



**AGENDA ITEM # 10C**

**AGENDA ITEM EXECUTIVE SUMMARY**

**Village Board Meeting**

**April 12, 2021**

**Item Title: Economic Development Update**

**Staff Contact: Jason Bielawski, Assistant Village Administrator  
Brian Joanis, Management Analyst**

**VILLAGE BOARD ACTION**

- 1) Provide direction and approval on the following recommendations from Village Trustees and staff:**
- A) An extension of the Employee Leasing Agreement with GovTempsUSA for an economic development consultant.**
  - B) A marketing strategy for the potential development of the Village owned 6.5 acre parcel at Roselle Rd and I-390.**
  - C) A comprehensive TIF grant program.**
  - D) A proposal from CivicPlus for a redesign of the Village’s website.**

**Executive Summary:**

**Economic Development Consultant**

In October 2020, the Board executed a six-month employee leasing agreement with GovTempsUSA to provide economic development consulting services. Since November, our consultant Steve Jones has been working with staff on multiple economic development initiatives. These initiatives have directed continuing progress towards achieving a comprehensive economic development program that enhances the economic vitality of the Village. The current agreement automatically extends for an additional six months unless otherwise terminated by providing 14 days’ notice. The attached appendix summarizes the status of various economic development activities.

**Staff Recommendation:** Allow the economic development consultant agreement to automatically extend an additional six months. The Fiscal Year 2021 Budget included six months of funding allocated across the General Fund and three TIF Funds. The additional six months will cost approximately \$60,000 and allocated across the General Fund and three TIF Funds.

**Marketing Strategy – Village Owned Parcel**

Mayor Maglio directed staff to work with Trustees Eichholz and Pileski to bring back a formal recommendation to the Village Board regarding different marketing options to

solicit potential development of the Village owned 6.5 acre parcel located within the Roselle-Nerge TIF District as it has been a long-term goal to seek development of the property located south of I-390 at Roselle Road. This area is identified in the 2016 Comprehensive Plan as an “key catalytic site.” The meetings with Trustee Eichholz and Pileski resulted in staff researching historical environmental information regarding the soil onsite which does not require the need for further engineering testing as previously discussed at the January 25, 2021 Village Board meeting.

**Village Trustee and Staff Recommendation:** Initiate an in-house marketing effort to target potential developers of the Village owned parcel. The in-house marketing effort will not focus primarily on a specific potential use, but rather leverage regional broker-investor networks, as well as the use of CoStar - the national real estate platform focusing upon commercial properties to obtain a professional sample of interest from the private sector. The attached appendix is a property overview and draft marketing document that illustrates how staff would approach the initiative. The document also identifies the phases of the process that would eventually involve the Village Board making a potential selection. In the event the in-house marketing effort does not produce the quality of developmental interest the Village Board desires, staff will be prepared to bring back recommendations utilizing the information collected during the marketing campaign for other marketing options for the Village Board to consider.

### **TIF Grant Program**

On January 25, 2021 staff presented the Village Board with the framework of a recommended TIF incentive program. Although TIF has been used for redevelopment projects in the past, there is currently no comprehensive TIF incentive program in place that could expand the business retention and recruitment programs of the Village. The Board concurred with staff’s recommendation to solicit business community input within the three TIF districts prior to bringing forward a final program draft for Village Board approval. In summary, the 42 business respondents recorded that the four most important TIF program goals were to: 1) attract new businesses, 2) improve the physical appearance of commercial buildings and property, 3) encourage remodeling, modernization, or expansion of existing commercial buildings, and 4) improve the public streetscape of the overall district represented. A full report of the TIF business survey including written comments is attached is attached.

**Staff Recommendation:** Approval of the attached TIF program that contains the following:

1. Small Business Micro-Grant (\$2,500 Maximum, subject to 50-50 Cost Sharing)
2. Site Appearance Grant (\$2,500 Maximum, subject to 50-50 Cost Sharing)
3. Façade-Exterior Improvement Grant (\$20,000 Maximum, subject to 50-50 Cost Sharing)
4. Interior Improvement Grant (\$20,000 Maximum, subject to 50-50 Cost Sharing)
5. Strategic Investment Incentive (Terms & Amounts Negotiated)

This type of program is typical for communities with TIF districts. The goal is to provide incentives to catalyze growth and encourage business retention by encouraging a greater degree of private investment within the three TIF districts. The Façade-Exterior, Interior and Strategic Investment grants will include provisions that business operations and property ownership continue for a minimum of two years upon approval. The initial funding for each TIF District is \$50,000. Approval of grant amounts would follow the Village’s

Purchasing Policy Manual (Up to \$10,000 approved by Village Administrator and over \$10,000 requires Village Board approval). Additional program details for each element and a guide for applicants are attached.

### **Village Website Redesign**

At the January 25, 2021 Village Board meeting staff presented to the Village Board a recommendation to design and create a dedicated webpage focusing solely on the elements of economic development within the Village. Staff has completed an internal website review in conjunction with the Village's website management company, Civic Plus, and is seeking direction from the Village Board on the implementation of an entire website redesign project. As part of the project, a new economic development webpage will be created to provide easier and more organized access to demographic and market data, economic development programs, property information, TIF Districts, business news and economic development resources. The goal is for the individualization of the economic development webpage to compliment the success of the recent economic development activities made over the past six months and strengthen the overall Choose Roselle brand.

**Staff Recommendation:** Authorize the Village Administrator to approve the proposal from CivicPlus in the amount of \$17,722.79 for the website redesign project. The attached Appendix C includes the quote for this project, which is \$17,722.7. The proposal is broken down into one-time costs of \$14,679 and renewable/reoccurring costs of \$3,043.79. The Village's reoccurring annual cost for website maintenance, hosting, and ongoing redesign, will increase from approximately \$6,100 to \$9,800. When completed, the economic development page will serve as a community marketing tool containing information and data typically desired by site selectors and brokers. Concurrently, a Civic Plus will work with staff to redesign the entire Village website, which was last redesigned 2014. The goal of the redesign is to make the Village website and each embedded webpage organized in a way that automatically directs user traffic to the most important content and service functions provided to the public.

