee Glasgow thanked Mr. Guido for all the work that is done with the Alliance. One of the concerns he has is does the Alliance feel they are duplicating efforts. Mr. Guido replied that yes, that some of the things the Alliance has done over the past years the Chamber is currently doing. Trustee Glasgow said one of the things he sees is that the members of the Arlington Economic Alliance are the trusted business leaders appointed by the Mayor because of their knowledge of businesses and Arlington Heights. They represent all of the businesses in Arlington Heights. He thinks there is a place for both the Chamber and the Alliance using their different views. Do you feel that the Arlington Economic Alliance is beneficial at this point in the form that it is and if not, what suggestions do they have.

Sue Duchek, member of The Arlington Economic Alliance, talked about why they asked for direction which is due to frustration within the Alliance. She had been on the Alliance for ten years and has seen how it was when she started and how it is today which is two different things completely. This started as an advisory position, which was bringing to the Alliance what they heard on the streets within each of their own industries since they are all representing positions within the Village. She looks at her role on the Alliance not as a business owner but as a voice of other businesses and bringing those concerns to the Alliance to discuss. She has seen a lot larger work load being given and she feels like she somehow inherited a job along the way that wasn't necessarily the initial role. If this is what it has become, then the Alliance needs to have some direction as to what is exactly their role, advisory or to be making retention calls. Not just to be given a project to work on. In other words, how could the Alliance best serve.

Mayor Hayes agrees that some of the code language needs to be changed. He said looking at 2A and B rather than charging the Alliance with the development and implementation of business retention and expansion program or marketing program the Alliance should be assisting in the development and implementation of those items through an advisory role. He does not think the Alliance should be making retention visits.

Trustee Tinaglia said the Alliance should put together a code on how the Alliance can best help Arlington Heights. As an Economic Alliance what can they bring to the table to offer as business entities? This could be reported back to the Board.

Trustee Scaletta discussed when the Alliance talked about partnerships with the park district and the library that would be a good opportunity for everyone to get together and use resources. The Board would like to hear what makes the business community happy, what does not make them happy and how things can change in a positive way that benefits the businesses. That's everything that the Alliance has been doing to make things better. The Alliance was part of streamlining the codes, streamlining processes, giving feedback on what works and what does not work in the business community whether it has to do with marketing or any other facet. It would be great if the Alliance would come back to the Board and let them know what needs to be focused on and what would be better handled by staff. They should make a motion and bring it to the Board for anything they want to change. The Alliance should use this as an opportunity to re-evaluate the commission and say this is what we were, this is what we became and this is where we want to go.

Trustee LaBedz said learning about how extensive the activities are that the Alliance is doing, she can see how they would want direction and discussion about narrowing their focus since it can be overwhelming. She appreciates the Alliance's comments on partnerships including the library, parks and schools. There is more to the Alliance than the businesses since it involves the economy in the Village that will attract the businesses to come into the Village.

Trustee Blackwood discussed that when she looks at the composition of the Alliance she is looking at leaders of industry in various sectors within the community. It would be a representation of large organizations all the way down to store front businesses. Do we have the right component of small business vs. large business? This would be information that would help Charles Perkins attract businesses into the community. What does the Village want economically and this is what the Alliance should be talking about. What is important is each member of the Alliance has a voice as to what is happening in their industry and how that industry is affecting the Village.

Trustee Farwell thanked the Economic Alliance for all their hard work. As a Board the Trustees look to the Economic Alliance as a true business advisor for the businesses in the community. You're not advising a business you are advising this governmental entity which is hard to do. This is the perfect time to ask the Alliance to re-group and redefine themselves and come to the Board maybe in an informal setting.

Trustee Sidor said pro-active information from the Alliance would be very helpful.

Mayor Hayes said the consensus is that the Alliance should take a look at the code provisions and as Mr. Dixon mentioned to take a pen and mark up what needs to be changed. Come back to the Board with what the Alliance envisions as the role of the commission based on what was said tonight and what your additional thoughts might be.

Extracts of Meeting Minutes
Pertaining to the Arlington Economic Alliance
Revision of Village Code Section 6-505
Prior to the January 20, 2015 Village Board Meeting

MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON MARCH 19, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

Item 4: Continuation of Economic Alliance Formal Plan Discussion
Mr. Perkins referenced the previous month's meeting and a summary of the subcommittees proposed by the Alliance. A more detailed summary of the discussed subcommittee items was handed out for discussion. Broker coffees were done in the past and well-received. They are an opportunity to network and potentially make deals. Citizen Lead programs incentivize residents to provide suggestions for potential new businesses in Arlington Heights. Prioritization of these tasks by each subcommittee is necessary as it's unlikely that all of them could be accomplished in one yearand developing a multi-year plan would be appropriate.

Ms. Duchek expressed the need to drill into a core Alliance mission before heading into action plans. Ms. Philpott felt that there is too much laid out in the proposed summary which would make these action plans difficult to achieve considering everyone's other time commitments. It's important to determine what the Alliance members are able to accomplish and be part of a solution. Disengagement among Alliance members needs to be prevented and a mission needs to be outlined. It was discussed that previous subcommittees have worked well and the proposed subcommittees would be an opportunity to allow the Alliance members to work with Staff on achieving desired goals. Ms. Schlamp recommended that if subcommittees are to occur that they be pared down, as they function better when they have one specific task or goal (e.g. Alliance Breakfast and Zero Interest Loan Program).

Mr. Guido commented that the work needs to have rewards and benefits for the community. If each subcommittee focused on just one or two items, that might be more productive. Michael O'Connor sees the subcommittee summary provided as capturing what was discussed the previous Alliance monthly meeting and that the committee members can be selective about what they want to achieve. In explaining the cards handed out to the attendees at this meeting, Mr. Perkins clarified that the language on them is based on the Alliance purpose as laid out in the Village Code. These are meant as a quick reference tool for discussing the Alliance's efforts towards a more formal plan. The edits requested by the Alliance at the February meeting have been made.

Mr. Ridler offered to discuss in the future what the Chamber has learned, via retention efforts, at the Alliance's request, including at subcommittee meetings. Gary Skiba views the aforementioned summary as an aspect of the overall mission and that the specific tasks and time needed to achieve them can be determined by the individual subcommittees. Adding to this, Mr. Perkins said that the subcommittees would make recommendations to the Alliance, and with the entire committee's approval would then move forward with a particular task. The only exception would be a project requiring funds over $10,000, in which formal Village Board approval would be necessary.

Ms. Duchek suggested that the Alliance present to the Committee-of-the-Whole to better understand the Trustees' vision of the Alliance.

Trustee Sidor recommended that multiple Alliance members, and not just the Chairman, attend such a meeting. This would enable a greater exchange of ideas. It would be an opportunity to get the Village's business stakeholders on the same page and understand the Village Board's and Mayor's expectations. Mr. Guido stressed communication with other entities, such as the Library and Park District. It's important that overlap isn't occurring and that governmental and business-related entities are working together. He also inquired as to how subcommittees function at the Chamber. Mr. Ridler responded that some of the subcommittees have on-going work as directed by the

Chamber Board President. Another effort is cross-marketing and making sure there aren't overlapping efforts for sponsorships via the different governmental and business organizations in Arlington Heights. In terms of branding, the Chamber is working with a consultant on determining their "story".

Regarding the Alliance subcommittees, Mr. Guido asked about the advantages of having a smaller group of Alliance members. Mr. Perkins noted that if four members hold a meeting or have simultaneous communication, then public notice is required. However, if three or fewer communicate, no public notice is required under the Open Meetings Act, making it easier to schedule a meeting. Either option is acceptable. Ms. Philpott recommended paring down the tasks of the subcommittees to get things done more quickly. A quicker process can enable greater engagement among participants. Both she and Ms. Duchek want to make sure the roles of Alliance members are defined, as the committee itself is designated as advisory. By request, Michael Mertes then discussed a handout that summarizes the subcommittee tasks discussed at the previous month's Alliance meeting, and how they relate to the language laid out in the Village Code pertaining to the Economic Alliance.

Per the Alliance's direction, Mr. Perkins agreed to discuss with the Village Manager potential Committee-of-the-Whole meeting dates. Regarding the proposed subcommittees, and the request for Jim Platt to attend, he suggested that Mr. Platt attend the Business Retention subcommittee as well.

Trustee Sidor wants to ensure that retention efforts are cohesive and consistent; not repetitive among the Village, Chamber, and Economic Alliance. Mr. Perkins clarified that overlap would be avoided as the Alliance efforts would be more project-focused, such as organizing a conference with local ethnic businesses and also potentially creating an industrial networking group. Duplication would be avoided, and the Alliance would focus on areas not already being covered. Ms. Schlamp added that the subcommittee could play an advisory role, overseeing the efforts of Village Staff, the Chamber, and the Alliance itself.

Mr. Field expressed concern that the Alliance wasn't moving any closer to establishing an identity and mission. The Village Code defines the Economic Alliance as an advisory board. Yet it uses terms such as "developing" and "implementing" which go beyond the scope of an advisory board. An identity for the group, as a whole, needs to be determined. Mr. Guido commented that the regulations from the Code may be outdated and need to be revisited. It was also explained that terms such as "developing" and "implementing" are typical in Code language for most Commissions.

Ms. Philpott asked who is expected to be the Staff Liaison to the committee. Mr. Perkins stated there is typically one Staff liaison. Ms. Philpott asked who that was, and Mr. Perkins responded itis usually the Business Development Coordinator. Ms. Philpott stated that she would like to hear more from the Business Development Coordinator, and less from the Department Director. Mr. Perkins explained that with Mr. Mertes being new to Village Staff, and in an effort to provide the Alliance with the best resources possible, he has been attending and participating in the monthly meetings. He further explained that this is not uncommon, and his attendance and input has occurred since the inception of the Arlington Economic Alliance. He further elaborated that this is no different than Mr. Ridler and Mr. Platt, both from the Chamber, attending the Alliance meetings. Everyone who attends is there to provide quality resources to the Alliance.

Mr. Skiba expressed his concerns of the time needed to implement various tasks taking into consideration other Alliance members' professional commitments. Mr. Perkins clarified that "developing" and "implementing" are words used in many other Commissions' sections of the Village Code, so this is not necessarily uncommon. The Alliance as a whole could prioritize their work prior from the last meeting, or the subcommittees could do that as well.

Ms. Duchek reiterated the need to get direction from the Mayor and Village Board. Expectations need to be clarified for the group and its role. Ms. Schlamp advised that the Alliance prepare thoughts and questions before going to the Committee-of-the-Whole meeting. In addition, Ms. Philpott suggested reviewing the past and present states of the Alliance while looking forward as well. Change may be something that's needed and reshaping the committee's position could be useful. Mr. Guido requested that the members submit their questions to him, Mr. Perkins, and Mr. Mertes prior to going before the Committee-of-the-Whole. In the meantime, Mr. Perkins will discuss arranging such a meeting with the Mayor and Village Manager. Subcommittee meetings will be postponed until further direction from the Village Trustees is received.

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON May 28, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Mike Field; Regina Schlamp; Gary Skiba; Scott Whisler

Item 3: Discussion of Committee-of-the-Whole Meeting – Alliance Mission
Tony Guido summarized the Committee-of-the-Whole meeting from May 12, 2014 in which the Arlington Economic Alliance asked the Village Board for guidance on the purpose and mission of the Alliance. Scott Whisler added that it was a good meeting and the main sentiment received was that the Alliance members should tell the Village Trustees what they would like to do and achieve. Sue Duchek agreed. The Committee-of-the-Whole meeting was an opportunity for the Board to understand why the Alliance is reviewing and potentially updating its mission. It's also an opportunity to empower the Commission.

Regina Schlamp said that the Village Board was able to share their thoughts on their perception of the Alliance's purpose. Taking what was learned from the COW meeting, now an updated vision for this commission can be created and its role can be determined. Mr. Guido discussed consideration of the Code language and whether some of it should be rewritten. The Village Board is interested in the Alliance's guidance and the purpose of this particular Alliance meeting should be to brainstorm ideas. Since, some of the Code language seems outdated, changes may be necessary. It's important to figure out what the Alliance is best able to accomplish, and channel the members' efforts towards this.

Mr. Whisler recommended less focus on marketing at this time, with Discover Arlington being discussed by a separate focus group. Also, it will take more than one Alliance meeting to determine its goals and mission. Determining the make-up of the Commission, as well as its responsibilities, should be a primary focus. Furthermore, the Alliance should exist to communicate with the Village Board on current business happenings. Jon Ridler agreed, feeling that the Alliance could assess the community's needs and provide desired expertise. Mr. Guido added that communication with Arlington Heights residents, as well as partnerships with relevant community organizations, is crucial. A mission statement would be very helpful.

Mike Field stressed avoiding any confusion or duplication with other entities, such as the Chamber of Commerce. It would be helpful to have clarification on the purpose of other complementary organizations. Ms. Schlamp feels that some of the business community doesn't view the Alliance as a resource, although they should. Ms. Duchek stated that the Alliance should look out for all businesses and business types in Arlington Heights. Organizations such as the Chamber and Visitors Bureau have specific members or entities that they are required to promote and provide services.

