

NOTICE OF STANDING COMMITTEES

Scheduled for
Tuesday, February 27, 2018,
beginning at 6:30 p.m. in

Council Chambers
Village Hall of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, Illinois

Finance Committee
Economic Development & Marketing Committee
Administration & Legal Committee

A copy of the agendas for these meetings is attached hereto.

Kristin A. Thirion
Clerk
Village of Tinley Park

**NOTICE OF REGULAR MEETING OF THE
ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE**

Notice is hereby given that a regular meeting of the Economic Development and Marketing Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, February 27, 2018, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE REGULAR ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON JANUARY 23, 2018.
3. DISCUSS COOK COUNTY CLASS 7 BOUNDARIES.
4. DISCUSS INTEGRATION OF THE MAINSTREET COMMISSION INTO THE ECONOMIC COMMERCIAL COMMISSION.
5. REVIEW CONTRACT WITH THE TINLEY PARK CONVENTION CENTER FOR DISCOVER TINLEY EVENT.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Economic Development and Marketing Committee
January 23, 2018 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: C. Berg, Chairman
M. Mangin, Village Trustee
M. Pannitto, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
P. Hoban, Economic Development Manager
D. Framke, Marketing Director
P. Connelly, Village Attorney
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Economic Development and Marketing Committee Meeting was called to order at 6:37 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON JANUARY 9, 2018 – Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to approve the minutes of the Special Economic Development and Marketing Committee held on January 9, 2018. Vote by voice call. Chairman Berg declared the motion carried.

Item #3 – RECEIVE UPDATE ON EDGE TAX CREDIT PROGRAM - P. Hoban, Economic Development Manager presented an update on the Economic Development for a Growing Economy Tax Credit (EDGE) program. The EDGE program provides an incentive to businesses to support job creation, capital investment and improve the standard of living for all Illinois residents. The EDGE program was signed into law on September and expires June 30, 2022. The Illinois Department of Commerce and Economic Opportunity (DCEO) submitted revised rules to the Joint Committee on Administrative Rules (JCAR). New applications will be accepted immediately. Mr. Hoban stated the revisions now apply to all qualified companies receiving tax credits regarding employees' wages as well as creating 5% of worldwide employment. Interested Tinley Park investors are encouraged to contact DCEO regarding the application process and qualification requirements. Chairman Berg asked the Committee if there were any questions and/or concerns. No one came forward.

Item #4 – DISCUSS CLASS 8 RENEWAL FOR 7101 183rd STREET - The applicant, BCL Tinley Park LLC plans to retain multiple Tinley Park retailers as well as attract future tenants located at 7107 183rd Street. The property, including both PINs, contains six (6) units and consists of an approximately 12,040 square foot strip retail center located on an approximate

66,207 square foot site. Three of the units currently are leased and occupied, two are leased and will be occupied as soon as possible and the last unit will be leased and occupied as soon as possible. The applicant hopes to continue to successfully operate the property, however, believes a Class 8 Incentive renewal on PIN 31-06-100-028-0000 is needed. The Economic Development and Marketing Committee received information relating to the Class B incentive renewal, including benefits of a renewal and the Village of Tinley Park's incentive policy. Staff recommends approval to the Village Board at the February 6, 2018 meeting.

Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to recommend a Class 8 renewal for 7101 183rd Street be brought forward for future Village Board approval. Vote by voice. Chairman Berg declared the motion carried.

Item #5 – DISCUSS BANGING GAVEL INCENTIVE AGREEMENT - Banging Gavel is planning a purchase and remodel of the Vogt Building into a brew house and restaurant, which will cost \$4,157,350.00. The original request made by Banging Gavel was \$850,000 in assistance; \$600,000 of the request included a \$450,000 Historic Preservation grant plus an estimated \$150,000 for public land purchase. Both requests would be paid from TIF funds and according to Treasurer, Brad Bettenhausen there are sufficient TIF funds available to cover the grant portion of this project. The remaining \$250,000 would come in the form of a sales tax rebate providing an operating incentive over the first ten (10) years, which is based on the 1% State of Illinois Sales Tax collected by the Village, estimated at \$20,000 to \$30,000 per year. The incentive includes historic preservation and public land acquisition, as well as an operating incentive.

