

AGENDA
ECONOMIC DEVELOPMENT COMMITTEE
Wednesday, January 16, 2018
9:00 am
Burr Ridge Village Hall
Conference Room

DISTRIBUTION:

Trustee Tony Schiappa
Trustee Zach Mottl
Kirsten Jepsen
Bhagwan Sharma
Doug Pollock
Evan Walter
Janet Kowal
Andrez Beltran

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF COMMITTEE CHAIR**
- 4. ROLL CALL OF MINUTES OF NOVEMBER 20, 2018 MEETING**
- 5. DISCUSSION OF 2019 EDC GOALS, ROLES, AND RESPONSIBILITIES**
- 6. DISCUSSION OF ANNUAL BUSINESS LICENSE PROGRAM**
- 7. DISCUSSION OF VALET LICENSE PROGRAM**
- 8. DISCUSSION OF SPORTS FACILITY DEVELOPMENT**
- 9. DISCUSSION OF ECONOMIC DEVELOPMENT INCENTIVE IN THE RECRUITMENT OF OREMUS MATERIALS**
- 10. VILLAGE-WIDE DEVELOPMENT UPDATE**
- 11. ADJOURNMENT**

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
November 20, 2018

CALL TO ORDER:

Mr. Walter called the meeting to order at 7:00 p.m.

ROLL CALL:

Present: Trustee Zach Mottl, Trustee Tony Schiappa, and Bhagwan Sharma

Absent: Kirsten Jepsen

Also Present: Village Administrator Doug Pollock; Communications and Public Relations Coordinator Janet Kowal; Assistant to the Village Administrator Evan Walter; and Management Analyst Andrez Beltran

ELECTION OF CHAIR:

A **MOTION** was made by Mr. Schiappa to appoint Mr. Mottl as the Committee Chair for the meeting. The motion was **SECONDED** by Mr. Sharma and approved by a vote of 3-0.

MINUTES:

A **MOTION** was made by Mr. Schiappa to approve the Minutes from the July 17, 2018 meeting. The motion was **SECONDED** by Mr. Sharma and approved by a vote of 2-0. Mr. Schiappa abstained.

Before beginning the regular agenda, Mr. Walter noted that there were now three vacancies on the EDC. Mayor Straub resigned from office on November 19, 2018, and Sheryl Kern resigned on November 12, 2018, while an existing vacancy had been present since February 2017.

APPROVAL OF 2019 COMMITTEE MEETING CALENDAR

CONSIDERATION OF AMENDMENTS TO THE ECONOMIC DEVELOPMENT COMMITTEE CHARTER AND COMPOSITION

Mr. Walter presented two items jointly as they were related to one another. Mr. Walter presented a concept plan which would amend the EDC's meeting schedule from every other month to monthly, as well as meeting at 8:00am instead of 7:00pm. Mr. Walter also proposed expanding the EDC to include a larger number of members so as to become more of a pro-active working group and to amend the EDC's charter, allowing it to be more directive and give itself a wider set of goals and functions.

Mr. Schiappa said that he liked the new concept, and emphasized "strengthen economic development in the Village" as the most important element of the proposed charter. Mr. Sharma suggested that the Committee meet at 9:00am as well as on Wednesday's instead of Tuesday's. All members concurred with these suggestions. Mr. Mottl asked if the committee's roster would be required to be made up of residents. Mr. Walter said that many other communities invite business owners, industry leaders, etc. who do not reside in the community so as to ensure that there is diversity in representation for many industries on the committee.

Mr. Mottl asked for clarification as to the purpose of the proposed changes. Mr. Walter said that it was staff's perspective that the EDC was not a useful tool for promoting economic development as it was currently structured, and that the proposed changes would create a better platform for achieving the Committee's goals as well as provide the EDC to better direct staff. All members concurred with this statement.

A **MOTION** was made by Mr. Schiappa and **SECONDED** by Mr. Sharma to approve the amended 2019 EDC calendar to meet every third Wednesday at 9:00am, to expand the committee

size to ten members and a chairperson, and to adopt the proposed amendment to the charter. The motion was approved by a vote of 3-0.

CONSIDERATION OF RECOMMENDATION OF PREFERRED MARKETING CONSULTANT

Mr. Walter presented two finalists from the EDC's RFP for a new marketing consultant: Marketing Partnership International (MPI) and Kivvit. He explained that five proposals were received but three were eliminated by staff and Mayor Straub due to their offering irrelevant products. The two finalists were invited to an open presentation on November 7.

Mr. Mottl said that both firms were qualified but felt that Kivvit's experience with hotels would be beneficial and desirable. Mr. Schiappa concurred with Mr. Mottl's statement. Mr. Sharma asked how the consultant would be reviewed on their success or failure. Mr. Walter said that the RFP asked for each firm to clearly articulate how they would conduct performance management, and that regardless of which consultant the EDC preferred, they would be reviewed on their performance annually. Mr. Walter noted that both employees from the hotel properties recommended Kivvit as their preferred consultant.

A **MOTION** was made by Mr. Schiappa and **SECONDED** by Mr. Sharma to recommend that the Board of Trustees appoint Kivvit as the preferred marketing consultant for the Village's hotel/motel marketing program. The motion was approved by a vote of 3-0.

CONSIDERATION OF RECOMMENDATION TO SUPPORT COOK COUNTY 6B INCENTIVE FOR 101 TOWER DRIVE

Mr. Walter reviewed a request by Midwest for Village support of a Cook County 6B tax incentive at 101 Tower Drive. Mr. Walter explained the process of a 6B incentive and stated that the business purchasing the property at 101 Tower Drive would be a significant sales tax generator as well as would be investing several million dollars into the re-design of the facility into a sales and training office for medical equipment. Mr. Mottl said that his business had recently gone through the 6B process in Lyons and was pleased to support a high-quality business locate and expand operations within Burr Ridge.

A **MOTION** was made by Mr. Schiappa and **SECONDED** by Mr. Sharma to recommend that the Village Board of Trustees adopt an ordinance in support of an application for a 6B tax incentive by Midwest and 101 Tower Drive. The motion was approved by a vote of 3-0.

DISCUSSION OF NEW ECONOMIC DEVELOPMENT INITIATIVES

Mr. Walter described several new economic development initiatives to support the growth of healthy development within the Village.

Mr. Walter proposed the establishment of a business license program. Mr. Walter noted that Burr Ridge was the only community in the region that staff could find that did not have an annual business license program, and that the Village's current data on businesses was often out-of-date and incorrect due to a lack of a program. Mr. Walter suggested that the revenue raised from such a license program be used to support economic development and Code Compliance programming, as both were primary Village programs which promote a high-quality development atmosphere. Mr. Sharma suggested that the business license be renewable annually at a cost of \$100. This interval and cost were agreed upon by the other members.

Mr. Walter proposed the establishment of a staff-led business outreach program. Mr. Walter said that it was staff's opinion that they were not able to be responsive to the needs of businesses due

to limitations within the current business survey approach, and it was their goal to become more pro-active and responsive to the needs of businesses by establishing a more qualitative survey in which staff would respond to issues affecting the respondent. Mr. Walter said that staff's ultimate goal was to start a business visitation program, in which the Village would be able to connect with businesses on a higher level, becoming more of a resourceful contact than necessary hindrance to the community. Mr. Beltran said that it was his goal to ensure that all businesses feel comfortable contacting the Village, even if they were not experiencing a business problem, and thus creating a more productive relationship between Village and business. All members agreed that this program would be beneficial and encouraged its development.

Mr. Beltran proposed that the Village attend two ICSC conferences annually in Las Vegas and Chicago. Mr. Beltran explained that current markets were crowded with communities attempting to recruit high-quality retail development and tenants, and that a lack of access to networking and awareness within the development community will cause opportunities to be missed or lost to other, more pro-active communities. Tangible elements of developing awareness are creating marketing materials, including mailable packets, flyers, and a trade show booth, as well as possibly an entire Village economic development brand. Mr. Beltran provided several examples of smaller communities who attended these conferences who were able to attract quality retailers despite not having a traditional economic profile. All members agreed that the revenues from the business license program should be used to attend these conferences.

Mr. Walter said that he has been actively working with the DuPage Convention and Visitor's Bureau (DCVB) to pass and introduce legislation within the Illinois General Assembly related to the Hotel/Motel Tax levied by the Village. As a non-home rule community, the Village may only expend revenues from the Hotel/Motel Tax on activities which generate overnight tourism within the Village. Currently, the General Assembly is considering Senate Bill 2483, which would permit 25% of all revenues in the Hotel/Motel Fund to be expended for capital or economic development purposes i.e. the Village road program or sales tax rebate agreement. As of November 15, this bill has passed in the Senate but is under review by the House Tourism and Hospitality Committee. Mr. Walter, along with other members of the DuPage Convention and Visitor's Bureau (DCVB) is tentatively scheduled to meet with Rep. Ann Williams, chair of the Tourism and Hospitality Committee, on November 27 to discuss the status of the bill. If approved, the Village would be eligible to use approximately \$170,000 for capital or economic development purposes.

Mr. Walter has also been working with the DCVB on potential alternative Hotel/Motel amendment legislation in which the Village would be permitted to retain approximately half of the funds generated by the Hotel/Motel tax for use on any purpose, but the remaining half would be used only for a designated set of uses. Staff has worked closely to ensure that almost all of the Village's current spending priorities in the Hotel/Motel Fund have been included in the designated uses. If approved, the Village would be eligible to use approximately \$340,000 for any purpose.

A **MOTION** was made by Mr. Sharma and **SECONDED** by Mr. Schiappa to recommend that the Village Board of Trustees establish an annual business license with a \$100 fee to create a revenue source to support economic development and Code Compliance programs. The motion was approved by a vote of 3-0.

OVERALL DEVELOPMENT UPDATE

Mr. Walter said that the Village Center was in the process of being sold to Edwards Realty Corporation from Orland Park and that closing was expected by the end of the year. Staff said they

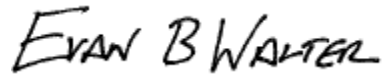
were looking forward to the possibility of working with a new owner and implementing new ideas to support the development.

Mr. Walter reviewed data provided by DCVB which showed that Burr Ridge was one of the highest-performing markets in DuPage County over Q3 2018.

ADJOURNMENT

There being no further business, a **MOTION** was made by Mr. Schiappa to adjourn the meeting, **SECONDED** by Mr. Sharma and **approved** by a vote of 3-0. The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "EVAN B WALTER". The letters are slightly slanted and connected in a cursive-like style.

Evan Walter
Assistant to the Village Administrator

EBW:jt



VILLAGE OF BURR RIDGE

MEMORANDUM

TO: Economic Development Committee

FROM: Evan Walter, Assistant to the Village Administrator
Andrez Beltran, Management Analyst

DATE: January 10, 2019

RE: **2019 EDC Goals, Roles, and Responsibilities**

At its November 20, 2018 meeting, the Economic Development Committee recommended amendments to its meeting schedule, composition, and charter, including adopting new responsibilities. These amendments were later approved by the Board of Trustees at their December 10, 2018 meeting. The purpose of this memo is to receive further Committee direction regarding these amendments.

Meeting Schedule

The Committee will now be meeting monthly on the 3rd Wednesday at 9:00am instead of bi-monthly on the 3rd Tuesday at 7:00pm. The 2019 meeting schedule is as follows:

- January 16
- February 20
- March 20
- April 17
- May 22
- June 19
- July 17
- August 21
- September 18
- October 16
- November 20
- December 18

For planning purposes, the November 20 meeting is scheduled for the Wednesday prior to the Thanksgiving holiday, and thus is likely to be cancelled or re-scheduled based on the amount of items up for consideration.

Composition

The Committee's membership structure has been increased from six permanent members to eleven, including a chairperson. On January 14, the Board of Trustees will consider amendments

to the EDC's policies that will permit the EDC to establish a quorum based on the majority of the members currently seated, instead of the majority of the total amount of seats on the Committee.

Charter

The EDC's charter is now as follows:

"The mission of the Economic Development Committee (EDC) is to grow a stronger business climate by being an active partner with businesses, investors, and residents. The EDC shall strengthen economic development in the Village by developing business retention, expansion, and attraction programs; the creation and implementation of economic development plans and policies; being business ambassadors to the community; coordinating with other governments on projects; and submitting an annual Economic Development Position Report to the Village Board at the beginning of the fiscal year."

Within this charter are five distinct but broad responsibilities that are now within the EDC's scope of responsibilities. Staff is seeking direction and goal-setting from the EDC regarding these five items. As a suggestion, staff suggests organizing these responsibilities into strategic categories, with all of the actions taken by staff or EDC being labeled under one of the five categories. The following is an example for consideration:

- Develop business retention, expansion, and attraction programs
 - Business Outreach Program
 - Business License Program
- Creation and implementation of economic development plans and policies
 - Annual EDC goal-setting
 - 5-year Economic Development Strategy and Action Plan (Cary example attached)
 - 10-year Economic Development Comprehensive Plan
- Ambassadors to the business community
 - Annual EDC Breakfast with Economic State of the Village Address
 - Chamber membership and attendance
 - Establishment of community-centered business organizations
- Coordinating with other governments on projects
 - Develop existing relationships with DMMC and DCVB
 - Establish local economic development alliance with neighboring towns, focusing on communication and complementary development
 - Align with larger organizations, such as Illinois Manufacturing Excellence Center (IMEC), Small Business Administration (SBA), SCORE, and nearby colleges and universities
- Submit annual Economic Development Position Report to the Village Board (Woodridge example attached)
 - Delivered at the Annual EDC Breakfast after submission to the Board.

Related to these goals, staff would like to schedule the 2019 EDC Annual Breakfast as soon as possible. Staff proposes that the Breakfast be held on Wednesday, March 20, preceding the regularly-scheduled EDC meeting. It is staff's hope that businesses attending the Breakfast will then have the opportunity to stay for the EDC meeting, therefore using each meeting to promote the other.

**Village of Cary, Illinois
Economic Development Plan**



December 2013

Introduction

In August, 2013, the Village Board hosted an Economic Development workshop. The purpose of the discussion was to provide a general overview on economic development and outline the steps for developing a Village Wide Economic Development Plan (“Plan”). This Plan is the synthesis of that workshop and addresses the following:

1. Plan Goals and Objectives
2. Market Overview and Assessment
 - a. Commercial Corridors
 - b. Industrial Parks
 - c. Economic Development Tools
3. Development Opportunities
4. Implementation Strategy

The intent of this plan is to identify specific actions, priorities, and programs to enable the Village of Cary to achieve its economic development goals by building upon the Village’s economic assets and identifying new opportunities. The ultimate goal is to increase employment, facilitate the robust growth and expansion of businesses, improve the quality of life of all residents and businesses, enlarge the tax base, further promote and develop the downtown, and position the Village as an attractive place to live and work.

The purpose of the Plan is to articulate a set of measurable strategies and actions to facilitate economic growth and new opportunities in the Village. This Plan identifies efforts to be made and strategies to follow to work with property owners, developers, brokers, retailers, consultants and others for continued economic prosperity and enhanced vitality of the Village.

Economic Development Goals

1. Retain, expand and attract commercial and industrial businesses to Cary.
2. Promote general economic development and business growth.
3. Increase municipal revenue sources and identify incentives for specific development opportunities.
4. Encourage redevelopment along key commercial corridors.

