

Village of Itasca

550 W. Irving Park Rd., Itasca, Illinois 60143-2018

Committee of the Whole Meeting Agenda

March 1, 2016

(Immediately following Village Board Meeting)

(Upstairs Board Room)

President: Jeffery J. Pruyn
Trustees: Jeff Aiani
Marty Hower
Michael J. Latoria
Ellen Leahy
Frank J. Madaras
Lucy Santorsola
Clerk: Melody J. Craven
Administrator: Evan Teich

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1. Call to Order; Roll Call
2. Pledge of Allegiance
3. Audience Participation
4. Presentation of Committee of the Whole Meeting minutes of February 16, 2016

Documents: [20160216 COW MTG MINUTES.PDF](#)

5. President's Comments
6. Community Development Committee
 - a. Discussion and possible action concerning an Economic Development Plan

Documents: [ECONOMIC DEVELOPMENT PLAN PRESENTATION1.PDF](#), [ECONOMIC DEVELOPMENT PLAN - DRAFT 021916 1.PDF](#)

- b. Discussion and possible action on an updated Zoning Map for 2016

Documents: [02.24.16 2016 ZONING MAP UPDATE11.PDF](#)

7. Administration Committee
8. Environment Committee
9. Finance Committee

- a. Discussion and possible action concerning an agreement with Sikich for continued auditing services.

Documents: [MEMO.PDF](#), [SIKICH 2016-2018 FINAL PROPOSAL1.PDF](#)

10. Public Safety Committee

11. Public Works/Infrastructure Committee

- a. Discussion and possible action concerning Illinois Tollway Contract 1-14-4642, Illinois Route 390 from Arlington Heights Road to Lively Boulevard and Request for approval of Cost Participation Letter

Documents: [ORIGINAL_TOLLWAY_REQUEST_LETTER1.PDF](#), [RECOMMENDATION FOR COST PARTICIPATION LETTER APPROVAL CONSIDERATION 030116.PDF](#)

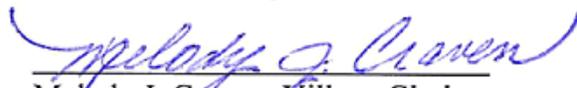
12. Department Head Reports

13. Executive Session

14. Adjournment



Evan Teich, Village Administrator



Melody J. Craven, Village Clerk

VILLAGE OF ITASCA COMMITTEE OF THE WHOLE MEETING MINUTES

February 16, 2016 – Immediately Following Village Board Meeting

- Call to Order:** Mayor Jeff Pruyn called the meeting to order at 7:47PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Mike Latoria, Frank Madaras, Ellen Leahy, Lucy Santorsola; Deputy Village Clerk – Jacob Lawrence.
- Also present: Village Administrator – Evan Teich; Village Attorney – Chuck Hervas; Chief of Police – Robert O’Connor; Community Development Director – Nancy Hill; Director of Public Works – Ross Hitchcock; Finance Director – Julie Ciesla; Village Engineering Consultant – Aaron Fundich; HR/Risk Management Coordinator – Cristina White.
- Absent: Village Clerk – Melody Craven.
- Pledge of Allegiance:** Recited at the preceding Village Board Meeting.
- Audience Participation:** None.
- Minutes:** Mayor Pruyn asked if there were any questions regarding or corrections to the Committee of the Whole Meeting minutes of February 2, 2016 as presented. Hearing none, Trustee Latoria made a motion to approve said minutes; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- President’s Comments:** Mayor Pruyn presented discussion and possible action concerning the creation of an additional Class “B” liquor license for BGC Holdings – Itasca LLC to operate a proposed video gaming café in a tenant space known as 923 W. Irving Park Road located in the Itasca Park Place shopping center at the northeast corner of Route 53 and Irving Park Road. Hearing no objection, Trustee Latoria motioned to recommend approval of creating an additional Class “B” Liquor License for BGC Holdings – Itasca LLC as requested; Trustee Leahy seconded the motion. Motion carried by a unanimous voice vote.
- Community Development Committee:** Trustee Latoria presented discussion and possible action concerning a request to amend a special use, variances for signs and height of accessory structure from Itasca Country Club at 400 E. Orchard Street as recommended by Itasca Plan Commission (PC#16-004). Ms. Leanne Repta addressed the Board on behalf of Itasca Country Club on this issue. Nancy Hill, Community Development Director, reminded the Board that the Plan Commission did recommend denial of the height variation. She further stated that since the Plan Commission
- Trustee Latoria, Chairperson
(Special Use, Variances for Signs and Height of Accessory Structure – 400 E. Orchard Street - Itasca Country Club – PC 16-004)

Meeting, the applicant had addressed the Plan Commission's concerns. There was discussion about the procedures required to overturn a recommendation of denial from the Plan Commission. Mr. Hervas stated separate motions needed to be considered.

(Itasca Country Club – Special Use Request – 400 E. Orchard)

Trustee Latoria made a motion to recommend approval of the special use request from Itasca Country Club associated with PC 16-004; Trustee Madaras seconded. Motion carried by a unanimous voice vote.

(Itasca Country Club – Height Variation Request – 400 E. Orchard)

Trustee Latoria made a motion to recommend approval of the height variation request from Itasca Country Club associated with PC 16-004; Trustee Madaras seconded. Motion carried by a unanimous voice vote.

(Itasca Country Club – Sign Variation Request – 400 E. Orchard)

Trustee Latoria made a motion to recommend approval of the sign variation request from Itasca Country Club associated with PC 16-004, with the conditions listed in the staff report to the Village Board; Trustee Madaras seconded. Motion carried by a unanimous voice vote.

(Special Use, Height Variance, Class I Site Plan, Plat of Dedication – 524 N. Rush Street – St. Peter the Apostle Catholic Church)

Trustee Latoria presented discussion and possible action concerning a request for a special use, height variance, Class I site plan and plat of dedication from St. Peter the Apostle Catholic Church at 524 N. Rush Street as recommended by Itasca Plan Commission (PC #16-006). Petitioner was in the audience and presented to the Board.

The Plan Commission did recommend unanimous approval contingent upon several conditions. Petitioner discussed access road usage. Discussion ensued over conditional item #7 regarding the parking lot's curbs; petitioner asked for consideration to remove the item citing burdensome expenses. Mr. Teich and Mayor Pruyne both expressed that the item must stay as per Village code. Trustee Latoria made a motion to recommend approval for the Special Use, Height Variance, Class I Site Plan, and Plat of Dedication including conditions; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Administration Committee:
Trustee Santorsola, Chairperson

Trustee Santorsola had no report.

Environment Committee:
Trustee Leahy, Chairperson

Trustee Leahy had no report.

Public Safety Committee:
Trustee Madaras, Chairperson

Trustee Madaras had no report.

Finance Committee:
Trustee Hower, Chairperson

Trustee Hower had no report.

Public Works/Infrastructure Committee:

Trustee Aiani, Chairperson
(Recap of Public Works/Infrastructure Committee Meeting – February 16, 2016)

Trustee Aiani presented discussion on a recap of the Public Works/Infrastructure Committee held this date at 5:30 pm. The meeting concerned discussion on the Hamilton Lakes Cost Sharing Agreement, Arlington Heights intersection design, and the Metra reserved parking lot.

Department Heads:

Chief O'Connor reported on the Police Department's involvement with the Chicago Auto Show 2016.

Ms. Nancy Hill, Community Development Director, reported on the Illinois Municipal League's 2016 Legislative Agenda talking points: Automatic appropriation authority for local funds, expansion of home rule eligibility, public safety pension reforms, and public safety employee arbitration reform. Ms. Hill and Ms. Shannon Malik are planning to schedule a joint meeting with the Plan Commission and Village Board, a regular March meeting, to talk about the outcome of the BDI Report. BDI has completed their market study at this point and Ms. Hill will be distributing the study for public review. Trustee Latoria asked Ms. Hill and Mr. Teich to Nancy to schedule another meeting before the meeting to define roles and responsibilities.

Mr. Ross Hitchcock, Public Works Director, had no report.

Mr. Aaron Fundich, Village Engineer, presented a Stanley Consultants presentation concerning the Wastewater Treatment Plant. Mr. Jay Brady of Stanley Consultants presented an update of the Wastewater Treatment Plant. Mr. Brady discussed three central topics: dewatering update (centrifuge piloting), centrifuge procurement, and a schedule. Mr. Brady discussed that alum is a lower cost, viable coagulant for use with the centrifuges. The centrifuge rankings based on cost effectiveness is Andritz, Flottweg then Centrysys. In regards to centrifuge procurement, Mr. Brady explained the steps of how to obtain new centrifuge or centrifuges. The process is as follows: prepare procurement documents, request proposal from vendors, evaluate proposals, recommend award, and then purchase. Mr. Brady outlined the broader schedule. The activities are as follows: Prepare centrifuge procurement package, centrifuge procure, centrifuge award, design scoping, design, and IEPA permitting. The start dates range from February 1 to March 16 2016 and then completion dates range from March 9 2016 to July 1 2016. Discussion ensued over the specific chemicals and whether or not they were inputs or outputs of the centrifuge process.

Ms. Julie Ciesla, Finance Director, reported that she is still compiling and finalizing budget numbers. The target date is for an April completion. Ms. Ciesla would like two budget meetings in March preferably to complete some tasks.

Mr. Evan Teich, Village Administrator, reported that Trustee Hower and he attended the ONCC "Fly Quiet" ad hoc

committee. Trustee Hower explained that they did make some recommendations and planned to bring decision to the main ONCC meeting in March.