However, the prospective lender of the project expressed concerns due to the risk of renovating a historical property and actual costs could vary substantially from anticipated costs. Therefore, access to the TIF funds during the construction phase of the project would be critical in assisting with financing of this project. Two of the three Banging Gavel co-founders, James Richert and Walter Ornelas addressed the Economic Development and Marketing Committee's questions and concerns regarding this project.

Banging Gavel has amended the request of a change in the timing of their payments. The original agreement included a \$450,000 Historic Preservation grant to be paid when the occupancy permit was issued. Banging Gavel is requesting an amendment of the development agreement to pay up to \$300,000 of the Historic Preservation grant before the occupancy permit is used and the additional \$150,000 when the occupancy permit is issued.

Staff recommends amending the payment schedule of the \$450,000 Historical Grant to \$150,000 upon completion of 50% or more for the project, \$150,000 up on 75% of project completion and the remaining \$150,000 upon issuance of occupancy permit.

After discussion, the consensus of the Economic Development and Marketing Committee was a need for further communication with the prospective lender regarding purchase and renovation of the Vogt Building by Banging Gavel in order for a recommendation to be brought forward for future Village Board approval.

Item #6 – DISCUSS WAYFINDING REQUEST FOR PROPOSALS - The Village received six (6) responses to a Request for Qualifications (RFQ) seeking a firm to assist in creating a new Roadway and Pedestrian Wayfinding System and four (4) firms were then shortlisted. A staff committee interviewed these firms on December 18 and 19, 2017. Each firm was evaluated for their design quality, complete capabilities, references and current workload/ability to meet

established deadlines. Upon completion of the interviews, the staff committee shared feedback in relation to the RFQ parameters, in addition to each firm's strength of design capabilities, attention to detail, proposed costs and location.

The consensus of the staff committee is to recommend the Village contract with KMA Design to design and develop a Roadway and Pedestrian Wayfinding System for the Village of Tinley Park. Upon acceptance of this recommendation by the Economic Development and Marketing Committee and contract approval by the Village Board, the project will begin in mid-February and anticipates completion in six (6) months at a cost not to exceed \$61,985.00. The FY18 Budget has \$100,000 appropriated for this project.

Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to recommend a contract to KMA Design to design and develop a Roadway and Pedestrian Wayfinding System for the Village of Tinley Park be brought forward to the Village Board for future Board approval. Vote by voice. Chairman Berg declared the motion carried.

Item #7 – DISCUSS LAUNCH OF NEW VILLAGE WEBSITE - Ms. Framke presented an update of the website design, which includes on the home page of the Village website branding and new colors. Of note; there will be a tab titled "How Do I?" This was designed for citizens to be able to find information easily. A special emphasis will relate to music on the home page as well as Village news, a calendar for upcoming events, and special interest articles. The interior pages will act as virtual departments where information relating to that department can be easily located. The Life Amplified page will also include information specifically related to music within Tinley Park. In addition, various forms will be available to citizens on the new website as well. A soft launch of the new Village website is anticipated the first week of February. Chairman Berg asked the Committee if there were any questions and/or concerns. No one came forward.

Item #8 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Mangin, seconded by Trustee Pannitto, to adjourn this meeting of the Economic Development and Marketing Committee. Vote by voice call. Chairman Berg declared the motion carried and adjourned the meeting at 7:16 p.m.

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Interoffice Memo

To: Economic Development and Marketing Committee

From: Patrick Hoban, Economic Development Manager

Date: February 27, 2018

Subject: Class 7 Designation Areas

The Class 7a & 7b incentives of the Cook County Real Property Assessment Classification Ordinance are intended to encourage investment in areas determined to be “in need of commercial development”. The Class 7a incentive is for investment projects under \$2,000,000 and the Class 7b is for investment projects over \$2,000,000.