### **Implications:**

**Is this item budgeted?** Based upon the Village's overall financial position and the year to date expenditures, it's anticipated that the recommended expenditures for economic development consulting services and the website redesign project can be absorbed within the adopted 2021 General Fund budget. However, a budget amendment will be required for each TIF Fund to establish the initial funding for the new grant program, which is \$50,000 per TIF. Since this is a new program, interest and participation in the program is unknown. The suggested budgeted amounts will provide a guide to the level of funding available in 2021, with future amounts to be determined through the budget process.

### **Attachments:**

Appendix A – Economic Development Activities Update  
Appendix B – Village Parcel Marketing Brochure  
Appendix C – TIF Grant Program Documents  
Appendix D – Website Resign Proposal

# APPENDIX A – ECONOMIC DEVELOPMENT ACTIVITIES

Desire outcomes from the Village’s economic development program:

- Foster a more proactive economic development orientation.
- Enhance communication with brokers/owners marketing property, as well as the general business community.
- Identify and implement pertinent data solutions that will assist with understanding the strengths and opportunities within the Roselle market and using that to drive economic growth.
- Identify opportunities and programs that may lead to development success.

Specific initiatives to achieve these objectives are noted as follows:

## **Broker/Owner Outreach**

The Village has contacted every broker or property owner known to be listing commercial property for lease or sale within the community, as well as several within our planning boundaries eligible for annexation. Communication was made to demonstrate that the Village is a partner in encouraging business development, as well as to update contacts and specific property information. Several individuals have already expressed appreciation for the Village approach.

## **TIF Incentive Program**

A comprehensive TIF grant program has been developed for consideration by the Village Board. The program contemplates 50-50 matching grants for a variety of uses including: Small Business Micro-Grants, Site Appearance Grants, Façade-Exterior Improvement Grants, Interior Improvement Grants, and a Strategic Investment Incentive. When implemented the program will provide incentives to help encourage and leverage private investment within the Village’s three TIF Districts.

## **Economic Development E-News**

Staff has created a new electronic news publication called “Think Roselle First” to better engage with local businesses and the public on items specific to business. Six publications have been disseminated since the beginning of the year. The E-News will aim to foster the current relationship with the business community and highlight business related activities that include the following:

- COVID-19 Business Resource Updates: communicating mandates, available business grants, loans, and other information related to the COVID-19 Pandemic.
- Business Related Events: highlighting new business openings, ribbon cuttings, local and regional networking events, and affiliated associations including the Roselle Main Street Merchants, Roselle Chamber, etc.

- Village Board and Village staff Initiatives: sharing development approvals and success stories, business development programs, adopted strategic initiatives.
- Advocacy: spreading awareness of business-related articles and links to regional, state, and national resources.

### **Property Available Data Base**

To ensure continued awareness of commercial leasing and sales opportunities within the Village, and be able to communicate this information to prospective business owners or investors, we have implemented a new approach that is efficient and includes several important elements:

- CoStar Subscription. The Village has implemented a CoStar subscription and now has real-time information pertaining to sales and leasing. In addition, we can generate property specific reports and analytics to assist with the marketing of properties. This is a tool utilized by many communities for economic development purposes including Bloomington, Schaumburg, Elk Grove Village, Wood Dale, and Bensenville.
- Intersect Illinois Utilization. Intersect Illinois is the economic development agency for the State. A no-cost resource they provide to interested communities is the ability to utilize their web platform for local sale and lease opportunities. The Village has created publicly accessible market listings of all known opportunities and keeps the material updated through the use of CoStar. It should be noted that the Intersect Illinois site also provides address specific report generation that assists with the marketing of properties. Since this is publicly accessible site, it allows for property searches directly by those seeking opportunities. The Village is now also able to participate in confidential state-wide economic development projects by marketing listed properties that match specific project criteria.
- Roselle Property Available Web Page. In the past, the Roselle website has included a Commercial Property Available page to identify local sale and lease opportunities. We have now incorporated the Intersect Illinois platform into our page, via links to each property. This approach allows staff to maintain a local “feel” for Roselle web visitors but take advantage of the Intersect Illinois platform as the true host.

### **Economic Development Web Page**

At present there is no dedicated web page focusing solely on the elements of economic development. A full review of the Roselle website has been undertaken with recommendations forthcoming to implement a website re-design. If the Village Board concurs with staff’s recommendation, the website refresh will include a new economic development webpage that will provide easier and more organized access to demographic and market data, economic development programs, property information, TIF Districts, business news and economic development resources. The goal is for the modernization of the website to compliment the success of the recent economic development activities and strengthen the Choose Roselle brand.

### **Roselle Market/Demographic Data**

We are beginning to utilize market and demographic data from our existing GIS Consortium membership to better understand local and regional market strengths and weaknesses. This will allow the Village to have targeted reports created for specific properties or the three commercial corridors. Reports will be made accessible to the public as we implement the newly designed webpage for economic development.

### **Lake Street Corridor-Unincorporated Properties**

Concept planning has been undertaken to determine cost and service area of utilities that could potentially serve properties on the south side of Lake Street, east of Gary Avenue. This area is identified in the 2016 Comprehensive Plan as an "Opportunity Area," and is a focus of the CMAP study underway with DuPage County, Hanover Park, Bloomingdale, and Roselle. Discussions with several property owners are on-going to discuss future plans and the advantages of annexation/development.

### **Village Owned 6.5 Acre Development Site**

It has been a long-term goal to seek development of the Village-owned 6.5-acre property located south of I-390 at Roselle Road. This area is identified in the 2016 Comprehensive Plan as an "key catalytic site." To achieve that goal marketing materials have been developed to begin an in-house effort to determine both development interest, as well as potential land-uses. This matter will be presented to the Village Board seeking direction to proceed.

### **Itasca Boundary Agreement**

The boundary agreement with the Village of Itasca expired on August 1, 2009 upon reaching the statutory twenty-year timeout. As there has been conceptual discussion regarding potential redevelopment at the intersection of Irving Park & Medinah Roads, it is prudent to ensure that a renewal of the boundary agreement occurs. Village staff has reached out to Itasca staff about renewing the agreement using the existing boundary. Itasca staff was agreeable to the concept and a draft agreement is currently being prepared by Village staff.

