

Committee Members:

Charles Daily	Michael Hagen
Bill Poletti	Samantha Carter
Don Barkley	Richard Avdoian
Robert Triplett	Van Johnson
Charles Kassly	

AGENDA

**CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION**

Tuesday, June 16, 2020 – 1:30 P.M.

Access via Conference Call

Phone Number: 1-650-215-5226 Access Code: 163 739 9000

1. CALL TO ORDER
2. CITIZENS' COMMENTS
3. APPROVAL OF MINUTES – [May 19, 2020](#)
4. UPDATE – Business Assistance Program
5. ECONOMIC DEVELOPMENT – [Director's Report](#)
6. MONTHLY REVENUE REPORT
 - [Sales Tax Report - June](#)
7. LAND USE AND DEVELOPMENT – [Director's Report](#)
8. SET NEXT MEETING - Tuesday, July 14, 2020
9. ADJOURN

**THE CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION (BAC)
Tuesday, May 19, 2020 – 1:30 p.m.
Meeting Room A
10025 Bunkum Road, Fairview Heights, IL**

Meeting was held via conference call

Committee Members in attendance – Chuck Daily, Bill Poletti, Michael Hagen, Samantha Carter, & Van Johnson

Committee Members absent – Don Barkley, Robert Triplett, Charles Kassly, & Richard Avdoian

Other Aldermen and Elected Officials in attendance – Pat Baeske

Staff in attendance – Paul Ellis and Andrea Riganti

Citizen's Comments

None

Approval of Minutes

No minutes to be approved

Special Report: Business Assistance Program

Director Paul Ellis reported on the review of the Business Assistance Program.

Director of Land Use and Development Andrea Riganti reported on recommendations for revitalization of the program. The Commission discussed the following:

- Percentage amount
- Definition of small business in Fairview Heights
- Small business Start-up Program loans
- Commitment of three years
- Risk management/back ground checks
- Economic Development Strategy

Land Use and Development Director's Report

Director Andrea Riganti presented her report.

Economic Development Director's Report

Paul Ellis presented his report and touched base on the following items:

- Reaching out to businesses

- Metro East Incubator is there for businesses as they grow. State of IL is ready to release the \$100,000 that was budgeted for this in the State budget and everything has been submitted. Once money is received a virtual incubational process.
- Where we want to be in the future in the Regional Center of Southern Illinois.

Monthly Revenue Report

Director Ellis presented the sales tax report. Two months in a row, year over year there has been an increase in revenues, but with COVID-19 orders in place revenue will be way down.

The next meeting is scheduled for Tuesday, June 16, 2020 at 1:30 p.m.

Meeting was adjourned at 3:45 p.m.

Submitted By:

Kathy Frawley, Recorder

DRAFT

MEMORANDUM

TO: Elected Officials

FROM: Paul A. Ellis, Director of Economic Development

DATE: June 12, 2020

SUBJECT: Economic Dev. Dept. - Director's Report

Re-openings

As the State of Illinois authorized progression into Phase 3 of the Restore Illinois guidelines on May 29, the Director has been working with businesses, property owners, other local and regional agencies, and other City departments to help facilitate re-openings as allowed; some highlights include:

- Planet Fitness has opened their new location in the former Toys 'R' Us building with reduced capacity under the Phase 3 guidelines
- St. Clair Square has re-opened, but not all stores are open yet; Penney's is not among the locations slated for closure
- Several restaurants have taken advantage of the "All Inside-Out" promotion (see below) to set up outside dining
- Since the key to attracting customers back to stores will be to ensure--and promote--a safe, healthy shopping environment, the Director is working with the St. Clair County Health Dept., ILLINOISouth Tourism and other partners to ensure that retailers and other businesses resources they need

Transitions

Some businesses have permanently closed, but replacements are in the wings, and the Director continues to work with businesses seeking to expand and even to start up:

- Boston Market's location in Fairview City Centre has been permanently closed; a bank is moving through the process to open a branch in place of that retail use
- Pier One Imports be closing its store in Lincoln Place as part of a national business failure, but the Director is working with the property owner to secure a replacement tenant
- Ruby Tuesday has closed but a new fast food restaurant is finalizing a lease TBA soon
- The Director has been working with Sweet Cravings, a startup opening on Lincoln Hwy.

