

Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, January 18, 2010
7:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order
2. Public Comments?
3. Review Agenda for Monday, January 25, 2010 Regular
Village Board Meeting
4. Economic Development discussion – Steve Jones **(Pages 2-15)**
5. Other items?
6. Adjournment

1-18-10

(4)



To: President & Village Board
From: Steve Jones, Village Manager
Date: January 13, 2009
Re: Economic Development

A handwritten signature in black ink, appearing to be "S. Jones", with a long horizontal line extending to the right.

Background

During the recent SSA renewal discussions, the Village Board expressed an interest in revisiting the topic of both our expenditures and means of undertaking economic development. Since the SSAs have been renewed, this timely topic will provide direction on our future budget process and overall organizational approach to economic development.

This item has been placed upon the workshop agenda to begin the Village Board dialogue to determine what direction we seek to take on this important issue. This is being intended as a high-level discussion to identify the general thoughts of the Board. We will use this meeting as a launching pad to later provide you with additional information to assist you with your eventual decision.

Issues

There are a number of complex sub-issues that relate to the Village's approach to economic development in the future. I have summarized the most obvious below:

a. Village Commitment to Economic Development. Does the Village seek to continue devoting resources to economic development? This may appear to be a silly question, but it needs to be answered in order to confirm that we are interested in continuing with an economic development program

b. What is Scope of Desired ED Program? Business recruitment? Business retention? Community Marketing? Business Marketing? Business Incentives? Grants? Business ombudsman? Other? A copy of the current by-laws of the EDC is attached as Exhibit A to identify the present scope of the desired expectations.

c. Who Is to be Responsible? At the present time, most economic development activity is performed by the appointed board of the Economic

Development Commission, and an EDC staff professional. Is this the desired approach in the future? Does the Village Board seek a new approach? Is the effort to remain independent, or under the control of the Village? Is a hybrid approach an alternative? Some options to encourage discussion are attached as Exhibit B.

d. *Level of Financial Commitment.* For a number of years the Village has funded economic development activities. Some historical information related to the Village's economic development revenues and expenses over the past six years is attached as Exhibit C. The EDC's expenses are also attached as Exhibit D. Should this be expanded? Should this be lowered? Should other economic development initiatives be funded?

Action Requested

Discussion of the above at this stage.

Recommendation

At this stage of the process, the team is interested in the economic development goals and vision of the Board. Once that has been established we will be in a much better position to recommend how those goals and the vision may be best accomplished.

Attachments

- Supplemental Agenda Information
- Exhibit A – EDC By-Laws
- Exhibit B – Organizational Alternatives
- Exhibit C – Village Revenues & Expenses for economic development
- Exhibit D – EDC Expenses for economic development

Supplemental Agenda Information Village of Glen Ellyn

Agenda Item Supplemented by Commentary

- Pros & Cons
- X Strategic Action Goal
- x Downtown Strategic Plan Goal
- x Budget Impact/Return on Investment
- X Process Improvement
- Green Initiative
- Communication Initiative
- Safety/Liability/Risk Assessment
- Comparable Community Info
- Other

Comments:

The overall economic development topic at hand is a major component of both the Village strategic plan and the Downtown Strategic Plan.

The topic will have budget impacts on the expense side, and have the potential to increase revenues through future business development.



BYLAWS OF THE GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION

Approved: August 22, 1991

Amended: February 15, 1996 (Article V, Section 4)
June 20, 1996 (Article V, Sections 1 & 6)
May 15, 1997 (Article II, Sections 1 & 2; Article IV, Section 1)
June 15, 2000 (Article I, Sections 2-4; Article III, Sections 2 & 9;
New Article V; Article VI (renumbered), Section 6)

ARTICLE I ORGANIZATION

Section 1. Name. The name of this corporation shall be The Glen Ellyn Economic Development Corporation.

Section 2. Location. The location of the principal office of the corporation shall be in the Village of Glen Ellyn, Illinois.

Section 3. Mission. The mission of the corporation is to facilitate economic development in Glen Ellyn.