Projects which qualify for the Class 7a or 7b incentive will receive a reduced assessment level of ten percent (10%) of fair market value for the first ten years, fifteen percent (15%) for the eleventh year and twenty percent (20%) for the twelfth year. Without this incentive, commercial property would normally be assessed at twenty-five percent (25%) of its market value.

To qualify a site must meet five (5) eligibility factors:

1. Designation of Area by federal, state or local agency.
2. Real Estate Tax Analysis shows decline, stagnation or not fully realized in past 6 years.
3. Viability and Timeliness shows project is viable and likely to be completed.
4. Assistance and Necessity shows project would not go forward without incentive.
5. Increased Tax Revenue and Employment shows an increase in real property tax revenue and employment.

Currently Bremen Township, Rich Township and the Duvan Drive Industrial Park are special designated areas. Attached are two areas in Tinley Park recommended by the Economic Commercial Commission for special designation areas.

159th and Harlem: This area is suffering from multiple vacancies including Kmart, former Aldi, former Applebee's, former Country Buffet and a large portion of the Brixmor Shopping Center. With major retailers continuing to declare bankruptcy and property taxes 60% higher than Tinley Park's Will County retail areas, incentives are needed to encourage redevelopment.

183rd and LaGrange: This area is suffering from close proximity to Will County. The Village has had multiple prospects interested in the area until the developers realize the property taxes are 60% higher in Cook County than the land adjacent to Will County.

Below is the proposed tentative timetable to designate commercial areas for Class 7a & 7b special assessments.

Jan 9, 2018 – Economic Development and Marketing Committee approval to pursue process for Class 7a & 7b designations.

Jan 17, 2018 – Economic Commercial Commission recommendation for designated areas.

Feb 27, 2018 – Economic Development and Marketing Committee approval of designated areas.

Mar 6, 2018 – Village Board approval of designated areas.

Attached are Cook County's Class 7 special assessment requirement eligibility bulletins.







CLASS 7A

ELIGIBILITY BULLETIN

The Class 7a Incentive and Its Benefits

The Class 7a incentive of the Cook County Real Property Assessment Classification Ordinance ("Ordinance") is intended to encourage, in areas determined to be "in need of commercial development", commercial projects with total development costs, exclusive of land, that do not exceed \$2 million and would not be economically feasible without the incentive. The twelve-year incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated; the reutilization of vacant structures abandoned for at least twenty-four (24) months, (unless otherwise stipulated for a shorter period of time by the municipality in which the real estate is located, with approval from the County Board, or stipulated by the County Board, if located in an unincorporated area) including the land upon which they are situated; or all buildings and other structures which are substantially rehabilitated to the extent such rehabilitation has added to their value, including qualified land related to the rehabilitation.

Projects which qualify for the Class 7a incentive will receive a reduced assessment level of ten percent (10%) of fair market value for the first ten years, fifteen percent (15%) for the eleventh year and twenty percent (20%) for the twelfth year. Without this incentive, commercial property would normally be assessed at twenty-five percent (25%) of its market value.

The Class 7a incentive is available to "real estate used primarily for commercial purposes", which is defined in the Ordinance as:

"Any real estate used primarily for buying and selling of goods and services, or for otherwise providing goods and services, including any real estate used for hotel and motel purposes." [74-62]

Where projects qualify for the incentive as new construction or reoccupied abandoned property, the incentive will apply to them in their entirety, including the land upon which they are located. For projects involving substantial rehabilitation of existing structures, the incentive applies to the added value which is attributable to the rehabilitation and to the land, if vertical or horizontal square footage has been added, in such proportion as the square footage added by the rehabilitation bears to the total square footage of the improvements on the parcel. ***(Please note that the additional value attributable to the rehabilitation for assessment purposes is likely to be lower than the actual amount spent on the rehabilitation.)*** The reduced assessment continues for twelve years from the date that the new construction or substantial rehabilitation is completed and initially assessed or, in the case of abandoned property, from the date of substantial reoccupation.