Outreach

The Director continues to market advantages of a Fairview Heights location to national and regional retailers, and he strives to keep open communication with the 800+ businesses already in operation here. He has been contacting several businesses each day via phone calls, emails and/or review of survey responses, and he has been

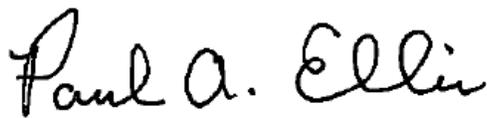
able to help several connect with federal, state and/or regional loan programs or other resources needed to keep their businesses open.

The Fource continues to work with the Director to promote local dining and shopping, as well as to communicate with local merchants who are participating in the “All In” branding campaign.

Initiatives

The Director continues work on several initiatives to help bring more business and broader investment into Fairview Heights:

1. Acadia Realty Trust is working with the Director to develop new retail space in both Lincoln Place I and II
2. As a member of the Mid America Workforce Investment Board (MAWIB), the Director has been helping to post job openings and to market them more broadly across the community; he is also working with the MAWIB to open a retail training center in Fairview Heights
3. The Director is working with other departments, a professional services firm and a regional real estate broker to pursue interest from a retailer in the 72 acres across from The Fountains ♥
4. The Director and the Director of Land Use & Development are working with Namdar Realty Group, the new owners of Fairview Heights Plaza, to explore the vision for future development of that center included in the ED Strategy ♥
5. The Director and the Director of Land Use & Development have completed review of the Business Assistance Program and are to present recommendations ♥
6. The Metro East Business Incubator (MEBI) is anticipating release of \$100,000 allocated for its operations by the State of Illinois; the new agency will be able to serve entrepreneurs and small businesses immediately via a virtual platform, Startup Space ♥



Paul A. Ellis
Director of Economic Development

**CITY OF FAIRVIEW HEIGHTS, IL
SALES TAX REPORT
State 1% Municipal Tax Portion**

DISTRIBUTION MONTH	MAY 2013 - APRIL 2014	MAY 2014 - APRIL 2015	MAY 2015 - APRIL 2016	MAY 2016 - APRIL 2017	MAY 2017 - APRIL 2018	MAY 2018 - APRIL 2019	MAY 2019 - APRIL 2020	MAY 2020 - APRIL 2021	% CHANGE	CHANGE IN DOLLARS
MAY	\$ 601,011.50	\$ 584,713.94	\$ 586,147.75	\$ 632,285.33	\$ 571,553.40	\$ 553,114.13	\$ 490,116.91	\$ 518,363.86	5.8%	\$ 28,246.95
JUN	655,667.46	647,401.33	708,268.15	696,077.63	677,065.69	676,704.83	654,604.36	473,959.16	-27.6%	\$ (180,645.20)
JUL	574,119.26	578,345.95	563,612.88	576,220.16	599,877.49	555,320.85	572,195.98			
AUG	586,795.92	593,876.18	607,839.70	608,444.47	600,057.37	607,357.54	585,032.16			
SEP	610,055.28	579,381.42	653,462.36	679,234.60	613,965.54	623,578.60	610,349.55			
OCT	554,178.50	550,782.54	573,059.41	572,368.09	476,801.05	540,557.44	562,791.28			
NOV	574,589.49	579,500.49	642,921.78	599,121.43	575,354.24	570,594.16	561,747.98			
DEC	468,313.25	588,998.17	626,164.49	612,305.99	581,474.30	577,677.65	585,185.60			
JAN	589,088.14	580,475.99	627,103.06	570,540.96	564,056.46	560,273.13	581,553.25			
FEB	687,960.48	680,833.91	695,015.32	678,820.57	672,397.54	668,036.72	644,092.22			
MAR	969,659.49	1,028,593.77	1,041,010.81	974,290.59	935,340.51	870,591.30	865,433.15			
APR	458,225.94	528,428.24	519,339.92	488,717.27	528,625.80	457,194.13	482,774.60			
YTD TOTAL	\$ 7,329,664.71	\$ 7,521,331.93	\$ 7,843,945.63	\$ 7,688,427.09	\$ 7,396,569.39	\$ 7,261,000.48	\$ 7,195,877.04			\$ (152,398.25)
YTD CHANGE	-6.7%	2.6%	4.3%	-2.0%	-3.8%	-1.8%	-0.9%			
MONTHLY AVG	\$ 610,805.39	\$ 626,777.66	\$ 653,662.14	\$ 640,702.26	\$ 616,380.78	\$ 605,083.37				



