

# ***Economic Development***

## ➤ **Business Recruitment**

- Franchise Seminar
- Attend ICSC events, Chamber events, conferences/seminars, call potential businesses
- Maintain the Available Sites database
- Working off database to match requirements of retailers and the properties that are available
- Recruitment trips

## ➤ **Business Retention**

- Business Retention Survey
- One-on-One meetings with business owners
- Keeping businesses informed on what's going on in the Village through the *Business Matters*, corridor meetings, forms available in the office or online
- Maintain the Business Directory
- Maintain mailing lists for information dispersion (developer's/broker's list, property/business owner's list, shopping center/property manager list)}

## ➤ **Marketing the Village**

- Developed Brochures to distribute at conferences, seminars, meetings and online
- Developer's/Broker's Breakfast & Tour
- Attend/represent the Village in regional meetings

## ➤ **Information Dispersion**

- All application forms and handouts are available on-line
- Newsletter articles
- E-blasts, twitter
- Notices

## ➤ **Communication with Business Sector**

- Developed Quarterly newsletter (*Business Matters*)
- Corridor Meetings with Business & Property Owners – Powerpoint presentation and handouts at the meeting
- Small group meetings/individual meetings
- Will soon be conducting the business retention surveys

## ➤ **Staff Liaison to the Economic Development Commission**

### ➤ **Represent the Village at various regional events**

- Conferences and seminars – having information at booths and tables for the ICSC and chamber events,
- attending chamber events and various seminars sponsored by DuPage Mayors and Manager's Conference, Choose DuPage, Illinois Development Council, International Economic Development Council

- **Member of ICSC, ICC, EDA**
- **TIF administration and reporting**
  - TIF administration for the Village's 4 TIF districts
  - Annual reporting, meetings with the Joint Review Boards (JRBs), Notification
  - TIF eligibility studies
  - Review applications for funding requests
  
- **Continuous Learning**
  - Courses, seminars, and conferences related to economic development

Staff: Primary functions: Director;

Surveys/Database/Mapping: Asst Director;

Field work/Mailing/phone calls, database: Admin. Secretary