Village Clerk Melody Craven was absent; Deputy Clerk Jacob Lawrence had no report.

Village Attorney Chuck Hervas had no report.

Adjournment:

Trustee Aiani made a motion to adjourn the Committee of the Whole Meeting at 9:09PM; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Minutes by: Jacob Lawrence, Deputy Village Clerk

Economic Development Plan

Community Development Department
Village of Itasca
March 1, 2016

Economic Development Plan

Challenges and Opportunities

- Location
- Transportation
- Available land
- Economic trends
- Governance
- Incentives
- Village's brand

Economic Development Plan

Guiding Plans and Documents

Downtown Strategic Plan

- Establish Downtown residential base
- Place complementary activities close to each other
- Access and visibility of Downtown is critical
- Target a specific tenant base
- Public-private partnerships

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Economic Development Plan

Guiding Plans and Documents

Comprehensive Plan

- Use Comprehensive Plan daily
- Review and update development controls
- Update CIP
- Prepare action implementation agenda
- Update Comprehensive Plan on a regular basis
- Enhance public communication
- Promote cooperation
- Explore possible funding sources

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Economic Development Plan

Guiding Plans and Documents

Elgin O'Hare Goals

- Real representation
- Direct access to Hamilton Lakes
- Access at Prospect Avenue
- Light rail
- Enhancing the existing economic corridor
- Access at Rohlwing Road
- Quality of life/environmental

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Economic Development Plan

Accomplishments

- Comprehensive Plan
- 1st Economic Incentive Agreement with Henricksen
- Economic Incentive Policy
- Intern
- Website and social media presence
- Itasca newsletter
- Marketing materials
- Tradeshow
- Relationship building

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Economic Development Plan

Current and Ongoing Activities

- Comprehensive Plan priorities
- Subdivision Regulations update
- Market study for NW corner of Rohlwing & Irving Park Roads
- Itasca Chamber of Commerce & GOA Board
- Intern
- Tradeshow planning

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Economic Development Plan

Goals and Future Action Steps

Goal 1: Implement Recommendations of Comprehensive Plan and Other Documents

- Develop priorities for its implementation
- Update Economic Development Plan to reflect priorities
- Be flexible to address changing conditions
- Utilize Market Study and its priorities

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Economic Development Plan

Goals and Future Action Steps

Goal 2: Build a community brand that communicates a positive image that attracts residents, visitors, and businesses

- Work with a consultant to initiate a branding process and implement it
- Make the brand the platform for the Village's marketing and social media efforts

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Economic Development Plan

Goals and Future Action Steps

Goal 3: Promote economic development and business growth in the Village

- Develop professional marketing materials
- Continue to participate in tradeshow
- Keep businesses informed
- Provide clear and consistent rules and regulations

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Economic Development Plan

Goals and Future Action Steps

Goal 4: Retain, expand and attract commercial, office and industrial businesses

- Continue to develop relationships with key business representatives that may choose Itasca as their location
- Reinforce the Village's image as supportive to businesses and business growth

Economic Development Plan

Questions and Comments

Village of Itasca Economic Development Plan 2016

Prepared by:
Village of Itasca
Community Development Department
DRAFT: March 2016
Adopted _____

Village of Itasca
Economic Development Plan 2016

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Village of Itasca

Economic Development Plan 2016

Introduction

This document was developed by the Village of Itasca Community Development Department, which is tasked with the following goal, as provided to staff by the Village Administrator: develop an economic development plan which includes business retention and establishes baseline Village economic indicators.

Therefore, the intent of this document is to identify priorities, actions, and programs to enable the Village of Itasca to achieve its broader economic development goals by building on the Village's unique location, access to multiple forms of transportation, and other assets, and by identifying new opportunities. The Village hopes to increase employment, facilitate the robust growth and expansion of businesses, grow the tax base, improve the quality of life of all residents, further improve its downtown, and position Itasca as an attractive place to live and work.

Market Overview

The Village of Itasca has a population of approximately 8,811 persons (2013 estimate) and is located 30 minutes northwest of downtown Chicago in northern DuPage County. The Village comprises about 5 square miles and has a mix of residential, commercial, office, and industrial uses. Itasca has over 20,000 daytime employees working at businesses such as Boler Company; Cannon USA, Inc.; First Midwest Bank; Flexera; Jewel Foods; Knowles Electronics; and Subaru North America.

Itasca's downtown has a small town atmosphere with restaurants, retail, and service businesses. Over 560 daily train commuters board Metra trains at the Itasca train station.

Itasca residents, businesses, and visitors have access to superior transportation options, including 2 major interstates (I-290 and I-355), Metra train service on the Milwaukee District West Line to Downtown Chicago, and Pace Bus service connecting our business parks to the CTA Blue line and other suburban communities. The newly constructed IL Rt. 390 is providing western access to nearby O'Hare International Airport. The Village has also established a network of walking and bike paths around the community.

Hamilton Lakes and Spring Lake are the Village's two largest office parks. Hamilton Lakes is located north of the new Elgin O'Hare Expressway/IL Rt. 390 (Elgin O'Hare), just east of I-290. On the north it is generally bounded by Devon Avenue and on the east by Prospect Avenue. It occupies about 300 acres of land and has 3.5 million square feet of office space, two hotels, and smaller businesses to serve those uses and the community in general, such as restaurants, two bank branches, and a day care facility. There is about 80 acres in Hamilton Lakes available for development. Major employers in Hamilton Lakes include American Express, Arthur J. Gallagher & Co., Flexera, and Houghton Mifflin Harcourt.

Village of Itasca

Economic Development Plan 2016

Spring Lake Executive Campus is comprised of over 85 acres of land between I-290 and IL Rt. 53/Rohlwing Road, south of IL Rt. 19/Irving Park Road. The development is mainly comprised of office, office research and office/warehouse uses. Large employers in Spring Lake are Gift of Hope, LabCorp, National Safety Council, and Office Max.

The Village's largest industrial area is the Central Manufacturing District (CMD), generally bounded by IL Rt. 390 on the north, Irving Park Road on the south, I-290 on the east, and Medinah Road on the west. This industrial park has over 8 million square feet of industrial, flex, and office space. Large employers in CMD include Peacock Engineering Company, Fellowes, Inc., Henricksen Furniture, Nestle, and Walter E. Smith.

Other industrial areas include the Hamilton Commerce Center on the north side of Elgin O'Hare, Expressway/IL Rt. 390 (Elgin O'Hare) west of Rohlwing Road, and the Industrial Drive area, east of Prospect Avenue.

Opportunities and Challenges

The Village has a variety of opportunities and challenges as it relates to economic development. Fully taking advantage of these opportunities, creative thinking, and use of economic development tools available to the Village will help overcome hurdles.

Location

The Village's greatest asset is its location. The economic engine that drives the region is O'Hare International Airport. It is the largest employment center in the Chicago Metropolitan region. The third largest regional employment center is Schaumburg. Itasca is uniquely positioned between these two areas, and is fortunate to benefit from the overlap of both of these centers. With its DuPage County location, the Village has the advantage of offering a lower property tax rate than communities in Cook County. This has benefitted the Village's industrial and office market.

Retail and restaurants, however, have been difficult to attract to Itasca because of our proximity to Schaumburg. Both communities are within a 20-Minute Drive Time zone, which is a market area geography retailers and retail developers use when scoping potential locations. In comparison, Itasca has lower population densities, lower household incomes, and lower traffic volumes than Schaumburg. Today, retailers are reducing their numbers of store fronts and are selecting only the best available locations in their preferred markets. In addition, retailers and restaurants generally want to locate near other successful existing clusters to share customers.

Village of Itasca

Economic Development Plan 2016

Transportation

Itasca has unparalleled access to transportation. Itasca currently has one interstate interchange at Thorndale Avenue and I-290. Thorndale Avenue is being now converted to the Elgin O'Hare. These improvements will have a profound impact on Itasca, and increase development potential along the corridor. The Milwaukee District West line provides access to Union Station in downtown Chicago from the Itasca Metra station located in downtown Itasca. Rush hour express trains from Itasca to Chicago take approximately 40 minutes. Pace suburban bus provides one fixed-route that links Spring Lake and Hamilton Lakes campuses to the Rosemont Transit Center, where I-90 connects with the CTA Blue Line. There is room to provide a public transportation line in the Elgin O'Hare right-of-way when a funding source becomes available for that portion of the project.

Available Land

Unlike many nearby communities, Itasca has several large tracts of land available for new development. Within Hamilton Lakes, approximately 80 acres are available for office, hotel, restaurant, retail, and residential development. The Tollway owns about 10 acres of property fronting on the north side of the Elgin O'Hare between Prospect Avenue and Arlington Heights Road. It is currently being used for construction staging, and the Village would like to have it eventually be made available for development in Itasca.

Other properties in Itasca on the north side of the Elgin O'Hare are a one acre parcel near Prospect Avenue available for possible hotel or office development and an approximately 50 acre tract at the southeast corner of IL Rt. 53/Rohlwing Road and Devon Avenue. CBS currently has a radio tower on this large tract, and it may one day become available for development. Along the south side of the Elgin O'Hare, there are two vacant parcels available for development.

The Itasca Country Club owners have indicated that development may occur on the far western portion of its property. There are several smaller vacant parcels along Irving Park Road, west of Catalpa Avenue that are also available for development.