Mr. Guido referenced Part "a" of Section 6-505 of the Village Code, specifically relating to the intent and purpose of the Arlington Economic Alliance. Ms. Duchek and Mr. Whisler agreed that this language was still relevant. Additionally, significant business-related issues affecting the community should be discussed at Alliance meetings, such as when the Commission reviewed and made recommendations on the Village's permit processes. They would like themselves, as well as Staff, to proactively bring up and discuss such issues at future meetings. Mr. Field stressed leadership on bringing these topics and issues forward. Michael Mertes referred to monthly updates provided to the Alliance as reference tools for current community news. However, he will be more proactive in informing the Alliance as to communitywide business-related information.

Ms. Duchek recalled when the Alliance met less frequently than once a month (which is how often it currently meets). When certain topics came up, such as indoor smoking and Downtown parking issues, the Alliance took an active position. Gary Skiba mentioned that the Alliance should weigh in when there are commerce-related issues of Village-wide interest. Dave Parulo noted a need for a mechanism to draw the Commission's attention to these issues. Mr. Mertes stated that he is available as a resource as well, in case the Alliance members have questions.

Per the business retention aspect of the Alliance section of the Village Code, the Small Business Retention Agreement is covering businesses smaller than 2,000 square feet or with eight or fewer employees. Due to the diversity of businesses in Arlington Heights, as well as the sheer number (including home-based businesses, estimates are over 4,000), Mr. Ridler views retention as a valuable aspect for the Alliance to still have as part of their mission. The Small Business Retention Agreement could bring about topics that could be discussed by the Alliance. The Chamber is seeking to learn the hot-button issues during their retention outreach and report back to the Village for potential resolution. Mr. Mertes added that common themes can also be positive, and help the Village learn what are seen as its assets too. Some of the potential work items discussed during the Alliance's monthly meeting in February, such as broker coffees, could fall under the category of "Retention", according to Mr. Whisler.

Several Alliance members spoke to the need for having the language in the Code pertain more to providing oversight and input. Mr. Parulo recommended using language that makes sure to empower the Alliance, much to the suggestion of the Village Board. It was agreed that the concepts laid out in the Code should be focused on more than the wording, at least initially. Ms. Duchek added that discussing the Code is helping the Alliance better understand what has already been laid out in terms of direction, before moving forward with making changes. To the agreement of several Alliance members, Mr. Whisler also felt that the Executive Directors of the Chamber of Commerce and Visitors Bureau (Meet Chicago Northwest) should have permanent seats on the Alliance, whether as a formal member or with ex-officio status. He also suggested having a manufacturing/industrial representative as well. Having a Top 20 employer was recommended additionally. The Alliance would like to fill the three current vacancies on the Commission.

Mr. Field suggested having an outline for the next Alliance meeting to focus more on individual topics. Concurring with this idea, Mr. Guido added that the goal of this meeting specifically was to brainstorm and gauge everyone's opinions. He sees benefit to inviting other organizational representatives (Park District, Library, etc.) to better inform them and provide a Village-wide channel for what is being accomplished in terms of economic development. Mr. Field also would like to ensure that marketing is not taken off the Alliance's plate, as it's such a crucial part of business development efforts in any community. Perhaps the Commission just needs to consider its role in this aspect. Ms. Duchek and Mr. Whisler agree. They see the Alliance as able to offer valuable input on how marketing in Arlington Heights is achieved. She referenced the Commission's role in interviewing and providing feedback on the firm that developed the Discover Arlington campaign. The Economic Alliance has played an active role in promoting the community.

Regarding retention, Mr. Mertes noted that a lot of the feedback has been positive. However, business concerns have often varied on a case-by-case basis. There have not been one or two consistent sources of frustration among Arlington Heights businesses. Ms. Duchek pointed to the permitting process and how the Alliance worked with Village Staff to help streamline the process. This was an example of finding a common concern in the business community and working to find a resolution.

Mr. Whisler explained how reaching out to the Building Code Review Board could be helpful. The Alliance can help relay information to business owners and answer to their concerns. Mr. Field sees the Economic Alliance newsletter as a vehicle to communicate information such as this. It is mailed to all commercial addresses in Arlington Heights. Also, sending it electronically in addition to standard mail would be helpful to cover the most ground possible. Ms. Schlamp emphasized this balance, and referenced the experiences of the Library District's efforts to send out their newsletter entirely in digital format, and how many recipients preferred to have a paper copy instead.

The Alliance will hold their next regularly scheduled meeting on June 18th in the 2nd floor Commissions Room. In the meantime, Mr. Guido will work with Mr. Mertes to put together an outline of points of discussion for the next meeting.

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON JULY 16, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Jamie Janeczko; Regina Schlamp; Gary Skiba; Scott Whisler

Discussion of Alliance Membership/Mission
Mr. Guido gave an overview of discussions from the previous meeting. Scott Whisler's impression of the purpose laid out by the Village Board is not to rewrite the Code language, but rather to reformulate it. In other words, tailor it to what the Alliance wants to focus on over the next year. Sue Duchek added to this, saying that changing the language isn't necessary, but what's important is having a clearer understanding of the Commission's focus.

Regina Schlamp advocated addressing the make-up of the Commission, and making sure seats are filled by people who are interested in serving. In terms of potential new membership, Mr. Guido and Mr. Whisler both recommended having the presence of the Chamber of Commerce on the Alliance, and suggested that the Executive Director would be the most appropriate person for the role, as elected Chamber Board members often have limited terms.

Potentially having permanent representation by the Park District, Library District, and Visitors Bureau was also discussed by the Commission. The Code may need to be altered to allow for more than 11 members to accommodate new additions. The Alliance requested that Mr. Mertes provide a chart at the next meeting, showing the current members of the Commission, their terms of service, and which roles that are determined by Code they fill. They also requested a list of the top employers in the community. Other updates to the Code language were suggested, such as removing the references to quarterly meetings and to the *Central Business District Association.* Mr. Mertes will provide a red-lined version of the Code language at the next meeting, with the aforementioned updates.

Mr. Guido stated that it was time to also find a new Chairperson, as his term has expired and he is temporarily serving the role until a new one is named. He suggested that the Code state the length of the Chairperson's term and whether it should rotate, and also recommended having a Vice-Chairperson who can run the meetings in the Chairperson's absence. Mr. Skiba concurred with Mr. Guido's suggestion that Alliance leadership positions rotate, as long as there is continuity within the Commission's membership. Getting quarterly marketing updates from Village Staff was also briefly discussed. Knowing what advertisements will be placed before they appear in various media would be helpful to the Alliance members. Mr. Whisler asked that the Code also reference a representative from the Special Events Commission to serve as an ex-oficio member.

Developing a vision and objectives before adding new members was suggested by Jamie Janeczko. It might be useful to have goals established so new members can have a clearer understanding of the Alliance's functions when they join. From an outside perspective, Mr. Parulo envisions developing a couple major themes to focus on over the next year as something that would be helpful for the Alliance, and beneficial to report back to the Village Board. Ms. Schlamp added that the goals should be broad and not overly specific, which would allow more flexibility when determining the tasks that would complement those goals. It is important to represent the entire Village as well, and not just focus entirely on the Downtown.

Getting reports on developments and other large-scale economic development projects would be helpful to the Alliance, as vouched for by Mr. Whisler and Ms. Duchek. By being informed early in the process, the Alliance members can be advocates and sources of information for the business community and residents alike, while fulfilling their role as an advisory body. A brief, confidential report for every Alliance meeting would be useful. Also, if specific direction is given from the Village Board on Economic Development projects, relaying that information to the Alliance would be appreciated.

Ms. Duchek reiterated that changing the Code language isn't a necessity. The work plan goals that were discussed at the February Alliance meeting can all apply to language that already exists. It's important to make sure that the Alliance remains an advisory committee as well.

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON AUGUST 20, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Lisa Henderson; Jamie Janeczko; Regina Schlamp; Gary Skiba

Discussion of Alliance Membership/Mission

Referencing the Village's Top 20 employers list attached to the agenda, Mr. Guido acknowledged the significant number of people working in Arlington Heights, particularly for these particular employers. He stressed keeping these businesses appraised of what is going on in the community. Mr. Mertes confirmed that communication efforts have been made to all of these employers, and the Village continues to partner with several of them. The majority of feedback from these businesses has been that Arlington Heights is a good location for their enterprise and commerce in general.

The Illinois Department of Employment Security (IDES) publishes "Where People Work", which Dave Parulo suggested could be a valuable resource for the Alliance and their outreach efforts. Gary Skiba noted that the largest employers often have workers from outside the community. It's important to try and connect these employees with the Village's services and resources, especially those unfamiliar with the community. Daisy Porter-Reynolds noted that businesses in Arlington Heights are able to get up to three library cards and that the Library is an excellent resource for them. This allows non-residents access to the Library's services. Neil Scheufler agreed and added that the Metropolis Performing Arts Center utilizes the Library for opportunities on promoting their programming.

Mr. Mertes then reviewed a red-lined version of the Village Code section pertaining to the Economic Alliance. He clarified that any changes would require Village Board approval. Discussed items were:

- Increasing voting membership from 11 to 13
- Adding a Special Events Commission representative as an ex-officio member
- Creating a Vice-Chairperson position to lead meetings in the absence of the Chairperson (both positions would be served by new people every three years)
- Organization/business type
    - Have all appointees serve three-year terms before being considered for renewal
    - Stagger, if possible, so that one-third of Commission is up for renewal every year
- Representatives specifically requested to be voting members
    - Chamber of Commerce – Executive Director
    - Convention and Visitors Bureau – Executive Director
    - Downtown Business Owner/Representative
    - Library Representative (contingent upon their approval)
    - Park District Representative (contingent upon their approval)

Additionally, the quorum would become seven, should the voting membership be increased to 13.

Mr. Guido referenced the Code section stating "Assisting businesses through mechanisms such as seminars and university programs." The question is whether such a section is currently applicable to the Alliance's goals. It was agreed to strike this particular line of Code language.

Also considered were the lines “Development and implementing a business retention/expansion program” and “Developing and implementing a marketing program to attract new business and industry”. Ms. Schlamp saw contrast between this and the Alliance’s intent to serve as an advisory body, and such programs have already been implemented in the past. Mr. Skiba concurred, seeing the Alliance as a creative body that can give input, but isn’t designed to handle the workload of such major projects. The use of the words “developing” and “implementing” put a different expectation on the Alliance than solely being an advisory committee. It was agreed to modify the Code language to focus the Commission’s actions as more “advising” than “developing” or “implementing”, especially since these tasks are being done by Village Staff and are part of the partnership between the Village and Chamber.

Ms. Duchek also asked that the language referencing meetings “scheduled on a quarterly basis” be updated as the Alliance meets more frequently than this. The Alliance discussed frequency of meetings and whether meeting every other month was appropriate. Per Mr. Parulo’s suggestion, the Alliance agreed to have the language read “at least quarterly” to allow the Alliance more flexibility should the Commission elect to vary its meeting schedule.

Mr. Guido also requested occasional updates from Chamber of Commerce staff regarding retention efforts. Additionally, Mr. Mertes will provide marketing updates from time-to-time. The Alliance members want to take a more proactive approach to interacting with the Village Board, especially on economic development-related activities.

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE HELD ON OCTOBER 15, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Mike Field; Lisa Henderson; Jamie Janeczko; Regina Schlamp; Gary Skiba; Scott Whisler

Discussion of Alliance Mission

Michael Mertes explained the revisions made to the proposed Alliance Code update since the last meeting. Membership make-up would consist of 13 people, with voting members serving three-year terms. Representatives of the Arlington Heights Chamber of Commerce, Meet Chicago Northwest, Park District, and Memorial Library would be listed as organizations requested to have a representative serve on the Commission. Language ensuring that the Alliance exists as an advisory body was added. All these updates are subject to Village Board approval.

Mike Field asked if the language can be adjusted to say that quorum would be 50% plus one member. Mr. Mertes replied that he spoke with legal and his understanding was that specific numbers need to be used (in this proposed case it would be a 13-member body, so seven people would constitute the quorum). However, he offered to verify if language saying a quorum of 50% plus one member can be used in the Code. Also, Mr. Field suggested changing the language to reference a representative of education in general, as opposed to “Higher Education” which is what is currently laid out in the Code section.

Regarding possible Alliance projects for 2015, Mr. Guido inquired as to how Chamber of Commerce activities are organized. Jon Ridler answered that each committee handles different initiatives: networking, events, membership/development, and strategic partnerships. These areas are headed by different Vice Presidents overseeing different subcommittees. Mr. Mertes suggested the Alliance Breakfast, and updating the format and content of the Alliance Newsletter, as possible areas of focus for the 2015 Plan. Coming back with three or four tasks next year would be beneficial for the Commission.

In regards to any aspects in which the Alliance may be able to focus, Sue Duchek inquired as to any critical concerns that the Chamber hears from the business community and how the Alliance can assist. Outdoor dining was one such example that she provided. Mr. Ridler replied that sandwich board signs are a topic that the Chamber could have brought to the Alliance, who then could have provided their input to the Village Board. Ms. Duchek feels that helping businesses get through the approval process would be a great benefit, referencing the "How to Get to Yes" Alliance Breakfast a few years prior. Mr. Ridler suggested taking common themes learned from retention visits and bringing them to the Alliance for their thoughts and potential recommendations to the Village Board.