DEPARTMENT OF LAND USE AND DEVELOPMENT

INTEROFFICE MEMORANDUM

To: Business Alliance Commission
From: Andrea Riganti, Land Use and Development Director
Subject: Director's Report
Date: June 12, 2020

Since March 23, City Hall has been closed to the public. All Departments have modified operations, focusing on the most essential tasks. To that end, the Department of Land Use and Development (LUD) has made the following changes:

- All staff follow a staggered in-office schedule. This approach ensures social distancing and other safety protocols are met at City Hall. The impacts to operations include a slight decrease in building, residential, and code enforcement inspector availability.
- The Department is short staffed due to COVID-19. However, staff has been able to accommodate most requests and respond to inquiries in a timely manner. The phone call volume to the Department's main line is substantial.
- A virtual inspection option is offered for occupied buildings.
- During in-office days, code enforcement inspectors patrol city-wide for property maintenance violations or in response to complaints, rather than focusing on their assigned district. The abatement timeframe has been lengthened to offer economic relief during the COVID-19 pandemic. Court has resumed.

Major Department Activities.

Planning and Zoning

- The Planning Commission met on June 9 to consider a Special Use Permit with Site Development Plan for the construction of a bank with drive thru ATM at 6535 N. Illinois (former Boston Market). It was recommended for approval and is being forwarded to the June 17 Community Committee meeting.
- There was no Zoning Board of Appeals meeting in May or June.
- Staff continues to respond to questions and consult with developers, property owners, and residents on new development, annexation and zoning related matters.
- Staff continues to work with Economic Development Department on revising the Business Assistance Program and economic recovery strategies. An outdoor dining application and process was developed for restaurants as per Phase 3 guidelines. A packet of information was delivered to every restaurant in the City.
- Additional efforts are being made to streamline economic development efforts. Encouraging joint meetings with potential developers, recommending the in-house development of an economic development packet (which could include an "Open for Business Guide", updated list of incentives,

demographic information about the City, map, and other resources), the Economic Development Strategy, and Business Alliance Commission.

- Staff is reviewing the Business Assistance Program to revise the programs offered.

Code Enforcement

- Staff continues to perform routine inspections of problem properties and “hot spots” for potential property maintenance issues. Staff also responds to complaint driven issues for same. Additional abatement time has been granted for non health-safety violations during COVID-19.
- Staff continues to work with the Public Works Department on nuisance abatement matters.
- Staff began larvaciding of drainage ditches and ponding areas.
- Staff continues to respond to animal control calls.

Building Division

- Staff continues to perform plan review and building related inspections. Virtual inspections are being offered during COVID-19.

Timeframe	Residential Occupancy Permits	Issued for Single- Family Dwelling	Issued for Multi-Family Dwelling	Issued to Renter	Issued to Owner
1/1/20-5/11/20	245	120	125	166	79
<i>January</i>	56				
<i>February</i>	51				
<i>March</i>	60				
<i>April</i>	54				
<i>May to 5/11</i>	24				
1/1/19-5/11/19	270	142	128	182	88
<i>January</i>	60				
<i>February</i>	56				
<i>March</i>	70				
<i>April</i>	61				
<i>May to 5/11</i>	23				

Please let me know if there are questions or concerns.

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WWW.COFH.ORG