Plan Goals and Objectives

Goal 1

Retain, expand and attract commercial and industrial businesses to Cary

This goal is intended to promote awareness of existing local businesses to residents and other customers in the Cary trade area as well as develop ways to attract new businesses to the community. Key strategies include:

1. **Raise awareness of local businesses.** Continue to partner with the Cary-Grove Chamber of Commerce on marketing strategies to both consumer and business markets. Develop a comprehensive business database to be shared with residents (for awareness purposes) and businesses (to promote business-to-business transactions within the community). Facilitate roundtable discussions with businesses for idea sharing.
2. **Retain existing businesses.** Continue business visits, including follow up visits. Be responsive to concerns raised by local businesses.
3. **Welcome new businesses.** Create a “Welcome to Cary” program for new businesses. This shall include a letter, business database and Village information.
4. **Attract new businesses and promote expansion of existing.** Continue to develop relationships with key business representatives that may choose Cary as their location. Develop a Village wide economic incentive policy targeting new and expanding businesses.
5. **New business follow-up.** Once a business locates within the community, follow up and seek input about their experience working with the Village.



In 2013, the Village of Cary became the new headquarters for Chirch Global Manufacturing and Cuginos Food Products.



Goal 2

Promote general economic development and business growth

This goal is intended to promote Cary as a business friendly environment. Key strategies include:

1. **Reinforce Cary's image as supportive to businesses and business growth.** Work proactively to identify businesses seeking expansion and promote Cary's willingness to help them expedite their development and approval processes.
2. **Provide clear and consistent rules and regulations.** Engage other departments and approval entities early in the permit process. Proactively work with businesses educating them about common code enforcement issues.
3. **Promote environmental sustainability.** Work with other government agencies to educate local businesses about environmentally friendly options. Establish business roundtables to promote sustainable opportunities and idea sharing.
4. **Keep businesses informed.** Keep the Village website up-to-date with the most recent economic development information. Through the Comprehensive Plan process, provide web based questionnaires to businesses to solicit suggestions, concerns and input.



In 2011, Sage Products, Cary's largest employer, completed a 200,000 square foot addition to their existing headquarters.

Goal 3

Increase municipal revenue sources and identify incentives for specific development opportunities

The purpose of this goal is to establish specific and attainable goals for increasing municipal revenue (e.g. sales tax) through a site specific strategy plan. Key strategies include:

1. **Identify key development parcels that have the opportunity to contribute most to the Cary economy.** Through the Comprehensive Plan process, identify several key sites within

Cary's municipal boundary that have a strong redevelopment opportunity within the next 3-5 years.

2. ***Seek all available federal, state and county grants to assist with Cary's economic development efforts.*** Continue to work closely with the State of Illinois Department of Commerce and Economic Opportunity and McHenry County's EDC for business assistance.
3. ***Establish an "Explore all options" approach to businesses retention and recruitment.*** Develop a "targeted" economic development incentive policy outlining parameters for Village assistance for specific types of development such as car dealerships and restaurants.



In 2012, Wendy's completed a major renovation to their existing store located on Route 14.

Goal 4

Encourage redevelopment along key commercial corridors

1. ***Promote unified development where applicable and develop themes for distinct shopping areas.*** Utilizing the Comprehensive Plan process, identify themes or niches that might be best for each corridor (restaurants, niche retail stores, recreation, etc.). Work with McHenry County Convention and Visitors Bureau to promote tourism opportunities in Cary.
2. ***Promote façade enhancements and property reinvestment.*** Subject to future funding, develop a façade grant program offering matching dollars to assist businesses with upgrades to the exterior of buildings, parking lots and signage.



In 2013, Meineke Car Care Center completed a remodel of a vacant Blockbuster Video building.

Market Overview and Assessment

The Village of Cary (population 18,271) is a progressive community located 50 miles northwest of downtown Chicago. With the Fox River running along its southern boundary, Cary is also bordered by the Village of Algonquin on the south, the City of Crystal Lake on the northwest, the Village of Lake in the Hills on the west, the Village of Oakwood Hills on the north and the Village of Fox River Grove on the east.

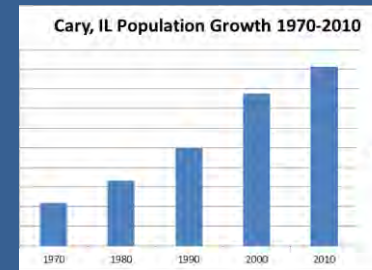
The Village of Cary comprises 5.9 square miles and has a balance of residential, commercial and industrial property. Route 14/Northwest Highway provides the main commercial corridor in the Village and offers several prime commercial development sites. The Village of Cary also offers future commercial development opportunities along Route 31. Cary has over 6,000 daytime employees working at businesses such as Sage Products, which produces medical supplies, the True Value manufacturing company, which produces paint products and numerous other light manufacturing businesses located in one of Cary's three main industrial park areas. Cary's downtown has a small town atmosphere with retail as well as service-oriented businesses lining its streets.

Commercial Corridors

Cary has four (4) distinct retail corridors including East Northwest Hwy/Route 14, East Northwest Hwy/Route 14, Downtown Area and Route 31.

Northwest Hwy/Route 14

Route 14 is a major artery running through the Village and has two (2) distinct areas (East & West) with an annual daily traffic count of approximately 30,000 vehicles per day.



The above chart shows the strong growth in Cary's population since 1970.

Northwest Hwy/Route 14 (East) - The east side of Route 14 is characterized as neighborhood convenience retail and professional office. Small areas of redevelopment exist along the north side, near Route 14 and Second Street. Strong retail development opportunities exist at the intersection of Route 14 and Jandus Cut-Off. A major intersection improvement is being undertaken by the Village of Cary in 2014 at Route 14 and Jandus Cut-Off. The area also includes two (2) Tax Increment Financing Districts to assist with redevelopment opportunities.

Northwest Hwy/Route 14 (West) - The west side of Route 14 consists of shopping centers with anchor tenants such as Jewel/Osco, Walgreens and O'Reilly's. Additionally, this area includes a mix of professional office space and restaurants. Although new development opportunities are limited on Route 14, additional retail sites are available on Three Oaks. Furthermore, façade enhancements and additional outlots will increase the vitality of the corridor.

Downtown

Downtown Cary functions as the symbolic heart of the community and the area's healthy inventory of inline storefronts and traditional architecture make it an attractive destination for Cary residents as well as outside visitors. Furthermore, nearly 1,000 daily train commuters utilize the Cary Metra station. It is important to ensure that as future redevelopment occurs, certain characteristics such as building placement and orientation should be taken into consideration to create a consistent, comfortable pedestrian realm.

Route 31

Route 31 is a key north-south route throughout the Fox Valley and eastern McHenry County. IDOT's \$33.3 million IL Route 31 Roadway Reconstruction project will result in a western bypass around downtown Algonquin and a divided highway treatment up to Route 176. These

Cary's Weekly Cruise Night



Every Wednesday night during the summer months, Cary's downtown hosts Cruise Nights.

improvements will accommodate additional traffic on Route 31 and bolster the potential for commercial development along the Village's western edge. Significant development opportunities exist for large big box retail tenants. The goals established as part of this plan, as well as the Comprehensive Plan sub-areas can be used to establish a long term vision for this property that reflects community desires and recognizes the area's value as a potential economic driver for Cary.

Industrial Areas

Cary's industrial uses and business parks are critical to the economic health of the Village. They provide jobs and places for employment, opportunities for local entrepreneurs, a daytime population to patronize local shops and restaurants, and diversity which broadens the Village's tax base. The Village of Cary has nearly 3.5 million square feet of industrial, flex and office space. Most of the 6,000 daytime employees are employed in these areas with major businesses such as True Value, Sage Products, Aptar Group, Coilcraft, Durex and Swiss Automation.

Economic Development Tools

The Village of Cary has several economic development tools that it uses to encourage development and redevelopment, assist local businesses and improve the quality of life within the Village, including:

Tax Increment Financing (TIF)

The Village of Cary has two (2) Tax increment financing, or TIF Districts. TIF is used in a variety of ways to encourage redevelopment, mainly through incentive agreements and grant programs. TIF is a development tool that generates a pool of money to be used for reinvestment within the



The 600,000 square foot True Value Paint Manufacturing facility is a major employer for the Village of Cary.

TIF area. This pool of money is created by “freezing” the assessed value of a property when a TIF district is created. The Village, county, township, school districts, and other local governments continue to collect property taxes based upon the frozen assessed value. Any increase in the property’s assessed value generates TIF increment, which is then available for projects within the TIF district. The Village has successfully used TIF funds in both districts to assist with public improvements.

Sales Tax Sharing/Rebates

A developer or business entity and the Village may enter into an agreement whereby the Developer/Business would receive all or a portion of local incremental sales tax revenues generated by the redevelopment of a specific location. These revenues would assist in the financing of the redevelopment activities. The agreement requires the sales tax generating entity to provide evidence of its payment of sales taxes to the State. This arrangement is “performance based” in that actual sales tax generation is the basis of the Village’s reimbursement.

Industrial Development Revenue Bonds

An Industrial Revenue Bond (IRB) is a unique type of revenue bond organized by a Village. The bond issue is sponsored by a government entity but the proceeds are directed to a private, for-profit business. An IRB differs from traditional government revenue bonds as the bonds are issued on behalf of a private sector business. IRBs are typically used to support a specific project, such as a new manufacturing facility. IRBs are desired as the private business receives a lower interest rate (due to the bonds tax-exempt status), a property tax exemption, and a long-term, fixed rate financing package.



Through the use of Tax Increment Financing and the potential for sales tax sharing, a large parcel has been cleared of several old industrial uses and is ready for redevelopment.

Local and State Grants

Local Grants- The Village may create local grants to help spur reinvestment in businesses seeking expansion or upgrades. These grants may assist with façade improvements, signage, landscaping or parking lots. Additional grants may be created to assist certain highly desirable uses such as restaurants.

State Grants- The State of Illinois offers the Economic Development For A Growing Economy Tax Credit Program (EDGE). The EDGE program is designed to offer a special tax incentive to encourage companies to locate or expand operations in Illinois when there is active consideration of a competing location in another State. The program can provide tax credits to qualifying companies, equal to the amount of state income taxes withheld from the salaries of employees in the newly created jobs. The non-refundable credits can be used against corporate income taxes to be paid over a period not to exceed 10 years.

Business Improvement District

A business improvement district (BID) is a defined area within which businesses pay an additional tax (or levy) in order to fund projects within the district's boundaries. The BID is often funded primarily through the levy but can also draw on other public and private funding streams. BIDs provide services, such as cleaning streets, providing security, making capital improvements, construction of pedestrian and streetscape enhancements, and marketing the area. The services provided by BIDs are supplemental to those already provided by the municipality.

Revolving Loan Fund

Since 1990, the Village of Cary successfully loaned approximately \$175,000 to local businesses as part of a revolving loan fund program.

Development Opportunities

Building upon the goals established as part of this plan, this section of the report strategically identifies five (5) key development sites that can provide the most immediate impact to the Cary economy and potential increase municipal revenue. As part of the 2014 Comprehensive Plan process, sub-area plans will be created providing guidance on how these sites can develop. It is recommended that these sites be given highest priority to promote development that is consistent with the Comprehensive Plan recommendations. The following is an analysis of each of the development opportunity sites:

Selcke Property on Jandus Cutoff & Route 14



- Property is 13 acres in area.
- Actively being marketed for sale.
- Property is zoned B2.
- Located in TIF District.
- Strong retail potential, especially food establishments and gas stations.
- Only large developable property on the morning drive side.

Jack's Channel



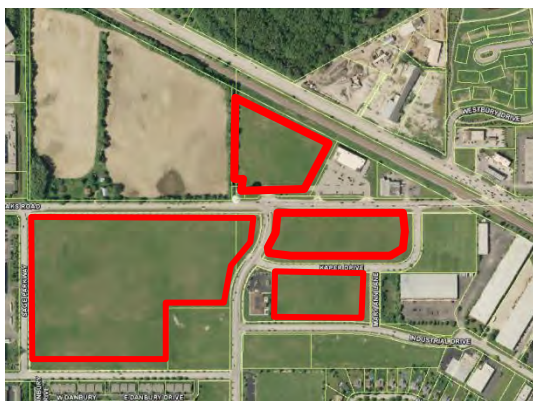
- Property is 30 acres in area.
- Highly visible gateway property.
- Direct access to the Fox River.
- Located in TIF District.
- Strong open space/recreational use and mixed use potential.

Damisch Farm Property on Route 31



- Property is 38 acres in area.
- Property is zoned B2.
- Directly adjacent to Wal-Mart.
- Site can accommodate big box retail or a few auto dealerships.
- Utilities are at the rear of the site.

Three Oaks Properties



- Four (4) properties totaling 44 acres.
- All sites are fully improved and being actively marketed for sale.
- Property is zoned B2 and Business park.
- Big box retail potential; however industrial users have been interested in a few sites.
- Flexible zoning uses should be explored as part of the 2014 Comprehensive Plan process.

Former Maplewood School Property

- Property is 15 acres in area.
- Property is located within walking distance to the Metra Station and downtown Cary.
- Property is zoned R2.
- Relocation of the existing bus facility may be required.

Implementation Strategy

The goals set forth in this plan will be accomplished through the following action items. These items will be completed in durations of short-term (0-6 months), mid-term (6-12 months), and long-term (12+ months) or ongoing. **As part of the annual budget process, it is recommended that an annual “Economic Development Action Plan” be created identifying ways to achieve these goals annually.**

Goal 1 Retain, expand and attract commercial and industrial businesses to Cary	Task/Objectives	Timing	Notes
	Continue to partner with the Cary-Grove Chamber of Commerce on marketing strategies to both consumer and business markets.	On-going	
	Develop a comprehensive business database to be shared with residents and businesses.	Short-term	The database should be shared with businesses during staff visits.
	Facilitate local manufacturing “mixers” where Cary’s industrial businesses can meet each other in an effort to promote local trade.	Mid-term/On-going	
	Continue the business visitation program by visiting at least 15 businesses per year (including follow-up visits).	On-going	
	Develop a “Welcome to Cary” program for new businesses.	Short-term	Program should include an introduction letter, business database, Village information and promotional efforts.
	Create a comprehensive database of prospective businesses that may be seeking to locate into Cary.	Short-term	
	Continue to represent the Village of Cary at local trade shows and events.	On-going	

Goal 2	Task/Objective	Timing	Notes
Promote general economic development and business growth	As part of the Business Visitation program, identify businesses seeking expansion and promote Cary's willingness to help them expedite their development and approval processes.	On-going	
	Develop a "Business Resource Handbook" to be provided to existing and prospective businesses.	Mid-term	The handbook shall include general information about requirements for opening a business, getting permits and signage information.
	Promote environmental sustainability amongst businesses through roundtable discussions.	Mid-term/On-going	This discussion can occur as part of the industrial "mixers".
	Continue to update and maintain the Community and Economic Development Department's information on the Village website.	Short-term/On-Going	This shall include census data, development information, building & zoning information, success stories, and downtown information. Include a web-based questionnaire.
	Develop a Village of Cary marketing brochure highlighting Cary as a "Great Place to do Business".	Short-term	
	Develop a "Shop Local" campaign educating residents about the importance of keeping sales tax dollars in Cary.	Mid-term/On-going	
	Promote residential growth and development.	On-going	Work with the landowners of existing and proposed projects to help spur development.