Scott Whisler noted that building and fire codes often come from the federal or state levels and Village Staff then needs to filter through them. Unawareness of Code regulations can cause issues for business owners who may have already signed a lease or be conducting space renovations. Trying to get Code information out as early as possible would be tremendously helpful to such businesses. Mr. Whisler suggested another program similar to "How to Get to Yes" for the spring Alliance Breakfast in 2015. Also, it may be helpful to the Alliance to have a code enforcement official, or representative from the Building Code Review Board, give a presentation on the submittal process to the Commission. Also, being made aware of changes to the building code would be helpful. Concurring, Ms. Duchek sees value in helping the Alliance understand the review process and educating the applicants on the process.

Mr. Whisler also suggested the retail incentive program, the Alliance Breakfast, and an industrial networking event as areas in which the Commission could focus on in 2015. Retaining and educating businesses, whether they are growing, shrinking, or staying put is important in Mr. Guido's view. Additionally, giving input on Village Staff's marketing efforts, and helping gauge their effectiveness, is another opportunity for the Commission. Regina Schlamp noted that this should be in an advisory role, and that the Alliance shouldn't be creating the marketing pieces.

Mr. Ridler said that the business community would like to know that there is a Commission advocating for them. The Alliance could be a sounding board for the business owners. Dave Parulo agreed, adding that Chamber retention reports to the Alliance would be useful. Such reporting should focus on both the positive and negative responses provided by business owners to the Chamber.

A survey sent out to businesses could be very worthwhile, in Mr. Field's opinion. If used to look at review processes, the feedback could help Staff discover opportunities for streamlining or finding alternative possibilities. Anita Pacheco sees value in communicating Code changes and updates. Proactive outreach can help prevent business owners from spending money and making assumptions on something they may end up needing to change. Mr. Whisler emphasized making sure there's not a disconnect between the Village and the architects and contractors. Helping entrepreneurs understand the Code and laying out the specifics for them would help communication with Village Staff in Mr. Ridler's view. The Alliance can serve as a bridge between businesses and Staff.

Mr. Guido also spoke of identifying the Village's business attraction tools, and supports utilizing a community-wide survey. Such a survey should be condensed in order to get critical information with a high response rate. Mr. Field and Mr. Parulo added that the survey can be used to identify trends across the Village. Ms. Schlamp and Gary Skiba vouched for the importance of surveys as a validation tool. Before the Alliance proceeds with additional steps, it's important to see how the businesses respond and where they are focusing their attention. Convening a subcommittee of Alliance members to meet with Code Enforcement Staff to help educate the Commission was suggested by Mr. Field. Mr. Guido was in agreement, stressing a need to meet with Staff and do their due diligence before recommending anything to the Village Board.

Ms. Pacheco sees the survey as an opportunity for the Alliance to promote itself too. It can draw attention to the Commission while promoting the fact that it is listening to the business community. In agreement, Jamie Janeczko added that the survey could also clarify who the Alliance is, and mitigate being confused with other commerce-related entities such as the Chamber of Commerce. The survey could be promoted in an upcoming newsletter. Mr. Skiba also noted that by proclaiming accomplishments achieved from previous business interactions, the survey is likely to be given more validity and likely attain a higher response rate. Mr. Parulo added that it's crucial to follow up the survey by addressing the responses that were obtained. Lastly, Mr. Guido suggested starting consideration of the format, distribution, and potential questions for the survey.

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MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON DECEMBER 17, 2014 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Mike Field; Lisa Henderson; Jamie Janeczko; Gary Skiba

Discussion of Alliance Mission
Mr. Mertes updated the Alliance on the most recent edits to the Alliance Code. Mr. Guido inquired about terms of service and Mr. Mertes confirmed that all representatives will serve three-year terms and can be reappointed by the Mayor. There are no term limits. Sue Duchek suggested striking "Commercial" from the Real Estate category. Dave Parulo asked what happens if a term is vacated and someone new is appointed to that the organization or business type. Mr. Mertes replied that the new Commissioner would finish the remaining term as opposed to starting a new three-year term.

Mr. Ridler suggested, per the revised Code, that the new Commissioners may need to serve an initial term of less than three years in order to maintain appropriate staggering of terms laid out in the Code (no more than five terms ending in one year). The Mayor could appoint the new Commissioners for terms less than three years initially, and when the position is up for renewal, then the reappointment can be for three years moving forward.

Mr. Mertes also verified that quorum must be a set number in the Code. Mr. Ridler recommended holding meetings for discussion purposes when a quorum is not attained. The Alliance is aware that no formal decisions can be made when quorum is not met. Mr. Mertes volunteered to notify the Alliance when it does not appear that a quorum will be reached and will offer to hold the meeting for those who are able to attend. He also responded to a question by Mr. Ridler that the organizations listed in the "Organization or Type of Business" section are entitled to recommend their own appointee for consideration by the Mayor. Jason Kuhl asked for verification whether or not a new appointee would need to be chosen for a particular organization or business type every three years. Mr. Mertes responded that an organization can have one person (or position) remain on the Alliance for multiple terms as long as the Mayor reappoints that Commissioner for additional terms.

SUE DUCHEK MOVED AND GARY SKIBA SECONDED A MOTION TO RECOMMEND TO THE VILLAGE BOARD THE PROPOSED CHANGES TO MUNICIPAL CODE SECTION 6-505 WHICH PERTAINS TO THE ARLINGTON ECONOMIC ALLIANCE, INCLUDING THE DELETION OF THE TERM "COMMERCIAL" FROM THE BUSINESS TYPE "COMMERCIAL REAL ESTATE, DEVELOPER OR RETAIL PROPERTY MANAGER". ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

MINUTES
President and Board of Trustees
Village of Arlington Heights
Board Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
January 20, 2015
8:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

A. Presentation of the Colors by Brownie Troop 41571 from James W. Riley Elementary School

III. ROLL CALL OF MEMBERS

The Village Clerk called the roll with President Hayes and the following Trustees responding: LaBedz, Scaletta, Blackwood, Rosenberg, Sidor, Glasgow and Tinaglia.

Trustee Farwell was absent.

Also present were Village Manager Randy Recklaus, Assistant Village Attorney Robin Ward, Assistant Director of Public Works Cris Papierniak, Director of Planning and Community Development Charles Perkins, Director of Engineering Jim Massarelli, Director of Finance Tom Kuehne, Police Chief Gerald Mourning and Village Clerk Becky Hume.

IV. APPROVAL OF MINUTES

A. Committee of the Whole Minutes 1/5/2015 Approved

Trustee John Scaletta moved to approve. Trustee Mike Sidor Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia.

Abstain: Glasgow.
Absent: Farwell.

B. Village Board Minutes 1/5/2015 Approved

(Marshall Street to stop for Belmont Avenue)

Trustee Thomas Glasgow moved to approve 15-002. Trustee Robin LaBedz Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia.

Absent: Farwell.

CONSENT REPORT OF THE VILLAGE MANAGER

A. Northwest Highway / Wilke Road Improvements; Engineering Services Addendum No. 4 — Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia.

Absent: Farwell.

B. Budget Amendment for a Zero Interest Loan in the amount of $10,000 — Approved

Trustee Thomas Glasgow moved to approve. Trustee Robin LaBedz Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia.

Absent: Farwell.

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

A. An Ordinance Amending Chapter 6 of the Arlington Heights Municipal Code (Section 6-505, Arlington Economic Alliance) — Tabled

This item was removed from the Consent Agenda Legal B., by Trustee Scaletta.

Trustee John Scaletta moved to move Consent Agenda, Legal B to New Business. Trustee Mike Sidor Seconded the motion. The motion: Passed unanimously.

Trustee Scaletta said he removed this item from the Consent Agenda because he had concerns with the changes to the Arlington Economic Alliance membership requirements. He said he thought it would be advantageous for the Board and the

Alliance to have a conversation about the proposed changes. While supportive of Library and the Park District representatives as members, he said he wasn't sure if they should be voting members. There are other categories of businesses that are not represented. He said he thought it would be beneficial to have a representative in commercial real estate, residential real estate, restaurant and retail. Trustee Scaletta suggested the addition of a member from the Special Events Committee as a non-voting member. He said years ago there were some ex officio members that had a great opportunity to be heard that represented the up-town, downtown and south-town business areas. He suggested the topic be moved to a Committee of the Whole meeting.

President Hayes agreed that further discussion was a good idea. He said in appointing members to this Committee it is sometimes a challenge to pair people with the categories. He said it might be better to discuss the issue at a Committee of the Whole meeting for further dialogue. Trustee Glasgow agreed.

Sue Ducheck, a member of the Alliance, said that the Committee appreciates the Board's concern and is happy to have a conversation in another forum. She said the Committee has been doing some soul searching and is open to discussion on how to realign.

Trustee Thomas Glasgow moved to discuss this issue in a Committee of the Whole meeting at a date to be determined. Trustee John Scaletta Seconded the Motion.
The Motion: Passed
Ayes: Blackwood, Glasgow, Hayes, LaBedz, Rosenberg, Scaletta, Sidor, Tinaglia.

Absent: Farwell.

B. Police Station Study

Mr. Recklaus said the focus of tonight's presentation is to outline the current needs, anticipated needs, space requirements and to address if the building can be built on the current site. Cost still needs to be discussed, but it is premature to discuss cost this evening. There are a number of alternatives which may have significant cost implications; those will be discussed in the future in a public forum.

Mr. Ray Lee and Ms. Louise Kowalczyk of FGM presented their findings. There have been some changes in space evaluations and usages resulting in a building 3,800 square feet smaller than what was proposed in 2009. They reviewed the existing site, building and offsite storage locations. Next, analysis for temporary facilities for the Police Department during construction will occur. Project budgeting and cost analysis will be performed. Environmental work will be looked at as well. But, yes, a new building can be reasonably built on the existing campus. It can be an efficient building, accommodate parking and can incorporate sustainability components.

Mr. Lee itemized the areas where space was saved and changes were made in comparison to the 2009 study. Changes in police methodology changed some of

Extracts of Meeting Minutes
Pertaining to the Arlington Economic Alliance
Revision of Village Code Section 6-505
After the January 20, 2015 Village Board Meeting

MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON JANUARY 28, 2015 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Mike Field; Lisa Henderson; Jamie Janeczko; Regina Schlamp

Discussion of Village Board Meeting (1/20/15)
Ms. Duchek reported on the feedback provided to the Alliance by the Mayor and Trustees at the January 20, 2015 Village Board meeting. Multiple Board members shared concerns regarding gaps in representation on the Alliance. The agenda item, to approve an updated version of the Alliance Code section 6-505 as recommended by the Alliance, was not voted and was pulled off the agenda for further discussion. Firstly, the Board spoke of their desire to have residential real estate represented on the Commission and in the Code, in addition to commercial real estate. Additionally they felt that retail and restaurant representatives should be considered for inclusion as voting members. Regarding the Park District and Library, while their input and collaboration is valued, their presence on the Alliance might be better suited in non-voting roles, perhaps in the form of providing occasional reports to the Alliance. Mr. Mertes concluded that the Board would like the Alliance to consider their thoughts and bring this item back at a future Committee-of-the-Whole meeting for formal discussion.

Regina Schlamp requested a list of the Alliance's current voting members and the business categories in which they represent. Ms. Duchek emphasized that the Board still wants the input of the Park District and Library. However, in seeing that there is an effort to expand the number of Alliance members, the Board feels that there are business types, such as retail and restaurant, which should be considered for newly created positions. Mr. Ridler inquired if adding two more positions (bringing the membership total to 15) might be valuable as it would incorporate the taxing bodies, as well as retail and restaurant representatives. Anita Pacheco stated that she would accept a non-voting role as long as the Park District's opinions were taken into consideration by the Alliance. Ms. Duchek clarified that the Park District's and Library's opinions would certainly be valued by the Commission. The suggestions made by the Village Board are ultimately about structure.

Mr. Field recommended that the Alliance vision and define its structure. What purpose does the Commission want itself to serve? How broad of a scope would the Alliance cover? Mr. Guido stressed the importance of considering the Library's and Park District's direction when making decisions and also keeping the lines of communication open to help support one another. Also, the Alliance Code section is outdated and it's important to modify it for the Commission's present needs. Ms. Schlamp suggested reviewing the current make-up of the business types on the Alliance currently and coming back to the next meeting with suggestions and ideas. Ms. Duchek added that the focus should cover the entire community, not just specific segments.

Ms. Janeczko noted that the Village Board is looking for dialogue with the Alliance regarding the update to the Code, and not simply a quick change to the language, to which Ms. Schlamp agreed. Regarding suggestions that the Park District and Library serve an ex-officio role, Ms. Pacheco requested that the School District serve the same role, seeing that the School District is also a taxing body and not a business entity.

Mr. Guido requested that the Alliance begin thinking about potential retailers and restaurateurs to fill potential voting positions. These positions cannot formally be added to the Alliance until the Village Board formally approves the Code change. Mr. Parulo asked if the changes to the Alliance body would fulfill the Alliance's mission. Is the request made by the Village Board to include retail and restaurant representative of the Commission's goals? This is the determination the Alliance needs to make.

Focusing beyond Downtown for new members was suggested by Mr. Ridler. Ms. Duchek feels that a good representative of a business category will represent the entire community and not just the geographic area from which they are located. Mr. Field pointed out that that a non-voting member may feel less invested in the Commission than one with a vote. He feels that the input of a variety of groups and having balance is important. However, if the will of the group is to have a narrower focus and not include taxing bodies, then that is up to their discretion.