### **COVID-19 Business Response**

In October 2020 staff initiated a localized Roselle Restaurant Week program to market Roselle restaurants as local eating establishments continued to experience increased capacity limitations enacted by the Governor's Restore Illinois plan mitigations. Staff also continued to process and monitor temporary outdoor seating permits through November 2020 as the original deadline was extended by an Executive Order that was concurrently ratified by the Village Board. The Village's proactive efforts helped offset the economic

hardship produced by the COVID-19 pandemic and the typical slower months the winter season brings for local eating establishments. In February 2021 the Village Board authorized a second extension for temporary outdoor seating permits set to expire on April 1, 2021 to October 31, 2021. The extension allows permit applicants ample time to better manage the logistics of constructing an approved temporary outdoor seating area. Staff is better prepared to review submitted applications, plans, and schedule inspections as the permit process is now completely online through the Village's Citizen Self Service portal. On the March 8, 2021 Village Board meeting the Village Board ratified an Executive Order authorizing COVID-19 Business Relief Programs supporting local businesses that were most impacted by the Governor's shutdown in March 2020. The programs reduced all business and liquor license fees for 2021 by 25 percent and established a water bill credit program (also known as Roselle Restaurant Rewards) where individual residential water account holders may receive a one-time \$25 credit toward a future water bill upon submittal of receipts totaling a combined \$100 (gratuity not included) from participating local eating establishments. To date 40 receipt forms have been submitted to staff for processing.

Staff also continues to provide the most relevant and impactful information regarding COVID-19 resources made available to the local business community. Over the past six months changes to the Governor's Restore Illinois plan, federal loan programs such as the Paycheck Protection Program (PPP) and Economic Injury Disaster Loans (EIDL), along with state and county level grant programs have been communicated and publicized on the Village's website, social media, and direct email messages to the local business community. Staff will continue to provide Roselle businesses with up-to-date webinars, events, and trainings provided at the national, regional and local levels to ensure businesses have all resources made available to remain operational and prepared to fully reopen.

# APPENDIX B - MARKETING PROGRAM



## *6.5 Acre Development Site North Roselle Road at I-390 Interchange*



# SECTION 1 – Summary

## 1.1 Overview

The Village of Roselle is seeking *Statements of Interest* from individuals or firms for ownership and development of a 6.5-acre Village owned site. The subject property is located on North Roselle Road, immediately south of I-390 in Cook County. A location map is included as *Exhibit A*.

The availability of vacant land adjacent to the Roselle Road/I-390 interchange provides a rare and unique opportunity. The property is located within the Roselle-Nerge TIF District established in 2015. The site also lies within the western access corridor to O'Hare International Airport which will provide a direct link to the transportation network serving the facility. The Village is seeking future development that will enhance the North Roselle Road Corridor and be perceived as adding value to the community.

The Village will utilize a five-step process to identify an owner/developer for the property. The process phases are noted below:

- Phase I – Seek Statements of Interest from Prospective Developers
- Phase II – Review Responses to Determine Qualifications & Development Vision of Respondents
- Phase III – Selection of 2-3 Firms to Provide Formal Proposal for Development of Property
- Phase IV - Negotiation with Firm(s) Selected as a Preferred Developer
- Phase V – Approval of a Sale/Development Agreement with Successful Firm

## 1.2 Property History

The property was initially envisioned and platted for a residential subdivision prior to the planning and construction of the Elgin-O'Hare Expressway. The property was acquired by the Village with the intent of soliciting development.

## 1.3 Site Characteristics

The total size of the site is approximately 6.5 acres. This acreage includes platted lots as well as street right-of-way intended to be vacated and conveyed for development. It is estimated that of the 6.5 acres, approximately 3.1 acres are buildable. *Exhibit B* provides the approximate location of wetlands and a conceptual sketch of the likely detention location necessary to serve future development. A final determination of buildable area will be the responsibility of the selected firm.

The property presently includes remnants of stock-piled material that originated from the excavation of the adjoining Heathergreen Subdivision Retention Pond. Disposition of the material will be the responsibility of the prospective developer.

It should be noted that the property surrounds a single-family home on a 0.43-acre parcel located at 510 North Roselle Road (northwest corner of Roselle Road & Arthur Avenue). Informal discussions with the owner have indicated there may be a willingness to sell their property in

conjunction with the development of the Village-owned parcel. The Village makes no assurances as to a developer's ability to close a deal on this parcel.

#### **1.4 Village Utilities**

Water and sewer utilities are located adjacent to the property. *Exhibit C* indicates the location of each utility.

#### **1.5 Vision for the Property: A Gateway at the I-390 Interchange**

The property is strategically located within the North Roselle Road Corridor. The community's Comprehensive Plan envisions future enhancements to this area that will serve as a physical and visual gateway. The applicable Plan section is attached as *Exhibit D*. Respondents shall provide a development vision that is consistent with the concepts stated in the Plan.

The property is presently incorporated and zoned R-1. A re-zoning to a suitable Business District PUD is envisioned. Respondents will be expected to submit a creative vision for the property to take advantage of the interchange proximity, while remaining sensitive to the adjoining wetlands and residential neighborhood.

#### **1.6 Roselle-Nerge Tax Increment Finance District**

The subject property is wholly included within the Roselle-Nerge TIF District that was adopted on 7/27/15. The TIF District allows for certain economic incentives as authorized under State Statutes.

#### **1.7 Sale Price & Incentives**

To facilitate ownership transfer and development of the property the Village is willing to provide incentives. The overall level and type of incentive package will be dependent upon the development concept proposed, future tax generation potential and community value achieved. An incentive package may include elements of TIF and/or discounted land cost. All elements of the land transfer will be a matter of negotiation and incorporated into a development agreement.

## **SECTION 2 – Statement of Interest**

### **2.1 Submitting a Statement of Interest for Village Property:**

#### *a. Respondent Interest & Qualifications*

A cover letter and any associated exhibits shall be submitted indicating interest, commitment, and project understanding. The respondent shall identify the likely development team and furnish examples of representative projects that would demonstrate the abilities of the team to successfully develop this property.