Goal 3	Task/Objective	Timing	Notes
Increase municipal revenue sources and identify incentives for specific development opportunities	Promote the development of the four (4) target areas identified as part of this plan. The development of these sites shall be consistent with the recommendations outlined in the updated Comprehensive Plan.	Long-term	As part of the 2014 Comprehensive Plan update, the consultant will be preparing sub-area plans for each of the target areas.
	Develop an annexation strategy plan for remaining areas around the Village of Cary. This strategy should include a fiscal study.	Long-Term	This report should begin after the completion of the 2014 Comprehensive Plan update.
	Develop a Village wide economic incentive policy targeting new and expanding businesses.	Short-term	
	Target industrial businesses to relocate to Cary from nearby counties.	Short-term	With McHenry County's lower tax rates for Industrial users, proactively promote opportunities to businesses possibly relocating from higher cost areas such as Cook county.
	Continue to work and partner with the State of Illinois Department of Commerce and Economic Opportunity and McHenry County EDC for business assistance programs and leads.	On-going	

Goal 4 Encourage redevelopment along key commercial corridors	Task/Objective	Timing	Notes
	Implement the branding recommendations identified as part of the 2014 Comprehensive plan.	Long-term	
	Facilitate an update to the Village of Cary Zoning Ordinance ensuring that flexibility is provided for commercial and industrial uses.	Long-term	
	Develop targeted incentives for projects in certain areas.	Mid-term	Building upon the Village wide incentive policy, incentives should be targeted at specific types of uses such as restaurants, car dealerships and high employment users.
	Promote redevelopment in both TIF Districts.	On-going	Develop grant programs within each TIF district incentivizing investment.
	Work with McHenry County Convention and Visitors Bureau to promote tourism opportunities in Cary.	On-going	
	Re-Establish the Village's Revolving Loan Fund Program.	Mid-term	Work with the Department of Commerce and Economic Opportunity to re-establish the program utilizing the existing funds available.

**AT THE CROSSROADS
OF OPPORTUNITY**



Village of Woodridge

Economic Development Annual Report

2017



Village of Woodridge

I am pleased to present the Annual Economic Development Report for 2017! This publication is now in its 5th year and highlights Woodridge accomplishments, changes to the development environment, and challenges from the previous year. The report is helpful to track benchmarks to assist the Village Board and the community in establishing strategic goals for future years.

The Village has seen that communities that rely too heavily on one sector, geographic area, or industry for revenue have challenges during market slow-downs. This is especially true with retail which continues to be highly volatile with many communities experiencing reductions in retail offerings. Fortunately, Woodridge is in a very strong position with a well balanced and diverse commercial portfolio, in addition to significant residential development that occurred in 2017. The previous year was certainly an exciting time and we have many positive stories to share including AMITA Health making the commitment to invest nearly \$10 million in the former Dominick's space to five residential housing projects under construction, that when completed, will bring in over 300 new homes.

The summary on Page 3 offers an update on all three of the Village's major development sectors. Additionally in this report you will also find an annual snapshot of economic development activity for the Village, an update on the Village's Economic Development Action Plan, statistics on various economic benchmarks, a summary of shop local efforts and business openings and closings in 2017. I also encourage you to view our Economic Development Update Video that highlights many of the items featured in this report and so much more!

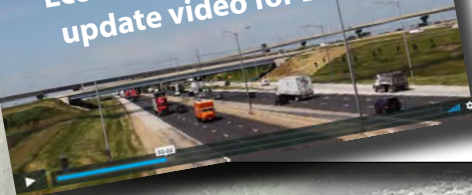
In addition to the information you will find in this report it important for me to share that the Village Board understands the business community's concern regarding controlling taxes that impact the bottom line. For the fourth year in a row, the Village Board elected not to increase the Village property tax rate! This in addition to the recent elimination of the 5% water utility tax rate. I am also proud that we have programs to help with business expansion that we are continuing through 2018. The 2018 budget includes funding for business grants to encourage business expansion and reinvestment in the Village's retail centers.

Lastly, the economic well-being of the community has not gone unnoticed. The Village continues to maintain their AAA rating with Fitch and Aa1 with Moody's. Please enjoy the following Economic Development Annual Report which further highlights the accomplishments and development activity that the Village witnessed in 2017.

Warm Regards,

Mayor Gina Cunningham

Click here to view the
Economic Development
update video for 2018



RESIDENTIAL

The community saw a continuation of the housing boom, with five residential housing projects under construction including the Timbers Edge Subdivision, which was issued its final home permit at the end of the year, two additional single-family subdivisions (Hobson Hill and Farmingdale Village 26) with 150 homes, and two townhome developments (Uptown at Seven Bridges and Woodview) with 131 homes.

The community also saw the construction commenced on the Village's first senior assisted living development. In 2018, Cedarhurst Assisted Living and Memory Care, a 109-unit assisted living and memory care residence, will join Woodridge Horizon, the Village's first independent senior housing development. In addition to new construction, home sales were also strong with relatively short stints on the market compared with neighboring communities. The residential growth and demand demonstrates that Woodridge is a desirable location to build a new home, raise a family or age in place!

RETAIL-RESTAURANTS

Largely impacted by the upward rise in internet purchases, 2017 was a record year for retail store closings nationwide. The Village was not immune and saw the closing of JCPenney and Sam's Club in the Centerpointe Shopping Center, which contributed to the Village's retail vacancy rate rising from 8.63% to 18.10%. Since the announcement of each store closing, staff has worked closely with the shopping center owners to pursue new retailers in the shopping center and keep the remaining existing tenants. In that spirit, the Village Board approved an economic development incentive agreement with the property owner to keep Home Depot (a major anchor in the center) on a longer term lease.

All is not bad news; a large majority of Village shopping centers reported over 90% occupancies and late in 2017, the Village Board approved AMITA Health's request to occupy the former Dominick's space! The 68,000 square foot space has been vacant since 2013 and AMITA Health will be making a nearly \$10 million investment in the space to accommodate an urgent care, physical therapy and various medical offices.

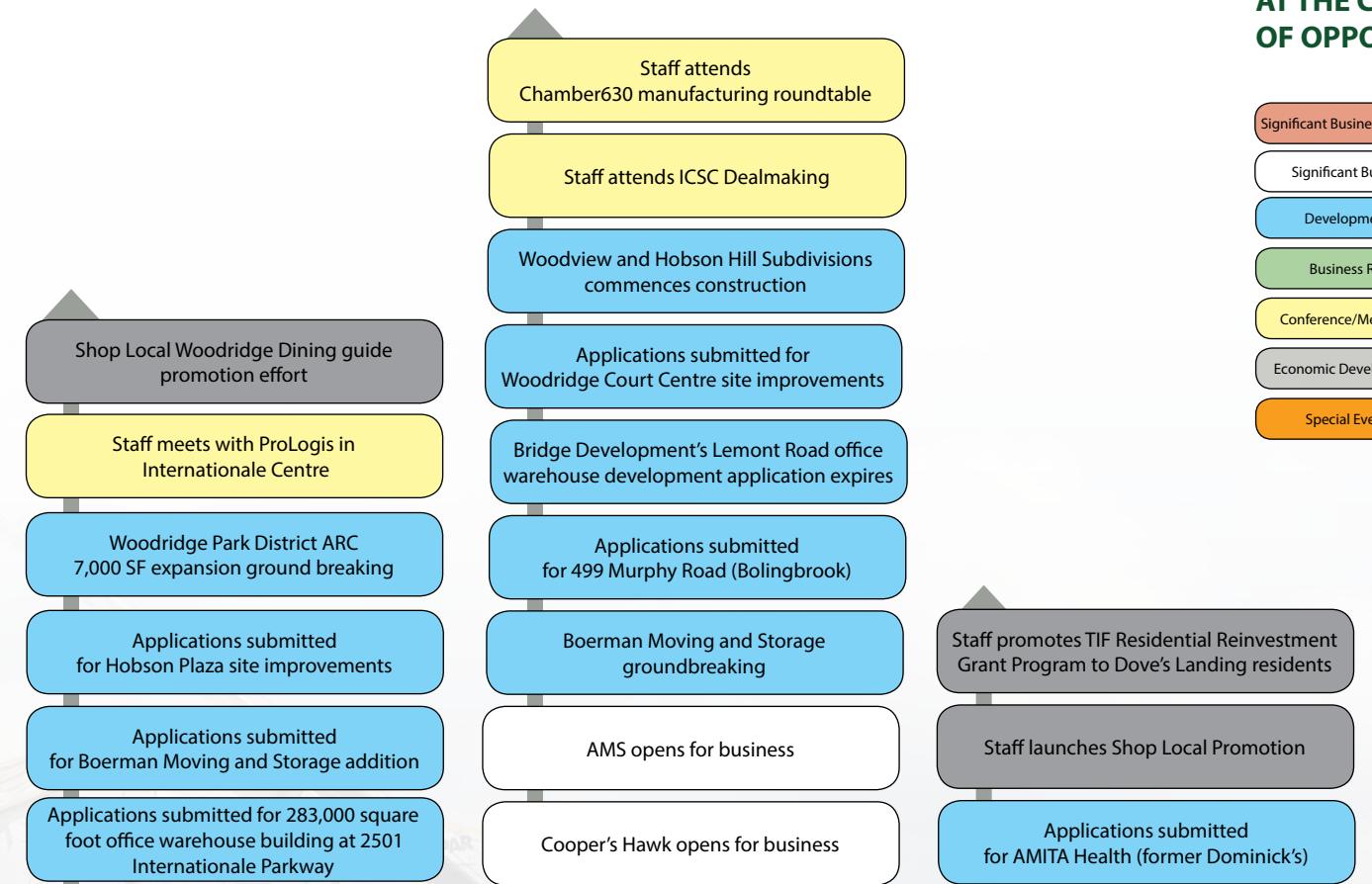
OFFICE WAREHOUSE

The I-55 and I-355 corridors continue its strong recovery and remains a robust location for logistics and various office-warehouse users. This was evident for Woodridge as 2017 saw the completion of nearly 500,000 square feet of new office warehouse development and the start of two additional office warehouse developments that will add an additional 400,000 square feet to the community. This includes the former RoomPlace property that was destroyed by fire in 2016 and was sold to Prologis for \$8.6 million. Prologis started construction on a 283,000 square foot speculative office/warehouse building. The Village also saw the start of two building expansions in the Village's business parks: a 15,000 square foot expansion for Boerman Moving and Storage and a 16,000 square foot addition for Phoenix Veterans Print, both long time businesses in the Village.

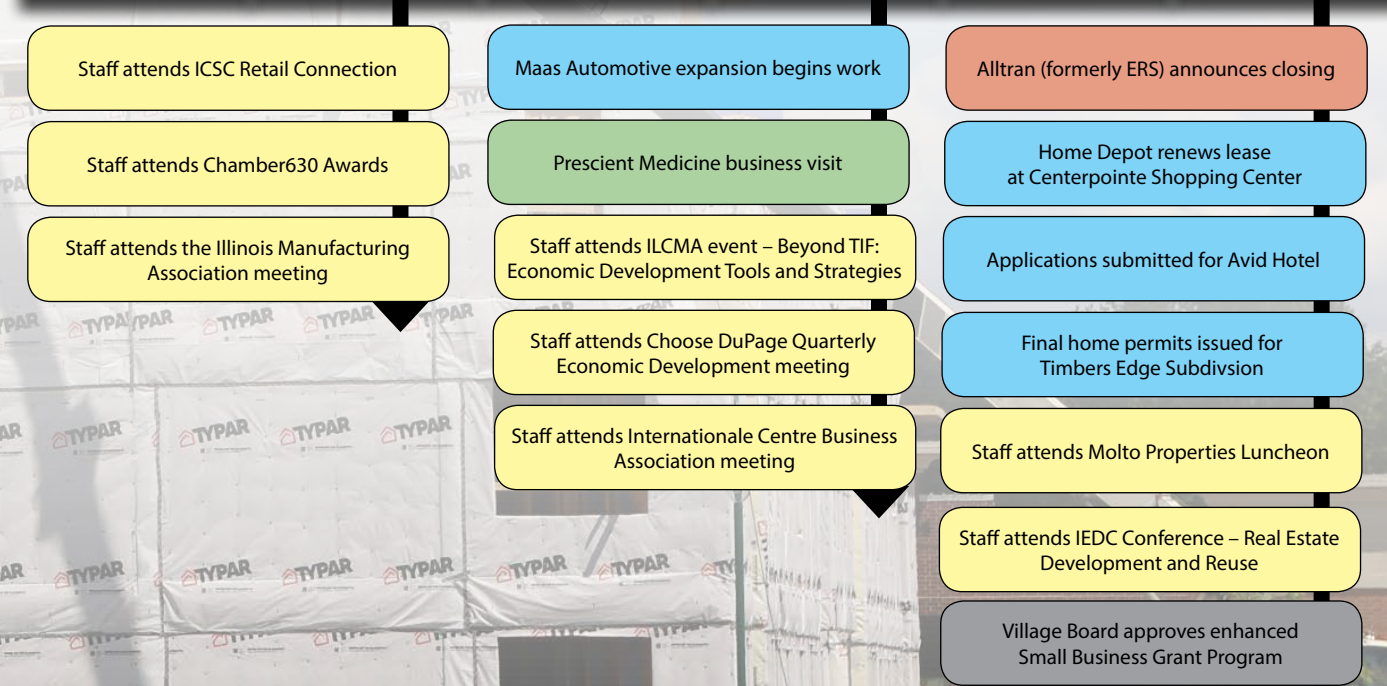
VILLAGE OF WOODRIDGE ECONOMIC DEVELOPMENT 2017 SNAPSHOT



- Significant Business Closing/Reduction
- Significant Business Opening
- Development Milestones
- Business Retention Visit
- Conference/Meeting Attendance
- Economic Development Marketing
- Special Event or Meeting



JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
------	--------	-----------	---------	----------	----------



2017 ECONOMIC DEVELOPMENT STRATEGIC PLAN

The Strategic Management Process is an important step in developing the Village's goals each year. Annually, Village officials and residents discuss community needs, prioritize policy options, and the Village Board sets goals. Goals related to economic development continue to be important to the Village's success and long term sustainability. As part of the strategic management process in 2016, the Village Board identified Strong Business Development as a critical success factor for the Village. The progress of each initiative and its related action items are provided.

Establish a Woodridge business advocate group (continued from 2015)

- ☐ *Create the Shop Woodridge Taskforce.*
The taskforce was established in September 2015 and consists of members of the local business community charged with providing to the Village Board recommendations on actions that will support local businesses. The Shop Woodridge Task Force met a total of five times between August 2015 and June 2016 to develop the Shop Woodridge Action Plan.
- ☐ *Distribute a survey to the Woodridge Business Community seeking feedback.*
To assist with the development of the Shop Woodridge Action Plan, a Woodridge Business Survey was released in February 2016. The Village received 108 responses.
- ☐ *Present to the Village Board the Shop Woodridge Task Force's recommended action items.*
On September 1, 2016 the Village Board held a study session on the Shop Woodridge Action Plan, where a member of the Shop Woodridge Task Force and staff presented the plan. Additional information was provided to the Village Board at a follow up study session in January 2017. The Shop Woodridge Action Plan was approved in March 2017.
- ☐ *Implement the action items of the Shop Woodridge Task Force.*
This is an ongoing action item that will occur annually over the next five years.

Develop an action plan to encourage reinvestment by landowners and business owners and attracts and retains businesses. (continued from 2015)

- ☐ *Hold a Village Board Workshop to provide guidance to staff on the creation of a grant program.*
The Village Board held a workshop in March 2016 that provided guidance on grant programs to incentivize shopping center owners to make property maintenance improvements and attract new businesses to occupy vacant storefronts.
- ☐ *Consider funding for shopping center and business grant programs.*
As part of the adopted 2017 budget, the Village Board approved funding for up to \$100,000 in grants for shopping center improvement and \$60,000 for a new small business grant program.
- ☐ *Promote to investors the opportunity to purchase local shopping centers for reinvestment at the Fall International Council of Shopping Centers Conference.*
In 2016 and 2017 staff met with developer/investor groups that have experience with "value added shopping centers", or shopping centers that allow for additional investment.
- ☐ *Begin meeting with shopping center owners to educate and promote the Village's Grant Programs.*
In 2017 the Village Board approved \$200,000 in grants for the rehabilitation of two shopping centers through the Shopping Center Façade and Site Grant Program – Hobson Plaza and Woodridge Court Centre. Additionally, the Village Board approved a \$260,000 TIF grant for the 83rd Street Shopping Center.
- ☐ *Promote the new business grant program to prospective new businesses looking to locate in the area.*
In late 2017 an application was submitted for a \$25,000 grant for a new brewery-restaurant in Seven Bridges.