The Alliance agreed on Mr. Field's suggestion for the Alliance to make a determination at the next meeting and forward it to the Village Board. After review and recommendation in February, the Alliance will be placed on a Committee-of-the-Whole agenda sometime thereafter.

Making quorum will not be an issue moving forward, Ms. Janeczko feels, once the Alliance mission is approved and new positions are filled. She and Ms. Duchek agreed that in whichever form the Code changes are brought to the Village Board, justifying the changes should be the major focus. Ms. Duchek also reiterated that the major take-away from the previous week's Village Board meeting is that Alliance should be looking out for the interests of the business community in whatever form it chooses to sculpt its mission. Mr. Mertes will arrange placing the Alliance on a Committee-of-the-Whole agenda after the Code changes are recommended by the Commission for approval.

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DRAFT MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON FEBRUARY 18, 2015 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Sue Duchek; Mike Field; Lisa Henderson; Jamie Janeczko; Scott Whisler

Discussion of Alliance Mission
Mr. Mertes provided an overview of which business types are currently represented on the Alliance, which types were highlighted in the updated version presented to the Village Board in January, and two potential options the Alliance could use in light of the Village Board's feedback. These latter two options include representation by Residential Real Estate, Retail, and Restaurant, per the Village Board's comments. Whichever direction the Alliance chooses, it will be discussed at an upcoming Committee of the Whole meeting. Ms. Duchek feels that ultimately a decision should respect what the Mayor and Trustees want. She highly respects the opinion of the Library and Park District. However, taxing bodies already have vehicles outside of this Commission to bring issues to the Mayor and Trustees. The Village Board would like to see new positions filled by people from the business community, while still allowing the taxing bodies to provide input outside of a voting role.

Scott Whisler feels that Mr. Field and School District 214 provide business-related services not typical of a taxing body, such as continuing education, and therefore should still be considered for a voting position. Experience in providing community education provides a different perspective than what another taxing body might be able to offer. Mr. Field commented that the individual shouldn't determine the position. A specific person might not be able to serve on the Commission long-term, and the decision to add an entity as a voting member should be based entirely on the need to have that organization represented on the Commission.

Neil Scheufler sees the resources offered by the Library as unique and relevant to the business community. In response to Jason Kuhl's question regarding the Alliance mission and what entities should be represented in a voting role, Ms. Duchek replied that Alliance Commissioners should be stakeholders in industry. That being said, the taxing bodies are encouraged to attend and participate in the meetings as ex-officio members. Their input is still highly valued. Ms. Janeczko and Mr. Field asked about the role of "Business Representative". Mr. Mertes clarified that it is a position that could be filled by anyone representing the business community. The role currently exists to allow flexibility in selecting a member.

Ms. Pacheco feels that the Park District is an economic driver that engages the community and helps maintain property values. It is a significant employer as well. However, she is willing to still attend Economic Alliance meetings and participate in an advisory non-voting role if this is the direction the Commission wishes to go. Ms. Duchek agrees in the value of having the taxing bodies at the table, even if they are in non-voting roles.

Industrialist, Downtown representative, and Business Representative are the positions currently vacant on the Alliance. Mr. Parulo suggested having Commission members representing Uptown and Southtown, in addition to Downtown. This would create geographic balance. Mr. Ridler understands this point but feels that different entities can and do represent different parts of town. So, various Commissioners would not only represent their business type, but would also represent the region of the community in which they're based. The Mayor has flexibility in choosing someone for a vacant position, taking into consideration an area of the Village that might be in need of additional representation.

Mr. Whisler made clear that the Alliance members would like the taxing bodies to be present, to participate, and to interact with the Commission. Additionally, Mr. Guido values knowing what activities and projects the taxing bodies are undertaking and how the Alliance might be able to help. Mr. Kuhl inquired as to if the Downtown is being favored by having a specifically-designated role while Uptown and Southtown don't have geographically-determined voting roles. In response, Mr. Ridler sees the difference in that the Downtown is the Village's center for events and activity. However, it's important to ensure that Uptown and Southtown are represented regardless.

The Economic Alliance informally agreed to present a modified version of the business type listing to the Committee of the Whole for discussion. The meeting would also cover all proposed changes to the Alliance Code Section (6-505), not just the updated business types. The newly proposed breakdown of the business types is:

- Automobile Dealer
- Business Representative
- Chamber of Commerce
- Convention and Visitors Bureau
- Downtown Business Owner
- Financial Industry
- Hospitality Industry
- Industrialist/Manufacturer
- Real Estate, Developer, or Property Manager – Commercial
- Real Estate, Developer, or Property Manager – Residential
- Restaurateur
- Retailer
- Top Twenty Employer

Education, the Arlington Heights Memorial Library, the Park District, and Special Events would all be represented as ex-officio members. The Alliance will go to the Committee of the Whole to discuss what they have proposed in regards to Code changes thus far. The Commission will take the Mayor's and Trustee's feedback and then make a formal recommendation at the following Alliance meeting. Mr. Parulo also suggested that the Alliance mention the proposed ideas for the upcoming Breakfast to show the Mayor and Trustees that they are working on new ideas as well. Mr. Mertes agreed to obtain a date to be placed on a Committee of the Whole agenda and will report back to the Alliance when he has this information.

***

SUMMARY OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON JUNE 17, 2015 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Tony Guido – Chairman; Jamie Janeczko; Regina Schlamp; Scott Whisler

Alliance Mission

The Alliance may be presenting the proposed version of their updated Code section (6-505) in July, hence the purpose for reviewing it at this meeting. Regina Schlamp requested a change in the *Intent and Purpose* section. The new language will remove the word “develop”, to ensure that the Commission is serving a supporting and advisory role. The consensus among the Alliance members in attendance was in favor of this change.

There was also a request to list the Park District, Library, School District 214, and Special Events Committee as entities participating in a non-voting role. Jason Kuhl recommended adding open-ended language that would allow other organizations and taxing bodies to be brought on as non-voting participants in the future as needed. The consensus among the Alliance members in attendance was in favor of this change as well.

Michael Mertes clarified that varied term lengths based upon the business type are proposed to be eliminated, and there is a provision to allow the staggering of terms so that no more than five positions would have terms expiring in a given year. All Alliance members would serve three-year terms regardless of the entity that they represent.

Tom Gaynor of Nokia Solutions has been appointed and will fill the *Industrialist* position on the Alliance. However, Gary Skiba is retiring from the Commission at the end of June, and this will leave a vacancy at the *Top 20 Employer* position. Regina Schlamp also announced her resignation from the Alliance at the end of July as well, which will leave a vacancy in the *Financial Institution* position.

Current Alliance members will forward contacts interested in potentially filling a vacancy on the Commission to Michael Mertes or Mayor Hayes.

Item:	Operating Fund Overview / Recommended Budget Ceilings - 2016
Department:	Finance

Please see attached memo and exhibits

ATTACHMENTS:

Description	Type
Overview / Recommended Budget Ceilings - 2016	Memorandum

INTER OFFICE

MEMO

To: Randy Recklaus, Village Manager
From: Tom Kuehne, Finance Director/Treasurer
Date: June 26, 2015
Subject: **OPERATING FUND OVERVIEW/RECOMMENDED BUDGET CEILINGS – 2016**

The General Fund and the Water & Sewer Fund are the Village's key operating funds covered in this analysis. As of the end of FY2015 these funds had ending balances as a percent of expenditures equal to 34% for the General Fund and 32% for the Water & Sewer Fund. Both of these are in excess of the Village's minimum fund balance policy of 25% of expenditures. Maintaining adequate reserves helps ensure the Village's excellent bond rating, which lowers bond interest charges associated with that rating. These reserves also provide a source of funds for extraordinary weather related events or other damages, and provide the flexibility needed to make prudent decisions during times of economic uncertainty.

For the three-year projections prepared for each of these operating funds, conservative revenue assumptions have been made, and full staffing levels have been assumed without regard to temporary vacancies that occur each year. For this reason the projections can be considered "worst-case" scenarios of the future. This is more evident with the General Fund because of the variety of revenue sources that are dependent on the local economy. On the other hand, the Water & Sewer Fund's revenue stream is based on user fees, which are more predictable but vary depending on usage.

During July 2014 the Village Board unanimously approved changing the Village's fiscal year-end from April 30th to a calendar year-end of December 31st. One of the key reasons for this change was to align the budget and property tax levy processes, with the intent of making the tax levy process less confusing for interested parties. As a result of this change in fiscal year the Village Board and staff are going through two budget and audit cycles during 2015. The Village is currently operating within an eight month transition year that started on May 1, 2015 and will end on December 31, 2015. The Village's first calendar year budget will start on January 1, 2016. This review and the projections that follow apply to the 2016 budget year.

General Fund

Since the great recession the Village has continued to maintain a very conservative budgeting and forecasting stance for the General Fund. The 10% reduction in staffing levels implemented since the start of the recession in FY2009 has remained in place. The Village's revenue projections have also remained very conservative due to a national economy that is still operating under artificially low federal interest rates, which have resulted in what many are now starting to call a stock market bubble. In addition, the State of Illinois' financial position has been on a downward spiral for a number of years, and the Village recognized that this could eventually affect adversely the Village's revenue stream. As a result of these conservative budget practices, over the last three years the Village has had General Fund surpluses which were transferred to other funds for much needed road and other capital infrastructure projects. However, the State's fiscal problems and the national economy are now at a clear crossroads.

As of this calendar date it is impossible to predict what will happen to the Village's revenue stream due to political actions or economic headwinds. For this reason, staff has developed a proposed General Fund budget ceiling based on our ongoing conservative budget practices. To provide a sense of the magnitude of possible State actions on the Village's revenue stream, staff has also prepared exhibits which reflect the effects of a State mandated property tax freeze, or if the State took 25% of the Village's current income tax revenue stream. As is shown later in this memo, either of these actions would have significant adverse effects on the Village's finances and service levels going forward.

During FY2015 telecommunication tax receipts came in under budget by about $175,000 as more residents drop their landlines or access non-taxable internet phone service by bundling their phone service with their cable, internet, or satellite provider. Cell phone service still includes a telecommunications tax. This decrease was more than offset by other revenues that came in over budget. Sales tax receipts exceeded the budget by nearly $1.1 million and Home Rule Sales and Income tax receipts both came in about $250,000 over budget. The estimated actual results for FY2015 and the 8-month period ending December 31, 2015 form the basis for the 2016 revenue projections. **Exhibits 1 and 2** show the history of Sales and Income tax receipts respectively. These revenues are the Village's key General Fund growth revenues that cover expenditure increases. However, as shown in these bar charts, Sales and Income tax receipts are susceptible to economic changes, which can make it difficult to balance the budget. On the expenditure side, total expenditures came in over 3% under budget or about $2.6 million. The net result was an estimated $4.5 million surplus in the General Fund for FY2015. During the Village Board's recent review of the Capital Improvement Program for 2016-2020, the Board approved transferring $4 million of this surplus to the Capital Projects and MFT Funds to be used to augment the Village's street program which is in need of even more funding in the future.

In an effort to improve the Village's ongoing street maintenance efforts, the 2016 through 2018 General Fund expenditure projections include funds for a new pavement patching program recommended by the Public Works Department during staff's recent Capital Improvement Program discussions. This new program, included under contractual services at an annual cost of $200,000, would help extend the life of Village streets and would address some of the road patching needs caused by severe weather.

The attached three-year projections for the General Fund for 2016 through 2018 reflect an estimate of future cash flows from the current revenue stream and projected expenditures. Nearly 80% of the General Fund's expenditures are for Personal Services, which include wages and benefits. To project these expenditures staff prepares detailed spreadsheets which include each authorized position. As noted earlier, these projections conservatively assume that all positions are filled and that there are no vacancies. Some of the key revenue and expenditure assumptions include the following:

General Fund Assumptions

Revenues:

Food & Beverage Tax (FBT)	+ 2% in 2016, 2% in 2017, and 3% in 2018
Home Rule Sales Tax	same as above
Sales Tax	same as above
Income Tax	same as above
Property Tax (includes all funds)	1.39% in 2016, 2.46% in 2017, 2.40% in 2018
Telecommunications Tax	+ 0%
Utility Tax	+ 0%

Expenditures:

Wages	+ 2.5% (steps if applicable, 2/3 of employees do not receive)
Health Insurance	+ 8%

Property Tax Projections

In order to make financial projections staff prepares a property tax estimate based on the announced IMRF rate for the Village applied to the applicable payroll, projected FICA/Social Security costs, Police and Fire pension actuary studies, the capital improvement levy for streets, and existing debt service requirements. The corporate or General Fund levy is established based on the three year projections for the fund versus the need to keep the Village's overall levy within a reasonable level. **Exhibit 3** shows the estimated property tax levy as proposed and the potential effects of a State-mandated property tax freeze. It should be noted that this is a property tax estimate for budget ceiling purposes. The final property tax levy amount will be decided by the Board during the 2016 budget meetings held in November 2015. For example, the levy would likely go down if the Village was able to secure health insurance rates that are less than the assumed 8% increase. Conversely, the levy could go up if the State took part of our revenue stream and the Village did not want to reduce its service levels.