#### *b. Land Use Concept*

Tell us in detail your vision for the property. BE CREATIVE. This is an opportunity to demonstrate the nature of your potential development and how this would mesh with the vision for the North

Roselle Road Corridor. Identify any perceived challenges with the proposed use. Any drawings or renderings at this stage of the process are viewed as conceptual.

*c. Site Familiarity*

Familiarity with the site is strongly required prior to submitting a Statement of Interest. Arrangements may be made for access to the property by contacting Brian Joanis at (630) 671-2819 or via [bjoanis@roselle.il.us](mailto:bjoanis@roselle.il.us).

**2.2 Questions Regarding Statement of Interest or Property**

Any questions or requests for assistance shall be directed to Brian Joanis, Management Analyst at (630) 671-2819 or via [bjoanis@roselle.il.us](mailto:bjoanis@roselle.il.us).

**2.3 Submittal Instructions & Due Date**

A digital Statement of Interest and any exhibits shall be forwarded to [bjoanis@roselle.il.us](mailto:bjoanis@roselle.il.us). The due date for consideration shall be no later than \_\_\_\_\_.

# APPENDIX C - TIF GRANT PROGRAM



## Tax Increment Financing Incentive Program Guide

Rev 1/11/21

Rev 1/27/21

Rev 3/10/21

### OVERVIEW

Thank you for considering participation in the Roselle Tax Increment Finance Incentive Program! The Village of Roselle has established the use of tax increment financing (TIF) as a strategic tool in its economic development program. The use of TIF is intended to foster development and redevelopment in areas of the community where public incentives are necessary to supplement private investment. Three TIF districts have been established within the Village to achieve this goal. Each TIF District has unique needs which are identified within planning studies that formed the feasibility and redevelopment plans for each.

This program guide has been created to identify the potential available Roselle TIF incentives. It will provide a framework for discussion and negotiation between the Village, and prospective business and property owners located within the TIF Districts. The use of incentives is to fund qualified projects that would not happen without such assistance. Thus, the use of incentives is not an entitlement, but a means of creating opportunities that will add value to the community. All project eligible reimbursements must be eligible for reimbursement under the Illinois Tax Increment Allocation Redevelopment Act.

TIF incentives may be considered for commercial, industrial, and mixed-use projects within the three established districts. Standalone multi-family projects may be considered within the Town Center only.

Application materials required to participate in the TIF Incentive Program are incorporated within this guide.

### INCENTIVE GOALS

To implement the overall economic development goals of the Village and to enhance the quality of life of residents, the incentive program has been designed to provide a wide latitude of eligible project types. Use of incentive funding is intended to:

- ✚ Facilitate development of vacant land or the redevelopment of existing structures;
- ✚ Facilitate expansion, rehabilitation, renovation or physical upgrade of existing structures or interior space;
- ✚ Provide associated site improvements necessary to accommodate increased intensity of use or expansion of building areas (i.e. parking, stormwater detention, landscaping, etc.);

- ✦ Facilitate the occupancy of vacant space through remodeling, modernization or required building, fire, and life safety code upgrades;
- ✦ Facilitate exterior building façade improvements to enhance physical character of structure or modernization of design elements;
- ✦ Encourage physical alterations to upgrade the appearance of property (i.e. replacement of antiquated signage, installation of landscaping, etc.);
- ✦ enhance competitive recruitment;,,
- ✦ Provide start-up assistance grant funding to prospective small businesses that may have other location options;
- ✦ Encourage the implementation of policy priorities of the Village, including, but not limited to attraction of sales tax producing businesses; attraction of business categories not sufficiently accessible within the community; incentivizing environmental remediation; etc.

## **INCENTIVE PROGRAM GRANTS**

Five categories of grant funding are available. They include the *Small Business Start-Up Grant*, *Façade Improvement Grant*, *Interior Improvement Grant*, *Site Appearance Grant*, and *Strategic Investment Incentive*.

Specific details and grant conditions will be identified within a written agreement to be executed prior to starting work. All template grant agreements will be subject to modifications recommended by the Village Attorney to accommodate the needs of a specific grant project except there shall be no changes in the amount of the grants or the final performance requirements for grant payment without approval of the Village's Corporate Authorities. A program summary of each grant category is identified as follows:

### **1. SMALL BUSINESS MICRO-GRANT**

A Small Business Micro-Grant is intended to provide start-up funds for physical changes typically associated with leasing a new space. This grant provides funding directly to new businesses who are renting or leasing space within the TIF Districts. ***This grant is not intended for property owners; however, owners are strongly encouraged to market this grant as a means of attracting new tenants.*** The use of funds is flexible and intended to expedite the opening of a business when there is a demonstrated need for assistance. The grant applicant shall identify specific improvements to be made that will modernize or alter the space to allow for a new use to occur. Examples of eligible micro-grants include, but are not limited to the following:

- New Signage
- Upgrade or replacement of interior fixtures (i.e. lighting, plumbing, etc.)
- Remodeling or modernization expenses (counter tops, doors, interior trim, ceiling tiles, etc.)
- Other permanent improvements that will remain with the space

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Grants may fund up to 50% of approved project costs, not-to-exceed \$2,500 grant funding.
- Written agreement must be executed prior to starting any work related to requested funds.
- Projects must be started within 30 days of grant approval and completed within 180 days.
- Business owner/applicant is required to commit to operation for a period of not less than one (1) year from project reimbursement. If the owner or business fails to meet this standard a pro-rata reimbursement of grant funds will be required.
- Business owner/applicant may be asked to display a Village-provided placard to identify the public-private funding associated with improvements made to the physical space.

### ***Application Process***

- Prospective applicants shall schedule a pre-application meeting with the Village staff to discuss their project prior to submittal.
- The formal application process begins with submittal of an application form, associated drawings, project schedule, project bid/proposal results or other required documentation.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Administrator.
- This grant is limited to new businesses that have not received prior incentive assistance.

## **2. SITE APPEARANCE GRANT**

A Site Appearance Grant is intended for aesthetic improvements to land that will enhance the attractiveness, functionality, or business appeal of property. This grant category is intended to leverage the positive impact that appearance improvements can have on the individual property and surrounding area. While such a goal is highly subjective, eligible projects will be selected based upon a clear demonstration of adding curb appeal and aesthetic value to the public-facing portion of the property.