Goals. A primary goal related to the mission is to focus on economic development activities which benefit both the business and residential communities existing as a complement to each other. A secondary goal is to promote growth in local sales tax revenues.

Strategy. The strategies used to accomplish this mission include attracting business, fostering business retention, promoting commercial investments, facilitating commercial development and redevelopment, and encouraging improvements in the image and appearance of the business districts.

In order to accomplish this mission, the corporation shall have the full power granted it under the General Not For Profit Corporation Act of 1986 of the State of Illinois ("Act") under which it is incorporated and shall act in accordance with Section 501(c)(6) of the Internal Revenue Code of 1954 as amended. The Board of Directors shall have the additional power to develop and implement programs consistent with the mission of the corporation.

ARTICLE II BOARD OF DIRECTORS

Section 1. Voting Members. There is to be an eight member Board of Directors. the Glen Ellyn Chamber of Commerce will appoint four directors, and the Village of Glen Ellyn will appoint four directors.

Eligibility for the office of director is to be based on one of the following categories:

- a. A resident of the Planning District of Glen Ellyn.
- b. A business property owner.
- c. An officer of a Glen Ellyn business or corporation.

Section 2. Appointments and Terms. The term limit for directors is four years beginning on January 1st and ending on December 31st. The Glen Ellyn Chamber of Commerce will appoint four directors, and the Village of Glen Ellyn will appoint four directors. The directors' terms will be staggered by having the Chamber and the Village rotate in one new appointment each on an annual basis. The Chamber and the Village may also choose to reappoint any director for a maximum of one additional term. The EDC President shall notify the appointing bodies three months prior to term expiration of the need to make either a new appointment or a reappointment.

Section 3. Powers. The Board of Directors shall govern and manage the affairs of the corporation, shall exercise the powers of the corporation, and shall control its property. It alone shall determine compliance with the corporation's stated purposes and shall have the power and authority to do and perform all acts or functions not inconsistent with these bylaws, the corporation's articles of incorporation of the Act.

Section 4. Vacancies. Vacancies on the Board due to death, resignation or other cause shall be filled in the same manner as the original appointment of directors.

Section 5. Resignation. Any director may resign at any time by giving written notice of such resignation to the President of the Board of Directors.

Section 6. Ex-officio members of the Board will include the Village President, the Chamber of Commerce President and the Planning Director of the Village of Glen Ellyn.

Section 7. No elected or appointed officials of the Village shall be appointed to the Board.

ARTICLE III MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board of Directors shall be held at the principal office of the corporation, or at such other place and at such hour as may be determined by the Board of Directors. The purposes of the annual meeting shall be (a) to elect the officers of the corporation for the coming year; and (b) to transact such other business as may be necessary or desirable.

Section 2. Regular Meetings. The Board of Directors shall hold regular meetings at the principal office of the corporation or at such place and at such time as may be designated by the Board President in the notice. The annual meeting shall be considered a regular meeting.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called by the President and also by the Secretary upon receipt of a written request of three (3) directors.

Section 4. Notice. Written notice of all Board meetings shall be mailed by first class mail or delivered to each director not less than ten (10) calendar days before each regular meeting or five (5) calendar days before the date of any special meeting, which notice, in the case of special meetings, shall state generally the nature of the business to be conducted at the meeting.

Section 5. Quorum. For all meetings of the Board of Directors, a quorum shall be a majority of the directors then serving, who shall be present in person.

Section 6. Procedure. Roberts Rules of Order Revised (latest edition) shall govern procedure at all meetings of the Board of Directors and its committees where not covered expressly by these bylaws or the Act.

Section 7. Informal Action by Directors. Any action required to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all the directors entitled to vote with respect to the subject matter thereof. Any consent signed by all the directors shall have the same effect as a unanimous vote, and may be stated as such in any document filed with the Illinois Secretary of State or with anyone else.