Magnitude of Potential State Actions

As mentioned earlier, to provide the Board with a sense of the magnitude of the State's potential actions to balance its budget, the following three-year projections are shown for the General Fund:

Exhibits 4a and 4b – Staff proposed based on current revenue streams;
Exhibits 5a and 5b – State-mandated property tax freeze;
Exhibits 6a and 6b – 25% reduction in Village's Income tax receipts;
Exhibits 7a and 7b – Property tax freeze and 25% reduction in Income tax receipts

Each of the scenarios depicts a considerable erosion of the General Fund's financial position if these types of actions were to be taken by the State. A property tax freeze would not help the State balance its budget, but siphoning off some of the Village's income tax receipts would directly benefit the State's finances.

Given the unknown results of the State's current political contest and the potential financial effects on other government entities, staff proposes that the General Fund budget ceiling be developed based on the Village's normal conservative budget practices using current revenue streams. If the State's financial issues end up affecting the Village's long-term financial position, the Village has sufficient reserves available to get through 2016 and allow us the time to carefully plan for any new realities thereafter.

Water & Sewer Fund

The Water & Sewer Fund remains stable due to the five-year water and sewer rate adjustment plan approved by the Village Board in September 2014. Even with the planned rate adjustments, the Village's water and sewer rates will be at or below the average for communities in the Chicago area. FY2015 estimated actual results for the Water & Sewer Fund show revenues coming in below budget. The Village experienced a relatively cool, wet summer which resulted in lower overall water usage. Although it is early, water and sewer revenues for the 8-month period ending December 2015 are also coming in under budget due to a wet spring. The 2016 water and sewer revenue projections reflect a normal year of water usage.

The Village has 260 miles of water main and the average age of the water system is 61 years. The design life expectancy of a water main is 100 years. The Village had been replacing less than ½ mile per year at an estimated cost of $500,000. At that rate, the Village would not have replaced the existing water main system before the end of its useful life. In addition, over the last 5 years, the Village averaged 94 breaks per 100 miles of water main, which is twice the rate of water main breaks that occur in comparable communities. The revised water and sewer rate structure will allow the Village to increase the amount spent on its water main replacement program by about six times from about $500,000 per year to $3 million a year by 2020. **Exhibit 8** shows the three-year projection for this fund.

Proposed Budget Ceilings for 2016

The Village's new fiscal year will begin on January 1, 2016. The 2016 budget process began in April 2015. The budget process begins with the preparation and Village Board review and approval of a five-year Capital Improvement Plan (CIP). The first year of the CIP is subsequently included in the proposed budget for further consideration by the Board during its budget deliberations in November.

The second step in the Village's budget process includes the financial review of the two key operating funds, the General Fund and the Water & Sewer Fund, culminating in the establishment of budget ceiling amounts for these two operating funds. As part of this step staff makes various assumptions on revenue, expense, and property tax increases as outlined earlier. These two steps lead to the development of the proposed budget document which is reviewed prior to approval of the final budget. **Exhibit 9** is a draft copy of the budget calendar for 2016.

The recommended expenditure ceilings for the General Fund and the Water & Sewer Fund are based on the following projections:

	General Fund	Water & Sewer Fund
Revenues	$72,817,500	$19,154,900
Expenditures	(72,253,100)	(19,526,700)
Surplus (deficit)	564,400	(371,800)*
Beginning Balance	25,707,212	4,119,767
Ending Balance	$26,271,612	$ 3,747,967

*The planned deficit in the Water and Sewer Fund is due scheduled capital improvements in 2016.

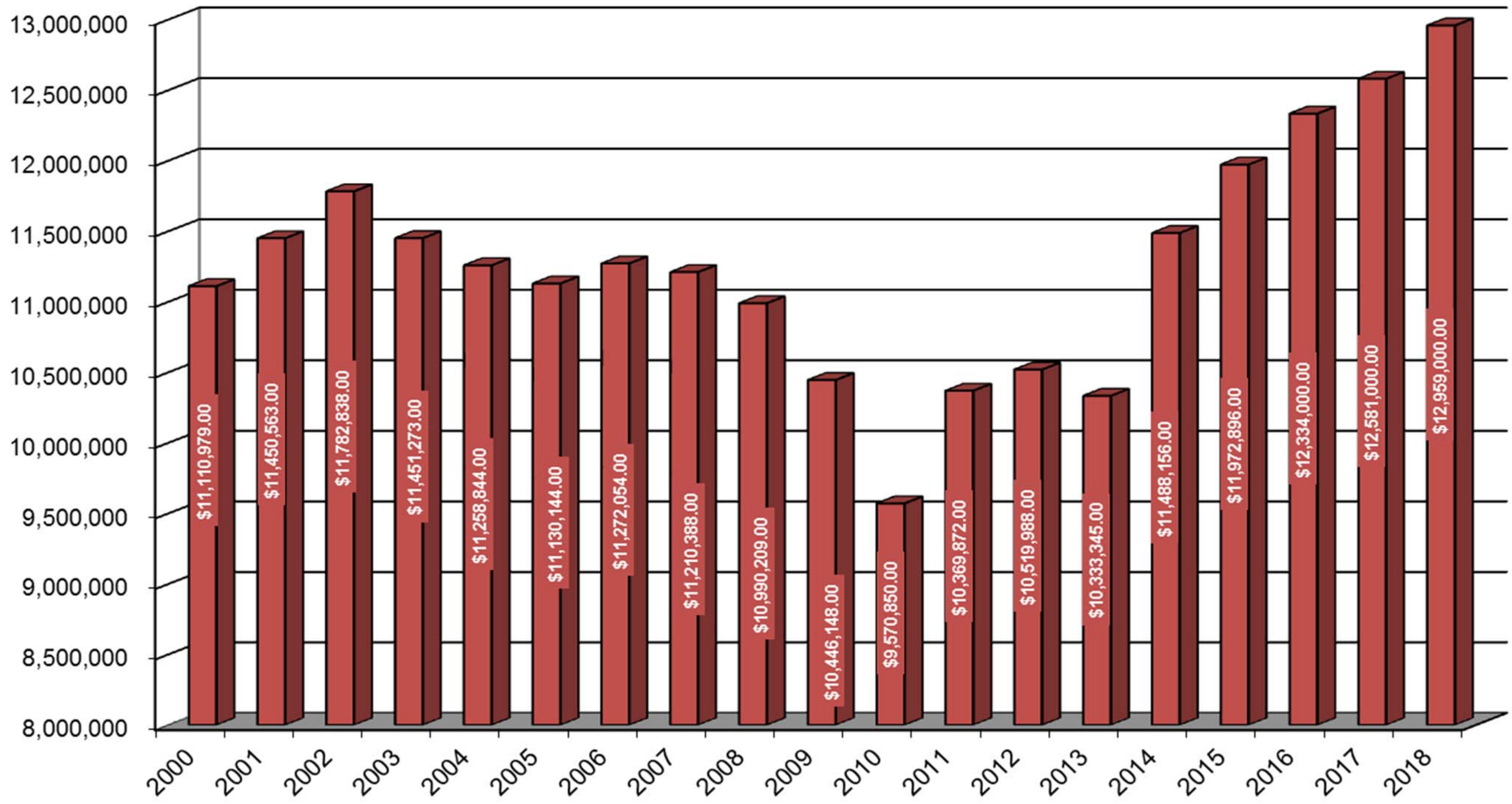
Recommendation

It is recommended that the Board approve the proposed budget ceilings for 2016 of $72,253,100 for the General Fund and $19,526,700 for the Water & Sewer Fund.

H:\Word\tk\operating fund 2016 overview.doc

Exhibit 1

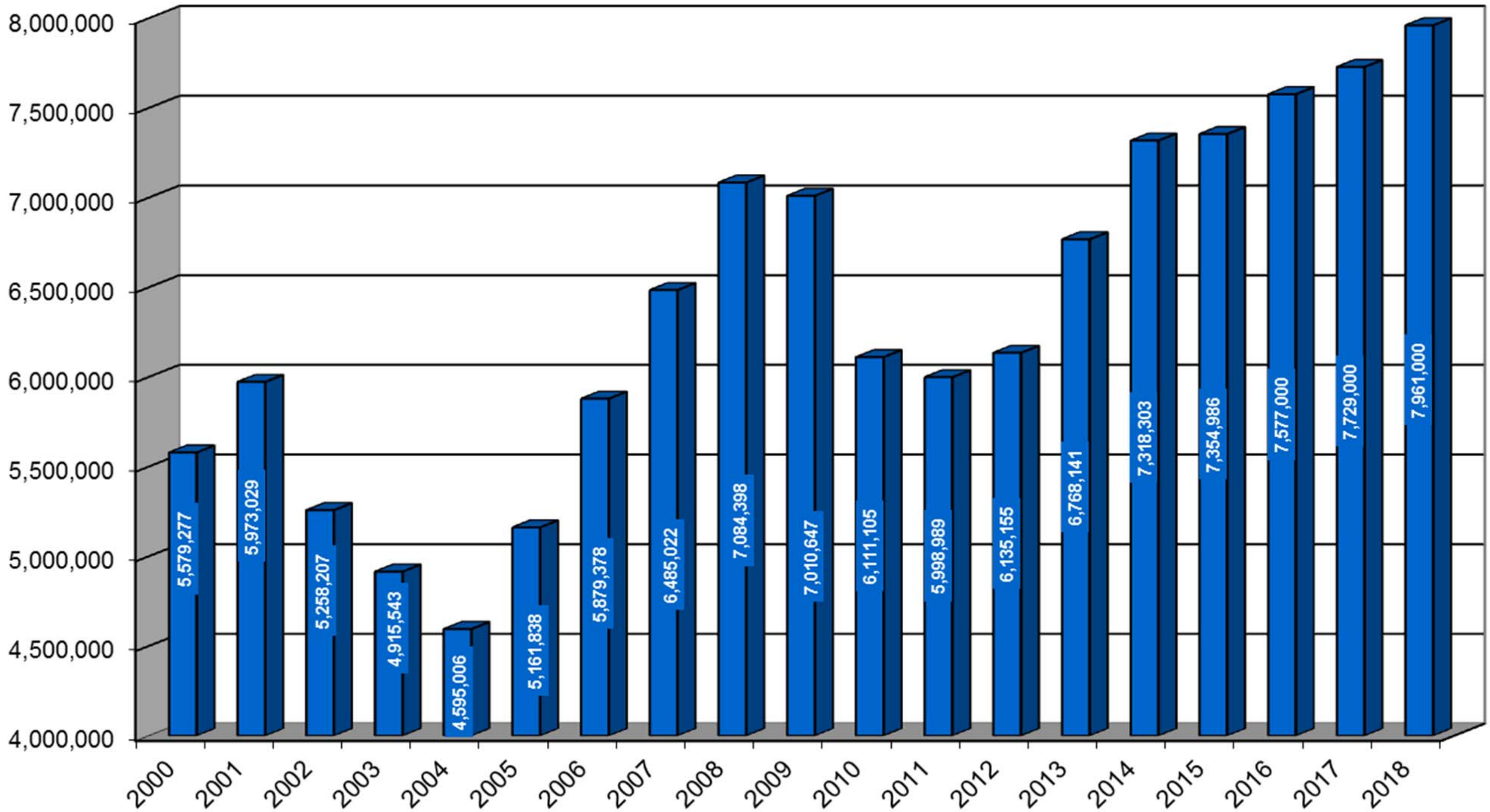
Sales Tax History



Note: The 8 month year was removed because of lower amount due to short year.

Exhibit 2

Income Tax History



Note: The 8 month year was removed because of lower amount due to short year.

VILLAGE OF ARLINGTON HEIGHTS
PROJECTED TAX LEVY EXTENSIONS: PROPOSED V. PROPERTY TAX FREEZE

	MAXIMUM LEGAL RATES	EAV 2,504,219,769 2014 LEVY FOR 8 MOS. ENDED 12/31/15	**EST EAV 2,504,219,769** **2015 LEVY FOR 2016**	EST EAV 2,554,304,164 (Triennial) 2016 LEVY FOR 2017	EST EAV 2,554,304,164 2017 LEVY FOR 2018
VILLAGE - PROPOSED					
CORPORATE	N/A	9,424,374	**9,850,000**	10,145,500	10,449,865
IMRF	N/A	1,731,443	**1,673,300**	1,723,499	1,775,204
SOCIAL SECURITY	N/A	1,259,773	**1,316,700**	1,356,201	1,396,887
POLICE PENSION FUND	N/A	4,545,000	**4,500,000**	4,635,000	4,774,050
FIRE PENSION FUND	N/A	5,107,974	**5,100,000**	5,253,000	5,410,590
TOTAL GENERAL FUND		22,068,564	**22,440,000**	23,113,200	23,806,596
CAPITAL IMPROVEMENT	N/A	2,929,000	**3,000,000**	3,100,000	3,200,000
PUBLIC BUILDING	N/A	0	**1,122,443**	0	0
DEBT SERVICE	N/A	6,780,643	**5,658,200**	6,800,000	6,800,000
TOTAL VILLAGE TAX LEVY		31,778,207	**32,220,643**	33,013,200	33,806,596
ANNUAL % CHANGE		1.00%	**1.39%**	2.46%	2.40%
RATE PER $100 EAV		1.2690	**1.2867**	1.2925	1.3235