Trends in the Economy

Illinois is viewed by many organizations as not being a business friendly state. Itasca often finds itself competing not only with other local municipalities and the City of Chicago, but communities in other states and other countries. The Illinois Department of Commerce and Economic Opportunity, the state agency responsible for economic development activities, currently provides little support to DuPage municipalities. Further, state grant and tax credit programs that encouraged companies to relocate or expand in Illinois have been greatly reduced or suspended due to the state's current fiscal condition.

Village of Itasca

Economic Development Plan 2016

Itasca receives much of its revenue from sales tax generated by non-retail stores. The largest sales tax generators are businesses with office and/or industrial facilities in Itasca that use this location as their point of sale. This is trend that is likely to continue, as retail in “bricks and mortar” stores is shrinking.

In Itasca, the industrial marketing is currently strong, with few vacancies and high demand. The office market in the Chicago region is strengthening, but there is still much vacant office space in the immediate area. To counter this, office park owners are looking to ways offer more amenities to meet the growing demands of millennials, such as walking paths, restaurants, green technology, bike sharing programs, and proximity to public transportation. There are opportunities for the Village to work with Hamilton Partners, in particular, to provide some of these amenities in Hamilton Lakes to keep this development vibrant and attract tenants, some of them which generate sales taxes.

Governance

The Village of Itasca is a non-home rule community, which results in a smaller number of resources for economic development as compared to home rule communities. For example, several developers/businesses have asked for assistance through the sharing of hotel/motel taxes generated by their organizations use of Itasca hotels. However, the authority to enter into such an arrangement is only available to home rule communities.

The Community Development Department is also limited by the resources available to it. The Village’s budget for direct economic development activities is about \$100,000 per year. However, in recent years, much of the dollar amount allocated has not been utilized because of a still recovering broader economy. The Village wants to continue to budget for economic development activities at this amount because we want to have the flexibility to afford to create a TIF and/or Business District when the timing is right or when an opportunity presents itself.

Economic Development Incentives

The Village does not have a tradition of providing economic development incentives because it did not have to do so in the past. Location and availability of affordable land was the main driver that encouraged development.

Today, as our industrial, office, and commercial buildings age and become obsolete, it may become necessary to offset the extraordinary expenses of property owners and developers in order to prevent blighting conditions. Many of the remaining undeveloped properties are tougher to develop because of access, traffic, infrastructure, and/or environmental issues. Developers’ investments to address these issues may prevent them from reasonable returns on projects. Some of the tools available to the Village to help offset these extraordinary costs require support of the overlapping taxing bodies. There is a significant amount of education the Village will need to provide to these taxing bodies and residents to foster trust in the use of these tools.

Village of Itasca

Economic Development Plan 2016

Village as a Brand

Itasca does not have a consistent brand that defines and represents the Village's values. The Village has previously discussed updating its logo, but branding is more than a logo. Branding communicates the organization's characteristics, values, and attributes; it clarifies what the organization is and is not. Building a community brand would further the community's image to attract residents, visitors, and businesses by differentiating us from other communities. It raises awareness of our name and values, touts our amenities, and focuses our direction.

Guiding Plans and Documents

There are two primary adopted plans that guide the Village's economic development and land use. Below is a summary of the major plan documents and their relevant recommendations.

Downtown Strategic Action Plan

In 2003, the Village initiated a significant planning effort to set the roadmap for the future of its downtown, the development of a Downtown Strategic Action Plan, prepared by Business Districts, Inc. (BDI) and Teska.

The Downtown Strategic Action Plan outlines a number of recommendations aimed at strengthening the Downtown business environment. Recommendations in the document relate to organization and finance, redevelopment, support and communication, recruitment, and planning. In addition to a complete market analysis, assessment of issues and opportunities, and specific actions related to a number of categories, the fundamental themes of the plan include:

- Establishment of a Downtown residential base to support retail activities
- Placing complementary activities close to one another is mutually beneficial
- Access and visibility of Downtown is critical
- Development should target a specific tenant base
- Success will require public-private partnerships

The recently adopted Comprehensive Plan (see also below) recommends that the Downtown Strategic Action Plan supplement the recommendations of the Comprehensive Plan and redevelopment within Downtown Itasca.

Village of Itasca

Economic Development Plan 2016

Comprehensive Plan

In 2015, the Village of Itasca adopted a new Comprehensive Plan to guide development and reinvestment within Itasca for the next 15 to 20 years. It outlines actions the Village should take to ensure the implementation of recommendations, including:

- Adopt and use the updated Comprehensive Plan on a day-to-day basis
- Review and update the Zoning Ordinance and other development controls
- Review and update the Capital Improvement Plan (CIP) on a regular basis
- Prepare an implementation action agenda which highlights the improvement and development projects and activities to be undertaken during the next several years
- Update the Comprehensive Plan on a regular basis
- Enhance public communication
- Promote cooperation and participation among various agencies, organizations, community groups and individuals
- Explore possible funding sources and implementation techniques

Additionally, the Village has determined that there are certain goals it would like to achieve when negotiating with the Illinois Tollway on the Elgin O'Hare project that have an influence of economic development activities:

- **Real Representation.** The Village of Itasca, Hamilton Partners, and residents partnered together to ensure that the various preliminary plans for the project represented the values of the community.
- **Direct Access to Hamilton Lakes.** Direct access to the Elgin O'Hare is critical to the vitality of Itasca. The existing and planned facilities in the Hamilton Lakes office park and other properties are essential to Itasca. The Village and Hamilton Partners have worked with the Tollway to provide access to Hamilton Lakes via a new street named Hamilton Lakes Drive, which is now complete.
- **Access at Prospect Avenue.** The Village of Itasca does not want to become a "drive-thru" community. Prospect Avenue is a vital corridor and interchange will be constructed at this location. Construction of this interchange will begin later this year.
- **Light Rail.** The Village wishes to see public transit provided in the Elgin O'Hare corridor. While not yet funded by the State, the Tollway has provided enough right-of-way for future public transportation routes and stations. The Village also plans to install bike paths in the corridor as another transportation option.

Village of Itasca

Economic Development Plan 2016

- **Enhancing the Existing Economic Corridor.** Maintaining and improving access to existing developments dependent on Thorndale Avenue traffic will enhance businesses and the Village of Itasca. Access to Hamilton Lakes and other properties is being maintained. The Village is looking for economic development opportunities in the Elgin O'Hare corridor, including on vacant parcels under both public and private ownership.
- **Access at Rohlwing Road.** The Village of Itasca residents, businesses, and industry depend on full-access at Rohlwing Road. The CMD depends on this access for regional connectivity. The Village fought to preserve access to and from Rohlwing Road. The Rohlwing Road bridge over IL Route 390 was constructed in 2014 and 2015, allowing traffic to move more freely on the Elgin O'Hare, reducing traffic congestion in the area.
- **Quality of Life / Environmental.** Impacts on adjacent residential areas must be minimized. Emergency access, landscaping, noise walls, and sight screens are all design aspects that should mitigate anticipated adverse conditions. The Village has been successful in getting the Tollway to provide buffering between existing residential uses and the new tollroad, while balancing the needs of businesses. The Village will also install bike paths in the corridor to connect the Hamilton Lakes area to other existing bike paths, including the nearby Salt Creek Greenway Trail.

Recent Economic Development Accomplishments

In January 2014, Community Development approached the Village Board to discuss actions to take to initiate a more formal economic development program. Since that time, Community Development Department staff has led the Village of Itasca in accomplishing the following:

- Adopting a Comprehensive Plan
- Successfully negotiating and entering into the Village's first economic development incentive policy, retaining Henricksen furniture company, a top 10 sales tax provider in the Village, and redeveloping a previously underperforming property
- Preparing and adopting an Economic Incentive Policy
- Hiring an intern to work on economic development and marketing activities until intern became a permanent, full-time employee in the Administration Department
- Creating a web and social media presence, as "Itasca Means," aimed at Itasca businesses, including
 - Creating new website pages for the Village's economic development services
 - Providing linking to Choose DuPage's listing of available properties, which is sourced from MLS, resulting in more timely and accurate information and reduced staff time
 - Creating Facebook, Linked In, Twitter, and Pinterest pages for business

Village of Itasca Economic Development Plan 2016

- Making and publishing 5 short web videos highlighting Itasca businesses
 1. Barzano's Barber Shop
 2. Church Street Brewing
 3. Daddy O's Diner
 4. Edward Jones
 5. Fox & Turtle Restaurant
- Adding a list of new businesses to the Village newsletter
- Developing and purchasing marketing materials for tradeshow, and Itasca special events, including
 - Itasca Quick Facts booklet
 - Banners for booth
 - Giveaways
- Purchasing equipment, furniture, and supplies for tradeshow booth
- Attending tradeshow and other special events, including
 - Annual GOA Business Expo
 - Annual Retail Live! events
 - Annual ICSC Midwest event
 - Annual ICSC in 2015
- In cooperation with Hamilton Partners, hosting Itasca Chamber of Commerce Business After Hours event to introduce newly appointed Police Chief to the business community
- In conjunction with the Itasca Chamber of Commerce, publishing an electronic newsletter
- Participating in Choose DuPage, DuPage County's economic development organization
- Organizing and participating in meetings with developers and businesses about a variety of development and redevelopment opportunities
- Furthering the Village's relationship with Hamilton Partners, Gullo, Quadrangle, Prologis, and other major commercial property owners in Itasca

Village of Itasca

Economic Development Plan 2016

Current and Ongoing Activities

Community Development staff is currently working on the following:

- Beginning implementation of Comprehensive Plan. Recently, the Village Board formed a Comprehensive Plan Ad Hoc Committee to prioritize the recommendations of the Plan. The outcome of this work will be considered in future versions of the Village's Economic Development Plan
- Updating Subdivision Regulations and Development Standards
- Completing a market study for properties at the northwest corner of Rowling and Irving Park Roads to help determine future uses of the properties
- Serving as President of the Itasca Chamber of Commerce Board of Directors for 2016. In doing so, the Community Development Director is also serving as a member of the Greater O'Hare Regional Business Association (GOA) Board of Directors
- In cooperation with Hamilton Partners, hosting another Itasca Chamber of Commerce Business After Hours event
- Working to hire replacement intern to continue to work on social networking activities that have been suspended due to the lack of staff
- Planning for future trade shows and special events

Goals and Future Action Steps

To achieve the purpose of this Economic Development Plan, the Village has established the following goals and identified future action steps:

Goal 1: Implement Recommendations of the Comprehensive Plan and Other Planning Documents

Build on the Village's land use planning activities for economic development and ensure that future Economic Development Plans for the Village take into consideration the recommendations of the Comprehensive Plan.