Under the Ordinance, "abandoned property" qualifies if it consists of:

"Buildings and other structures that, after having been vacant and unused for at least 24 continuous months, and purchased for value by a purchaser in whom the seller has no direct financial interest." An exception to this definition shall be, "if the municipality or the Board of Commissioners, as the case may be, finds that special circumstances justify finding that the property is 'abandoned' for the purposes of Class 7a. The finding of abandonment, along with the specification of the special circumstances, shall be included in the resolution or ordinance supporting and consenting to the incentive application. Notwithstanding the foregoing, special circumstances may not be determined to justify finding that a property is deemed "abandoned" where:

- A. There has been a purchase for value and the buildings and other structures have not been vacant and unused prior to such purchase; or
- B. There has been no purchase for value and the buildings and other structures have been vacant and unused for less than 24 continuous months.

If the ordinance or resolution containing a finding of "special circumstances" is that of a municipality, the approval of the County Board of Commissioners is required to validate such a finding that the property is deemed "abandoned" for purposes of the incentive, and a resolution to that effect shall be included with the eligibility application.

Abandonment for twenty-four consecutive months may be evidenced by utility bills, Internal Revenue Service statements, certified business statements, and records of building code violations. Purchase for value may be evidenced by a sale contract, recorded deed, assignment of beneficial interest and real estate transfer declaration. Proof of re-occupancy may be evidenced by sworn statements from persons with knowledge, occupancy permits and utility statements.

Eligibility Requirements

The essential part of a Class 7a Application is documentation satisfying the five eligibility requirements of Section 74-65(a) of the Ordinance. All five factors must be present if the project is to qualify. The absence of any one factor, notwithstanding the substantial presence of the other four factors, will defeat the Application. Documentation requirements are, however, flexible enough to accommodate the specific conditions and size of the projects. Because Class 7a is targeted for smaller projects in areas in need of substantial revitalization, the Assessor, in compliance with the direction of the Ordinance to liberally construe the requirements of factors (1) through (5), will generally require less extensive documentation than required for larger projects.

The five (5) eligibility factors of Section 74-65(a) of the Ordinance are as follows:

1. Designation of Area:

"The area is or has been within the last 10 years designated by federal, state or local agency as a conservation, blighted or renewal area or an area encompassing a rehabilitation or redevelopment plan or project adopted under the Illinois Urban Renewal Consolidation Act of 1961, as amended, or the Commercial Renewal Redevelopment Areas Act of 1967, as amended, or that the area be located in a federal Empowerment Zone or Enterprise Community, as proposed and approved by the Cook County Board of Commissioners on June 22, 1994 or the Chicago City Council on May 18, 1994, or the Commercial District Development Commission Ordinance of the City of Chicago or designation(s) of like effect adopted under any similar statute or ordinance." [74-65(a)(1)]

To be eligible, the project must be located within an area designated within the last 10 years as one in need of commercial development by a federal, state or local governing body or agency. A certified copy of the action designating the area must accompany the Application. Copies of any area studies done by the designating governmental entity should be included, to support the overall requirements of this section of the Ordinance.

2. Real Estate Tax Analysis:

"Real estate taxes within said area, during the last six years, have declined, remained stagnant or potential real estate taxes are not being fully realized due to the depressed condition of the area." [74-65(a)(2)]

Section 74-65(a)(2) requires the applicant to demonstrate a causal link between the depressed condition of the area and its real estate tax history. Principally, there must be a showing that real estate taxes have declined, stagnated or have not been fully realized during the last six years. Demonstration that depressed conditions are the cause of declining, stagnating or unrealized tax revenue should include data on such factors as adverse market conditions; structural and functional obsolescence; the extent and duration of vacancies; the absence or near absence of new business formations; and, a pattern of tax sales, delinquencies or forfeitures in the area. If real estate taxes have not stagnated or declined, the applicant may establish that tax collections have not been fully realized as a result of depressed conditions in the project area. In all cases, data supplied should be on a parcel-by-parcel basis and include an analysis of assessments, taxes billed and taxes collected for a period of at least six years. A showing should be made that going forward with the project will improve the economic condition of the area and result in increased real estate tax collections.