Develop an annual action plan that inspects all Village Shopping centers. (Continued from 2016)

- ☐ *Implement an annual survey of all commercial shopping centers on an annual basis that identifies property maintenance issues.*
This is an ongoing action item that will occur annually. In 2017 the Village inspected 40 commercial properties as part of this initiative.
- ☐ *Follow up annual survey with correspondence, notice of violations and/or tickets to ensure property owner compliance with property maintenance concerns.*
This is an ongoing action item that will occur annually.

Develop a comprehensive plan to complete the development of Seven Bridges. (Continued from 2016)

- ☐ *This initiative and related action items were placed on hold by the Village Board until the final development and development improvements for Uptown at Seven Bridges is completed.*



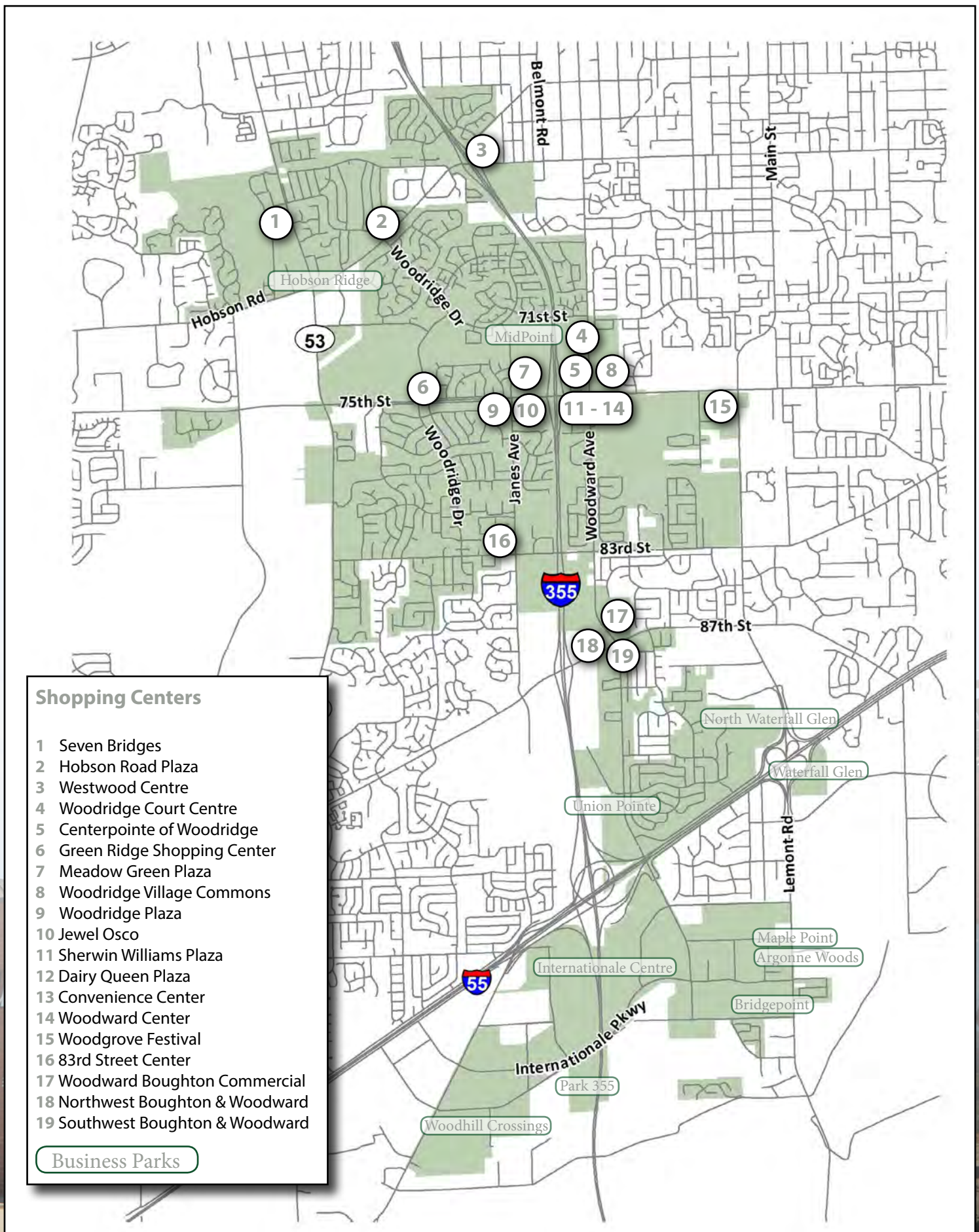
Woodridge Success Story

VirtuGrow - Woodridge's Virtual Business Incubator

This year the Village launched VirtuGrow, www.virtugrowwdg.com, the Village's online virtual business center, which assists entrepreneurs looking to take the first step toward starting a business and to help local businesses expand. The business incubator offers a streamlined overview of the various local regulations required to open a business in the Village in addition to several resources available not only in Woodridge, but several of our regional partners such as the College of DuPage Small Business Center, Innovation DuPage and workNet DuPage. The site has been visited by nearly 6,000 visitors since published in February!



SHOPPING CENTER AND BUSINESS PARK MAP



5 YEAR VACANCY TREND - RETAIL

Source: Village of Woodridge, as of 3rd Quarter Each Year

Village of Woodridge
**AT THE CROSSROADS
OF OPPORTUNITY**

			2013	2014	2015	2016	2017	1 YR TREND
#	Shopping Center	Building Sq. Ft.	% Vacant	% Vacant	% Vacant	% Vacant	% Vacant	
1	Seven Bridges	87,914	14.27%	29.51%	19.30%	20.03%	12.66%	↓
2	Hobson Road Plaza	32,900	17.93%	32.22%	34.04%	16.41%	22.48%	↓
3	Westwood Centre	215,647	0.00%	30.43%	30.43%	31.84%	0.58%	↓
4	Woodridge Court Centre	6,900	0.00%	0.00%	0.00%	17.75%	35.07%	↑
5	Centerpointe of Woodridge	472,737	3.91%	2.46%	1.94%	1.94%	46.28%	↑
6	Green Ridge Shopping Center	11,832	29.58%	39.55%	39.55%	32.91%	32.91%	No Change
7	Meadow Green Plaza	12,796	9.38%	8.99%	17.51%	17.51%	9.50%	↓
8	Woodridge Village Commons	10,972	24.21%	13.91%	10.30%	24.21%	13.91%	↓
9	Woodridge Plaza	70,851	16.88%	5.85%	23.44%	2.47%	6.97%	↑
10	Jewel Osco	67,651	0.00%	0.00%	0.00%	0.00%	0.00%	No Change
11	Sherwin Williams Plaza	8,928	44.76%	44.76%	44.76%	44.76%	16.13%	↓
12	Dairy Queen Plaza	9,600	26.64%	26.64%	0.00%	0.00%	0.00%	No Change
13	Woodward Center	15,125	11.66%	11.66%	11.66%	0.00%	10.09%	↑
14	Convenience Center	11,200	0.00%	0.00%	0.00%	11.66%	0.00%	↓
15	Woodgrove Festival	265,007	1.84%	3.71%	1.36%	2.08%	3.93%	↑
16	83rd Street Center	23,025	0.00%	0.00%	0.00%	15.20%	15.20%	No Change
17	Woodward Boughton Comm Center	62,610	0.00%	2.68%	0.00%	0.00%	0.00%	No Change
18	Northwest Boughton and Woodward	68,400	N/A	0.00%	0.00%	0.00%	0.00%	No Change
19	Southwest Boughton and Woodward	34,637	8.36%	8.36%	7.85%	0.00%	0.00%	No Change
	Total Square Feet of Retail (2017)	1,488,732	5.86%	10.03%	9.45%	8.63%	18.10%	↑

REGIONAL INDICATORS COMPARED TO THE PREVIOUS YEAR

Source: Village of Woodridge, as of 3rd Quarter Each Year and CBRE Research Institute

Retail Vacancy

18.1%

Woodridge Vacancy

15.0%

DuPage County Vacancy

10.5%

Chicago Region Vacancy

Office/Warehouse Vacancy

5.8%

Woodridge Vacancy

11.4%

I-55 and I-355 Vacancy

6.6%

Chicago Region Vacancy

Office Vacancy

20.9

Woodridge Vacancy

18.0%

East-West Tollway Vacancy

19.8%

Total Suburban Vacancy

5 YEAR VACANCY TREND - OFFICE/WAREHOUSE

Source: Village of Woodridge, as of 3rd quarter each year

		2013	2014	2015	2016	2017	1 YR TREND
Business Park	Building Square Feet	% Vacant	% Vacant	% Vacant	% Vacant	% Vacant	% Vacant
101st Street	811,664	31.4%	11.3%	11.3%	31.4%	31.4%	No Change
103rd Street	336,915	0.0%	0.0%	0.0%	0.0%	0.0%	No Change
Argonne Woods	130,507	0.0%	0.0%	0.0%	0.0%	0.0%	No Change
Bridgepoint Business Park	383,305	24.5%	9.5%	12.3%	21.1%	0.0%	↓
Internationale Centre	7,589,165	3.9%	1.6%	4.7%	3.9%	1.7%	↓
Maple Pointe	166,650	0.0%	0.0%	11.2%	11.2%	11.2%	No Change
Park 355	587,055	0.0%	41.5%	17.7%	16.4%	16.4%	No Change
Union Pointe	972,658	0.0%	12.5%	12.5%	12.5%	12.1%	↓
Woodhill Crossings	945,455	0.2%	2.8%	5.8%	6.4%	7.2%	↑
Total Office/Warehouse (2016)	11,923,374	6.0%	4.9%	6.5%	7.8%	5.8%	↓

5 YEAR VACANCY TREND - OFFICE

Source: Village of Woodridge, as of 3rd quarter each year

		2013	2014	2015	2016	2017	1 YR TREND
	Building Square Feet	% Vacant	% Vacant	% Vacant	% Vacant	% Vacant	% Vacant
Total Office (2016)	992,217	19.8%	13.0%	11.3%	14.9%	20.9%	↑



Woodridge Success Story

Union Pointe Business Park

In 2017, the Village saw the corporate headquarter relocation for AMS Mechanical Systems and the winery relocation for Cooper's Hawk Winery and Restaurants. These two new businesses join the corporate headquarters for Edward Don & Company and Orbus Exhibit and Design Group in the 1.1 million square foot Union Pointe Business Park. The business park is now complete which included \$70 million in investment and nearly 1,100 jobs!

With the relocation work for Cooper's Hawk, representatives stated that they are very happy with the progress of the buildout and working with the Village and are excited for their five year plan to expand the production facility and grow in their new space in Woodridge.

SALES TAX TREND

Source: Illinois Department of Revenue

The Village tracks sales tax revenue (home rule and municipal) for the entire Village. Through the 8 month period of calendar year 2017 the Village is trending approximately 1% higher than the previous year.

The illustration to the right identifies the proportion of sales tax that the Village generates for approximately 60 businesses, including the Village's top 20 tax generators. These 60 businesses made up nearly 80% of sales tax generated through the 8 month period of calendar year 2017



Village of Woodridge
**AT THE CROSSROADS
OF OPPORTUNITY**



Source: Village of Woodridge, December-July

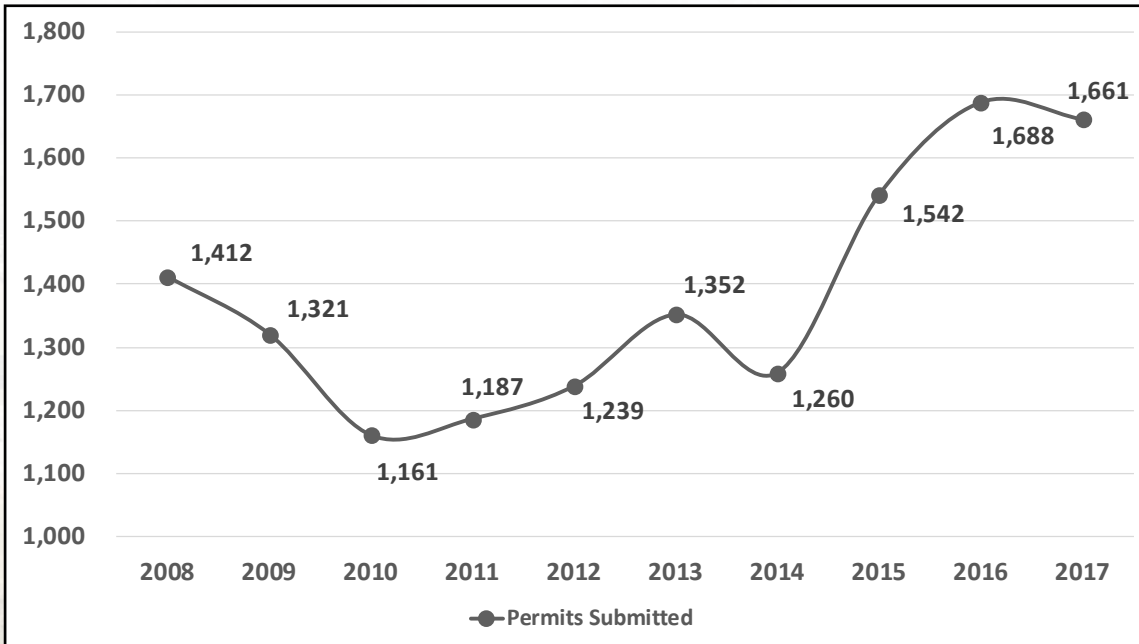
5 YEAR DEVELOPMENT INVESTMENT TREND

Source: Village of Woodridge, end of each year

	2013	2014	2015	2016	2017	1 YR TREND
Commercial/Multi-Family Reinvestment	\$46,115,391	\$29,278,113	\$57,357,027	\$58,325,866	\$44,593,389	↓
Single Family Reinvestment	\$7,258,250	\$8,91,519	\$9,578,110	\$9,760,731	\$8,033,779	↓
New Single Family Homes	\$5,502,000	\$13,215,580	\$17,205,000	\$19,522,600	\$16,911,238	↓

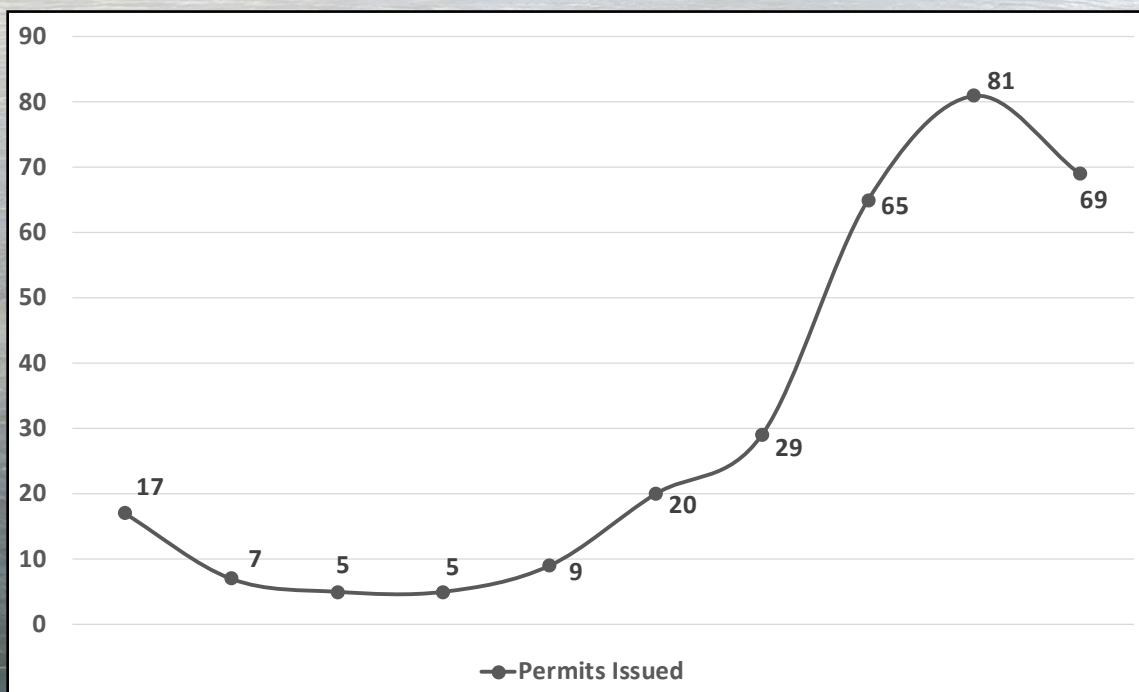
10 YEAR BUILDING PERMITS TREND

Source: Village of Woodridge, end of each year



10 YEAR SINGLE FAMILY PERMITS TREND

Source: Village of Woodridge, end of each year



EMPLOYMENT IN THE VILLAGE

Source: Village of Woodridge business licenses and other sources

Tenant Name	Employee Count
The Morey Corporation	596
Woodridge School District 68	420
Edward Don & Company	407
Edward Health & Fitness	396
Comcast	393
Orbus Design and Exhibit Group	390
Allstate Insurance Company	346
Follett Educational Services	264
Greencore	250
V3 Companies	247

The Village also tracks total number of employees for businesses with over 50 employees.