	MAXIMUM LEGAL RATES		**2015 LEVY FOR 2016**	2016 LEVY FOR 2017	2017 LEVY FOR 2018
VILLAGE - PROPERTY TAX FREEZE					
CORPORATE	N/A	9,424,374	**9,407,564**	8,910,507	8,421,476
IMRF	N/A	1,731,443	**1,673,300**	1,723,499	1,775,204
SOCIAL SECURITY	N/A	1,259,773	**1,316,700**	1,356,201	1,396,887
POLICE PENSION FUND	N/A	4,545,000	**4,500,000**	4,635,000	4,774,050
FIRE PENSION FUND	N/A	5,107,974	**5,100,000**	5,253,000	5,410,590
TOTAL GENERAL FUND		22,068,564	**21,997,564**	21,878,207	21,778,207
CAPITAL IMPROVEMENT	N/A	2,929,000	**3,000,000**	3,100,000	3,200,000
PUBLIC BUILDING	N/A	0	**1,122,443**	0	0
DEBT SERVICE	N/A	6,780,643	**5,658,200**	6,800,000	6,800,000
TOTAL VILLAGE TAX LEVY		31,778,207	**31,778,207**	31,778,207	31,778,207
ANNUAL % CHANGE		1.00%	**0.00%**	0.00%	0.00%
RATE PER $100 EAV		1.2690	**1.2690**	1.2441	1.2441
DECREASE IN GENERAL FUND DUE TO PROPERTY TAX FREEZE			**(442,436)**	**(1,234,993)**	**(2,028,389)**

Exhibit 4a
Staff Proposed

GENERAL FUND
THREE YEAR PROJECTIONS
FISCAL YEARS 2016 THROUGH 2018

SOURCES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
BEGINNING FUND BALANCE	**$24,009,204**	**$24,382,912**	**$24,382,912**	**$25,707,212**	**$26,271,612**	**$25,579,612**
TAXES	$60,058,919	$47,747,000	$47,412,300	$61,727,300	$62,980,500	$64,526,900
INTERGOV'T	222,487	85,700	85,700	98,000	98,000	98,000
LICENSES/PERMITS	3,819,416	2,595,200	2,595,200	3,631,400	3,631,400	3,631,400
FEES	4,135,337	2,628,900	2,628,900	4,012,900	4,021,300	4,029,900
FINES	700,665	391,700	392,700	603,200	603,200	603,200
SERVICE CHG	2,127,632	1,460,900	1,460,900	2,186,200	2,243,700	2,302,900
INTEREST INC.	81,247	64,000	64,000	100,000	100,000	100,000
SALES/REIMB/RENTS	188,682	85,800	85,800	142,800	142,800	142,800
OTHER	449,707	274,300	273,300	315,700	325,900	336,600
SUB-TOTAL	**$71,784,092**	**$55,333,500**	**$54,998,800**	**72,817,500**	**$74,146,800**	**$75,771,700**
TRANSFERS IN	0	0	0	0	0	0
TOTAL REVENUES	**$71,784,092**	**$55,333,500**	**$54,998,800**	**$72,817,500**	**$74,146,800**	**$75,771,700**

USES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
PERSONAL SERVICES	$54,157,722	$40,599,600	$40,656,300	$56,866,600	$59,401,300	$61,911,500
CONTRACTUAL	9,706,477	8,155,000	8,155,000	10,900,900	11,186,700	11,476,200
COMMODITIES	2,787,075	2,324,600	2,324,600	3,027,800	3,088,000	3,149,100
OTHER CHARGES	759,110	330,000	730,000	907,800	1,012,800	1,018,000
SUB-TOTAL	**$67,410,384**	**$51,409,200**	**$51,865,900**	**$71,703,100**	**$74,688,800**	**$77,554,800**
CONTINGENCY	0	100,000	300,000	400,000	0	0
TRANSFERS OUT	4,000,000	2,500,000	2,800,000	150,000	150,000	150,000
TOTAL EXPENDITURES	**$71,410,384**	**$54,009,200**	**$54,965,900**	**$72,253,100**	**$74,838,800**	**$77,704,800**
SURPLUS(DEFICIT)	**373,708**	**1,324,300**	**32,900**	**564,400**	**(692,000)**	**(1,933,100)**
ENDING FUND BALANCE	**$24,382,912**	**$25,707,212**	**$24,415,812**	**$26,271,612**	**$25,579,612**	**$23,646,512**
FUND BALANCE AS % OF EXP.	**34%**	**48%**	**44%**	**36%**	**34%**	**30%**

Note: Village policy is to maintain at least a 25% fund balance.

ASSUMPTIONS:

Expenditures

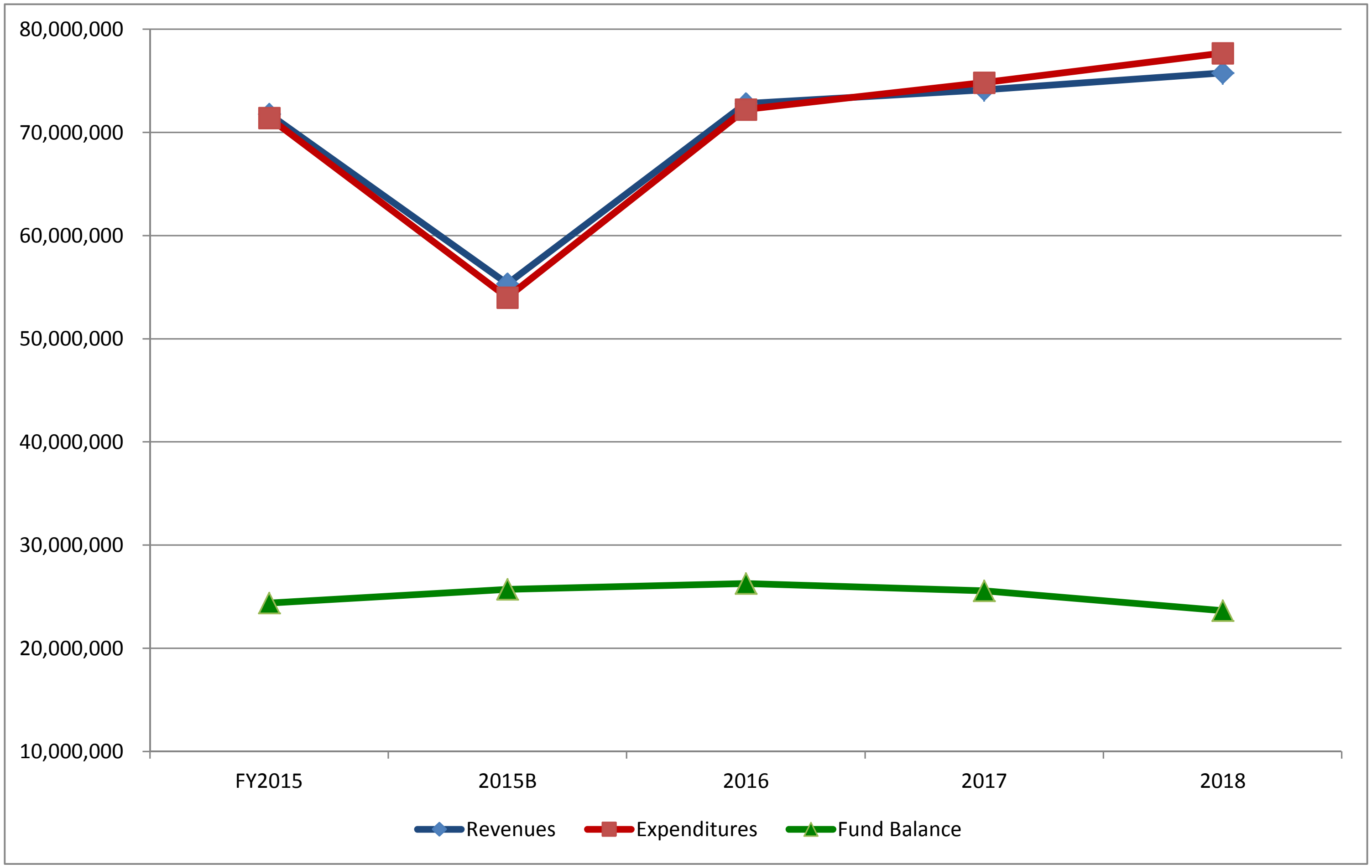
Salaries increased 2.5% on May 1st of 2015 for both bargaining unit and non-bargaining unit employees, 3% thereafter. All years include an estimated 8% health insurance increase. Contractual Services and Commodities increased 2%. Contractual Services includes additional $200,000 per year for new pavement patching program.

Revenues

Sales Tax, Home Rule Sales Tax & Income Tax: 1% increase for 8 month period ending December 2015; 2% increase 2016; 2% increase 2017; 3% increase 2018.
Property Tax Est.: 1.39% increase for 2016; 2.46% increase for 2017; 2.4% increase for 2018.

Exhibit 4b

GENERAL FUND
REVENUES vs EXPENDITURES 2015-2018
Staff Proposal



	ACTUAL FY2015	ESTIMATED ACTUAL 2015B	PROPOSED BUDGET 2016	PROPOSED BUDGET 2017	PROPOSED BUDGET 2018
Revenues	71,784,092	55,333,500	72,817,500	74,146,800	75,771,700
Expenditures	71,410,384	54,009,200	72,253,100	74,838,800	77,704,800
Surplus/Deficit	373,708	1,324,300	564,400	(692,000)	(1,933,100)
Fund Balance	24,382,912	25,707,212	26,271,612	25,579,612	23,646,512
Fund Balance as % of Expenditures	34%	48%	36%	34%	30%

Exhibit 5a
Property Tax Freeze

GENERAL FUND
THREE YEAR PROJECTIONS
FISCAL YEARS 2016 THROUGH 2018

SOURCES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
BEGINNING FUND BALANCE	**$24,009,204**	**$24,382,912**	**$24,382,912**	**$25,707,212**	**$25,829,212**	**$23,902,212**
TAXES	$60,058,919	$47,747,000	$47,412,300	$61,284,900	$61,745,500	$62,498,500
INTERGOV'T	222,487	85,700	85,700	98,000	98,000	98,000
LICENSES/PERMITS	3,819,416	2,595,200	2,595,200	3,631,400	3,631,400	3,631,400
FEES	4,135,337	2,628,900	2,628,900	4,012,900	4,021,300	4,029,900
FINES	700,665	391,700	392,700	603,200	603,200	603,200
SERVICE CHG	2,127,632	1,460,900	1,460,900	2,186,200	2,243,700	2,302,900
INTEREST INC.	81,247	64,000	64,000	100,000	100,000	100,000
SALES/REIMB/RENTS	188,682	85,800	85,800	142,800	142,800	142,800
OTHER	449,707	274,300	273,300	315,700	325,900	336,600
SUB-TOTAL	**$71,784,092**	**$55,333,500**	**$54,998,800**	**72,375,100**	**$72,911,800**	**$73,743,300**
TRANSFERS IN	0	0	0	0	0	0
TOTAL REVENUES	**$71,784,092**	**$55,333,500**	**$54,998,800**	**$72,375,100**	**$72,911,800**	**$73,743,300**

USES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
PERSONAL SERVICES	$54,157,722	$40,599,600	$40,656,300	$56,866,600	$59,401,300	$61,911,500
CONTRACTUAL	9,706,477	8,155,000	8,155,000	10,900,900	11,186,700	11,476,200
COMMODITIES	2,787,075	2,324,600	2,324,600	3,027,800	3,088,000	3,149,100
OTHER CHARGES	759,110	330,000	730,000	907,800	1,012,800	1,018,000
SUB-TOTAL	**$67,410,384**	**$51,409,200**	**$51,865,900**	**$71,703,100**	**$74,688,800**	**$77,554,800**
CONTINGENCY	0	100,000	300,000	400,000	0	0
TRANSFERS OUT	4,000,000	2,500,000	2,800,000	150,000	150,000	150,000
TOTAL EXPENDITURES	**$71,410,384**	**$54,009,200**	**$54,965,900**	**$72,253,100**	**$74,838,800**	**$77,704,800**
SURPLUS(DEFICIT)	**373,708**	**1,324,300**	**32,900**	**122,000**	**(1,927,000)**	**(3,961,500)**
ENDING FUND BALANCE	**$24,382,912**	**$25,707,212**	**$24,415,812**	**$25,829,212**	**$23,902,212**	**$19,940,712**
FUND BALANCE AS % OF EXP.	**34%**	**48%**	**44%**	**36%**	**32%**	**26%**

Note: Village policy is to maintain at least a 25% fund balance.