If the area designation in factor (1) above is of a size that is either inadequate or too large to be a useful representation for analysis of real estate taxes, the applicant should contact the Assessor for guidance in creating a more representational boundary area for this factor.

3. Viability and Timeliness:

"There is a reasonable expectation that the development, re-development or rehabilitation of the commercial development project is viable and likely to go forward on a reasonably timely basis if granted Class 7a designation and will therefore result in the economic enhancement of the area." [74-65(a)(3)]

Progress on the proposed development well beyond an abstract or general plan is expected of the applicant by the time of submission of the Application to the Assessor. Therefore, submitted evidence of economic viability and timely completion of the project should be relevant and specific in addressing the following points:

- A. *Development Plan*: A specific development plan must be submitted including, but not limited to: architectural exhibits and building plans; site plans demonstrating the relationship of the proposed development to its private and public surroundings including open spaces, service areas, driveways, parking areas, walks and adjacent streets, sidewalks and buildings; a description of structures to be demolished and of buildings to be rehabilitated or reoccupied; a description of the facilities and amenities to be provided by the applicant with cost estimates; a description and the cost of public works planned for the area in conjunction with the development, such as infrastructure improvements; a description of all incentives or subsidies which will be offered to the developer by public agencies with an analysis of the benefits to the developer and costs to the public; a copy of any pre-development agreements or contracts affecting the project; and, disclosure of any environmental reports or studies relating to the development and its direct surroundings.
- B. *Economic Feasibility*: The Application must include pro forma financial statements which clearly demonstrate that the proposed development is economically viable and able to sustain itself beyond the incentive period. The pro forma statements should compare results, including return on investment, with and without the incentive, to help satisfy the requirement of this section of the Ordinance as well as the "assistance and necessity" requirement of Section 4(A)(4). The statements must not be different from those submitted to financial institutions in support of private, financial backing and should include a detailed analysis of project costs. Copies of any private or public feasibility studies of the project area may be submitted. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.
- C. *Financing*: The applicant should identify the amounts, sources and basic terms of proposed debt and equity financing for all aspects of the development, including both private and public sources of all funds.
- D. *Owners, Developers, Prime Tenants and other Interested Parties*: The business experience and financial strength of the participants is important to the project's viability. The applicant should therefore provide sufficiently detailed financial information about the developers, owners, prime tenants, and any other interested parties, including names and addresses. Information about owners must include all general and limited partners and beneficiaries of a land trust. Any material legal or tax liabilities which might affect the project's viability must be disclosed.

E. *Development Schedule*: The applicant must provide a development schedule which at least includes the date of the construction start, the projected time to completion and the projected date for occupancy.

4. Assistance and Necessity:

"Certification of the commercial development project for Class 7a designation will materially assist development, re-development or rehabilitation of the area and the commercial development project would not go forward without the full incentive offered under Class 7a." [74-65(a)(4)]

Section 74-65(a)(4) requires the applicant to establish a link between the incentive and the viability and feasibility of the development by demonstrating that the project would not go forward without the incentive. The materials submitted for Section 74-65(a)(4), especially the pro forma financial statements comparing results with and without the incentive, may be referred to in support of the requirement for this section. In addition, evidence of the failure of formal public bidding or a showing that the unaided operation of the marketplace has produced no developer interest in the area for a period of years will help support satisfaction of this section's requirements. Examples of other evidence which may help satisfy the 74-65(a)(4) requirements are: physical isolation or substandard location of the project area; special environmental problems adding to development costs; municipal requirements for landmark preservation or costly amenities in connection with the project; and, expert testimony that unassisted development of the area will not occur. In addition, the existence of a participation agreement between the developer and any taxing districts should be described in the Application.