	Employee Count	Difference from Previous Year
2010	8,226	+633
2011	9,346	+1,120
2012	8,811	-535
2013	9,414	+603
2014	9,488	+74
2015	9,749	+261
2016	10,923	+967
Net Gain over 7 Year Period		+3,093

Source: Village of Woodridge business licenses, end of each year



Woodridge Success Story

Crain's Interactive Home Finder

Single family home sales were strong with relatively short stints on the market. Crain's Chicago Business developed an interactive website to help people find homes in the Chicago region. By customizing your priorities (e.g. good schools, solid price growth, low crime), the website selects the top five communities to live in the Chicago suburbs. By selecting a home price range of \$250,000 to \$1,000,000 and ranking low crime, good schools and solid price growth as high priorities, Woodridge ranked #2!

CRAIN'S
CHICAGO BUSINESS.

SHOP LOCAL EFFORTS

In 2015 the Village also launched the Shop Woodridge Task Force that worked in 2016 to identify and develop action items that address promoting local businesses. Their efforts culminated in the approval of the Shop Woodridge Action Plan in March 2017. The plan lays out 18 action items that support local businesses over the next 3-5 years. The plan will assist the Village in identifying different ways to encourage residents to shop locally at Woodridge businesses. This year was no different, as the Village undertook five initiatives to promote local businesses.



Enhanced Electronic Promotion – Shop Woodridge Action Plan Item

The Shop Woodridge Action Plan calls for evaluation of how the Village's website can be improved so that the information provided is more user-friendly and accessible to Woodridge businesses. To address this action item, the Village launched VirtuGrow in February 2017. This website portal serves as the Village's online virtual business center that was visited by nearly 6,000 visitors at the end of the year.

Commercial Grant Funding – Shop Woodridge Action Plan Item

The Shop Woodridge Action Plan recommended evaluating funding options for commercial grant programs to offer to local property owners and businesses. For the 2017 Budget Year, the Village Board approved two commercial grant programs for existing shopping centers and new businesses. Nearly \$100,000 in grant funds was approved in May 2017 for the improvements to the Hobson Plaza Shopping Center and the Woodridge Court Shopping Center. Additionally the Village Board approved a \$260,000 TIF grant for the 83rd Street Shopping Center.

Mayor's Business Walking Tour and Business Retention Visits – Shop Woodridge Action Plan Item

The Shop Woodridge Action Plan identified the continuation of the annual business retention and expansion program, in addition to evaluating additional "Mayor Business Walks" throughout the various retail and business centers. June 22-23, 2017 the Mayor and Village staff visited 28 businesses at Woodgrove Festival. In 2017, the Village met with 36 businesses, surpassing the goal of meeting with 20 businesses each calendar year. This year the Village also met with Woodgrove Festival, Centerpointe shopping center and Internationale Centre ownership to understand property ownership and business needs.

Shop Local Jubilee

The Village of Woodridge hosted a Shop Local tent on June 17, 2017 at the Woodridge Jubilee. The Village gave away 200 reusable green shopping bags filled with coupons and special deals from 60 Woodridge businesses.

Small Business Saturday and Holiday Shopping Promotion

Small Business Saturday is a national promotional event that highlights local retailers, restaurants, service providers, markets and specialty stores in the area. To help promote the event the Village highlighted small businesses in Woodridge through E-news/website marketing and signage that was placed on the Village Hall and 75th Street marquees. The promotional effort directed residents and potential customers to Woodridge's small business listing available on the Shop Local website. As part of the promotion for not only Small Business Saturday, but the remainder of the holiday shopping season, staff published the Small Business Retail and Restaurant Guide (formerly the Small Business Guide) in addition to the Professional Services Guide.

NEW BUSINESSES

Source: Village of Woodridge, Business Licenses

Accel Entertainment Gaming
Advanced Audiology Consultants
Advances Telecom Solutions
Ameriprise Financial
AMS Mechanical Systems
Blue Line Foodservice Distribution
Bowcon Fleet Services
Cintas First Aid and Safety
Cooper's Hawk Winery and Restaurants (Winery)
CORT Tradeshow Furnishings
Coyoacan Mexican Cuisine
Curves
Downtown Pet Supply
Event Technology
Excel Mechanical Services
Gifts for You Now

Grodeck Distributors
Hip Hop Fit with Gene Hicks
ILoveKickboxing.Com
Legacy Beauty Supply
Mattress Firm
Nana Pacific
Orange Theory Fitness
Pinnacle Exhibits
Pizza Hut
Pride Nutrition
Project Cure
Sunrise Southwest
SVM Acquisition
US Pack Logistics
XCell International
ZN Designer Collection

BUSINESS CLOSINGS

Source: Village of Woodridge, Business Licenses

1 to 1 Card
3VUE
ABC 1 Hour Cleaners
Advance Lifecare Home Health
Best Buy (Distribution Center)
Best Price Nutrition
Body and Soul Med Spa
Central Tile
Chimera's Comics
Elevate Salon
Fantastic Sam's Hair Salon
Flo Trans
GNC

Hana Modz
Justice
JC Penney
Loyola Center for Hearing
MGL Classic Touch Cleaners
Morgan Harbour Construction
Sam's Club
Sleepy's
The Beauty Zone
The Children's Place
The Mughal's Studio
The Room Place (Distribution Center)
Wilton Brands



Woodridge Success Story

Shopping Center Improvements

In 2017 the Village Board approved \$350,000 in grants for the rehabilitation of three shopping centers in the Village. The owner of Hobson Plaza Shopping Center replaced the existing parking lot, installed new landscape islands, and replaced the parking lot lighting, while the owner of Woodridge Court Centre installed new awnings, building lighting, replaced sidewalks and modified the site landscaping.

The third shopping center, 83rd Street Center received nearly \$250,000 in grant funding. Located in the Village's sole TIF District, the owner will upgrade the building facade including new EIFS panels, parapet walls, new roof coping, new windows and doors, new signage, parking lot resurfacing and new landscaping and lighting. In total the shopping center owners will be investing over \$700,000 to make the improvements!



Woodridge



Village of Woodridge
**AT THE CROSSROADS
OF OPPORTUNITY**

Mayor Gina Cunningham-Picek
Trustee Greg Abbott
Trustee Mary Anne Blair
Trustee Mike Krucek
Trustee Mike Martinez
Trustee Kay Page
Trustee Cameron Hendricks
Village Clerk Joseph Kagann

Five Plaza Drive Woodridge, Illinois 60517
www.vil.woodridge.il.us
630.719.4750



VILLAGE OF BURR RIDGE

MEMORANDUM

TO: Economic Development Committee

FROM: Andrez Beltran, Management Analyst
Evan Walter, Assistant to the Village Administrator

DATE: January 10, 2019

RE: **Business License Program**

Currently, the Village has no recurring business license program of any sort; the only census of a business that exists in our current datasets is whatever is listed in water billing accounts as well as the information that is listed on Zoning Certificates of Occupancy (ZCO). Because no single source of truth exists regarding the businesses in the community, staff does not have complete confidence that the Village has a clear understanding of the number, nature, and contacts for each business. For example, Code Compliance will often receive complaints regarding a business, but the ZCO associated with each business is often incorrect, out of date, or simply non-existent. Staff proposes that the Village establish a business license program with the goals of creating a revenue source to support economic development and Code Compliance programs within the Village as well as creating a single source of truth on the overall business community. Staff has conducted a brief survey of the cost of business licenses in comparable communities. If there are 500 current businesses within the community, a \$50 fee would generate approximately \$25,000 per year. This money would be re-invested in the form of economic development programs, included several proposed later in this report, as well as into Code Compliance, both of which serve to create a positive business and investment climate for our businesses.

Hinsdale	\$75
Clarendon	\$75
Willowbrook	\$50
Darien	\$60
Woodridge	\$50
Western Springs	\$75

The Draft Business License Application combines the current Zoning Certificate of Occupancy Application with business data collection as well as a brief survey of Village services and business climate. The goals of the survey portion are to track business climate and data from year to year, and to identify businesses that are in need or ask for assistance. In addition, it will identify businesses open to visits and increase community engagement. This will create target businesses for EDC members and staff as well assist in goal setting and performance management. The Business License Application is purposely concise as to maintain ease of licensing for the business. Information gathered focuses on business climate rather than metrics, but additional information may be gathered from business visits.

If approved, the Business License will be created in the Village's Building and Zoning system with an online application placed on the website. This will allow for easy application for businesses, and easy tracking and analysis for the Village. Paper copies will be available for those who wish to apply by that method.



BURR RIDGE

A VERY SPECIAL PLACE

Name of Business								
Business Phone				Fax				
Address								
Owner(s) Name								
Owners Phone								
Emergency Phone								
Business Email								
Owner Email								
Alt. Mailing Address								
Property Owner (if leasing)	Name							
	Phone							
	Email							
Type of Business	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical <input type="checkbox"/> Warehouse <input type="checkbox"/> Other							
Reason for Application	<input type="checkbox"/> New Business <input type="checkbox"/> Renewal <input type="checkbox"/> Relocation <input type="checkbox"/> Name Change <input type="checkbox"/> Owner Change							
Description of Business Activity								
Number Employed	Full Time:			Part Time			Seasonal	
Off-Street Parking	Available			Solo			Shared	
Floor Area (sq. foot)				Loading Berths				
Business Hours				Days of Operation				
Federal Employment Number				Illinois Sales Tax ID Number				
Illinois Business Tax Number				NAICS Code				



BURR RIDGE

A VERY SPECIAL PLACE

1. How strongly do you agree or disagree with the following statements?

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree	Don't Know
Local police protection is outstanding.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local fire protection is outstanding.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local waste management service is outstanding.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local services are well worth the level of local taxation....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It was simple and easy to get a permit.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please rate the degree to which you are experiencing the following business challenges?

	Major Challenge	Minor Challenge	Don't Know	No Challenge
Difficulty recruiting or retaining employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient financing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient parking.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor building condition.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrictive business regulations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoplifting or theft.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unskilled workers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vandalism.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Could you or your employees use information on or assistance with the following topics?

	Definitely	Probably	Unsure	Probably Not	Definitely Not
Business planning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising or marketing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee hiring or training.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building improvements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How satisfied are you with the present location of your business?

☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Unsatisfied ☐ Very Unsatisfied ☐ Plan to Move

5. Do you have plans to expand or reduce operations for your business in the foreseeable future?

☐ I plan to expand. ☐ I plan to reduce products/services ☐ I don't have any plans for changes.

6. Are you, or the building owner, considering any building improvement projects? ☐ Yes ☐ No ☐ Don't Know

7. How long has your business been in operation?

☐ under 1 year ☐ 1-5 years ☐ 6-10 years ☐ 11-20 years ☐ over 20 years



BURR RIDGE
A VERY SPECIAL PLACE

8. How long have you been the owner of your business?

- ☐ under 1 year ☐ 1-5 years ☐ 6-10 years ☐ 11-20 years ☐ over 20 years

9. With your business in mind, what of these four community assets would you most like to see developed?

- ☐ Walking/bike trails ☐ Sports facilities ☐ Expanded "green space"
☐ Public parking ☐ None of these ☐ Other _____

10. Why did you choose to locate in Burr Ridge?

11. What is the greatest strength in locating in Burr Ridge?

12. What is the greatest weakness in locating in Burr Ridge?

13. Is there any issue the Village of Burr Ridge can address that is impacting your business?

14. Would you be open to a business visit this year? ☐ Yes ☐ No ☐ Don't Know



VILLAGE OF BURR RIDGE
MEMORANDUM

TO: Economic Development Committee

FROM: Evan Walter, Assistant to the Village Administrator

DATE: January 9, 2019

RE: **Establishment of Valet Licensing Program**

At the request of Trustee Joe Snyder, staff was asked to analyze the potential establishment of a valet license within the Village. The purpose of the license would be to establish Village regulatory authority over valet operators. At this time, there is no mechanism which requires valet operators to register with the Village, nor does the Village possess any regulatory authority over valet operators and their employees except in common traffic enforcement. Valet licensing is a common practice in the Chicago as well as in suburbs throughout the region; for example, Schaumburg, Libertyville, Rosemont, Park Ridge, Lombard, and Crystal Lake, among others, were found to have established some sort of valet license with accompanying regulations as part of their Municipal Code. Fees for the license were found to be as follows:

Schaumburg	\$250	Permanent
Libertyville	\$125	Annual
Rosemont	\$100	Annual
Park Ridge	\$100	Permanent
Lombard	\$ 50	Annual
Crystal Lake	\$ 50	Annual

If approved, a valet license would provide the Village with an additional layer of oversight in ensuring that valets were operating under a defined standard. If a valet operator repeatedly or severely deviated from the standards set forth in the valet license program, the Village could revoke the valet operator's license. Staff has included several example ordinances from communities within the above table for further consideration of how a valet license program would be memorialized. If establishment of a valet license were desired, staff recommends establishing an annual license as well as a one-time license, as the impacts of recurring valet are different than one-time uses, such as for special events. At this time, staff is aware of four businesses in the Village that employ a regular valet program: Capri, Hampton Social, Cooper's Hawk, and Topaz.

§ 496-108. Valet parking. [Added 12-20-2005 by Ord. No. 6022]

- A. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

VALET PARKING — The act of taking a vehicle from the street, whether or not a fee is charged, and parking it for the vehicle operator, but attendant parking at a licensed parking lot or garage shall not constitute valet parking.

VALET PARKING OPERATOR — Any person or entity that provides the service of valet parking.