- Based on the recommendations of the Comprehensive Plan, develop priorities for its implementation
 - Provide training for the Itasca Plan Commission and Village Board on how to use a Comprehensive Plan
 - Work with the Comprehensive Plan Implementation Ad Hoc Committee to develop recommendations for Village Board consideration and approval

Village of Itasca

Economic Development Plan 2016

- Update this Economic Development Plan to better reflect the priorities of the Comprehensive Plan, once established
- Recognize that economic changes occur over time and between various business sectors; the economic plan must be flexible to address changing conditions and unique market considerations
 - Make amendments to the Comprehensive Plan and Economic Development Plan as necessary
- Upon its completion, work with the Village Board to utilize the market study for properties at the northwest corner of Rowling and Irving Park Roads to help determine future uses of the properties
 - Incorporate the market study's findings into the Comprehensive Plan and its priorities, as the Village Board sees fit

Goal 2: Build a community brand that communicates a positive image that attracts residents, visitors, and businesses

Create a branding effort through logos and taglines for the Village, gateway and downtown signage, and marketing materials.

- Work with a consultant to initiate a branding process and implement it
 - Gather information about who we are from outside and inside perspectives
 - Based on the assessment, align our key features and benefits to target audiences
 - Develop one clear message
 - Implement and manage the brand
- Make the brand the platform for the Village's marketing and social media efforts

Village of Itasca

Economic Development Plan 2016

Goal 3: Promote economic development and business growth in the Village

Continue to promote the Village of Itasca as a business friendly environment.

- Develop professional marketing materials based on the branding effort in Goal 2, in both printed and electronic formats
 - Purchase updated socio-economic data
 - Arrange for professional photography for marketing materials
 - Coordinate with professional marketing consultants
 - Prepare informational flyer on Comprehensive Plan
 - Prepare site-specific marketing pieces on key properties with assistance from other professionals, as needed
- Continue to participate in tradeshows and other events to connect and maintain a Village presence
 - Attend tradeshows such as ICSC and Retail Live!
 - Evaluate opportunities for exhibitor space at tradeshow and other events, participate in such events when appropriate
- Keep businesses informed
 - Continue and expand social networking activities, including Facebook, LinkedIn, and Twitter
 - Keep website up to date with economic development related information
 - In cooperation with the Itasca Chamber of Commerce, continue and expand on an electronic newsletter for businesses
- Provide clear and consistent rules and regulations.
 - Continue to engage other departments in development review, permitting, and licensing processes to look for opportunities to improve and/or streamline
 - Continue to update Subdivision Regulations and Development Standards
 - Continue to update Building Code regulations
 - Update Zoning Ordinance and Sign Regulations
 - Update other municipal codes

Village of Itasca

Economic Development Plan 2016

Goal 4: Retain, expand & attract commercial, office and industrial businesses

Promote awareness of new and existing local businesses to residents and other businesses, and attract new businesses to the community.

- Continue to develop relationships with key business representatives that may choose Itasca as their location
 - Network with Developers, Bankers, Real Estate Brokers/Consultants, Builders and other development professionals
 - Continue to represent the Village of Itasca at trade shows and events
 - Continue to foster relationships with key development partners, such as Hamilton Partners
- Reinforce Itasca's image as supportive to businesses and business growth
 - Utilize branded materials to communicate Itasca's image and values with a unified look and message
 - Welcome new businesses with an introduction letter, communicate our brand and values to them, and seek input on their experience working with the Village
 - Consider incentives for those businesses and/or developments that have a significant impact on Itasca, in accordance with the Village's existing economic incentive policy
 - Provide educational materials on economic development tools, such as TIF and Business Improvement Districts to the Itasca Village Board, overlapping taxing districts, and the general public and business community

Village of Itasca

Economic Development Plan 2016

Conclusion

This Economic Development Plan has identified priorities and action steps to help enable the Village of Itasca to achieve its broader economic development goals. Until the Comprehensive Plan priorities are determined, this Plan will provide guidance to the Community Development Department on day-to-day economic development activities. This Plan can be regularly updated to better reflect the Comprehensive Plan priorities and address changing priorities and market issues. Additionally, staff will use this Plan to make recommendations for budget expenses to implement the goals outlined starting as early as Fiscal Year 2016-2017.



Village of Itasca Community Development Department

550 WEST IRVING PARK RD. ITASCA, IL 60143

PHONE: 630/773-5568 FAX: 630/773-0852

www.itasca.com

MEMORANDUM

TO: President Jeff Pruyn
Village Board of Trustees

RE: 2016 Zoning Map Update

FROM: Shannon Malik, AICP
Planner III

COTW March 1, 2015

DISCUSSION:

CC: Nancy Hill
file

ENCL: Draft Zoning Map Update

BACKGROUND

State Statute requires that Illinois municipalities annually update their Zoning Map no later than March 31st of each year. In order to comply with this law, an updated map has been prepared and is attached for your review. Please note that the review copy measures 11x17 and the insets do not appear in order to retain legibility. A full sized copy is available for review in the Community Development Department and copies will be printed and distributed following adoption.

SUMMARY OF CHANGES TO DATE

A substantial number of changes were made with the 2015 update, leaving very few required modifications necessary for the 2016 official Zoning Map. The first draft of the updated map includes the following changes:

1. The American Academy of Pediatrics has been assigned the address of 345 Park Blvd.
2. Walters St. was identified east of Cherry St.
3. Addresses were added for the Hamilton Lakes Apartments site. The clubhouse, which will be located on the southwest part of the lot, is assigned 1133 Arlington Heights Rd., and the addresses of the three apartment buildings are 1137, 1139, and 1135 moving clockwise from the clubhouse.

-
4. The ROW for Illinois Route 390 has been updated.

OUTSTANDING ITEMS

1. The plat of subdivision for the Piedmont parking lot east of 2 Pierce was recorded at DuPage County in June of last year, but it is not yet updated in the County's GIS system. Staff is working with Robinson Engineering to determine if the geometry showing the new lot line can be temporarily added through other means until the County updates its shapefiles.
2. It should be noted that the plat of subdivision for Hamilton Lakes Apartments has not yet been recorded, but will be done so by the developer any day. The Zoning Map currently reflects two lots for this development and cannot be officially changed until the plat is finalized. The R-3 zoning will be reflected in a forthcoming revised draft available prior to adoption.
3. Hamilton Lakes Drive will be named on a forthcoming revised draft available prior to adoption.

REQUESTED ACTION:

- Discussion of first draft at the March 1, 2015 Village Board meeting
- Adoption of final draft at the March 15, 2015 meeting

VILLAGE OF ITASCA, ILLINOIS OFFICIAL ZONING MAP

ZONING DISTRICTS

- R-1 SINGLE FAMILY RESIDENCE DISTRICT
- R-2 SINGLE FAMILY RESIDENCE DISTRICT
- R-3 GENERAL RESIDENCE DISTRICT
- B-1 LOCAL BUSINESS DISTRICT
- B-2 COMMUNITY BUSINESS DISTRICT
- B-3 SERVICE BUSINESS DISTRICT
- B-4 TRADITIONAL DOWNTOWN NORTH DISTRICT
- B-5 TRADITIONAL DOWNTOWN SOUTH DISTRICT
- B-6 IRVING PARK ROAD DISTRICT
- ROC REGIONAL OFFICE CENTER DISTRICT
- O-R OFFICE RESEARCH DISTRICT
- M LIMITED MANUFACTURING DISTRICT