Eligible project elements may include, but are not limited to the following examples:

- Streetscape enhancements visible from the public right-of-way;
- Installation of landscape planters, greenspace, or other decorative vegetation;
- Foundation, parking lot and perimeter landscaping visible from the public right-of-way;
- Installation or replacement of sidewalks, brick pavers or other public access surface areas;
- Replacement of pole, monument, or ground signs;
- Parking lot expansion or improvements; and
- Installation of screened refuse or recycling enclosures.

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Grants may fund up to 50% of approved project costs, not-to-exceed \$2,500 grant funding.
- Written agreement shall not be executed prior to starting any work related to requested funds.
- Projects shall be started within 90 days of grant approval and completed within 180 days.

### ***Application Process***

- Prospective applicants are required to schedule a pre-application meeting with the Village to discuss their project prior to submittal.
- The formal application process begins with submittal of an application form, associated drawings, project schedule, project bid/proposal results or other required documentation.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village of Roselle. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Administrator.

### **3. FACADE-EXTERIOR IMPROVEMENT GRANT**

A Facade-Exterior Improvement Grant is intended for property improvements undertaken on the exterior of a building structure. *This grant is not intended to fund work that is construed as maintenance.* To be considered, the proposed improvement shall result in a significant visual improvement to the structure and property, or implement restoration of a building's character, curb appeal, and streetscape compatibility. Eligible project elements may include, but are not limited to the following examples:

- New signage;
- Window frame replacement;
- Door replacement;
- New Awnings;
- Facade renovation/replacement;
- Utility capacity upgrades;
- Restoration of original architectural features;
- Exterior lighting;
- Painting, only if in conjunction with other façade related improvements;
- Tuckpointing, if in conjunction with other façade related improvements;
- Addition of facilities to create outside dining; and
- Artistic murals depicting a general theme and not directly advertising a product or service

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Grants may fund up to 50% of approved project costs, not-to-exceed \$20,000 grant funding.
- Proposed improvements must be adjacent to streets or other public property, excluding alleys.
- Professional design assistance is strongly recommended. Design fees of up to \$2,500 may be reimbursed subject to the not-to-exceed grant award total.
- Multiple bids/proposals from contractors are required prior to grant approval.
- Written agreement must be executed prior to starting any work related to requested funds.
- Applicants other than the property owner must provide written authorization stating that the applicant has the authority of the owner to make the proposed property improvements and to participate in the program.
- Documentation of paid expenses and waivers of lien [why here only?] are to be submitted prior to reimbursement.
- Projects must be started within 60 days of grant approval and completed within 180 days.
- To ensure that the use of public funding for the project is safeguarded, owner/applicant are required to commit to ownership/business operation for a period of not less than two (2) years from project reimbursement. A lien against the property may be required to ensure this standard is met. If the owner or business fails to meet this two-year standard, a pro-rata reimbursement of grant funds will be required.
- If a Facade Improvement Grant has previously been awarded for the same location or space within three (3) years of the date of application, such new application shall be ineligible for funding. This restriction can be waived, in the sole discretion of the Village of Roselle.

### ***Application Process***

- Prospective applicants shall schedule a pre-application with staff meeting to discuss their project prior to submittal.
- The formal application process begins with submittal of an application form, associated drawings, project schedule, and project bid/proposal results.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village of Roselle. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Board.
- Preference shall be given to owners/businesses improving buildings that have not received prior development assistance.

## **4. INTERIOR IMPROVEMENT GRANT**

An Interior Improvement Grant is intended for enhancements undertaken on the interior of a structure. *This grant is not intended to fund work that is solely construed as maintenance,*

*cosmetic or is merely undertaken to improve interior finishes.* This incentive is intended to encourage business and property owners to expand, upgrade, modernize, increase functionality, or accommodate a change the interior use of an interior space. Approval will include only those improvements that are considered permanent, add value to the property and will remain with the space. The Village of Roselle shall solely determine whether the proposed work meets the standard of an "improvement" as opposed to projects that are more reflective of "maintenance." Eligible project elements meeting the standard of "improvement" may include, but are not limited to the following examples:

- HVAC, mechanical, electrical, or plumbing system upgrades;
- Installation of sprinkler or fire suppression systems;
- Upgrades related to accessibility (ADA) or other code compliance;
- Utility capacity upgrades;
- Structural upgrades;
- Installation or upgrades to restroom facilities;
- Ingress/egress improvements; and
- Improvements that create an entirely new floorplan, significantly change the interior form of a space, or adapt a space to a significantly different interior use. Grants can cover a combination of multiple improvements such as new flooring, walls, ceilings, carpeting, lighting, trim, or attached fixtures.

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Grants may fund up to 50% of approved project costs, not-to-exceed \$20,000 grant funding.
- Professional design/architectural assistance is required. Design fees of up to \$2,500 may be reimbursed subject to not-to-exceed grant award total.
- Multiple bids/proposals from contractors required prior to grant approval.
- Written agreement shall be executed prior to starting any work related to requested funds.
- Applicants (if not the owner of the property) shall provide written authorization stating that the applicant has the authority of the building owner to make the proposed property improvements and to participate in the program.
- Documentation of paid expenses and waivers of lien are to be submitted prior to reimbursement.
- Projects shall be started within 60 days of approval and completed within 240 days.
- To ensure that the use of public funding for the project is safeguarded, owner/applicant are required to commit to ownership/business operation for a period of not less than two (2) years from project reimbursement. A lien against the property will be required to ensure this standard is met. If the owner or business fails to meet this standard a pro-rata reimbursement of grant funds will be required.
- If an Interior Improvement Grant has previously been awarded for the improvement of the same location or space within five (5) years of the date of application, such new application

shall be ineligible for funding. This restriction can be waived, in the sole discretion of the Village.

### ***Application Process***

- Prospective applicants shall schedule a pre-application meeting with staff to discuss their project prior to submittal.
- The formal application process begins with submittal of an application form, associated drawings, project schedule, and project bid/proposal results.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village of Roselle. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Board.
- Preference shall be given to owners/businesses improving buildings that have not received prior development assistance.