5. Increased Tax Revenue and Employment:

"Certification of the commercial development project for Class 7a designation is reasonably expected to ultimately result in an increase in real property tax revenue and employment opportunities within the area." [4(A)(5)]

The applicant must supply a statistical analysis projecting the added real estate tax revenue and employment which will result from the development, with and without the incentive. A tax revenue projection for the area, without the development, should also be provided for comparison. Since real estate taxes are a function of market value and the effective tax rate, market value projections should be based on the cost, income and market approaches to value. All figures should cover the same twelve-year period. Employment figures should be categorized to show projections for new full and part-time employment and for temporary construction employment. Finally, if the development involves relocation within the same taxing jurisdiction, the developer should supply a statement comparing the costs and benefits of relocation for the community as a whole.

Application Procedures

An Eligibility Application, accompanied by supporting documentation, must be submitted to the Assessor's Office prior to the commencement of construction, rehabilitation or reoccupation. At the time of filing the application, a filing fee of \$500.00 must be paid. The Application must include a resolution or ordinance from the municipality where the real estate is located, or from the Cook County Board of Commissioners if the real estate is located in an unincorporated area. The resolution or ordinance must expressly state that the five eligibility factors which must be present to demonstrate that the area is "in need of commercial development" are satisfied and that the municipality consents to and supports the Application. A copy of the ordinance or resolution will be forwarded by the Assessor's Office to the secretary of the Board of Commissioners for distribution to the Commissioners from the affected districts.

In all cases of abandonment based on special circumstances, the finding of the municipality or the County Board, along with the specification of circumstances which led to said finding of "abandonment" shall be included in a resolution or ordinance passed by the municipality in which the real estate is located (or the County Board if located in an unincorporated area) and must be filed at the time of the Eligibility Application. The ordinance or resolution pertaining to abandonment based on special circumstances must be validated by the County Board and a resolution from the County Board stating its approval of the special circumstances must also be filed at the time of the Eligibility Application.

The Assessor will make a final determination as to whether factors (1) through (5) exist within 60 days after receipt of the application and necessary supporting documentation. Certification of the project will lapse within one year if new construction, rehabilitation or reoccupation has not commenced.

Once new construction, rehabilitation, or reoccupation has been completed, the applicant must file an "Incentives Appeal Form" requesting that the property be reclassified to Class 7a. At the time of filing the appeal, an appeal fee of \$100.00 must be paid.

During the term of the Class 7a incentive classification, the Assessor will mail to Class 7a recipients, at the time of their triennial reassessments, affidavits. Recipients must attest to the use of the property and to the number of workers employed at the Class 7a site. The affidavit is to be signed, notarized and returned to the Assessor within three weeks. Failure to file the triennial affidavits within that time will result in the loss of the incentive.

Questions about the Class 7a incentive program may be directed to the Incentives Department of the Cook County Assessor's Office, 118 N. Clark, 3rd Floor, Chicago, IL 60602, (312) 603-7529.



CLASS 7B

ELIGIBILITY BULLETIN

The Class 7b Incentive and Its Benefits

The Class 7b incentive of the Cook County Real Property Assessment Classification Ordinance ("Ordinance") is intended to encourage, in areas determined to be "in need of commercial development", commercial projects with total development costs, exclusive of land, over \$2 million, which would not be economically feasible without the incentive. The twelve-year incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated; the reutilization of vacant structures abandoned for at least twenty-four (24) months, (unless otherwise stipulated for a shorter period of time by the municipality in which the real estate is located, with approval from the County Board, or stipulated by the County Board, if located in an unincorporated area) including the land upon which they are situated; or all buildings and other structures which are substantially rehabilitated to the extent such rehabilitation has added to their value, including qualified land related to the rehabilitation.