LEGEND

- ULTIMATE PLANNING AREA LIMITS
- VILLAGE LIMITS
- PARCEL
- HISTORIC DISTRICT
- PRIVATE ROADS



Village of Itasca
550 W. Irving Park Rd.
Itasca, IL 60143

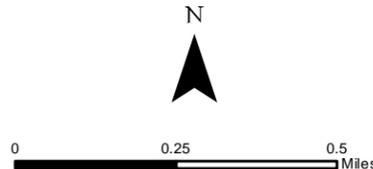
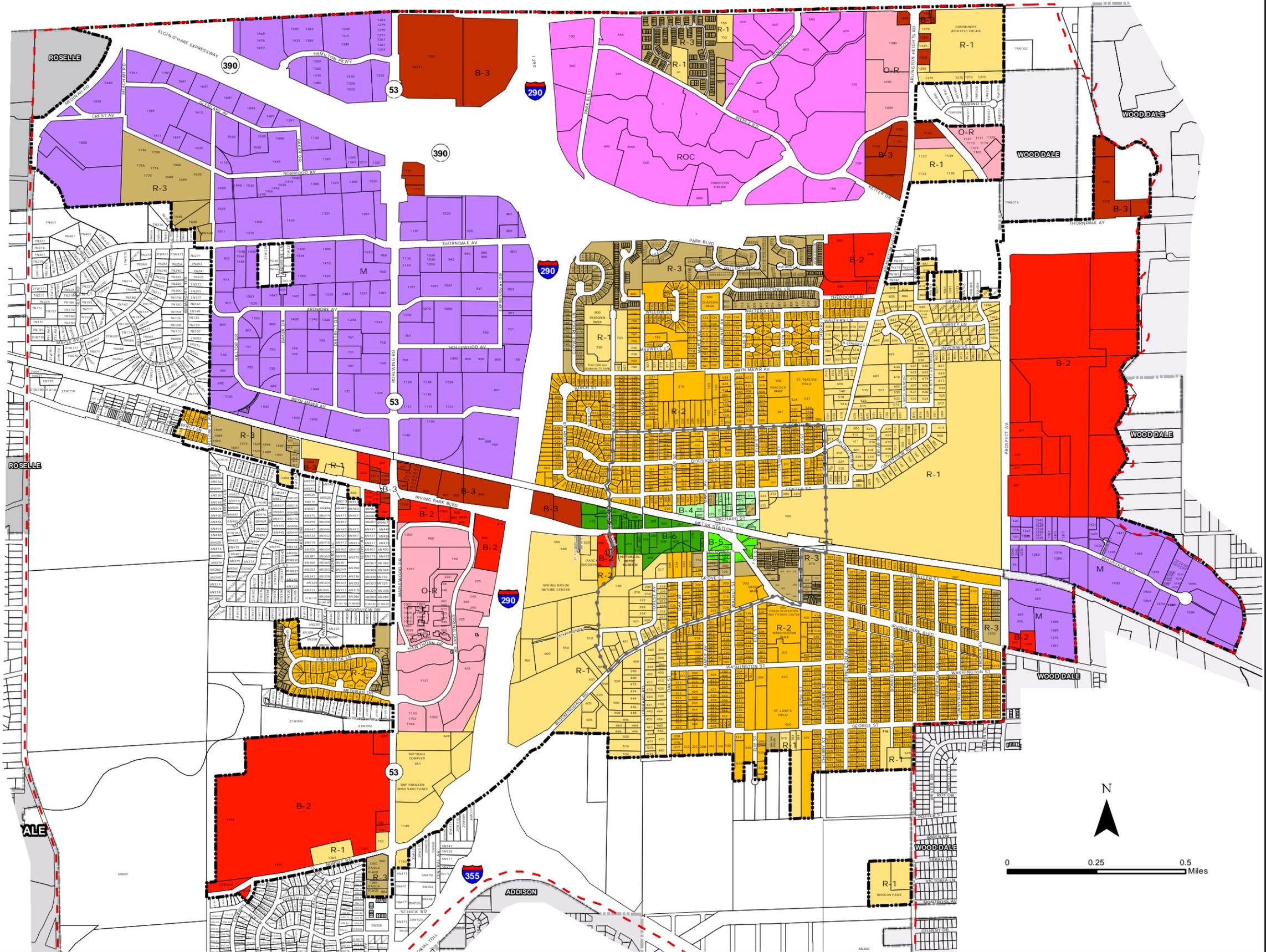
630.773.0835
www.itasca.com

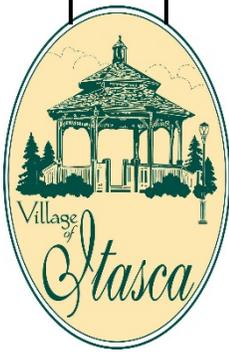
OFFICIAL ZONING MAP OF ITASCA, IL

Approved: President Jeffrey Pruy

Attest: Melody Crown, Village Clerk

ORDINANCE: _____ DATE: March 2016
AMMENDED: _____





Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143
630.773-0835. Fax 630.773.2505 • www.itasca.com

MEMORANDUM

TO: Mayor Pruyn and Village Trustees

FROM: Julie Ciesla, Finance Director

DATE: February 25, 2016

SUBJECT: Audit Contract Renewal

With the commencement of the FY 2015 Audit, the Village is finishing its second four year contract with its auditing firm Sikich, LLP. The Village is currently satisfied with Sikich's professional auditing services and has requested a proposal to extend their services for another three years, for fiscal years ending April 30, 2016, 2017, and 2018. This memo is to outline their proposal and highlight changes to the contract from previous years for additional services to complete an Annual Financial Report.

Across the nation, there are different practices and philosophies in how long to continue with an auditing firm and how often a municipality should rotate firms or partners. Currently, I do not have a firm opinion as to which approach is best for the Village of Itasca. I have worked with Sikich, LLP during my duration at the Village of Hinsdale and was very pleased with their customer service, expertise, professionalism, and ability to perform a quality audit. Due to the timing of starting my position of Finance Director and the complexity of undertaking the full scope of a proper Request for Proposal for professional auditing services, it was determined that at this point in time, the best option for the Village is to renew its current contract with Sikich, LLP. At the completion of this auditing contract, it is currently my intention to undergo a complete RFP for professional auditing services. At that point in time, it would be open for Sikich LLP to submit a proposal unless the Village determines a reason to adopt a policy that requires firm rotation.

PROPOSAL

Sikich LLP is a highly qualified professional firm and would complete the requirements of Financial Auditing Services in compliance with the Governmental Accounting Standards Board and also support the Village with guidance for any revisions or improvements to best protect the financial assets of the Village. The scope of services within the RFP includes the auditor to express an opinion on the fair presentation of its basic financial statements, an opinion on the fair presentation of its combining and individual fund financial statements and schedules, and perform certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board all as mandated by generally accepted auditing standards and principals.

As outlined on page 11 of the Sikich's proposal, you will find the schedule of professional auditing services rendered based on the following not-to-exceed fees.

	Fee 2016	Fee 2017	Fee 2018	Total Fee
Annual Professional Auditing Services	39,031	39,812	40,608	119,451
GASB Statement No. 68 *	1,500	-	-	1,500
Annual Financial Report Preparation **	4,800	3,500	3,570	11,870
Single Audit ***	4,372	4,459	4,549	13,380
Comprehensive Annual Financial Report ****		1,500		1,500
Total Contract Proposed Fee	49,703	49,271	48,727	147,701
Police Pension Report *****	3,839	3,916	3,994	11,749

* This is a one-time fee for the implementation of the required GASB Statement No. 68.

** The Village currently prepares the annual financial report and Sikich formats the report and reproduces. This fee applies if Sikich also prepares this report based on the adjusted trial balances provided by the Village.

*** The single audit report fee would only be applicable if the Village expends more than \$750,000 in federal awards in a fiscal year.

**** Sikich understands that the Village is interested in participating in the GFOA Certificate of Achievement Program and preparing a comprehensive annual financial report. In the first year the Village applies for the Certificate of Achievement, there would be a one-time fee of \$1,500.

***** The Police Pension Report is paid for by the Police Pension Fund.

Included in the proposal and not shown above is the fee for preparing the annual Illinois Comptroller's Report. This is currently being done in house and is not to be included as a component of this contract renewal.

COMPREHENSIVE ANNUAL FINANCIAL REPORT

A Comprehensive Annual Financial Report, commonly referred to as a CAFR, is the highest level of financial reporting for local governments. The Government Finance Officers Association (GFOA) has a Certificate of Achievement Program that is the highest recognition for municipalities that have met or exceeded the standards of the Certificate of Excellence in the Financial Reporting category. Municipalities that participate in its efforts to be more transparent with their financial statements also provide additional benefit to its audience by having higher standards for the Management Discussion and Analysis, an inclusion of a Transmittal Letter, a useful historical statistical section, comparability amongst peers, and communicates to investors in our community that we are professional and have high standards for reporting our financial statements. Additionally, the Village attaining this achievement will look favorably with credit rating agencies and can influence the Village's ability to keep its Standard & Poor's rating of AA+. In Illinois, there were 143 municipalities that participated in this program, amongst 1,997 municipalities nationwide. The Village should strive to attain this achievement as it would be a major accomplishment and a benefit to our investors and residents demonstrating that we are dedicated to the financial health of our Village.

PREVIOUS PRACTICE

Historically, the Village has paid the Village's accounting firm of McBeath, Fates & Ivers, PC (McBeath) to write the Annual Financial Report. These services are not included in the current monthly contract with McBeath and is paid above and beyond the annual contract price. In FY 2016, the Village paid \$11,905.58 for McBeath to prepare and write the FY 2015 Annual Financial Report. In comparison, the annual cost for Sikich to write the AFR is \$4,800 for the first year and a reduction in fees after the first year's

implementation to \$3,500 and \$3,570 in year 2 and 3 respectively. As proposed, the first year the Village will save roughly \$7,105.58 by hiring Sikich to write the report instead of continuing to use McBeath. With these savings, the Village could use a portion of these funds to participate in the GFOA Certificate of Achievement Program and prepare a CAFR. The cost to the Village is \$1,500 for the first year of Sikich's consulting and an additional \$435 to GFOA to participate. If implemented in FYE 2016, this still leaves the Village with an estimated annual savings of \$5,170.58.