### **5. STRATEGIC INVESTMENT INCENTIVE**

A Strategic Investment Incentive is a customized assistance package intended to encourage projects that will have a considerable impact upon the Village. Due to the fact this incentive category is intended to represent a significant investment of public funds, there is an expectation of a significant return on investment that will benefit the community.

Projects deemed eligible for the Strategic Investment Incentive must provide a minimum private investment amount of one million dollars (\$1,000,000), and must demonstrate the project has the ability to meet no fewer than fifty (50%) percent of the following criteria establishing eligibility:

- Ability to significantly increase equalized assessed value and property tax generation on the subject property.
- Ability to generate significant retail sales taxes.
- Ability to create a significant number of new employment opportunities.
- Ability to deliver a proposed use(s) that will not "cannibalize" from others within the existing Roselle market.
- Ability to achieve major community goals outlined within the *Roselle Comprehensive Plan* and/or the *Roselle Strategic Plan*.
- Ability to deliver a unique project-type that would enhance the image of the Village of Roselle.
- Ability to generate a significant number of visitors, tourism or foot traffic increasing vibrancy and commercial activity within the Village.
- Potential to attract related spin-off, or complementary, business development elsewhere within the Village.
- Ability to convert vacant, nearly vacant, or underutilized property into leasable space.
- Commitment to undertake a sensitive restoration of historic property.

### ***Program Details***

Projects meeting the criteria established for a Strategic Improvement Incentive will be unique in nature. As a result, the program details will be subject to negotiation between the applicant and Village to reflect a customized approach.

### ***Application Process***

- Prospective applicants shall schedule a pre-application meeting to discuss their project prior to submittal.
- The formal application process begins with submittal of an application form, associated drawings, project schedule, project cost estimates, project pro-forma, funding commitment, and/or other information deemed necessary by the Village to evaluate the merits and feasibility of the proposal.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village. Depending upon the scope of the proposal, the Village may supplement the review committee with a third-party financial consultant.
- All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a development agreement approved by the Village Board.
- Preference shall be given to applicants/owners that have not received prior development assistance.

# TAX INCREMENT FINANCE INCENTIVE PROGRAM APPLICATION

To begin the formal application process, we will need general and specific information regarding your request. This form is designed to obtain the following information: 1) Applicant Information, 2) Project/Property Narrative, 3) Project Budget, 4) Project Timeline, and 5) Relevant Project Documents.

This application will be supplemented by a written agreement between the applicant and Village. No work is to proceed prior to execution of a formal agreement.

## I. APPLICANT INFORMATION

Name/Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant is:

An Individual                       LLC  
 Corporation                       Other (Describe) \_\_\_\_\_  
 Partnership

If a Corporation, Partnership or LLC, indicate the principals and ownership interest:

Name	Address	Title	Interest
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is the applicant or any owner, stockholder, officer or director, or member of their immediate family, an employee, elected official or contractor of the Village of Roselle?

No  
 Yes (Please provide Details) \_\_\_\_\_  
\_\_\_\_\_

II. PROPERTY/PROJECT NARRATIVE

Address of Project \_\_\_\_\_

Is the Applicant:

\_\_\_\_ Owner of Property

\_\_\_\_ Lessee (If Lessee, Owner Approval Will Be Required as a Signatory of this Application)

Current Use of Property \_\_\_\_\_

Identify the Incentive Program Application Being Requested  
(Consult Grant Guidelines for Eligibility Criteria)

\_\_\_\_ Small Business Micro Grant

\_\_\_\_ Site Appearance Grant

\_\_\_\_ Facade-Exterior Improvement Grant

\_\_\_\_ Interior Improvement Grant

\_\_\_\_ Strategic Investment Incentive

Proposed Use of Property Upon Project Completion \_\_\_\_\_

Describe the Project Goal(s) and Identify What Will Be Accomplished

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. PROJECT BUDGET

Identify the Estimated Project Costs (Include Written Contractor Estimate)

- Property Acquisition \$ \_\_\_\_\_
- Site Improvements/Grading \$ \_\_\_\_\_
- Demolition \$ \_\_\_\_\_
- Architect/Eng/Design Fees \$ \_\_\_\_\_
- Rehab/Renovation \$ \_\_\_\_\_
- Walls/Masonry \$ \_\_\_\_\_
- HVAC/Plumbing/Electrical \$ \_\_\_\_\_
- Utilities \$ \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost Estimate \$ \_\_\_\_\_

*Identify the Financing of Estimated Project Costs Identified Above*

- Applicant Equity \$ \_\_\_\_\_
- Construction Loan \$ \_\_\_\_\_
- Other Funds \_\_\_\_\_ \$ \_\_\_\_\_
- TIF Incentive Request (50% or Less) \$ \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

IV. PROJECT TIMELINE

Assuming that your application was approved thirty (30) days from the date of this submittal, identify the completion dates of the various project phases.

<i>Phase</i>	<i>Date</i>
<i>Plan Preparation/Permit Approval</i>	_____
<i>Construction/Renovation</i>	_____
<i>Occupancy/Completion</i>	_____

V. REQUIRED ATTACHMENTS

Depending upon the scope of the project, the Village may require additional documentation. This will be discussed with Village staff during the application process. This documentation may include the following items:

- Sketches or renderings of proposed improvement.
- Landscape plan.
- Interior building plans.
- Proof of ownership of property, or documentation indicating owner approval of any physical improvements to property.
- Applications for the *Strategic Investment Incentive Grant* may be required to provide detailed documentation including a business plan, project pro forma, market study, evidence of financing and other information that will demonstrate the viability of the proposal.

VI. APPLICATION SIGNATURE & ACKNOWLEDGEMENTS

By signing this request for TIF assistance, applicant agrees to the following:

- They are authorized to act as applicant.
- The information provided is true and correct.
- They acknowledge that project would not be completed without the use of TIF assistance.
- Project work is to be performed in accordance with Village codes, requirements of the *Tax Increment Financing Incentive Program Guide* and terms of the written agreement approving the project.
- Reimbursement will only occur for work or expenses incurred after the approval of a grant agreement.