Section 8. Meeting by Conference Telephone. Members of the Board of Directors may participate in and act at any meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, provided that a majority of such members consent in writing to the recording of such communications and provided that such recording is in fact made and becomes a part of the official corporate records. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Section 9. Committees. The directors, by majority vote, shall have the authority to designate committees consisting of at least two directors appointed by the directors for the purpose of assisting and advising the corporation in the implementation of its corporate functions. Such committees shall conduct their business according to procedures not inconsistent with these bylaws.

The four officers of the corporation shall constitute the Executive Committee.

ARTICLE IV OFFICERS

Section 1. Officers. The officers of the corporation will be President, Vice President, Secretary and Treasurer. The officers shall be elected by the Board on an annual basis to serve at the pleasure of the Board for terms that commence on January 1st.

Section 2. Authority. The Board shall have full power and authority over the property of the corporation and the conduct and management of its affairs. It shall have all powers conferred or not prohibited by law.

Section 3. Duties of the President. The President shall be the chief executive officer and shall be the direct executive representative of the Board of Directors in the management of the corporation, and shall have all the duties and authority which such position would customarily require, including, but not limited to the following:

- a. Carrying out all policies established by the Board and advising on the formulation of these policies.
- b. With the assistance of the directors, developing and submitting to the Board for approval a plan for the conduct of the various activities of the corporation and recommending changes when necessary.

- c. Preparing written plans for the achievement of the corporation's specific objectives and periodically reviewing and evaluating such plans.
- d. Working with the Treasurer and the other directors on preparation of an annual budget showing the expected revenue and expenditures as required by the Board.
- e. Selecting, employing, supervising, and discharging corporate agents and employees and developing and maintaining personnel policies and practices for the corporation.
- f. Maintaining physical properties in a good and safe state of repair and operating condition.
- g. Supervising the financial affairs to ensure that funds are collected and expended to the best possible advantage of the corporation.
- h. Presenting to the Board periodic reports reflecting the activities of the corporation and such other special reports as may be required by the Board.
- i. Attending meetings of the Board and coordinating the preparation of Board meeting materials.
- j. Representing the corporation in its relationships with the Village of Glen Ellyn, the Glen Ellyn Chamber of Commerce and other organizations and agencies.
- k. Performing such other duties as may from time to time be assigned by the Board.

Section 4. Duties of the Vice President. The Vice President shall perform such duties and have such responsibilities as may be prescribed from time to time by the Board of Directors and the President. In the absence of the President or in the event of the President's inability to act, the Vice President shall chair meetings of the Board of Directors and shall perform such other duties as may be delegated to the Vice President from time to time by the President.

Section 5. Duties of the Secretary. The Secretary shall act as secretary of the corporation and Board of Directors, shall send appropriate notices or waivers of notice regarding Board meetings, shall, in conjunction with the President, prepare agendas and other materials for all meetings of the Board of Directors, shall act as official custodian of all records, reports and minutes of the corporation and the Board of Directors, shall be responsible for the keeping and reporting of adequate records of all meetings of the Board of Directors and shall perform such other duties as are customarily performed by or required of corporate secretaries.

Section 6. Duties of the Treasurer. The Treasurer shall have custody and control of all funds of the corporation and shall have such duties as are customarily performed by or required of corporate treasurers, including giving a bond when requested by the Board of Directors. With the assistance of the President and the other directors, the Treasurer shall prepare the annual budget. The Treasurer shall ensure that a true and accurate accounting of the financial transactions of the corporation is made periodically, that reports of such transactions are presented to the Board of Directors, and that all accounts payable are presented to such representatives as the Board may designate for authorization of payment.

ARTICLE V EXECUTIVE DIRECTOR

The Executive Director shall serve at the pleasure of the Board and shall report to the President on the day-to-day operations of the corporation. The Executive Director may be an ex-officio member of all standing and special committees and may further act as the corporation's liaison with the Village of Glen Ellyn and the Chamber of Commerce. The Executive Committee shall annually review and set the priorities of the Executive Director. The Executive Director shall be a paid position to be filled by the Board of Directors.

ARTICLE VI FISCAL MATTERS

Section 1. Fiscal Year. The fiscal year of the corporation shall be from May 1st to April 30th of each year.