RECOMMENDATION

Within the goals of the best and most responsible solution for Professional Auditing Services, it is my recommendation that the proposal of Sikich, LLP be selected for a total three year engagement fee of \$147,701. This fee covers the annual professional auditing services, one-time fee for GASB 68 implementation, annual financial report preparation, one-time consulting fee for preparing a CAFR, and annual Single Auditing fees. Single Audit fees are only required during the year the Village expends more than \$750,000 in federal grant awards in one fiscal year or where else required. Currently, this is not applicable in the foreseeable future which the Village will experience a potential total contract savings of \$13,380. It is also my recommendation for the Village to change from an Annual Financial Report and prepare a Comprehensive Annual Financial Report at the additional one-time fee of \$1,500 and an annual cost to GFOA of about \$435. It would be my goal to have this completed during the FYE 2018 annual audit.

The annual dollar amounts for Professional Auditing Services will be included submitted in the upcoming Fiscal Year 2016-17 budget document in the amount of \$45,331 (not budgeting for the single audit as it will not be needed). Funding will also be included in future fiscal year budget documents.

If you have any further questions, or require additional documentation, please contact me in advance of the meeting.



Service Proposal

Village of Itasca Audit Services

February 5, 2016

Submitted By:

Sikich LLP – Government Services
Brian D. LeFevre, CPA, MBA
Partner

1415 West Diehl Rd., Suite 400
Naperville, IL 60563
630.566.8505

blefevrel@sikich.com

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Transmittal Letter

February 5, 2016

The Honorable President and
Members of the Board of Trustees
500 W Irving Park Road
Itasca, Illinois 60143

Dear Ladies and Gentleman,

Sikich is pleased to be considered for the reappointment as independent auditors for Village of Itasca. We believe that our qualifications, experience and expertise are clearly distinguishable as we have proven in prior years and as indicated in the following proposal. The expertise we possess in the state and local government industry is demonstrated by our clients' successes, our staff's involvement in the industry and our leadership roles in various government associations. Our clients receive the quality and timeliness only available from a firm of our caliber.

We have received the Request for Proposal and are prepared to continue to commit the resources necessary to provide services to Village of Itasca. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of the work to be performed and the timing requirements as specified in the Request for Proposal, and are committed to performing the specified services within that timeframe.

We appreciate the opportunity to present this proposal, which is a firm and irrevocable offer for 60 days, and look forward to the possibility of continuing to serve the Village of Itasca.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Brian D. LeFevre'.

Brian D. LeFevre, CPA, MBA
Partner

A handwritten signature in cursive script, appearing to read 'Frederick G. Lantz'.

Frederick G. Lantz, CPA
Partner-in-Charge, Government Services

Executive Summary

We know what's challenging to Village of Itasca. Here are the strategies and solutions we recommend for you in order to face those challenges head-on and achieve success.

Thank you for considering Sikich. We appreciate the opportunity to propose for the Village of Itasca.

Sikich is one of the country's top 35 Certified Public Accounting firms and a top 10 value-added reseller of technology products, with more than 650 employees across 12 offices. Clients turn to us for their professional service needs due to our deep industry knowledge working with organizations of their size and for the caliber of service and attention we provide—especially when it comes to dedicated, experienced service teams and partner access.

Defining Your Current Challenges

We recognize this is a time of constant change and ever increasing accountability. The task of the Village finance office is no longer to report financial results by long-standing standards that are widely known and commonly understood. The task in today's environment is to keep up with the ever-changing standards from GASB and the Office of Management and Budget (Single Audit Guidance). The task is also to keep up with new reporting and accountability requirements from the state, new automated processing systems, and fringe benefit tax laws. In addition, the implementation of GASB Statement No. 68 involves complex reporting on the financial statements.

Defining Your Best Possible Solutions

These ever-changing standards and accountabilities require adjusting computer systems and internal processes to adapt to the changing standards and then to report in accordance with the new standards. This shift in the environment has caused a shift in the Village thinking about an audit firm. We understand that the Village requires a year-round partner, who will assist the Village in keeping up to date with the standards and provide assistance, when needed, on specialty topics, as well as someone who can audit to the standards. Sikich is on the leading edge of the standards as they are being developed. We also have a strong commitment to current and effective technology as our firm has a solid core of technological abilities supported by a full technology division.

Defining Your Future Success

Additional details around our audit-specific capabilities are included in the next section of this document. These capabilities, in combination with our timely completion and issuance of your reports, will not only fulfill your current needs, but will undoubtedly drive stability for Village of Itasca.

Throughout the following paragraphs, you will find summaries of each section within this proposal. We encourage you to review each section in its entirety to gain a detailed understanding of how we can help you build your bottom line and achieve success.

Why Village of Itasca Should Select Sikich

Clients turn to us because our professionals are uniquely qualified to provide the service and industry expertise necessary to drive their organizational success. Specifically, Sikich offers the access to resources, decades of experience and passion for action necessary to face your challenges head-on with you.

Partner, Supervisory and Staff Qualifications and Experience

A crucial component to Village of Itasca's success is working with a team completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. Your engagement team is made up of senior professionals who will provide the expertise, insights and responsiveness your organization requires.

Specific Audit Approach

Our approach is always holistic, forward-thinking and customized for Village of Itasca's specific needs. We operate in a way that provides full attention to evaluating significant areas, including those that present the greatest risk and where new opportunities for financial and operational improvement may exist.

Scope of Services for Village of Itasca

The scope of our work for Village of Itasca is outlined in the following proposal. We want to invest in what we hope will become a long-lasting relationship with your organization, which is why we commit to delivering the results your governmental entity requires. The timeline of the engagement on which we are proposing is outlined in this section.

We would be honored to call Village of Itasca our client and look forward to working with you.

Technical Proposal

Statement of Independence

Sikich has evaluated its independence from Village of Itasca in accordance with generally accepted auditing standards, the Governmental Auditing Standards, 2011 revision, published by the U.S. Government Accountability Office, and the AICPA Code of Professional Conduct. Based upon our evaluation, Sikich is free of any personal and external impairment with respect to Village of Itasca, and is independent with respect to any non-attest services provided to Village of Itasca, both in fact and in appearance to any knowledgeable third party.

License to Practice in Illinois

Sikich is a licensed Public Accountant Limited Liability Partnership in Illinois (license #066-003284). All of the partners assigned to the engagement are registered and licensed Certified Public Accountants (CPAs) in Illinois. In addition, all of the professional staff assigned to the engagement are full time staff and are either registered Certified Public Accountants or are completing the exam.

Scope of Services for Village of Itasca

We will exceed your expectations by conducting and delivering on a high-quality engagement within your required timeline—all for a reasonable fee.

We are proposing to provide the following services to Village of Itasca:

- › Audit of basic financial statements Village of Itasca for the fiscal year ending April 30, 2016.
- › Reproduction and formatting of twenty (20) hard copies and an electronic copy (.pdf) of the annual financial report (electronic copy of report provided by the Village);
- › Preparation of twenty (20) hard copies and an electronic copy (.pdf) of the management letter for the Village, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- › Preparation of fifteen (15) copies and an electronic copy (.pdf) of the separately issued Itasca Police Pension Fund annual financial report;
- › Preparation of two copies and the electronic filing of the Annual Financial Report (AFR) filed with the County Clerk and State Comptroller;
- › Preparation of fifteen (15) copies of the Single Audit Report, if applicable;
- › Assistance in completing the required application and supporting documents to apply for the Certificate of Achievement for Excellence in Financial Reporting, if applicable;
- › Retain workpapers for five (5) years in accordance with firm standards;
- › Reporting to the Board of Trustees in accordance with Statement on Auditing Standards (SAS) No. 114, *Communications with Those Charged with Governance*; and
- › Exit conference(s) with Village Officials to present the completed audit and related materials.

Identification of Potential Audit Problems

Our firm's approach to resolving any problems that arise during the audit is the same as our overall approach to the audit—professionalism. Professionalism in performing the audit is the cornerstone to our philosophy during all phases of the audit. Any problems encountered during the audit, except for irregularities and illegal acts, will be discussed and documented with the Finance Director. The timing of this discussion will provide Village of Itasca with ample time to rectify any situations that may otherwise result in the issuance of a qualified audit opinion. Irregularities and illegal acts detected or of which we become aware of will be communicated in writing to Finance Director or the appropriate level as defined in our professional standards.

Our firm's philosophy on additional fees and/or billings is based on an understanding between the firm and the client of the scope of the work to be performed. We have proposed a "not-to-exceed fee" for the audit, the scope and timing of which was specified by Village of Itasca. The billings for the audit would not exceed this fee unless Village of Itasca specifically requests that the scope of the engagement be expanded and Village of Itasca and the firm reach a mutual agreement, in writing, as to the expanded scope of the engagement and the fee, if any, for the expanded scope.

Additional Resources and Services

With more than a dozen services, our areas of expertise are oftentimes complementary of one another. How else can we help you meet your government's goals?

Many times, the challenges for which you enlist Sikich's help may be faced more effectively by integrating several of our services. Based on our initial conversations with you, we believe that Village of Itasca could benefit from audit. Take a look at what we offer, and talk to your engagement partner about how these services may complement what you are already seeking.

Dispute Advisory

Disputes of any kind or size can be difficult to handle on your own. For example, what would happen if you began suspecting employee fraud within your organization? A dispute advisory expert can handle every aspect, from insurance claim preparation and being the liaison with law authorities, to creating a fraud prevention program and improving your organization's internal controls.

Executive Search & Staffing

Whether you have an immediate, full-time job vacancy to fill or are faced with an unexpected short-term staffing need, you need access to the best talent in all positions across a range of disciplines and industries. When you work with Sikich's search and staffing team, you can find candidates for high-level positions that fit your personal, professional and cultural qualifications.