VALET PARKING/VALET SERVICE ZONE — The area adjacent to a curb reserved for the exclusive use of vehicles for the expeditious loading and unloading of passengers and to turn control of the vehicle over to a valet parking operator for the expeditious removal of the vehicle from the valet parking zone to an authorized off-street parking facility.

- B. Criteria for valet parking designation. Upon the application of any business or businesses, the Mayor and City Council may designate a curb as a valet parking zone for specified days and hours if it is determined that such valet parking zone is necessary and justified by traffic conditions and business operations of the applicant. In making that determination, the Mayor and City Council shall consider:

- (1) The existing parking regulations and controls at the proposed location;
- (2) The existing property uses at the location;
- (3) The safety and convenience for the people of the City of Crystal Lake;
- (4) The actual number of passengers to be served by the zone;
- (5) The existing demands for curb use such as the number and location of existing transit and taxi loading zones, and existing commercial loading zones in the general area of the requested zone;
- (6) The overall determination of available on-street parking for the area;
- (7) The presence of other valet parking zones in the area;

- (8) The designation of the valet parking zone will cause no significant impact on the environment; and
 - (9) Such other factors as the Mayor and City Council determine are relevant to the necessity and justification for the valet parking zone.
- C. Permit application for valet parking/valet service zone designation. Any person, business, firm or corporation desiring a valet parking permit shall file a written application with the Mayor and City Council, or an authorized representative, on an application provided by the City Manager's office. The applicant shall accompany the application with a tender of the correct license fee as hereinafter provided and shall, in addition, furnish the following:
- (1) The business name and address of the corporation, partnership or other business entity seeking the permit;
 - (2) Location of business, activity, or event where valet parking is proposed;
 - (3) Name of authorized representative available at all times during valet parking operations;
 - (4) Telephone number of authorized representative;
 - (5) Date valet parking is to commence;
 - (6) If applicable, date valet parking will cease (short-term parking only);
 - (7) Maximum number of attendees expected to use the valet parking service;
 - (8) Maximum number of vehicles to be valet parked at any one give time;
 - (9) The hours of operation during the day;
 - (10) The number of employees assigned to provide valet parking during the day;
 - (11) The hours of operation during the evening (after 5:00 p.m.);
 - (12) The location where vehicles will be stored;
 - (13) The number of parking spaces at this location available to the applicant for valet parking;

- (14) If applicable, additional location where vehicles will be stored;
- (15) The number of parking spaces at this location available to the applicant for valet parking;
- (16) An indemnification and hold-harmless agreement signed by an authorized company representative and approved by the Mayor and City Council, or an authorized representative and the City Attorney;
- (17) A statement signed by an authorized representative for the business, activity or event, confirming that there is a need for the proposed parking service and consenting to the service, including information as to the amount of seating or other measure of the capacity of the business, activity or event to be served;
- (18) A plan showing passenger loading and unloading zone, parking storage location and proposed route to and from the authorized valet parking locations;
- (19) A signed letter of authorization from the owner(s) of the parking facility, or person in control of any parking facility designated in the application as a location where vehicles are proposed to be parked or stored, the number of spaces in such parking facility; and an estimate of the amount (percentage) of use of the parking facility with and without the applicant's proposed use. Where the parking facility is part of a building or premises devoted to other uses that require off-street parking, the statement shall also include information as to the number of parking spaces that are required by law to be provided in the parking facility to serve such other uses;
- (20) A copy of a written contract of covenant giving the applicant the right to use each facility for parking or storage proposed by the application, which contains a provision precluding cancellation of the applicant's right except by giving at least 10 days' prior written notice of such cancellation to the applicant and the City;
- (21) A plan showing the location of the valet parking stand and each proposed valet parking sign, including the content of the sign;
- (22) Proof of insurance showing the limits and terms required by the City of Crystal Lake.

- D. Fee. The license fee for an annual valet parking permit shall be \$50 per year. The license fee for a temporary valet parking permit (limit seven days per permit) shall be \$20.
- E. Permit provisions and restrictions. For the purposes of this section:
- (1) The permittee shall not allow any person engaged in the valet parking service to either drive a vehicle of a customer, or handle keys of a vehicle of a customer, unless the permittee has certified that the person is at least 18 years of age, has a valid Illinois driver's license and has not been convicted of reckless driving or driving while under the influence of alcohol or narcotics within seven years preceding that date of certification. Valet service employees shall at all times obey traffic rules and regulations.
 - (2) All valet employees must have a valid Illinois driver's license with them at all times.
 - (3) Permittee shall provide adequate staffing to park vehicles so that traffic is not impeded by the activities of the permit. No double parking or blockage of lanes shall be allowed. No vehicle may stop or stand at a dropoff or loading area for longer than 15 minutes.
 - (4) No person shall stop, stand or park a vehicle in a valet parking zone during its posted hours of operation for any purpose other than the expeditious loading or unloading of passengers and to turn control of the vehicle over to the valet parking operator. Valet parking operators must expeditiously remove vehicles from the valet parking zone
 - (5) Vehicles shall be moved to and from the parking facility only via the approved route as noted on the permit. Shortcuts and U-turns are prohibited.
 - (6) Pedestrian walkways must not be blocked at any time during valet operations, and the permittee must provide a minimum pedestrian passing clearance of five feet.
 - (7) The permittee shall provide a claim check to the owner upon receipt of each motor vehicle accepted for valet parking. The claim check shall explicitly state the terms and conditions under which the vehicle is being accepted.
 - (8) A copy of the permittee's permit complete with route diagram must be maintained at every valet parking operation site.

- (9) Each permittee shall install and maintain, at each location at which a patron or guest surrenders his or her vehicle for parking, a reflective sign, with letters and numerals plainly visible from the street, displaying "Public Valet Parking," the permittee's name, the address and telephone number of the business, the time when the permittee is no longer on duty, and the parking fees, if any. **[Amended 6-3-2014 by Ord. No. 7036]**
- (a) If fees are charged, such fees also shall be stated as follows:
- [1] Rates per hour;
 - [2] Rates per fraction of an hour, if any;
 - [3] Rates for subsequent hours or fractions thereof; and
 - [4] The maximum charge.
- (b) All fractions of time must be spelled out in letters. Valet signs must not be less than 24 inches by 36 inches in size. The "Valet Parking" and the maximum rate portion of the sign must have a minimum lettering/numeral size of three inches per character. Prior to installation, plans for signage must be submitted to and approved by the Crystal Lake Community Development Department.
- (10) At each closing time, the operator shall lock or cause to be locked each vehicle, except those locked by the person bringing the vehicle to the valet parking service, if a key is available, and shall deposit or cause to be deposited such key with a responsible person at a safe and convenient place, to be delivered to the person who parked the vehicle upon surrender of the parking ticket if one was given to such person, or otherwise upon proof that such person has the right to possess the vehicle.
- (11) Permittee, or his or her agents and employees, shall notify the City of Crystal Lake Police Department whenever a vehicle has been left in his or her custody for a period in excess of 48 hours without a prior contractual arrangement for such period of time in order to determine whether the vehicle is stolen or abandoned.
- (12) Permittee shall agree that valet service employees shall not park their own vehicles in the adjoining residential neighborhoods.

- (13) Permittee employees shall wear clothing that indicates, at a minimum, the permittee's name, logo or similar approved identification.
 - (14) Valet personnel traveling on foot between the valet zone and the parking facility shall comply with all applicable traffic laws, ordinances and regulations and shall obey all traffic controls. Jaywalking and crossing against traffic signals is prohibited.
 - (15) Permittee will use the specified route for travel between the vehicle dropoff/pickup and parking area. All traffic rules and regulations shall be obeyed.
 - (16) Permittee shall not park valet vehicles on any public street, alley or in any off-street public parking facility, at any time except the approved spaces designated in the permit for dropoff/pickup areas and the designated approved lot.
 - (17) Permittee shall comply with all applicable City Code provisions and regulations of the City and state, including but not limited to those pertaining to traffic, noise and nuisances.
 - (18) Permits are nontransferable. Any change in the use, ownership, business or valet parking permit fee shall require reassessment and approval of a new permit by the City.
 - (19) All valet parking permits shall be reviewed on an annual basis for renewal.
 - (20) Each valet parking permit issued by the Mayor and City Council, or an authorized representative, shall be valid for not more than one year.
- F. Revocation or suspension of license. Any valet parking license issued under this section shall be subject to the suspension or revocation by the Mayor and City Council, or their authorized representative, for violation of any provision of this section, for any grounds that would warrant the denial of issuance of such license upon an original application or if there is reasonable cause to believe that:
- (1) The permittee has operated or managed the valet parking service in a manner that violated any provision of the Crystal Lake City Code, or any restriction or prohibition imposed in the permit, including but not limited to the following:

- (a) Any employees of the permittee engaged in providing valet parking services under the permit have violated any condition or restriction or prohibition imposed in the permit conditions and the permittee has permitted them to do so, or failed to prevent them from doing so. The permittee shall be responsible for those acts of its employees, which are done in the course and scope of their employment. Moving violations by valet employees will be considered as a violation of these conditions.
 - (b) The permittee willfully made a materially false or misleading statement or omission of fact on any application or in any supplementary materials submitted or in any interview conducted in the processing of the applications for the permit.
 - (c) The permittee is operating or managing the valet parking service in a manner which poses a danger to the health and safety of employees, customers and/or the public or interferes with the free flow of pedestrian or vehicular traffic.
 - (2) Whenever the City Council has reasonable cause to believe that grounds for the suspension or revocation of a permit exists, the City Council, or its designee, shall give the permittee written notice stating the alleged grounds for the suspension or revocation. Failure by the permittee to comply with requirements of written notice within 10 days will result in revocation of valet parking permit.
 - (3) The permittee fails to procure and maintain in full force and effect the required City insurance coverages and limits.
 - (4) No application for any valet parking permit shall be accepted by the City Manager from the same applicant within one year following revocation of a valet parking permit or while the applicant has a suspended permit.
 - (5) The Mayor and City Council or authorized representative, upon such revocation or suspension, shall state the reasons in writing, specifying the particular grounds for such revocation or suspension.
- G. Transfer prohibited. No valet parking permit is transferable, separate or divisible, and such authority as a permit confers shall be conferred only on the permittee named therein.

- H. Penalty. Any person, business, firm or corporation violating the provisions of this section may, in addition to any penalty imposed under Chapter 1, Article II, General Penalty, of this Code, suffer the penalty of having the permit revoked for any such violation. Revocation shall be in writing signed by the Mayor.



VILLAGE OF BURR RIDGE

MEMORANDUM

TO: Economic Development Committee

FROM: Evan Walter, Assistant to the Village Administrator

DATE: January 10, 2019

RE: **Sports Facility Development**

The purpose of this memo is to inform and educate the Economic Development Committee (EDC) regarding a potential opportunity for a sports facility (henceforth “Facility”) in the Village of Burr Ridge. The proposed location for the Facility is the TCF Bank property, located at 800 Burr Ridge Parkway across from the Village Center. Identifying a development opportunity for the property is one of the Board’s 2017-19 Strategic Goals. For the TCF block, the Village’s Comprehensive Plan recommends mixed use commercial complementing the Village Center, while the Economic Development Plan recommends retail/entertainment uses as preferred uses for the TCF property.

In 2017, the DuPage Convention and Visitor’s Bureau (DCVB), of which the Village is a member, independently commissioned a Sports Tourism Market Assessment (STMA), which was prepared by leading consultant Sports Facilities Advisory. The goal of the STMA was to conduct a market study of DuPage County’s sports facility inventory and its potential for development and growth. Some of the major findings of the STMA were as follows:

- Due to DuPage County’s large population pool in the County and its surrounding areas, a potential sports tourism facility located in DuPage County would have a significant pool of potential sub-regional and regional participants for a variety of sports.
- A new sports facility located in DuPage County would have access to a regional population of over 30 million, a significant population size and advantage over more isolated destinations.
- There are four major sports/activities that would be significant users of an indoor sports facility: basketball, volleyball, gymnastics, and cheerleading. Of these four major sports, there are over 3 million active participants within a 240-mile trade radius in these four sports, who would be the primary users of such a facility.

Based on these findings, DCVB began an outreach process in which they asked member communities if a sports facility were a feasible economic development prospect for their community; staff positively responded to this outreach. Staff began a multi-tier vetting process of the concept to determine how such a development would fit within the community.

Staff identified several components that would be included in such a project:

- Indoor Facility with 8-12 basketball courts, convertible to use for volleyball and other activities. All indoor space could be convertible to meeting/convention space when the facility is not used for sports, thus creating a facility with seven-day-a-week use potential.
- A 25,000-square foot wing dedicated to the future home of the Illinois Basketball Museum and Hall of Fame. Staff has developed a relationship with the Illinois Basketball Coaches Association, who has been working to find a permanent home for a potential museum honoring the tradition of basketball in the State. At this time, staff is working with this organization to secure corporate sponsorships and naming rights.
- Family-friendly hotel connected to the primary facility. Attaching a hotel to the facility will provide a competitive advantage in both the sports and meeting/convention industries. According to the DCVB, meeting planners are more likely to book large events at a property if a hotel is connected to the primary meeting space.
- A parking deck would likely be required to maximize land usage. Staff has considered the potential for including PACE bus access to this deck, which would allow for the downtown to be a transit-oriented development with the existing PACE lot to be used for commercial or residential development.
- If such a facility were developed, other development would likely arise to accommodate the new business generated at the site, including restaurants, entertainment, and other opportunities that are not currently present in the downtown.

Staff examined the potential economic impact from such a development, identifying four major revenue sources that would be generated by this project: property, sales, place of eating, and hotel/motel taxes. Tax base diversification and attracting revenue-generating businesses is another one of the Board's 2017-19 Strategic Goals. Comparative analyses from other development indicate that the proposed Facility could generate in excess of \$25 million in local economic spending and \$1 million in net operating profit to the ownership group.

After identifying concept components and revenue opportunities, staff interviewed several developers with experience building, operating, or leasing sports facilities as well as hotel developers about this opportunity. All interviewees stated that the potential for success of a sports facility and other component uses in downtown Burr Ridge were high, and all expressed interest in participating in any future discussion or bidding process for such a development.

Staff has partnered with the DCVB to create an RFP to engage a consultant to perform such studies. Once the studies are completed, the results would be presented to the Board for further consideration. Approval of funding for these studies does not commit the Village to any action beyond a feasibility study; these studies are to gather more information specific to the TCF site which will provide clarity as to the viability of such a development in downtown Burr Ridge. This RFP is set to be approved by the Board at their January 14 meeting.

Staff originally planned to bring this request to the EDC and Board in January; however, DCVB informed staff that if the study were approved in December, the Village would be eligible for a State grant which would reimburse the Village for half of the money spent on the studies. The Board has set a budget not-to-exceed \$75,000 for the entire feasibility study, meaning that the Village would potentially be reimbursed for up to \$37,500 in study costs.



VILLAGE OF BURR RIDGE, ILLINOIS

REQUEST FOR PROPOSALS (RFP)

FOR

MARKET FEASIBILITY, ECONOMIC IMPACT, AND HOTEL CAPACITY STUDY FOR AN INDOOR SPORTS FACILITY WITHIN THE VILLAGE OF BURR RIDGE

**Village of Burr Ridge, Illinois
7660 County Line Road
Burr Ridge, Illinois 60527**

Release Date:	January 15, 2019
Receipt Date:	February 8, 2019
Effective Award Date:	February 18, 2019

REQUEST FOR PROPOSAL NOTICE

The purpose of this document is to provide interested parties with information to enable them to prepare and submit qualifications to perform feasibility studies related to a potential indoor sports facility located within the downtown area of Burr Ridge, Illinois. The study should include an analysis of the feasibility of constructing and operating an indoor sports facility, the economic and tax impacts of said facility, as well as an audit of the Village's hotel capacity and whether additional capacity is needed to support the facility. The analysis should consider, but is not limited to, the following potential uses: an indoor sports facility consisting of an appropriate capacity of hard-court surfacing, a hotel connected to said facility, and an anchor restaurant. More detail on the facility and its component uses shall be described within the RFP.