ASSUMPTIONS:

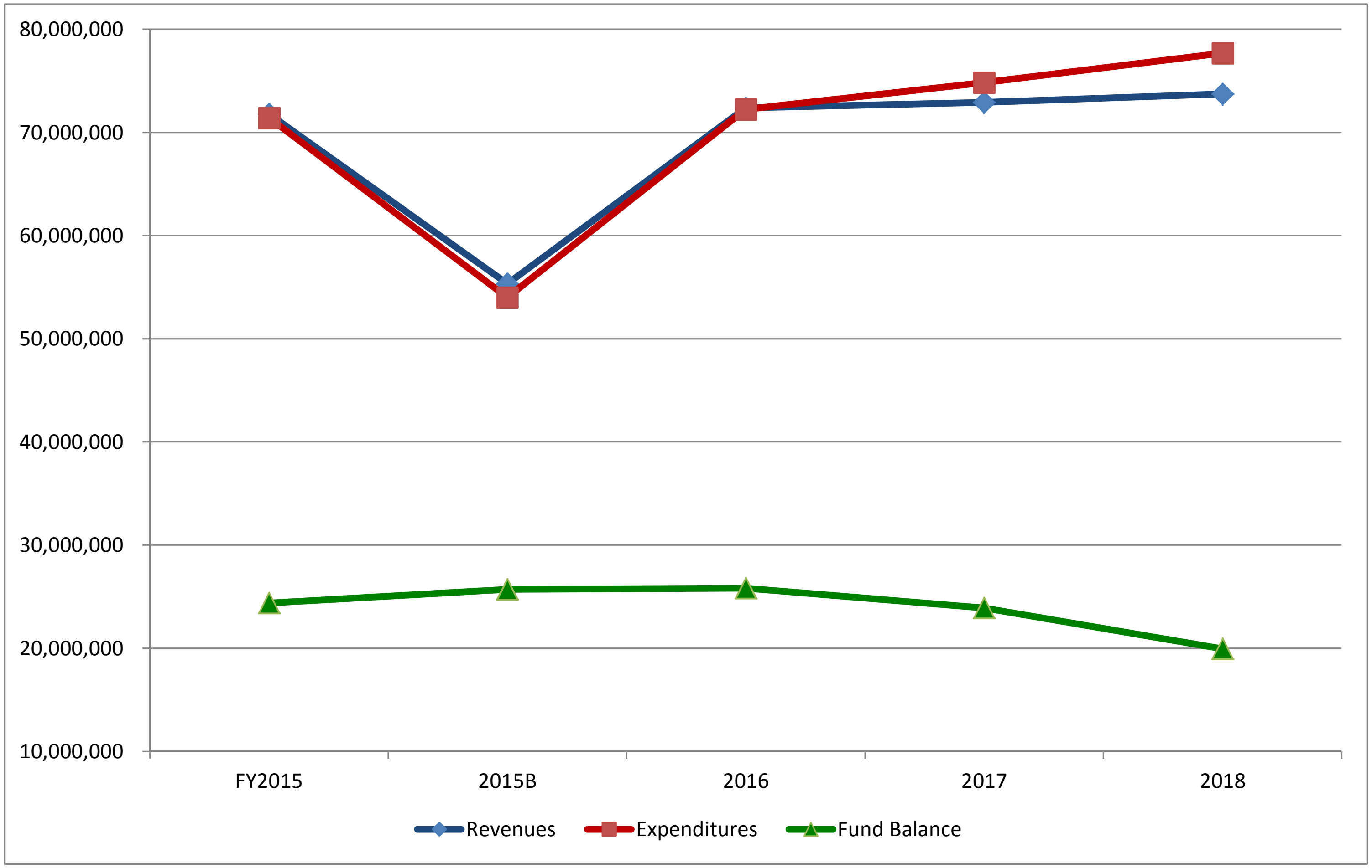
Expenditures

Salaries increased 2.5% on May 1st of 2015 for both bargaining unit and non-bargaining unit employees, 3% thereafter. All years include an estimated 8% health insurance increase. Contractual Services and Commodities increased 2%. Contractual Services includes additional $200,000 per year for new pavement patching program.

Revenues

Sales Tax, Home Rule Sales Tax & Income Tax: 1% increase for 8 month period ending December 2015; 2% increase 2016; 2% increase 2017; 3% increase 2018.
Property Tax Est.: 1.39% increase for 2016; 2.46% increase for 2017; 2.4% increase for 2018.

GENERAL FUND
REVENUES vs EXPENDITURES 2015-2018
Property Tax Freeze



	ACTUAL FY2015	ESTIMATED ACTUAL 2015B	PROPOSED BUDGET 2016	PROPOSED BUDGET 2017	PROPOSED BUDGET 2018
Revenues	71,784,092	55,333,500	72,375,100	72,911,800	73,743,300
Expenditures	71,410,384	54,009,200	72,253,100	74,838,800	77,704,800
Surplus/Deficit	373,708	1,324,300	122,000	(1,927,000)	(3,961,500)
Fund Balance	24,382,912	25,707,212	25,829,212	23,902,212	19,940,712
Fund Balance as % of Expenditures	34%	48%	36%	32%	26%

GENERAL FUND
THREE YEAR PROJECTIONS
FISCAL YEARS 2016 THROUGH 2018

Exhibit 6a
25% Reduction in
Income Tax Receipts

SOURCES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
BEGINNING FUND BALANCE	**$24,009,204**	**$24,382,912**	**$24,382,912**	**$25,707,212**	**$24,377,412**	**$21,752,912**
TAXES	$60,058,919	$47,747,000	$47,412,300	$59,833,100	$61,048,000	$62,536,300
INTERGOV'T	222,487	85,700	85,700	98,000	98,000	98,000
LICENSES/PERMITS	3,819,416	2,595,200	2,595,200	3,631,400	3,631,400	3,631,400
FEES	4,135,337	2,628,900	2,628,900	4,012,900	4,021,300	4,029,900
FINES	700,665	391,700	392,700	603,200	603,200	603,200
SERVICE CHG	2,127,632	1,460,900	1,460,900	2,186,200	2,243,700	2,302,900
INTEREST INC.	81,247	64,000	64,000	100,000	100,000	100,000
SALES/REIMB/RENTS	188,682	85,800	85,800	142,800	142,800	142,800
OTHER	449,707	274,300	273,300	315,700	325,900	336,600
SUB-TOTAL	**$71,784,092**	**$55,333,500**	**$54,998,800**	**70,923,300**	**$72,214,300**	**$73,781,100**
TRANSFERS IN	0	0	0	0	0	0
TOTAL REVENUES	**$71,784,092**	**$55,333,500**	**$54,998,800**	**$70,923,300**	**$72,214,300**	**$73,781,100**

USES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
PERSONAL SERVICES	$54,157,722	$40,599,600	$40,656,300	$56,866,600	$59,401,300	$61,911,500
CONTRACTUAL	9,706,477	8,155,000	8,155,000	10,900,900	11,186,700	11,476,200
COMMODITIES	2,787,075	2,324,600	2,324,600	3,027,800	3,088,000	3,149,100
OTHER CHARGES	759,110	330,000	730,000	907,800	1,012,800	1,018,000
SUB-TOTAL	**$67,410,384**	**$51,409,200**	**$51,865,900**	**$71,703,100**	**$74,688,800**	**$77,554,800**
CONTINGENCY	0	100,000	300,000	400,000	0	0
TRANSFERS OUT	4,000,000	2,500,000	2,800,000	150,000	150,000	150,000
TOTAL EXPENDITURES	**$71,410,384**	**$54,009,200**	**$54,965,900**	**$72,253,100**	**$74,838,800**	**$77,704,800**
SURPLUS(DEFICIT)	**373,708**	**1,324,300**	**32,900**	**(1,329,800)**	**(2,624,500)**	**(3,923,700)**
ENDING FUND BALANCE	**$24,382,912**	**$25,707,212**	**$24,415,812**	**$24,377,412**	**$21,752,912**	**$17,829,212**
FUND BALANCE AS % OF EXP.	**34%**	**48%**	**44%**	**34%**	**29%**	**23%**

Note: Village policy is to maintain at least a 25% fund balance.

ASSUMPTIONS:

Expenditures

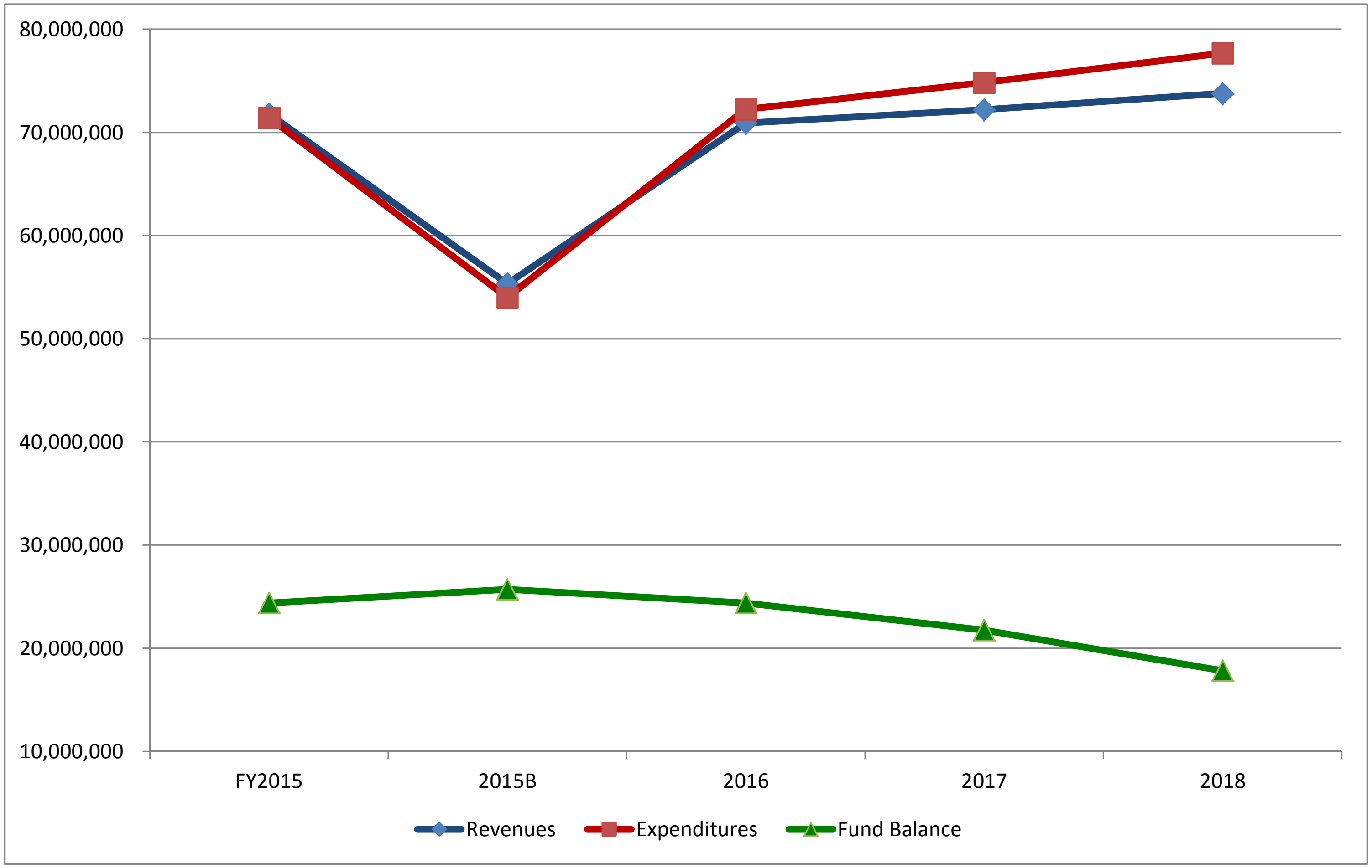
Salaries increased 2.5% on May 1st of 2015 for both bargaining unit and non-bargaining unit employees, 3% thereafter. All years include an estimated 8% health insurance increase. Contractual Services and Commodities increased 2%. Contractual Services includes additional $200,000 per year for new pavement patching program.

Revenues

Sales Tax, Home Rule Sales Tax & Income Tax: 1% increase for 8 month period ending December 2015; 2% increase 2016; 2% increase 2017; 3% increase 2018.
Property Tax Est.: 1.39% increase for 2016; 2.46% increase for 2017; 2.4% increase for 2018.

Exhibit 6b

GENERAL FUND
REVENUES vs EXPENDITURES 2015-2018
25% Reduction in Income Tax Receipts



	ACTUAL FY2015	ESTIMATED ACTUAL 2015B	PROPOSED BUDGET 2016	PROPOSED BUDGET 2017	PROPOSED BUDGET 2018
Revenues	71,784,092	55,333,500	70,923,300	72,214,300	73,781,100
Expenditures	71,410,384	54,009,200	72,253,100	74,838,800	77,704,800
Surplus/Deficit	373,708	1,324,300	(1,329,800)	(2,624,500)	(3,923,700)
Fund Balance	24,382,912	25,707,212	24,377,412	21,752,912	17,829,212
Fund Balance as % of Expenditures	34%	48%	34%	29%	23%

GENERAL FUND
THREE YEAR PROJECTIONS
FISCAL YEARS 2016 THROUGH 2018

Exhibit 7a
Property Tax Freeze and
25% Reduct Income Tax Rec.