Section 2. Contracts. The President and his express designees shall be authorized to execute contracts on behalf of the corporation. In addition, the Board may authorize other officers or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, with such authority being either general or confined to specific instances.

Section 3. Loans and Indebtedness. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board with such authority being either general or

confined to specific instances.

Section 4. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation or to the corporation, shall be signed or endorsed by any two of the following: President, Treasurer and the person employed to manage the EDC office who shall be authorized as signatories on the accounts of the corporation by resolution of the Board.

Section 5. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may select.

Section 6. Budget. The Board shall approve by its first meeting in January of each year a budget and work program for the fiscal year for submission to the Village Board by February 1 for their new budget consideration.

Proposed revisions to the expenditure plan shall be considered for approval by the Board of Directors.

Section 7. Maintenance of Records. The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the principal office a record giving the names and addresses of the directors entitled to vote. All books and records of the corporation may be inspected by any director for any proper purpose at any reasonable time.

Section 8. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, grant or devise for the general purposes or for any special purpose of the corporation.

ARTICLE VII INDEMNIFICATION

Section 1. Basic Indemnification. The corporation may indemnify each of its officers and directors against expenses actually and necessarily incurred by them in connection with defense or settlement of any action, suit or proceeding in which they are made parties, by reason of being or having been an officer or director, except in relation to matters as to which any such officer or director shall be adjudged in such action, suit or

proceeding to be guilty of or liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. Indemnification shall be made only as authorized by a majority vote of disinterested directors or, if such a quorum is not obtainable, by independent legal counsel in a written opinion. Such right of indemnification shall not be deemed exclusive of any right, or rights, to which they may be entitled under any other bylaw, Board resolution, agreement or otherwise.

Section 2. Insurance of Risk. The corporation's management shall have the authority to purchase and maintain insurance on behalf of any and all of its present and former officers, directors, employees or agents against any liability or settlement based on liability asserted to have been incurred by them by reason of being or having been officers, directors, employees or agents of the corporation.

ARTICLE VIII NONDISCRIMINATION

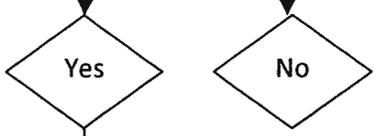
The corporation recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, director, officer, contractor or any other person with whom it deals, because of race, creed, color, handicap, sex, national origin or age.

ARTICLE IX AMENDMENTS

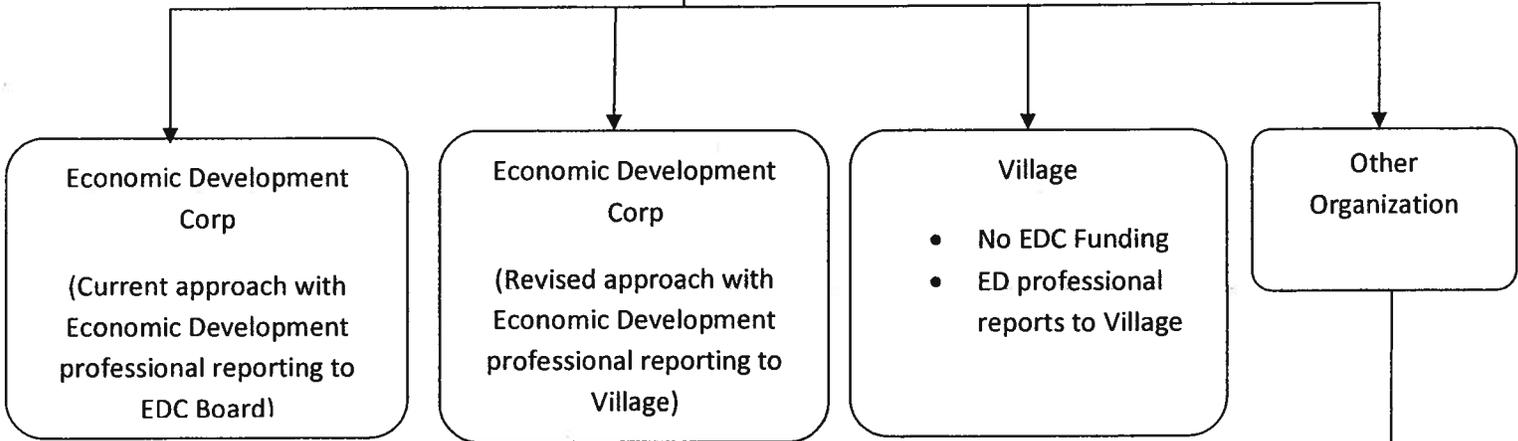
These bylaws may be amended by affirmative vote of a simple majority of the members of the Board of Directors then serving at any meeting of the Board, provided that a brief description of such proposed amendment shall have been published in or with the notice of the meeting.