Human Resources

Your people are a large part of what makes up your organization. Recruiting, training and retaining employees are vital parts of ensuring your organization continues to provide only the best for your constituency. With services such as recruiting and onboarding, compensation and compliance, employee benefits and more, you can better understand what will keep your employees happy and productive.

Marketing

The effectiveness of your marketing efforts can make or break your organization's success. From eye-catching logos to print and digital collateral, every piece must work for an intended audience. By delivering the right stories and amplifying those messages, you will properly position your organization in the marketplace.

Performance-Based Strategic Planning

In an environment where there is increasing pressure for governments to be more efficient, effective and transparent, strategic planning allows an organization to engage stakeholders, focus on its mission, and logically establish short and long-term goals. Our approach, performance-based strategic planning, guides the organization toward its most productive activities and focuses on an institutionalized process. The strategic planning process is a true transition, where Sikich facilitates governments in:

- › Developing ideals about what they aspire to
- › Transforming ideals into ideas to meet goals
- › Converting ideas into specific, actionable items
- › Constructing performance measures

We ensure the results of strategic planning meet client expectations by filtering goals, objectives and/or strategies with the organization's internal capacity and available resources. The process of performance-based strategic planning has proven to assist governments in fulfilling the ideals of their community and accomplishing goals through measurable, reportable actions.

Process Improvement

Processes truly define organizations, but are often forgotten when seeking root causes to problems or managing more efficient and effective services. Improvements to existing processes—ranging from development review to utility billing—have the potential to decrease cycle time, increase quality and result in higher customer satisfaction. Sikich employs a customer-centric approach to process improvement by involving internal and external customers to understand and make meaningful improvements while continuing to meet their needs.

Public Relations

Achieve a higher media profile, greater mindshare among your constituents and proper positioning in the marketplace with a thoughtful, research-based and integrated approach to public relations. From overall positioning to media relations, conveying the right stories to the right people is critical in an effective public relations program.

Technology: ERP & CRM Solutions

Your organization can better stay on track with the right enterprise resource planning (ERP) or customer relationship management (CRM) solution. Whether you are at the start of your search for a new solution or need a new partner to fix a failed implementation, you will have the freedom to explore a variety of products to identify the technology investment that will best capitalize on your potential.

Technology: IT Services

Staying ahead of, or even simply keeping up with, continually changing and complex technology developments can be challenging. Organizational management software, cloud solutions, strategic information technology and IT consulting can all drive your organization toward increased productivity—if implemented the right way.

Technology: Security and Compliance

Keeping your organization safe from data breaches and other information security concerns is critical, especially given the vast number of organizations that have been compromised in the last couple of years. Understand where the vulnerabilities in your network lie by obtaining independent, unbiased and technically qualified security assessments—from penetration testing to forensic analyses.

Fee Proposal

Proposal Cost Summary

Schedule of professional auditing services rendered based on the following not-to-exceed fees:

	2016	2017	2018
Village	\$ 39,031	\$ 39,812	\$ 40,608
Annual Financial Report Preparation **	4,800	3,500	3,570
GASB Statement No. 68***	1,500	-	-
Comptroller's Report	750	765	780
Single Audit*	4,372	4,459	4,549
Police Pension	3,839	3,916	3,994

* The single audit report fee would only be applicable if the Village expends more than \$750,000 in federal awards in a fiscal year.

** The Village currently prepares the annual financial report and Sikich formats the report and reproduces. This fee applies if Sikich also prepares this report based on the adjusted trial balances provided by the Village.

*** This is a one-time fee for the implementation of GASB Statement No. 68.

We understand that the Village is interested in participating in the GFOA Certificate of Achievement Program and preparing a comprehensive annual financial report. In the first year the Village applies for the Certificate of Achievement, there would be a one-time fee of \$1,500.

FIRM SUBMITTING PROPOSAL

Sikich LLP



Signature of Authorized Representative

Brian D. LeFevre

Name of Authorized Representative

Partner

Title

1415 W Diehl Road, Suite 400, Naperville, IL 60563

February 5, 2016

Date

(630) 566-8505

Phone Number

These fees assume that the Village will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances.

We invoice our clients on a monthly basis as services are provided. Payments for all services are due within 60 days of receipt of an invoice. Invoices not paid within 60 days are assessed a finance charge of 1 percent per month (12 percent annually).

Additional Services

Schedule of Hourly Rates

For any additional services required by the Village, the following are our standard hourly rates through December 31, 2016, subject to change on an annual basis:

Partner	\$	395
Manager		245
Supervisor		215
In-Charge		185
Staff		165

Exhibits

We know you likely have many more questions for us. Take a look at the attached documents for additional information about our firm.

State & Local Government Services

Firm Profile

Peer Review

State and Local Government Services

WHAT CAN SIKICH DO?

- › **Accounting & Reporting Services**
- › **Audit & Compliance Services**
- › **Recruiting, Compensation Studies & Employee Benefit Consulting**
- › **ERP Selection, Implementation & Support**
- › **IT Infrastructure Services**
- › **Security & Compliance**
- › **Local Government Management & Operations Consulting**
- › **Outsourced Management, Finance, HR & Technology Functions**
- › **Police & Fire Pension Plan Accounting & Consulting**
- › **Strategic Planning & Performance Measurement**
- › **Forensic & Fraud Investigation**
- › **Marketing & Public Relations**



Elevate Performance

877.279.1900 | info@sikich.com
www.sikich.com

As a government leader, you know how important it is to find a premier professional services partner that can strategize, plan and implement a variety of ideas that will help you meet the goals of your organization. Budgetary constraints, conflicting demands of multiple constituencies and new regulations make reaching those goals difficult. Experience unparalleled commitment and high-quality, timely services when you partner with the experts at Sikich. For more than 30 years, we have provided:

- › A highly skilled staff and management team entirely dedicated to government services
- › An in-depth understanding of the governmental fiscal, management, operating and regulatory environments
- › Timely and cost-effective service delivery

Our government clients represent a wide range of industry sectors including:

- › State Departments and Agencies
- › Counties
- › Cities
- › Villages
- › Townships
- › Special Districts
- › Pension Plans
- › Park Districts
- › Public Libraries
- › Community Colleges
- › School Districts
- › Water Commissions
- › Water Reclamation Districts

Regardless of which type of government organization you represent, meet your goals and keep your many constituencies happy by seeking professional guidance in functions such as human resources, accounting, marketing, technology and more.

We're involved...

- › American Library Association
- › Central Association of College and University Business Officers
- › Community College Business Officers
- › Friends of Illinois Parks
- › Government Finance Officers Association
- › Government Finance Officers Association of Missouri
- › Government Management Information Sciences Illinois
- › Illinois Association of County Board Members and Commissioners
- › Illinois Association of Fire Protection Districts
- › Illinois Association of Municipal Management Assistants
- › Illinois Association of Park Districts
- › Illinois Association of School Business Officials
- › Illinois City/County Management Association
- › Illinois County Treasurers' Association
- › Illinois Government Finance Officers Association
- › Illinois Library Association
- › Illinois Municipal Treasurers Association
- › Illinois Public Pension Fund Association
- › Illinois Tax Increment Association
- › Indiana Library Federation
- › International City/County Management Association
- › National Association of College and University Business Officers
- › Wisconsin Government Finance Officers Association
- › Wisconsin Municipal Clerks Association

Sikich Snapshot

Organization

Sikich is a dynamic professional services firm specializing in accounting, technology, investment banking and advisory services. Founded in 1982, we are now one of the country's Top 35 largest CPA firms and among the top 1 percent of all enterprise resource planning solution partners in the world.

Industries

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

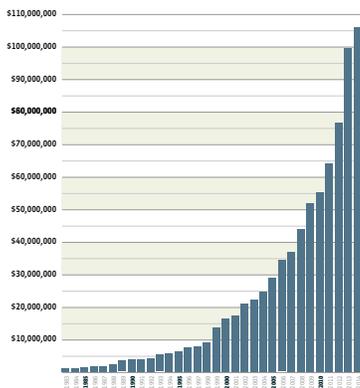
- › Agriculture
- › Construction & Real Estate
- › Government
- › Manufacturing & Distribution
- › Not-for-Profit
- › Oilfield Services

Statistics

2014 Revenues	\$106.5M
Total Partners	88
Total Employees	563
Total Personnel	651

Personnel count as of November 19, 2015

Sikich Total Revenues



Awards

- › *Accounting Today* Top 100 Value Added Reseller: ranked 7th, 2015
- › Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2015
- › *Accounting Today* Top 100 Firms: ranked 34th nationally, 2014
- › *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th, 2014
- › *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 32nd nationally, 2014
- › Microsoft Dynamics Inner Circle and President's Club, 2014
- › *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 12th, 2014
- › Best Places to Work in Indiana, 2014
- › Best Places to Work in Illinois, 2014
- › *Bob Scott's Insights* Value Added Reseller Stars, 2014
- › *Inc. Magazine's* Inc. 500|5000: ranked 4,627th fastest-growing private company nationally, 2013
- › *Crain's Chicago Business* Fast Fifty: ranked 49th, 2013
- › Alfred P. Sloan Award for Excellence in Workplace Effectiveness & Flexibility, 2013
- › *Daily Herald Business Ledger* Book of Lists: ranked 5th, "Accounting Firms;" Chicago Western Suburbs, 2013
- › *Springfield Business Journal* Book of Lists: ranked 1st, "Accounting Firms;" Springfield, Illinois, 2013
- › *Chicago Tribune's* Chicago's Top Workplaces, 2013
- › *Crain's Chicago Business* Top 25 Firms: ranked 11th in Chicagoland, 2013

SERVICES

- › Accounting & Assurance
- › Business Valuation
- › Dispute Advisory
- › ERP & CRM Software
- › Human Resources Consulting
- › Insurance Services
- › Investment Banking & Corporate Finance
- › IT Services
- › Marketing & Public Relations
- › Retirement Planning
- › Supply Chain
- › Tax Planning
- › Wealth Management



877.279.1900 | info@sikich.com
www.sikich.com

Certifications

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2014, Sikich LLP received its 9th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.