SOURCES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
BEGINNING FUND BALANCE	**$24,009,204**	**$24,382,912**	**$24,382,912**	**$25,707,212**	**$23,935,012**	**$20,075,512**
TAXES	$60,058,919	$47,747,000	$47,412,300	$59,390,700	$59,813,000	$60,507,900
INTERGOV'T	222,487	85,700	85,700	98,000	98,000	98,000
LICENSES/PERMITS	3,819,416	2,595,200	2,595,200	3,631,400	3,631,400	3,631,400
FEES	4,135,337	2,628,900	2,628,900	4,012,900	4,021,300	4,029,900
FINES	700,665	391,700	392,700	603,200	603,200	603,200
SERVICE CHG	2,127,632	1,460,900	1,460,900	2,186,200	2,243,700	2,302,900
INTEREST INC.	81,247	64,000	64,000	100,000	100,000	100,000
SALES/REIMB/RENTS	188,682	85,800	85,800	142,800	142,800	142,800
OTHER	449,707	274,300	273,300	315,700	325,900	336,600
SUB-TOTAL	**$71,784,092**	**$55,333,500**	**$54,998,800**	**70,480,900**	**$70,979,300**	**$71,752,700**
TRANSFERS IN	0	0	0	0	0	0
TOTAL REVENUES	**$71,784,092**	**$55,333,500**	**$54,998,800**	**$70,480,900**	**$70,979,300**	**$71,752,700**

USES OF FUNDS

	FY2015 ACTUAL	8 MOS. DEC. 2015 EST ACTUAL	8 MOS. DEC. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
PERSONAL SERVICES	$54,157,722	$40,599,600	$40,656,300	$56,866,600	$59,401,300	$61,911,500
CONTRACTUAL	9,706,477	8,155,000	8,155,000	10,900,900	11,186,700	11,476,200
COMMODITIES	2,787,075	2,324,600	2,324,600	3,027,800	3,088,000	3,149,100
OTHER CHARGES	759,110	330,000	730,000	907,800	1,012,800	1,018,000
SUB-TOTAL	**$67,410,384**	**$51,409,200**	**$51,865,900**	**$71,703,100**	**$74,688,800**	**$77,554,800**
CONTINGENCY	0	100,000	300,000	400,000	0	0
TRANSFERS OUT	4,000,000	2,500,000	2,800,000	150,000	150,000	150,000
TOTAL EXPENDITURES	**$71,410,384**	**$54,009,200**	**$54,965,900**	**$72,253,100**	**$74,838,800**	**$77,704,800**
SURPLUS(DEFICIT)	**373,708**	**1,324,300**	**32,900**	**(1,772,200)**	**(3,859,500)**	**(5,952,100)**
ENDING FUND BALANCE	**$24,382,912**	**$25,707,212**	**$24,415,812**	**$23,935,012**	**$20,075,512**	**$14,123,412**
FUND BALANCE AS % OF EXP.	**34%**	**48%**	**44%**	**33%**	**27%**	**18%**

Note: Village policy is to maintain at least a 25% fund balance.

ASSUMPTIONS:

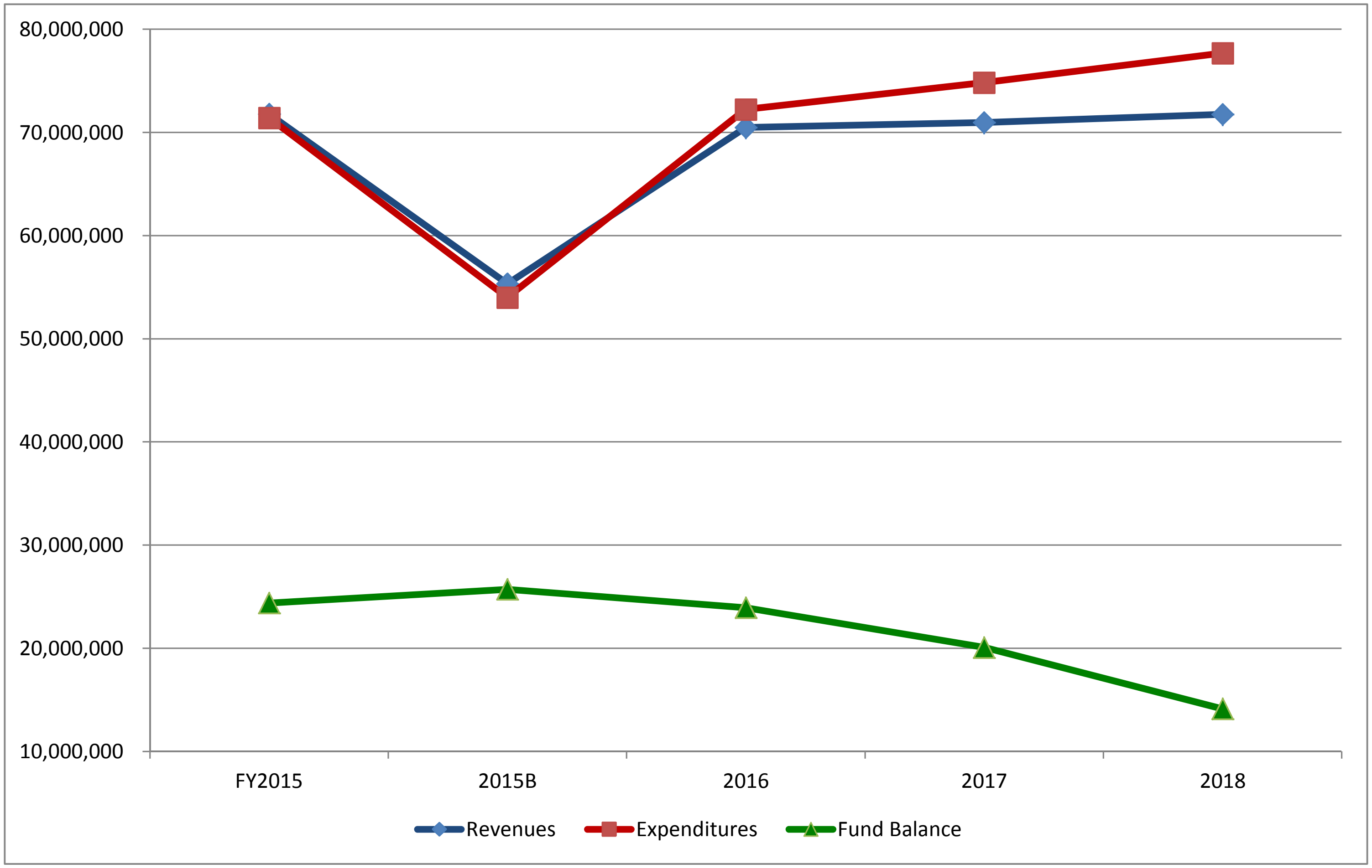
Expenditures

Salaries increased 2.5% on May 1st of 2015 for both bargaining unit and non-bargaining unit employees, 3% thereafter. All years include an estimated 8% health insurance increase. Contractual Services and Commodities increased 2%. Contractual Services includes additional $200,000 per year for new pavement patching program.

Revenues

Sales Tax, Home Rule Sales Tax & Income Tax: 1% increase for 8 month period ending December 2015; 2% increase 2016; 2% increase 2017; 3% increase 2018.
Property Tax Est.: 1.39% increase for 2016; 2.46% increase for 2017; 2.4% increase for 2018.

GENERAL FUND
REVENUES vs EXPENDITURES 2015-2018
Property Tax Freeze and 25% Reduction in Income Tax Receipts



	ACTUAL FY2015	ESTIMATED ACTUAL 2015B	PROPOSED BUDGET 2016	PROPOSED BUDGET 2017	PROPOSED BUDGET 2018
Revenues	71,784,092	55,333,500	70,480,900	70,979,300	71,752,700
Expenditures	71,410,384	54,009,200	72,253,100	74,838,800	77,704,800
Surplus/Deficit	373,708	1,324,300	(1,772,200)	(3,859,500)	(5,952,100)
Fund Balance	24,382,912	25,707,212	23,935,012	20,075,512	14,123,412
Fund Balance as % of Expenditures	34%	48%	33%	27%	18%

WATER AND SEWER FUND
THREE YEAR PROJECTIONS
FISCAL YEARS 2016 THROUGH 2018

(Water and Sewer Rate Increases FY2015 Through 2019)

SOURCES OF FUNDS

	FY2015 ACTUAL	8 Mos. 2015 EST ACTUAL	8 Mos. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
BEGINNING WORKING CASH	**$5,100,983**	**$4,706,766**	**$4,706,766**	**$4,119,767**	**$3,747,967**	**$4,477,867**
SERVICE CHG	$14,036,029	$11,757,900	$11,757,900	$19,044,900	$19,948,100	$20,896,400
INTEREST INC.	9,348	7,400	7,400	11,000	11,000	11,000
SALES/REIMB/RENTS	105,073	56,200	56,200	84,000	84,000	84,000
OTHER	316,071	10,100	10,100	15,000	15,000	15,000
SUB-TOTAL	**$14,466,521**	**$11,831,600**	**$11,831,600**	**$19,154,900**	**$20,058,100**	**$21,006,400**
TRANSFERS IN	0	0	0	0	0	0
TOTAL REVENUES	**$14,466,521**	**$11,831,600**	**$11,831,600**	**$19,154,900**	**$20,058,100**	**$21,006,400**

USES OF FUNDS

	FY2015 ACTUAL	8 Mos. 2015 EST ACTUAL	8 Mos. 2015 CURRENT BUDGET	2016 PROP BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
PERSONAL SERVICES	$5,871,367	$4,025,200	$4,085,800	$6,235,300	$6,547,600	$6,821,100
CONTRACTUAL	2,099,375	2,153,589	2,153,589	2,462,700	2,469,900	2,583,100
NORTHWEST WATER COMMISSION	3,542,286	2,801,800	2,857,000	3,830,400	3,830,400	3,830,400
COMMODITIES	731,955	635,660	635,660	921,600	940,300	959,100
OTHER CHARGES	1,507,389	1,053,700	1,053,700	1,681,200	1,728,300	1,776,800
CAPITAL ITEMS	1,108,366	1,698,650	1,698,650	4,070,500	3,786,700	3,441,000
SUB-TOTAL	**$14,860,738**	**$12,368,599**	**$12,484,399**	**$19,201,700**	**$19,303,200**	**$19,411,500**
CONTINGENCY	0	50,000	150,000	300,000	0	0
TRANSFERS OUT	0	0	50,000	25,000	25,000	25,000
TOTAL EXPENDITURES	**$14,860,738**	**$12,418,599**	**$12,684,399**	**$19,526,700**	**$19,328,200**	**$19,436,500**
SURPLUS(DEFICIT)	**(394,217)**	**(586,999)**	**(852,799)**	**(371,800)**	**729,900**	**1,569,900**
ENDING WORKING CASH	**$4,706,766**	**$4,119,767**	**$3,853,967**	**$3,747,967**	**$4,477,867**	**$6,047,767**
WORKING CASH AS % OF EXPENDITURES	**32%**	**33%**	**30%**	**19%**	**23%**	**31%**

Note: Village policy is to maintain at least a 25% fund balance.

BUDGET CALENDAR
For Preparation of 2016 Budget
(January 1, 2016 – December 31, 2016)

DATE	DAY	ACTIVITY
April - June, 2015	–	Capital Improvement Program (CIP) and five-year projections prepared.
June 12, 2015	Friday	CIP released to Village Board for discussion at June 22 Special Committee-of-the-Whole meeting.
June 22, 2015	**Monday**	Special Committee-of-the-Whole reviews CIP.
July 2, 2015	Thursday	Operating Fund Overview/Recommended 2016 Budget Ceilings and Proposed 2015 Property Tax Levy released to Village Board for discussion at July 13 Committee-of-the-Whole meeting.
July 6, 2015	**Monday**	Board considers any motions stemming from June 22 Special Committee-of-the-Whole meeting regarding CIP.
July 13, 2015	**Monday**	Committee-of-the-Whole discusses the Operating Fund Overview/ Recommended 2016 Budget Ceilings.
July 20, 2015	**Monday**	Board considers any motions stemming from July 13 Committee-of-the-Whole meeting regarding the recommended 2016 Budget Ceilings.
July 27 , 2015	Monday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
August 31, 2015	Monday	Department budget requests and projections due.
Aug 31 – Sep 11, 2015	–	Finance Department compiles departmental budget submissions.
September 11, 2015	Friday	First draft of 2016 Budget forwarded to Village Manager, Budget Team and all departments for review.
Sep 16 – Sep 18, 2015	–	Departments meet with Village Manager and Budget Team.
Sep 21 – Oct 16, 2015	–	Final draft of 2016 budget prepared.
October 12, 2015	**Monday**	Committee-of-the-Whole reviews Comprehensive Annual Financial Report.
October 16, 2015	Friday	Release final draft of 2016 Budget to Village Board.
October 19, 2015	**Monday**	Board considers motion stemming from October 12 Committee-of-the-Whole meeting regarding the Comprehensive Annual Financial Report.
November 4, 2015	**Wednesday**	**1st Budget Meeting** – Overview (with schedule of budget related actions taken by Committee-of-the-Whole & Board to date), revenue analysis, and budgets for Board of Trustees, Village Manager, Human Resources, Legal, Finance, Information Technology, and GIS.
November 9, 2015	**Monday**	**2nd Budget Meeting** – Budgets for Arlington Heights Memorial Library, Building & Health Services and Performing Arts at Metropolis Theater.
November 12, 2015	**Thursday**	**3rd Budget Meeting** – Budgets for Planning & Community Development, Engineering, Public Works, Water & Sewer, Parking Operations, and Fleet Services.
November 18, 2015	**Wednesday**	**4th Budget Meeting** – Budgets for all Boards & Commissions, Fire, Police, and carryover items from prior meetings. Discuss Proposed 2015 Tax Levy and Abatement Ordinance Committee-of-the-Whole makes recommendation to Board to approve 2015 Tax Levy and Abatement Ordinances and the 2016 budget as amended.
November 23, 2015	Monday	Notice of Public Hearing on 2016 Budget published in newspaper.
December 7, 2015	**Monday**	Board approves 2015 Tax Levy and Abatement Ordinances. Public Hearing on 2016 Budget. Approval of 2016 Budget at formal meeting (alternate date for passage is December 21, 2015).