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**VILLAGE OF MELROSE PARK  
COOK COUNTY, ILLINOIS**

**ORDINANCE NO. 927**

**AN ORDINANCE ESTABLISHING A DEPARTMENT OF  
ECONOMIC DEVELOPMENT, SPECIAL PROJECTS AND T.I.F.  
MANAGEMENT FOR THE VILLAGE OF MELROSE PARK,  
COUNTY OF COOK, STATE OF ILLINOIS.**

**ADOPTED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE  
VILLAGE OF MELROSE PARK**

**THIS 8<sup>TH</sup> DAY OF AUGUST 2005**

**RONALD M. SERPICO, Village President  
MARY ANN PAOLANTONIO SALEMI, Village Clerk**

**Board Of Trustees**

- JOHN S. CONTEDEUCA**
- CATHLEEN COSSIDENT ITALIA**
- THOMAS KLEIN**
- RUBEN LOMELI**
- ARTURO J. MOTA**
- ANTHONY J. PRIGNANO**

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**Published by authority of the  
President and Board of Trustees  
Of the Village of Melrose Park,  
Cook County, Illinois on  
This 9<sup>TH</sup> day of AUGUST 2005**

**ORDINANCE NO. 927**

**AN ORDINANCE ESTABLISHING A DEPARTMENT OF ECONOMIC DEVELOPMENT, SPECIAL PROJECTS AND T.I.F. MANAGEMENT FOR THE VILLAGE OF MELROSE PARK, COUNTY OF COOK, STATE OF ILLINOIS**

\* \* \* \* \*

WHEREAS, the Village of Melrose Park, Cook County, State of Illinois (“the Village”) is a duly organized and existing Village created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto with full powers to enact ordinances for the benefit of the residents of the Village; and

WHEREAS, the Village President, the Honorable Ronald M. Serpico, the Village Clerk, the Honorable Mary Ann Paolantonio Salemi, having taken office on May 2, 2005 and the Village Board of Trustees, the Honorable John S. Conteduca, Cathleen Cossident Italia, Tom "T.K." Klein, Ruben Lomeli, Trustee Arturo J. Mota and Anthony J. Prignano, having taken office on May 2, 2005, constitute the duly elected, qualified and acting officials of the Village; and

WHEREAS, the President and Board of Trustees of the Village find and determine that it is in the best interests of the residents of the Village to establish a Department of Economic Development, Special Projects and T.I.F. Management for the Village of Melrose Park to, among other things, create opportunities for business and development, direct special projects and manage T.I.F. areas in the Village.

NOW THEREFORE, BE IT ORDAINED by the Village President and the Board of Trustees of the Village of Melrose Park, Cook County Illinois, as follows:

**ARTICLE I.  
IN GENERAL**

**Section 01. Incorporation Clause.**

The President and Board of Trustees of the Village (the "Village Board") hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and does hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

**Section 02. Purpose.**

The purpose of this Ordinance is to establish a Department of Economic Development, Special Projects, and T.I.F. Management for the Village of Melrose Park, to among other things, create opportunities for business and development, direct special projects and manage T.I.F. areas in the Village.

**Section 03. Invocation of Authority.**

This ordinance is enacted pursuant to the police powers and authority granted to this Village by the Constitution of the State of Illinois and the Illinois Compiled Statutes.

**Section 04. State Law Adopted.**

All applicable provisions of the Illinois Compiled Statutes, including the Illinois Municipal Code, as may be amended from time to time, relating to the purposes of this ordinance are hereby incorporated herein by reference.

**Sections 05-09. Reserved.**

**ARTICLE II.**  
**ESTABLISHMENT OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT,**  
**SPECIAL PROJECTS AND T.I.F. MANAGMENT.**

**Section 10.00 Establishment of the Department of Economic Development, Special Projects and T.I.F. Management.**

There is hereby created the Department of Economic Development, Special Projects and T.I.F. Management for the Village of Melrose Park (hereinafter the "Department of Economic Development").