Microsoft Partner

Sikich has earned a Microsoft ERP Gold competency; ranked among the top 1 percent of all Microsoft Dynamics partners worldwide; and carries the following certifications:

- ▶ Microsoft Small Business Specialist
- ▶ MCP (Microsoft Certified Professional)
- ▶ MCSE (Microsoft Certified System Engineer)
- ▶ CCNA (Cisco Certified Network Associate)
- ▶ CCDA (Certified Cisco Design Associate)
- ▶ CCEA (Citrix Certified Enterprise Administrator)
- ▶ MRMS (Microsoft Retail Management Systems)
- ▶ CISA (Certified Information Systems Auditor)
- ▶ CNE (Certified Novell Engineer)
- ▶ MS CSM (Microsoft Customer Service Manager)
- ▶ MS CAE (Microsoft Certified Account Executive)
- ▶ MCDBA (Microsoft Certified Database Admin.)



Sikich is proud to be part of the Leading Edge Alliance

The Leading Edge Alliance (LEA) is the second largest international association of independent accounting firms.* The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency, and quality service of a local firm.

**International Accounting Bulletin, 2011*



Sikich is proud to be part of PrimeGlobal

PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.

Securities are offered through Sikich Corporate Finance LLC, a registered broker dealer with the Securities Exchange Commission and a member of FINRA/SIPC. Advisory services offered through Sikich Financial, a Registered Investment Advisor. General securities offered through Triad Advisors, Member FINRA/SIPC. Triad Advisors and Sikich Financial are not affiliated.

LOCATIONS:

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Chicago – Monroe Street

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Chicago – Wacker Drive

(312) 648-6666

Decatur, IL

(217) 423-6000

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(720) 200-0142

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(832) 831-3540

Indianapolis, IN

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Milwaukee, WI

(262) 754-9400

Rockford, IL

(815) 282-6565

Springfield, IL

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St. Louis, MO

(314) 275-7277



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System Review Report

July 17, 2014

To the Partners of
Sikich LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory agencies, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, and an examination of a service organization (Service Organizations Control [SOC] 1 engagement).

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Sikich LLP has received a peer review rating of *pass*.

Heinold Banwart, Ltd



January 29, 2016

Jeff Pruyn
Mayor
Village of Itasca
550 W. Irving Park Road
Itasca, IL 60143-1795

Attention: Evan Teich

Re: Illinois Tollway Contract I-14-4642, Illinois Route 390 from Arlington Heights Road to Lively Boulevard

Dear Mr. Teich,

The Illinois Tollway (Tollway) opened the bids for the above referenced project (Contract I-14-4642) on November 3, 2015 and the contract was awarded on November 19, 2015. The contract includes the Village of Itasca (Village) requested improvements that require cost participation. Enclosed are the final quantities and bid prices for the requested elements for the Village's review and concurrence.

The enhancements include the installation of special form liner signage ("Village of Itasca") on the north and south parapet walls of the Illinois Route 390 bridges over Prospect Avenue. The final as bid costs for the Village's requested improvements included as part of this contract is \$5,000.00 for construction, \$250.00 (5% of construction costs) for preliminary and design engineering, and \$500.00 (10% of construction costs) for construction engineering, for a total cost of \$5,750.00.

The terms of the requested improvements are included in the draft Intergovernmental Agreement (IGA) between the Illinois Tollway, DuPage County, the Wood Dale Park District, the City of Wood Dale, and the Village of Itasca. Construction of the requested improvements is subject to the execution of the IGA and subsequent approval by the Illinois Tollway Board of Directors.

Pending execution of the IGA, the Illinois Tollway respectfully requests that the Village concur with the as bid costs described above, as well as confirming the continued request for the associated items. At the end of this letter is an area the Village can indicate concurrence. Please confirm concurrence by returning an original signed copy of this letter in the enclosed self-addressed envelope.

With construction anticipated to begin in March, we would appreciate receiving your response by February 17, 2016. If you have any questions or need further information, please contact the Illinois Tollway's Senior Project Engineer, Manar Nashif, at (630) 241-6800 ext. 3841 or via email at mnashif@getipass.com. We appreciate your cooperation and look forward to continuing to work with you as we move forward with the project.

Sincerely,



Paul D. Kovacs, P.E.
Chief Engineer

PDK/mon

Enclosure: Final Bid Cost Participation Back-up Documentation

cc: Rocco Zuccherro, Manar Nashif, Kesti Susinskas, Scott Marquardt – HR Green, Brian Connor – CH2M

File: 02.4642.07.03
LT_Tollway_PDK_4642-ItascaCostParticipationTrans_01292016

Concur with Village of Itasca cost participation and requested items for Contract I-14-4642

_____ YES

_____ NO

Name: _____

Signature: _____

Title: _____

Date: _____

Comments:

Elgin O'Hare Western Access
 Final Bid Cost Participation Back-up - Village of Itasca
 Illinois Tollway Contract I-14-4642

VILLAGE OF ITASCA COST RESPONSIBILITIES (4642)

	STANDARD COST						UPGRADE COST										
	Item	Description	Unit	Quantity	Unit Price	Cost	Item	Description	Unit	Quantity	Unit Price	Construction Cost	Unit Cost Differential	Village Construction Cost	Village Design Eng Cont. (5%)	Village Const Eng Cont (10%)	Total Village Cost Participation
Parapet Signage (Prospect Avenue)	n/a	n/a	n/a	n/a	n/a	n/a	J1599021	FORM LINER TEXTURED SURFACE, LOCATION 1	EACH	2	\$ 2,500.00	\$ 5,000.00	n/a	\$ 5,000.00	\$ 250.00	\$ 500.00	\$ 5,750.00
TOTAL ADD'L COST ESTIMATE FOR PARAPET SIGNAGE													\$ 5,000.00	\$ 250.00	\$ 500.00	\$ 5,750.00	
TOTAL VILLAGE OF ITASCA RESPONSIBILITY													\$ 5,000.00	\$ 250.00	\$ 500.00	\$ 5,750.00	



MEMO

To: Village of Itasca Mayor and Village Board

From: Scott Marquardt, Project Manager

Subject: Village/Tollway//DuPage County/City of Wood Dale/Wood Dale Park District
Intergovernmental Agreement (IGA)
Illinois Route 390 from Arlington Heights Road to Lively Boulevard
Recommendation for Execution of Cost Participation Letter

Date: March 1, 2016

Mayor Pruyne and Village Board,

BACKGROUND

As you are well aware, the Tollway has previously provided opportunities for the Village to include various additional work within their construction contracts, for items desired by the Village such as pedestrian improvements and bridge aesthetic enhancements. The enhancements which are the subject of this memo and Tollway letter are associated with the Illinois Route 390 from Arlington Heights Road to Lively Boulevard, also including Prospect Avenue Improvements.

The Village and the Tollway have already entered into several Intergovernmental Agreements (IGA's) and will continue to enter into additional IGA's for the remaining construction contracts, and these IGA's will define the maintenance and cost participation terms between the two parties. Review of the last two IGA's is ongoing, but they are not yet finalized and ready to bring to Village Board for approval.

Earlier today the Tollway was scheduled to issue a Notice to Proceed to the Contractor for the Elgin O'Hare West of Prospect Avenue to East of Lively Boulevard and Prospect Avenue project, with construction scheduled to begin in April 2016. Due to the dollar value of Village-desired enhancements which are included in this project, since the final IGA is not yet approved the Tollway has therefore requested written Village approval of the attached letter which describes the enhancements and their associated expenses.

HISTORY

At previous Village meetings, the Village board has expressed their desire to include various enhancements within the Tollway contracts. In the case of this project, pedestrian improvements are not being included in this contract, as additional sidewalk and bikepaths will be completed as part of a future Village/ITEP contract, so the only enhancement which is being included is naming inserts (VILLAGE OF ITASCA) on the bridges over Prospect Avenue.

The attached Tollway letter states that the final estimated expenses to the City for these improvements will be \$5,750.00, and are based upon actual contract bid prices.

REQUESTED ACTION

The Tollway is requesting that the Village approve the attached letter stating their concurrence with the bid costs associated with these desired enhancements and also confirming the Village's continued desire to include the requested enhancements.

FUNDING

The land acquisition credits for previously conveyed property have been fully committed to offset enhancement expenses on prior approved contracts and IGA's. The Village will therefore need to appropriate funding in the FY 16/17 budget and in a future year budget to cover the expenses associated with these enhancements.

SUMMARY AND RECOMMENDATION

- **The costs described in the attached letter are based upon actual bid prices for the enhancement work requested by the Village and which has been included by the Tollway in the Illinois Route 390 from Arlington Heights Road to Lively Boulevard project plans.**
- **I recommend that the Village Board consider providing direction to the Mayor to sign the attached cost participation letter, which the Illinois Tollway has requested in the interim until the IGA can be finalized.**

I will be in attendance at the March 1, 2016 Committee of the Whole meeting and will be available to answer questions.