\_\_\_\_\_  
Printed Name of Authorized Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Authorized Applicant

(Note: If Applicant is not the owner of subject property, the owner's signature is required below)

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Program questions and applications shall be directed to:

Brian Joanis  
Management Analyst  
Village of Roselle  
31 South Prospect  
Roselle, IL 60172  
(630) 671-2819  
[bjois@roselle.il.us](mailto:bjois@roselle.il.us)

**VILLAGE OF ROSELLE**  
**FAÇADE/EXTERIOR IMPROVEMENT GRANT AGREEMENT FOR**  
**PROPERTY LOCATED AT \_\_\_\_\_**  
**(commonly known as \_\_\_\_\_)**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, between the Village of Roselle (hereinafter referred to as the "VILLAGE") and \_\_\_\_\_ (hereinafter referred to as the "OWNER/LESSEE"):

WITNESSETH

**WHEREAS**, a Site Appearance – Exterior Improvement Grant Program (PROGRAM) has been established for properties located within the following Tax Increment Finance Districts: Roselle-Nerge TIF; Irving-Central TIF; and East Irving Park Road TIF; and

**WHEREAS**, PROGRAM is administered by VILLAGE and funded by revenues derived from incremental property taxes generated within the tax increment finance districts; and

**WHEREAS**, the purpose of the PROGRAM is to provide financial incentives to encourage business and property owners to undertake site and exterior improvements to property to foster a more attractive and commercially viable business district; and enable implementation of the goals and priorities of the 2016 Village of Roselle Comprehensive Plan, 2018-2021 Strategic Plan, and Redevelopment Plan of each established TIF District; and

**WHEREAS**, the LESSEE/OWNER's property is located within the \_\_\_\_\_ TIF District, and the LESSEE/OWNER desires to participate in the PROGRAM pursuant to the terms and provisions of this Agreement; and

**WHEREAS**, LESSEE/OWNER has submitted a project application seeking to participate in the PROGRAM. The application is attached as **EXHIBIT A**; and

**WHEREAS**, the VILLAGE has reviewed the application and has determined the project is in conformance with the established purposes of the PROGRAM and is eligible for financial assistance; and

**WHEREAS**, pursuant to the PROGRAM, VILLAGE has agreed to participate in sharing the cost of qualifying improvements up to a maximum of fifty percent (50%) of the approved project cost as outlined in **EXHIBIT A**. In no event shall total VILLAGE participation exceed twenty thousand dollars (\$20,000).

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements, OWNER/LESSEE do hereby agree as follows:

**SECTION ONE:** *Cost Sharing.* LESSEE/OWNER has been approved for a reimbursement grant to assist in funding certain business start-up costs related to property located at \_\_\_\_\_. VILLAGE shall share in eligible costs for the LESSEE/OWNER up to fifty percent (50%) of approved project expenses up to a maximum amount of twenty thousand dollars (\$20,000) for construction and architectural/design cost. VILLAGE participation in the project shall occur on a reimbursement basis,

subject to evidence and documentation of expenses and compliance with the grant approval.

**SECTION TWO:** *Eligible Project Costs.* The improvement costs eligible for VILLAGE participation include all labor, materials, equipment, permit fees and other contract items necessary for the proper execution and completion of the work as outlined in *EXHIBIT A (the “Work”)*.

**SECTION THREE:** *Contractor Selection.* The LESSEE/OWNER may choose any licensed contractor to undertake the work, however, VILLAGE cost sharing will be based upon the least expensive quote.

**SECTION FOUR:** *Project Approval.* When applicable, building permits shall be required for improvements. Grant reimbursement shall only apply to Work that is undertaken after the approval of this Agreement.

**SECTION FIVE:** *Project Timeline.* LESSEE/OWNER shall commence Work within sixty (60) days of approval of this Agreement. All Work shall be completed within one hundred eighty (180) days from the commencement of the work unless and extension is granted on writing by the Village Administrator.

**SECTION SIX:** *Review of Project.* VILLAGE shall periodically review the progress of the Work pursuant to this Agreement, including required building inspections. All Work shall be in conformance with adopted codes and ordinances of VILLAGE as well as the Work approved by the Village as qualified from grant reimbursement. Any deficiencies shall be remedied by the LESSEE/OWNER to comply with the approved application drawings, specifications, or terms of this Agreement. Non grant complaint work shall not be eligible for reimbursement.

**SECTION SEVEN:** *Project Completion.* The project shall be deemed to be completed upon final VILLAGE inspection and issuance of a certificate of occupancy or other certification of completion.

**SECTION EIGHT:** *Failure to Complete.* If the OWNER/LESSEE or their contractor fail to complete the Work provided for herein or is not in conformity with the application, plans, specifications and all terms of this Agreement, the Agreement shall terminate and the financial obligation on the part of the VILLAGE shall cease and become null and void.

**SECTION NINE:** *Documentation & Reimbursement.* Upon Project completion, OWNER/LESSEE shall submit to VILLAGE documentation of all expenses to be considered for grant reimbursement in accordance with the terms of this Agreement. Documentation shall include evidence of payment by OWNER/LESSEE. Such evidence may include cancelled checks, bank drafts, sworn contractor payment receipts, or other valid documentation required by the Village Finance Director and approved by VILLAGE. VILLAGE shall provide reimbursement of expenses within thirty (30) days of approval.

**SECTION TEN:** *Business/Property Ownership Continuity.* This grant is conditioned upon an expectation that the business will continue operations, and ownership of the property will remain static for a period of two (2) years from the date of the Agreement. If said property is sold, or business is closed, shut down, or transferred within the 2-year period, VILLAGE may seek a pro-rated repayment of the grant reimbursement. Any decision to seek pro rata repayment of the grant reimbursement shall be at the sole discretion of VILLAGE.

**SECTION ELEVEN:** *Indemnification.* OWNER/LESSEE agree to defend and hold harmless the VILLAGE from any and all claims which may arise out of construction activities under this Agreement.

**SECTION TWELVE:** *Promotion of Grant Program.* In consideration of grant funding assistance, OWNER/LESSEE agree to participate in the promotion of VILLAGE’s economic development program. Upon request, such participation shall include hosting a “ribbon cutting” event to celebrate the completion

of the project; providing a verbal statement that will serve as a business testimonial of the grant program; and displaying a placard (to be provided by VILLAGE) in a public-facing location for no less than ninety (90) days that will identify the property as the recipient of a VILLAGE grant.