**Section 11.00 Authority and Powers of the Department of Economic Development, Special Projects and T.I.F. Management.**

The Department of Economic Development shall have the following authority and powers:

1. It shall be the duty of the Department of Economic Development to create opportunities for business and development within the Village. To that end the Department of Economic Development shall formulate, recommend and advise the Village President and Board of Trustees of economic development policies and programs for the Village.
2. The Department of Economic Development shall also perform studies and make recommendations concerning economic development, including but not limited to helping existing businesses grow, encouraging new businesses to be started and attracting business and development into the Village.
3. The Department of Economic Development shall also be charged with the management and direction of special projects within the Village.

4. The Department of Economic Development shall be charged with the management of existing and future tax increment financing districts within the Village
5. To research and apply for grant funds and revolving funds with respect to economic development within the Village.
6. To prepare and recommend to the President and Board of Trustees economic development plans for the present and future development or redevelopment of the Village of Melrose Park.
7. To prepare and recommend to the President and Board of Trustees, from time to time, plans for specific special projects in pursuance of economic development within the Village.
8. To exercise such other powers germane to the powers granted by this Ordinance or as may be conferred by the Village President and Board of Trustees.
9. To advise the President and Board of Trustees on all matters referred to it or upon which it is required to review under the Village of Melrose Park Municipal Code and Ordinances.
10. To report the Department of Economic Developments conclusions and recommendations to the President and Board of Trustees not less frequently than once a year.

**Section 12.00 Authority to Appropriate.**

Pursuant to 65 ILCS 5/ 11-12-4, the Village may appropriate such funds as the President and Board of Trustees may deem proper for the maintenance and operation of the Department of Economic Development, including but not limited to, the salaries of all

paid members and employees and the exercise of such powers germane to the purposes for which the Department of Economic Development is created.

**Section 13.00 Acceptance of Funds, Grants, Services.**

Pursuant to 65 ILCS 5/11-12-5, the Village may accept, receive and expend funds, grants and services from the Federal Government or its agencies, or from the State of Illinois or its agencies or from private persons or corporations or foundations for planning purposes generally or for planning specific projects.

**ARTICLE III.  
COMPOSITION OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT,  
SPECIAL PROJECTS AND T.I.F. MANAGMENT.**

**Section 14.00 Director of the Department of Economic Development, Special Projects and T.I.F. Management.**

There is created the position of Director of Economic Development, an administrative position of the Village appointed by the Village President subject to confirmation by the Board of Trustees.

**Section 15.00 Duties of the Director of Economic Development.**

The Director of Economic Development shall procure community, economic and job development within the Village. Further, the Director shall have the following enumerated duties, in addition to those prescribed by the Village President and Board of Trustees:

1. Formulate, recommend and advise the Village President and Board of Trustees of economic development policies and programs; and
2. Inform the Village President and Board of Trustees of and make recommendations concerning activities, progress and problems of the

Department of Economic Development, Special Projects and T.I.F.

Management; and

3. Provide consultation to the Village President and Board of Trustees in regard to economic development within the Village; and
4. Assess the Village's need for economic development, the extent and priority of needs and current availability of funds to meet said identified needs; and
5. Develop short and long-range economic development plans and update such plans at least annually;
6. Develop and recommend to the Village President and Board of Trustees an annual budget consistent with department goals and projected revenue resources;
7. Undertake an annual evaluation of economic development programs and services; and
8. Assure that all required reports and documents are forwarded to the Village President and Board of Trustees, funding and regulatory agencies and assure that said reports are timely and accurate;
9. Establish and maintain working relationships with community groups, service agencies and local, state, and federal government agencies; and
10. Administer and monitor grant funds and revolving funds with respect to economic development; and
11. Prepares grant applications on behalf of the Village for economic development projects; and

12. Assist in the development of a coordinated program of economic development for the Village; and
13. Perform other related duties as required, assigned or requested by the Village President and Board of Trustees.

**Section 16.00 Term of Office, Compensation.**

The Director of Economic Development shall serve for a term of one (1) year and be paid such compensation as the President and Board of Trustees of the Village may prescribe by resolution.