(B)

Do We Seek to Continue Devoting Resources to Economic Development?



Who shall provide ED services?



Existing Organization

New Organization



Economic Development Revenues & Expenditures

Village of Glen Ellyn

Special Programs Fund Budget Component

FY 2004-05 Through FY2009-10

	Actual					Budget FY09-10
	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	
SSA Revenues - Economic Development	\$110,889	\$117,200	\$139,671	\$141,731	\$156,784	\$177,100
	Actual					Budget FY09-10
	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	
<u>Economic Development Related Expenses</u>						
Transfer of SSA Funds to EDC	\$110,889	\$117,200	\$139,671	\$141,731	\$156,784	\$177,100
EDC Contribution	46,000	46,000	46,000	46,000	40,000	24,000
Façade/Retail Grant						24,000
DGEA Contribution			10,000	12,500	10,000	20,000
Legal				57	411	
Holiday Decorations	20,517	14,410	19,880	29,312		30,000
Prof.Serv - One Way/Two Way Traffic Study						40,000
Interfund Transf - Reimb. For Community Events	<u>22,600</u>	<u>24,000</u>	<u>24,000</u>	<u>25,000</u>	<u>25,600</u>	<u>25,200</u>
Total	<u>\$200,006</u>	<u>\$201,610</u>	<u>\$239,551</u>	<u>\$254,600</u>	<u>\$232,795</u>	<u>\$340,300</u>

Note: Other revenue sources from the Special Programs Fund provide financing above the level of the SSAs

Economic Development Corporation Expenses
FY2004-05 Through FY 2009-10

	Actual					Budget FY09-10
	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	
EDC Expenses						
Facade Renovations	\$1,655	\$9,049	\$1,499	\$12,527	\$7,016	\$34,793
Retail Assistance					0	49,000
Marketing & Promotion	39,332	57,994	52,460	50,910	63,739	53,226
Banners	21,122	21,883	20,984	9,042	7,355	16,000
Project Development	8,255	580	12,535	17,877	664	5,000
Website				10,125	7,681	5,000
Downtown Alliance - events					10,000	10,000
Accounting	360	370	370	2,570	1,435	2,000
Conference & Seminars	951	871	442	428	1,253	900
Copier Expense	1,352	1,179	1,304	1,628	1,333	1,400
Health Insurance	4,497	4,449	4,921	5,665	6,334	6,525
Insurance - other	1,815	1,999	2,120	2,012	2,012	2,050
Office expense	2,906	1,583	3,929	4,091	1,127	1,500
Postage	477	707	377	420	429	600
Rent & Utilities	5,255	6,107	7,200	8,819	9,328	9,400
Salary	54,576	58,229	61,667	68,498	70,167	73,500
Subscriptions & Dues	873	807	836	745	930	850
Payroll Tax	4,357	4,632	4,888	5,489	5,559	5,775
Pension	1,702	1,800	1,950	2,055	2,205	2,205
Telecommunications	2,029	1,103	1,246	1,309	1,527	1,500
Miscellaneous - Service Chg.					<u>65</u>	
TOTALS	<u>\$151,513</u>	<u>\$173,344</u>	<u>\$178,728</u>	<u>\$204,209</u>	<u>\$200,158</u>	<u>\$281,224</u>

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