**SECTION THIRTEEN:** *Entire Agreement/Amendments.* This Agreement (including each Exhibit and schedule attached hereto and incorporated herein by reference) constitutes the entire Agreement between the parties hereto, and it supersedes all prior agreements, negotiations, and discussions between the parties relative to the subject matter hereof. This Agreement and the Exhibits attached hereto may not be amended without the prior written consent of the Village and the Redeveloper. However, any requests to modify this Agreement to add a Party Lender shall be approved.

The parties hereto have executed this Agreement and caused their respective seals to be affixed and attested hereto as of the date first written above in this Agreement.

Roselle DuPage and Cook Counties, Illinois, an Illinois Municipal Corporation, By:

VILLAGE

LESSEE/OWNER

\_\_\_\_\_  
President Andrew Maglio

\_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Village Clerk Patricia Burns

\_\_\_\_\_  
Notary Public  
SUBSCRIBED AND SWORN BEFORE ME  
This day of \_\_\_\_\_, 202\_\_.

## TIF Business Survey Results

**2. According to the map below, in which TIF District is your business located? Please select one response.**

	Number of Response(s)	Response Ratio
Roselle - Nerge TIF District	6	7.5%
Irving - Central TIF District	16	20.0%
East Irving Park Road TIF District	22	27.5%
No Responses	36	45.0%
<b>Total</b>	<b>80</b>	<b>100%</b>

**3. For each of the following TIF program goals, please rank the following program goals in order of importance. If you do not see a program goal that should be included, please add it to the list within the "Other" category.**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	Very Important	Somewhat Important	Not Important
Attract new businesses	30 70%	11 26%	2 5%
Encourage redevelopment of existing commercial property to foster new uses	21 49%	15 35%	7 16%
Encourage remodeling, modernization, or expansion of existing commercial buildings	28 65%	10 23%	5 12%
Improve the physical appearance of commercial buildings and property	29 67%	11 26%	3 7%
Improve public utility infrastructure of the overall district (i.e., water, sewer, stormwater,	17 40%	23 53%	3 7%
Improve the public streetscape of the overall district (i.e., sidewalks, street lighting, trees,	27 63%	12 28%	4 9%
Expand or create new public parking	16 37%	14 33%	13 30%
Encourage attraction of new residential	10	17	16

development	23%	40%	37%
Market the business activity within the TIF District	25	12	6
District	58%	28%	14%
9 Comment(s)			

### 3. "Other" Category Comments

#### Answer

I am impressed when clients and friends drive through this district. Main street is nice looking, but the businesses on EIPR look rough. And The overall look of that district is horrible, almost all the buildings need to be renovated. I have talked to some of my neighbours business The parking lot of my building has a two giant potholes. Im not sure if that is repaired by the city or the owners of the building though. Oth We would love to see signage marking the Main Street Station area, along with lighting and/or beautification that will attract more people to We probably definitely have some storm sewer issues in lot but would love a more attractive area overall Most of the strip malls on Nerge desperately need to be updated. the sewer/water drainage problem is causing flooding and water damage Bicycle lanes and bicycle racks in the areas. improve water drainage and flow. our lower lot floods during heave rain, Water flows across the top of our south lot, causing ground saturat 2 years ago at a monday night meeting i asked Pat Watkins if there was any TIF money? His answer was no!! It's interesting that now-ther

### 4. Please describe in the space below any other comments, concerns or suggestions regarding TIF funded programs in your respected district. - Responses

#### Answer

At a minimum, please, please fix the curbs and sidewalks over here. We would love to improve landscaping and building exterior here at Frey Design if we can get some TIF funds to help with some of the costs. Thanks for taking the time to get this survey out. Call me any Additional Parking could be very good for all of us. thank you. Please reach out and offer funds for property owners to improve the appearance of their property. Too often owners do not keep up with maintenance and landscaping. Incentives, competitions etc, may help. I think more parking is important. I think you guys are doing a good job with all of this. Thank you! As I see it, the downside is the TIF districts redirects tax money away from school funding. It should go to school activities and improvement of equity among residents. A Roselle business punchcard program for consumers would be nice instead of just a push for Main Street Roselle Businesses. Some sort of bonus for small business when they move to/ stay in Roselle for a certain amount of years. (5/10/20,etc) Try to encourage more business growth in the downtown area. Not much of a draw there. RESTAURANT FREE STANDING Make civic plaza (i.e. sparkle lot) a more functional and appealing location for concerts, outdoor markets, etc. I have heard of many funding programs that cities give out to help businesses to come into there city and grow. Our property tax went up over 2,000.00 last year because of the TIF, why and it looks like you want to increase it again with no real plan. I am considering tuck pointing a portion of my building to improve it's physical appearance. Please let me know if there is any assistance a none Appearance is very important to attract growth in the area.

# APPENDIX D - WEBSITE REDESIGN PROPOSAL



**CivicPlus**

302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:**

Q-14975-1

**Date:**

2/26/2021 7:49 AM

**Expires On:**

4/30/2021

**Product:**

CivicEngage

**Client:**

Roselle IL - CivicEngage

**Bill To:**

Roselle IL - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jenna Northcutt	x	jenna.northcutt@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Premium Redesign Implementation	Premium Redesign Implementation	One-time	USD 9,285.30
1.00	4yr Redesign Premium Annual	4yr Redesign Premium Annual	Renewable	USD 2,406.48
1.00	Standard Department Header Package	Page specific Site ID, Navigation, Banner, Graphic Links; follows main site layout/colors.		USD 0.00
1.00	Standard Department Header Annual Fee	Standard Department Header Annual Fee- Economic Development	Renewable	USD 637.31
1.00	Standard Department Header Implementation	Standard Department Header Implementation- Economic Development	One-time	USD 2,693.70
4.00	CivicEngage Virtual Content Consulting	CivicEngage Virtual Content Consulting 1/2 day block	One-time	USD 2,700.00
Total Investment - Year 1				USD 17,722.79
Annual Recurring Services - Year 2				USD 3,425.10

Total Days of Quote:340