**Section 17.00 Assistant Director of the Department of Economic Development, Special Projects and T.I.F. Management.**

There is created the position of Assistant Director of Economic Development, an administrative position of the Village appointed by the Village President subject to confirmation by the Board of Trustees.

**Section 18.00 Duties of the Assistant Director of Economic Development.**

The Assistant Director of Economic Development shall assist the Director to, among other things, create opportunities for business and development, direct special projects and manage T.I.F. areas in the Village. Further, the Assistant Director of Economic Development shall perform such duties as prescribed by the Director of Economic Development and/or the Village President and the Board of Trustees.

**Section 19.00 Term of Office, Compensation.**

The Assistant Director of Economic Development shall serve for a term of one (1) year and be paid such compensation as the President and Board of Trustees of the Village may prescribe by resolution.



**Section 20.00 Special Projects Liaison of the Department of Economic Development, Special Projects and T.I.F. Management.**

There is created the position of Special Projects Liaison, an administrative position of the Village appointed by the Village President subject to confirmation by the Board of Trustees.

**Section 21.00 Duties of the Special Projects Liaison.**

The Special Projects Liaison shall, among other things, act as a liaison between the Village and individuals and entities performing and developing special projects for the Village. Further, the Special Project Liaison shall perform such duties as prescribed by the Director of Economic Development and/or the Village President and the Board of Trustees.

**Section 22.00 Term of Office, Compensation.**

The Special Liaison shall serve for a term of one (1) year and be paid such compensation as the President and Board of Trustees of the Village may prescribe by resolution.

**Section 23.00 Research and Development Manager of the Department of Economic Development, Special Projects and T.I.F. Management.**

There is created the position of Research and Development Manager of Economic Development, an administrative position, appointed by the Village President subject to confirmation by the Board of Trustees.

**Section 24.00 Duties of the Research and Development Manager of Economic Development.**

The Research and Development Manager of Economic Development shall assist the Director in procuring community, economic and job development within the Village.

Further, the Research and Development Manager of Economic Development shall perform such duties as prescribed by the Director of Economic Development and/or the Village President and the Board of Trustees.

**Section 25.00 Term of Office, Compensation.**

The Research and Development Manager shall serve for a term of one (1) year and be paid such compensation as the President and Board of Trustees of the Village may prescribe by resolution.

**ARTICLE III.  
SAVINGS CLAUSES,  
PUBLICATION, EFFECTIVE DATE**

**Section 26.00 Headings.**

The headings for the articles, sections, paragraphs and sub-paragraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provisions of this Ordinance.

**Section 27.00 Severability.**

The provisions of this Ordinance are hereby declared to be severable and should any provision, clause, sentence, paragraph, sub-paragraph, section, or part of this ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect. It is hereby declared to be the legislative intent of the Board of Trustees that this Ordinance would have been

adopted had not such unconstitutional or invalid provision, clause, sentence, paragraph, sub-paragraph, section, or part thereof had not been included.

**Section 28.00 Superseder.**

All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded.

**Section 29.00 Publication.**

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

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**Section 30.00 Effective date**

This Ordinance shall be in full force and effect, retroactively, from August 1, 2005.

On The Individual Poll And Voice Vote Of The Board Of Trustees:

AYE VOTES: Trustee Conteduca, Trustee Klein, Trustee Lomeli,  
Trustee Mota, Trustee Prignano


NAY VOTES:

ABSTAIN:


ABSENT: Trustee Italia

SO PASSED, ADOPTED, APPROVED AND ENACTED IN AND AT THE  
VILLAGE OF MELROSE PARK, COUNTY OF COOK, STATE OF ILLINOIS, THIS  
EIGHTH DAY OF AUGUST, 2005 A.D.

APPROVED:

  
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RONALD M. SERPICO  
VILLAGE PRESIDENT

ATTEST:

  
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Mary Ann Paolantonio Salemi,  
Village Clerk

(SEAL)

Recorded in the Municipal Records: August 8, 2005  
Published in pamphlet form: August 9, 2005