The feasibility study will include a thorough and comprehensive market and financial analysis of constructing and operating an indoor sports facility, including an assessment of regional need and opportunity for additional indoor sports venues. The study will assess market conditions that may have an impact on potential facility use and total revenue and operational costs along with information regarding current trends in indoor sports facilities in the area, the demographics of the area, inventory of other similar facilities, site considerations, and economic impact of the facility on the community. The study will identify programming opportunities and facility needs, probable operating costs, and revenue potential for the annual operation of the indoor sports facility.

The designated staff contact may only be contacted by email or other written forms of correspondence. Faxes will not be accepted. Vendors who intend to submit a proposal are encouraged to request a copy of this document prior to submitting their final proposal. Any prospective Vendor who requests a copy of this RFP shall be included in any Village supplemental distributions. No communication seeking to in any way influence the outcome of the proposal evaluation is allowed between submitting Vendors and Village officials, representatives, and/or personnel during the evaluation process. Failure to comply with this requirement will result in disqualification. Any inquiries regarding this Request for Proposal and all official submissions of Proposals shall be directed to:

Evan Walter, Assistant to the Village Administrator
7660 County Line Road
Burr Ridge, IL 60527
ewalter@burr-ridge.gov

SECTION I - INTRODUCTION

Located within 20 miles of downtown Chicago and O'Hare and Midway airports, Burr Ridge is an affluent Chicagoland suburb, home to approximately 11,000 residents, with large homes and a diverse mix of commercial development. Existing development in the community consists of approximately 3,000 single-family homes, 200 condo units, 350,000 square feet of retail space, 5 million square feet of office/industrial space, and five hotels consisting of approximately 650 available rooms.

SECTION II - DEFINITIONS

For purposes of this RFP, the following definitions shall apply:

1. "Bidder" shall mean "Vendor submitting Proposal."
2. "DuPage Convention and Visitor's Bureau" may also be abbreviated to "DCVB."
3. "Facility" shall mean an indoor activities facility with the potential to host sporting and convention-related activities.
4. "Proposal" shall mean any submission on the part of a Vendor to the Village for consideration of award of contract.
5. "Vendor" means a private firm working on behalf of the Village to provide a list of deliverables.
6. "Village" means the Village of Burr Ridge.

SECTION III - PROJECT SCHEDULE/TERM OF CONTRACT

The Village intends to review all proposals and select a Vendor by February 18, 2019. The anticipated timetable for the process is as follows:

- Solicitation of Request for Proposals Released by the Village – January 15, 2019
- Vendor Inquiry Deadline for Questions Related to the RFP – January 28, 2019
- Village's written response to Vendor questions for assistance with bid proposals – no later than February 1, 2019
- Vendor Proposals Submitted to the Village - 2:00 PM, February 8, 2019
- Selection of Vendor and Award of Contract – February 18, 2019

Proposals submitted shall be valid through July 1, 2019 or as agreed upon between Vendor and Village. A contract for services shall be executed between the Village and Vendor with contract services anticipated to become effective on February 18, 2019.

SECTION IV - OBJECTIVES

This RFP is issued by the Village for the purpose of obtaining an assessment related to a potential new Facility located in the Village. The Village, in partnership with the DuPage Convention and Visitor's Bureau (DCVB), has identified through a County-wide sports facilities assessment, a need for competitive sporting event facilities to drive the local tourism industry. The complete sports facility assessment is available as an exhibit to this RFP. The primary Facility interest to the Village is an indoor-oriented building located within its downtown sub-area. The subject parcel for the Facility must be at least 10 acres in size and within one (1) mile of an Interstate exit. The Facility should include adequate clear span space for an appropriate amount of hard-court surfacing, usable for basketball, volleyball, and other sports and activities.

Under ideal circumstances, this space would be convertible for use by convention and trade shows when not in use by sporting activities. The Village will use the information presented in the feasibility study to create an action plan and assist in securing the funding to build, operate and maintain a venue that is nationally-attractive and financially sound.

SECTION V – SCOPE OF WORK

Market Needs Assessment

- Conduct an analysis of the Village's potential sports tourism market and competition.
- Develop a sports tourism opportunity profile and market assessment that utilizes and builds on the proposed Facility to attract new sporting and convention events.
- Review and leverage existing information related to market analysis and demand available.
- Provide market demand information to identify the needs of residents separate from the needs of sports tourism.

Financial and Logistical Analysis

Operational Standards

The Vendor will prepare projected operational standards for the Facility. This task will include:

- Analysis of current management practices and limitations to understand the operational situation. This analysis will provide support for a future organizational structure and staffing requirements, and ways to improve operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication capabilities.
- Establish operational costs based on full operations. This will include hours of operation, maintenance standards, part-time and full-time staffing levels needed, technology requirements and customer service requirements based on industry standards. Where appropriate, personnel standards as dictated by all state and/or local codes and ordinances will also be determined based on the design and program of the facility. Levels of service and operational costs for the facility will be finalized.
- Evaluation of management alternatives and opportunities. Management alternatives will be developed to guide decision-making by the Village. This will include identification of potential partners by specific activity, funding parameters, and agreement guidelines to support formal agreements.
- Provision of estimated costs for Facility construction and/or site-specific capital investment requirements. The final report should also include any potential tax rate implications for capital expenditures and operating costs. Based on the operational and management plan and debt service, the Vendor will develop a detailed financial plan illustrating pricing strategies for each of the appropriate services as well as a five-year pro forma. The financial plan will include a space utilization summary based on detailed line item projections and detailed participation by program area, including:
 - Expenditure detail
 - Detailed staffing by program area
 - Contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/licenses/dues, advertising and promotion.
 - Maintenance costs associated with managing of the site.

- Commodity costs for program area and general facilities requirements.
- Contract instructor and/or officiating costs.
- Equipment and vehicles required for program start up and ongoing operating tool/supply costs.
- Revenue and participation detail
 - General admission costs (if any) by month and by participant category and price point.
 - Program registration fees by season, by sport and by participant category.
 - Rental by space/program area and by price point.
- Provide recommendations regarding necessary in-Facility amenities.
- Provide recommendations regarding the amount of connected parking required to maintain the Facility, hotel, and restaurant. The Village is receptive to the concept of a parking deck attached to the Facility.
- The Facility shall also be studied to include 25,000-square feet of space dedicated to the Illinois Basketball Coaches Association for a potential Basketball Museum of Illinois. This space shall be under common ownership to the principal Facility.

Economic Impact Analysis

The Vendor will assess the economic impact of the Facility. The projection should include:

- Potential visitor quantities based on available data.
- Collection of data at locations to determine origin of users and visitors, length of stay, accommodations used, revenue spent by type of user, etc.
- The survey data will be used to estimate the economic and tax impact that the Facility could potentially generate for the Village and local businesses.
 - Economic multipliers based on best available industry estimates shall be applied to the estimated visitor spending to estimate the tourism economic impact.

Hotel Capacity Audit

- Determine if the Village's current hotel room capacity is sufficient to properly sustain the proposed Facility.
- If additional capacity is found to be required, determine the viability of a hotel connected to the facility based on occupancy and RevPAR projections using a new 125-room capacity as a benchmark.

SECTION VI – OBJECTIVES AND DELIVERABLES

It is the intent of the Village to review and assess the RFP responses to determine if the response from solicited Vendors can meet the needs of the proposed Scope of Work. The project objectives are:

- Deliver a feasibility study to the Village which will be conducted by a neutral third-party consulting firm with experience in the area of amateur sports facility planning to help them determine a realistic and documented need to build new facilities and/or improve existing facilities in order to meet the growing demand for sports venues in the Village and DuPage County region.
- To identify the potential for economic benefit in the form of a sports tourism opportunity profile and sports tourism market assessment.

- To identify the amount of full-size court space that can be regularly supported by basketball, volleyball, and other sporting activities (Facility capacity).
- To illustrate the funding levels required to build a Facility as described in Section IV.
- To identify required expenditure and revenue levels required to maintain the Facility, as well as recommend sustainable funding models, including examples currently in operation.
- To identify strategies and opportunities for public-private participation, including but not limited to sponsorships, naming rights, etc.

A final report shall summarize the findings set forth above, and should generate confidence in the business practices required for success. The draft plan will include an implementation plan and will be developed and distributed to key Village stakeholders. This will include all market analysis, program development, and operational and financial plan. The Vendor will present the feasibility study findings, recommendations and implementation strategy with key Village stakeholders at a mutually-agreed upon time and place.

SECTION VII – PROPOSAL REQUIREMENTS

Proposers responding to the RFP must include the following information:

1. Provide a statement indicating an understanding of the work to be performed and interest in performing the scope of work. Submittals in response to this RFP must be signed by the person in the Vendor's organization who is responsible for the proposal submittal. The specific qualifications of the Vendor to accomplish the work outlined should be included. Please include areas of specialization, history of firm, and philosophy for approach to work. Provide examples of specific projects undertaken by Vendor relevant to this assignment with dates, project overviews, outcomes, clients, and specific references that could comment on the quality of the work should be identified.
2. The proposal should identify all individuals who will work on this project, including identifying a project manager to supervise the work. Include a description of the primary role and responsibilities for each individual in relationship to this project, as well as noting their relevant experience and qualifications. The Proposal must identify a project manager who would serve as the primary contact with the Village and explain how this point of contact with the Village will work. If selected for an interview, it is expected that the project manager conducts a majority of the presentation and be able to answer most questions asked during the interview process.
3. The Vendor should explain their study process and approach to the project. The Proposal must include the specific tasks anticipated for the project, providing detailed descriptions of the procedures and methods proposed to complete all tasks in order to satisfy the objectives/needs identified in the required scope of work. A proposed project schedule should be included. Please include proposed meetings that would be scheduled with Village staff and projected target completion dates for all proposed tasks to complement the scope of work indicated in the objectives/needs.
4. At least 3 references of directly relevant work must be provided. References must include the project name, brief description, contact person's name, agency, phone number, their role in the project and when the work was completed. The Village will determine which, if any, references to contact to assess the quality of work performed, and the personnel assigned to

the project. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.

5. Identify all associated feasibility study costs and reimbursable for a not to exceed lump sum fee.

All proposals must be received at the address below no later than **2:00 PM - February 8, 2019 to the attention of the following staff member:**

Village of Burr Ridge
c/o Evan Walter, Assistant to the Village Administrator
7660 County Line Road
Burr Ridge, Illinois 60527

Vendors must submit eight (8) bound proposals in a sealed package or envelope. Late proposals will not be accepted. Proposals must be hand delivered or mailed. All Proposals must be bound together in a sealed packet. Proposals must be signed by an authorized official of the Vendor. The submission of the Proposal grants permission to the Village to make inquiries concerning the Vendor and its principals to any persons or firms the Village deems appropriate.

SECTION VIII - PROPOSAL EVALUATION CRITERIA

The proposals will be reviewed and scored to determine if the requirements outlined in Section VI and VII are met. In the event that all firms do not meet one or more of the mandatory requirements, the Village reserves the right to continue the evaluation of the qualifications, which most closely meet the mandatory requirements of this RFP. Proposals will be reviewed by the Village and scored against the criteria below. The following criteria will be used in evaluating each of the carrier responses:

CRITERIA	POSSIBLE POINTS
Project Approach	40
Vendor Experience	20
Project Team Qualifications	20
Schedule	10
Costs	10
TOTAL AVAILABLE POINTS	100

ATTACHMENT A - INSTRUCTIONS TO BIDDERS

The general rules and conditions that follow apply to all bids requested and accepted by the Village unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and Specifications before submitting

bids. Failure to do so will be at the bidder's own risk. Submitting of a bid is an assumption that Vendor has familiarized themselves with all conditions and intends to comply with them unless noted otherwise. Bid Documents shall include:

1. FORMS

All bids must be submitted on the forms provided, complete, intact, properly signed, and submitted in a sealed envelope. All bids must be delivered to the appropriate Village representative prior to the bid opening date and time to be considered. Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the Village, or by marking the package "Facility Consultancy Services" and with the following information: company's name, address, item bid, date and time of opening.

2. ALTERNATE BIDS

The RFP describes the services that are necessary to meet the performance requirements of the Village. It is not the desire or the intent to eliminate or exclude any bidder from bidding because of minor deviations, alternates or changes; however, the Village will not accept bids for work that is substantially different than what is described in this RFP. The Village shall be the sole and final judge unequivocally as to whether a Proposal meets the necessary needs of the Village. This decision is final and will not be subject to recourse.

3. RECEIVING OF BIDS AND LATE BIDS

Bids received prior to the time of opening will be securely kept, unopened. The Assistant to the Village Administrator, or their designee, whose duty it is to open the bids, will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will be attached to the Village or its representatives for the premature or non-opening of a bid not properly addressed and identified, except as otherwise provided by law. Bids arriving after the specified time, whether sent by mail, courier, or in person, will not be accepted, regardless of their origin's date stamp. It is the bidder's responsibility for timely delivery regardless of the method used.

5. WITHDRAWAL OF BIDS

A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the Director of the requesting Department prior to the specified time of opening. After the opening, the bidder cannot withdraw or cancel their bid for a period of sixty (60) calendar days, or such longer time as stated in the bid documents.

6. CONSIDERATION OF BID

No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or had failed to perform faithfully any previous contract with the Village. The bidder, if requested, shall present, within 48 hours, evidence satisfactory to the Village of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these Specifications and contract document.

7. PRICES

Unit prices shall be shown for each unit on which there is a bid. Unit prices shall not include any local, state or federal taxes. The Village is exempt, by law, from paying state and village retailer's occupation tax, service occupation tax, and federal excise tax. The Village will supply the successful bidder with its tax exemption number. Cash discounts will not be considered in determining overall price.

8. AWARD OR REJECTION

The Village reserves the right to reject and/or award any and all bids or parts thereof and to waive formalities and technicalities according to the best interests of the Village. Any bid submitted will be binding for ninety (90) days subsequent to the date of the bid opening. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the equipment or supplies to be furnished in accordance with the bid. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village of the compensation to the bidder. Any exceptions not taken by the bidder shall be assumed by the Village to be included. A contract will be awarded to the lowest qualified and responsible bidder complying with the conditions of the contract documents only when it is in the best interest of the Village to accept the bid. The Village shall be the sole judge of compliance with the Specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

9. PAYMENT

Payment for services rendered with all stipulations relating to the bid/contract will be made in accordance with the Illinois Prompt Payment Act after the contract is awarded.

10. REQUIREMENT OF BIDDER

The successful bidder shall, within ten (10) days after notification of the award: a) enter into a contract in writing with the Village covering all matters and things as are set forth in the specifications and their bid; b) carry insurance acceptable to the Village, covering public liability, property damage, and worker's compensation. Said time limit may be waived or increased at the Village's sole discretion.

11. COMPLIANCE WITH ALL LAWS

All work under the contract must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including:

1. Provide a drug free workplace pursuant to the Illinois Drug Free Workplace Act (30 ILCS 580/1, et seq.);
2. Comply with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.);
3. Comply with Article 2 of the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.), including establishment and maintenance of a sexual harassment policy as required by Section 2-105, and the Rules and Regulations of the Illinois Department of Human Rights, including the provisions of the EQUAL EMPLOYMENT OPPORTUNITY

CLAUSE, which are a material term of all public contracts, see Title 44, Part 750, Section 750, APPENDIX A, Illinois Administrative Code, Equal Employment Opportunity Clause (See also Paragraph 19 herein);

4. Comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, and
5. Comply with the American with Disabilities Act.

12. CONTRACT ALTERATIONS

No amendment of a contract shall be valid unless made in writing and signed by the Village President, Village Administrator, or their authorized representative.

13. NOTICES

All notices required by the contract shall be given in writing.

14. NONASSIGNABILITY

The Vendor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village. Such assignment shall not relieve the Vendor from their obligations or change the terms of the contract.

15. INDEMNITY

The Vendor shall indemnify the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers' compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract, including operations of subcontractors; and the Vendor shall, at his own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the contractor shall, at their own expense, satisfy and discharge same. The Vendor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by the Vendor, shall in no way limit the responsibility to indemnify and defend the Village as herein provided.

16. EQUAL EMPLOYMENT OPPORTUNITY

The Vendor shall comply with the provisions of the Equal Employment Opportunity Clause.

17. BID PERFORMANCE DEPOSIT

When it is required, it will be so stated elsewhere within this bid package along with the amount required. The deposit is to be in the form of a certified check, or a bank cashier's check. All bid performance deposit checks will be retained by the Village until the bid award is made, at which time the checks will be promptly returned to the unsuccessful bidders. The bid performance deposit check of the successful bidder will be retained until the services have been rendered or completed/installed and found to be in compliance with the specification or until surety bonding requirements have been satisfied and proof of insurance coverage is provided in accordance with the Special Provisions Section of these specifications.

18. ACCEPTANCE

After the acceptance and award of the bid, this instruction to bidders, and all other portions of the bid documents, including the specifications, will constitute part of the legal contract between the Village and the successful bidder.

19. DEFAULT

The Village may terminate a contract by written notice of default to the Vendor if the Vendor:

- a. Fails to make delivery or perform the services within the time frame specified in the Specifications, or
- b. Fails to make progress so as to endanger performance of the contract, or
- c. Fails to provide or maintain in full force and effect, the liability and indemnification coverages or performance bond as is required; or
- d. Services provided by the Vendor jeopardize the public safety, as determined by the Village.

If the Village terminates the contract, the Village may procure services similar to those so terminated, and the Vendor shall be liable to the Village for any excess costs for similar services, unless the Vendor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Vendor.

20. SPECIAL CONDITIONS

Wherever special conditions/requirements are written into the Specifications or Special Provisions which are in conflict with conditions stated in these Instructions to Bidders, the conditions stated in the Specifications or Special Provisions/Requirements shall take precedence.

21. GENERAL GUARANTY

Vendor represents and warrants to the Village that it has the experience and ability to perform the services required by the RFP, and that it will perform said services in a professional, competent and timely manner, as represented and suitable for the performance of the RFP. Neither the final certificate of payment nor any provision in the contract nor partial or entire use of the product/ improvement/ services embraced in this contract by the Village or the Public shall constitute an acceptance of work not done in accordance with the contract, or relieve the contractor of liability in respect to any express warranties or responsibility for failure to comply with the terms of those contract documents. It is expressly agreed by the parties hereto that in the event any defects or imperfections in the materials or workmanship to be furnished by the Vendor herein appear within the period of one year from the date of completion of all the work mentioned herein and acceptance thereof by the Village, the Vendor will, upon notice from said Village (which notice may be given by letter to said Vendor to the business address of the contractor shown in the proposal), repair and make good at their own cost any such defects or imperfections and replace any defective or imperfect materials or workmanship with other materials or workmanship satisfactory to said Village, and furnish all such new materials and labor as may be necessary to do so; and in the event of the failure, refusal or delay of said workmanship or materials said Village may do so or have same done by others, and said Vendor

and surety or sureties on their bond given for the faithful performance of this contract shall be liable to the Village for all damages and expenses occasioned by such failure, refusal or delay.

22. BIDDERS QUALIFICATIONS

All bidders must submit the following information on or before the time at which the bid is required to be submitted:

- a. The location of the bidder's permanent place of business.
- b. Evidence of ability to provide an efficient and adequate plan for executing the work.
- c. A list of similar projects carried out by the bidder.
- d. Additional evidence showing that the bidder is adequately prepared to fulfill the contract.

23. BID CERTIFICATION FORM

All bid submittals must include a signed Bid Certification Form (copy included in Bid Documents) certifying that the bidder is in compliance with Sections 33E-3 and 33E-4 of the Illinois Criminal Code regarding bid rotating and bid-rigging. Illinois State Law Article 33E-3 and 33E-4 states that it is unlawful to participate in bid-rigging and/or bid rotating. Therefore, all bidders must certify that they are not barred from bidding on the contract as a result of a violation of State Law 33E-3 and/or 33E-4, prohibiting bid-rigging and bid rotation. It is necessary that this be done under oath. Therefore, the form included with the bid submittal sheets must be notarized. Contractor certifies that he/she/it is not delinquent in payment of any taxes to Illinois Department of Revenue.

24. DEVIATIONS

Unless denoted "No Substitution", the Village's minimum required Specifications may be exceeded. Final bid acceptance shall be based upon that bid deemed most favorable to the interests of the Village after all bids have been examined and canvassed.

25. INDEPENDENT CONTRACTOR

The Vendor will be retained by the Village only for the purposes and to the extent set forth in this Agreement, and their relation to the Village shall, during the term of this Agreement and the period of its services hereunder, be that of an independent contractor. The Vendor shall be free to use such time, energy and skill as he/she is obligated to devote hereunder to the Village, in such manner as he/she sees fit. The Vendor shall not be considered as having an employee status, nor shall its employees be entitled to any benefits available for the regular employees of the Village.



VILLAGE OF BURR RIDGE
MEMORANDUM

TO: Economic Development Committee

FROM: Evan Walter, Assistant to the Village Administrator

DATE: January 10, 2019

RE: Update on Oremus Materials

According to Trustee Schiappa, Mr. Oremus of Oremus Materials has accepted the Village's tentative offer of a sales tax rebate incentive equivalent to 50% of local sales tax proceeds over a 5-year period. Mr. Oremus is the owner of a newly-restarted concrete company, which is projected to generate several hundreds of thousands of dollars in local sales tax revenue. Staff will present a tentative agreement to the Board for review, who has final authority to authorize or reject a final agreement.

New Businesses and Business Expansions

Zoning Certificates of Occupancy Issued Since 1/3/2018

Based on Zoning Certificates of Occupancy Issued - Prepared by Burr Ridge Community Development Department

<i>Issued</i>	<i>Business, Owner, Location, Contact</i>	<i>Land Use Description</i>
1/3/2018	Busey Bank Busey Bank 7020 County Line Rd 10 Dennis Hansen 630-366-2000	<i>LandUse:</i> Commercial <i>Description:</i> Full-Service Bank 35 <i>Employees</i> 6,000 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge
1/3/2018	Macronet Group Ltd. Jim Ayyad 8320 Madison St Jim Ayyad 847-791-7450	<i>LandUse:</i> Industrial <i>Description:</i> Wholesale consumer electronics e-commerce reseller; no on-site retail sales. 30 <i>Employees</i> 16,000 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge
1/17/2018	REEP ATK CORP. Ronald K Partridge 7966 Madison St Ronald K Partridge 815-483-9624	<i>LandUse:</i> Industrial <i>Description:</i> Manufacture and distribute automotive parts 5 <i>Employees</i> 2,598 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge
2/12/2018	Hampton Inn & Suites Chicago-Burr Ridge Prominence Burr Ridge, LLC 100 Harvester Dr Aida Cruz, Director of Sal 630-655-1000	<i>LandUse:</i> Commercial <i>Description:</i> Hampton Inn Hotel 30 <i>Employees</i> 62,957 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge
2/28/2018	Amore Yoga Stefanie Connelly 308 Burr Ridge Pkwy Stefanie Connelly 630-373-9787	<i>LandUse:</i> Commercial <i>Description:</i> Aerial yoga, yoga barre, Vinyasa yoga for all ages. Amore Yoga will be a safe environment for all ages and body types. Amore Yoga 2 <i>Employees</i> 1,200 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge
4/2/2018	Cornerstone Systems, Inc. Rick Rodell 101 Burr Ridge Pkwy 30 Alfredo Villagomez 708-929-4561	<i>LandUse:</i> Commercial <i>Description:</i> Third-party logistics office/professional 14 <i>Employees</i> 1,872 <i>Sq. Ft.</i> Zoning CO Issued For: New Business in Burr Ridge

<i>Issued</i>	<i>Business, Owner, Location, Contact</i>	<i>Land Use Description</i>
4/6/2018	Wholesome Products Steve Menza 340 Shore Dr. Steve Menza 630-302-0065	<i>LandUse:</i> Industrial <i>Description:</i> 12 <i>Employees</i> 24,000 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> Change in Business Name or Owner
4/13/2018	Shirley Ryan AbilityLab Outpatient/Day Rehab Rehabilitation Institute of Chicago 7600 County Line Rd 630-388-6731	<i>LandUse:</i> Commercial <i>Description:</i> Outpatient medical facility providing occupational, speech therapy, outpatient physician appointments and evaluation for 50 <i>Employees</i> 21,551 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge
4/13/2018	Magic Irrigation LLC Michael Wilk 15W308 North Frontage Rd Michael Wilk 708-352-7844	<i>LandUse:</i> Commercial <i>Description:</i> Irrigation installation service. 8 <i>Employees</i> 3,000 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge
4/23/2018	Midwest Orthotic Services Dienen, Inc 7025 Veterans Blvd. B Curt Bertram 574-233-3352	<i>LandUse:</i> Office <i>Description:</i> Medical office specializing in orthotic and prosthetic devices. No manufacturing occurs on premises. 5 <i>Employees</i> 2,584 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge
4/23/2018	Amadeus River Cruises AMRAS Cruises Worldwide Corporation 7035 Veterans Blvd B Marcus Leskovar 970-485-0735	<i>LandUse:</i> Office <i>Description:</i> Sales and Marketing support office for European river cruises. 5 <i>Employees</i> 1,950 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge
4/23/2018	Power Solutions International Power Solutions International 7850 Grant St Adam Bieszart 630-350-9400	<i>LandUse:</i> Industrial <i>Description:</i> Engine Testing Research and Development 30 <i>Employees</i> 22,000 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge
4/28/2018	Dr. Andrea Graves Psychological Services Dr. Andrea Graves 1333 Burr Ridge Pkwy 20 Andrea Graves 630-337-8006	<i>LandUse:</i> Commercial <i>Description:</i> Licensed Clinical Psychologist who will be seeing clients for therapy and testing clinical services. 1 <i>Employees</i> 255 <i>Sq. Ft.</i> <i>Zoning CO Issued For:</i> New Business in Burr Ridge

Issued	Business, Owner, Location, Contact	Land Use Description
5/31/2018	Your American Windows Armond Cozzi/Joe Miller 7932 Madison St Kathy Lowe 630-923-6458	<i>LandUse:</i> Commercial <i>Description:</i> Window and Door Company 7 Employees 2,000 Sq. Ft. Zoning CO Issued For: New Business in Burr Ridge
6/7/2018	Premier Physical Therapy Dr. Mohamed Hassan 570 Village Center Sui Joseph Juhasz 630-920-4670	<i>LandUse:</i> Office <i>Description:</i> Clerical office for Premier Physical Therapy (all locations). 8 Employees 1,870 Sq. Ft. Zoning CO Issued For:
6/7/2018	On the Rise Investments LLC Angela Thorton 7420 County Line Road Angela Thorton 773-835-8400	<i>LandUse:</i> Office <i>Description:</i> The company will conduct business meetings, monitor incoming and outgoing mail and meet with clients to discuss business transactions. 2 Employees 450 Sq. Ft. Zoning CO Issued For: New Business in Burr Ridge
7/3/2018	Macronet Group Ltd. Jim Ayyad 8330 Madison St Donna Overby 386-451-2242	<i>LandUse:</i> <i>Description:</i> Wholesale consumer electronics e-commerce reseller; no on-site retail sales. 10 Employees 0 Sq. Ft. Zoning CO Issued For: Expansion of Existing Burr Ridge Business
7/16/2018	1 of a Kind Roofing & Remodeling Kyle Lane 16W475 South Frontage Rd 10 Kyle Lane 630-819-5148	<i>LandUse:</i> Office <i>Description:</i> General Contractor for roof, siding & gutters for replacement on residential properties. The office is used for sales. 5 Employees 1,100 Sq. Ft. Zoning CO Issued For: New Business in Burr Ridge
7/16/2018	Michael R. Burns, Inc. Michael R. Burns 1333 Burr Ridge Pkwy 20 Michael R. Barnes 773-829-6477	<i>LandUse:</i> Office <i>Description:</i> Executive Advisory, Tax Consulting Preparation, Board of Directors Participation 1 Employees 0 Sq. Ft. Zoning CO Issued For: Change in Business Name or Owner
7/16/2018	PERSONALIZATIONMALL.COM Bed Bath & Beyond, Inc. 109 Shore Dr William Howard 630-910-6000 x300	<i>LandUse:</i> Commercial <i>Description:</i> Photography warehouse, customer service, light product assembly 45 Employees 24,000 Sq. Ft. Zoning CO Issued For: Other

Issued	Business, Owner, Location, Contact	Land Use Description
7/23/2018	the henn house Jennifer Hennessy 100 Burr Ridge Pkwy 30 Jennifer Hennessy 708-369-4897	<i>LandUse:</i> Commercial <i>Description:</i> Retail Business that sells personalized and custom hand-painted signs, wine glasses and water bottles. Workshops will also be offered. 3 Employees 1,309 Sq. Ft.
Zoning CO Issued For:		
8/1/2018	Edward Jones Edward Jones Financial 15W200 South Frontage Roa 11 Michael Monday 630-323-1082	<i>LandUse:</i> Office <i>Description:</i> Financial Services 2 Employees 768 Sq. Ft.
Zoning CO Issued For: New Business in Burr Ridge		
8/1/2018	One Stop Express, INC Todd Ivens 7736 Grant St Todd Ivens 630-670-5350	<i>LandUse:</i> Industrial <i>Description:</i> Property Management Company. The property will be used for business office purposes. 4 Employees 1,978 Sq. Ft.
Zoning CO Issued For: New Business in Burr Ridge		
8/21/2018	Hartford Technology Rentals Anthony Graffia Sr. 421 Heathrow Ct David Mizerka (888) 520-5667	<i>LandUse:</i> Industrial <i>Description:</i> Audio Visual Equipment Rental and Warehousing 6 Employees 18,421 Sq. Ft.
Zoning CO Issued For: New Business in Burr Ridge		
11/1/2018	Shop Melee DbA Salvatore Miglio Jr 16W231 South Frontage Roa 11 Salvatore Miglio Jr (855) 494-0004	<i>LandUse:</i> Industrial <i>Description:</i> Warehouse and distribution for online sales of used clothing and household goods with limited on-location retail sales 6 Employees 7,500 Sq. Ft.
Zoning CO Issued For: Other		
11/28/2018	Schwarz Logistics Corp Mihail Dercaci 16W475 South Frontage Roa 10 Mihail Dercaci 630-487-2490	<i>LandUse:</i> Office <i>Description:</i> Office 12 Employees 1,704 Sq. Ft.
Zoning CO Issued For: New Business in Burr Ridge		
12/27/2018	Madina Traders Inc Mohamed Qasri 181 Shore Court Mohamed Qasri (773) 993-6494	<i>LandUse:</i> Industrial <i>Description:</i> Meat Wholesale and Distribution/ food processing 15 Employees 20,000 Sq. Ft.
Zoning CO Issued For: New Business in Burr Ridge		