Projects which qualify for the Class 7b incentive will receive a reduced assessment level of ten percent (10%) of fair market value for the first ten years, fifteen percent (15%) for the eleventh year and twenty percent (20%) for the twelfth year. Without this incentive, commercial property would normally be assessed at twenty-five percent (25%) of its market value.

The Class 7b incentive is available to "real estate used primarily for commercial purposes", which is defined in the Ordinance as:

"Any real estate used primarily for buying and selling of goods and services, or for otherwise providing goods and services, including any real estate used for hotel and motel purposes."
[74-62]

Where projects qualify for the incentive as new construction or reoccupied abandoned property, the incentive will apply to them in their entirety, including the land upon which they are located. For projects involving substantial rehabilitation of existing structures, the incentive applies to the added value which is attributable to the rehabilitation and to the land, if vertical or horizontal square footage has been added, in such proportion as the square footage added by the rehabilitation bears to the total square footage of the improvements on the parcel. ***(Please note that the additional value attributable to the rehabilitation for assessment purposes is likely to be lower than the actual amount spent on the rehabilitation.)*** The reduced assessment continues for twelve years from the date that the new construction or substantial rehabilitation is completed and initially assessed or, in the case of abandoned property, from the date of substantial reoccupation.

Under the Ordinance, "abandoned property" qualifies if it consists of:

"Buildings and other structures that, after having been vacant and unused for at least 24 continuous months, and purchased for value by a purchaser in whom the seller has no direct financial interest." An exception to this definition shall be, "if the municipality or the Board of Commissioners, as the case may be, finds that special circumstances justify finding that the property is 'abandoned' for the purposes of Class 7b.

The finding of abandonment, along with the specification of the special circumstances, shall be included in the resolution or ordinance supporting and consenting to the incentive application. Notwithstanding the foregoing, special circumstances may not be determined to justify finding that a property is deemed "abandoned" where:

- A. There has been a purchase for value and the buildings and other structures have not been vacant and unused prior to such purchase; or
- B. There has been no purchase for value and the buildings and other structures have been vacant and unused for less than 24 continuous months.

If the ordinance or resolution containing a finding of "special circumstances" is that of a municipality, the approval of the County Board of Commissioners is required to validate such a finding that the property is deemed "abandoned" for purposes of the incentive, and a resolution to that effect shall be included with the eligibility application.

Abandonment for twenty-four consecutive months may be evidenced by utility bills, Internal Revenue Service statements, certified business statements, and records of building code violations. Purchase for value may be evidenced by a sale contract, recorded deed, assignment of beneficial interest and real estate transfer declaration. Proof of re-occupancy may be evidenced by sworn statements from persons with knowledge, occupancy permits and utility statements.

Eligibility Requirements

The essential part of a Class 7b Application is documentation satisfying the five eligibility requirements of Section 74-65(a) of the Ordinance. All five factors must be present if the project is to qualify. The absence of any one factor, notwithstanding the substantial presence of the other four factors, will defeat the Application. Documentation requirements are, however, flexible enough to accommodate the specific conditions and sizes of various projects. For example, modest projects in slightly blighted areas will generally require less documentation than larger projects in marginally distressed areas.

The five (5) eligibility factors of Section 74-65(a) of the Ordinance are as follows:

1. Designation of Area:

"The area is or has been within the last 10 years designated by federal, state or local agency as a conservation, blighted or renewal area or an area encompassing a rehabilitation or redevelopment plan or project adopted under the Illinois Urban Renewal Consolidation Act of 1961, as amended, or the Commercial Renewal Redevelopment Areas Act of 1967, as amended, or that the area be located in a federal Empowerment Zone or Enterprise Community, as proposed and approved by the Cook County Board of Commissioners on June 22, 1994 or the Chicago City Council on May 18, 1994, or the Commercial District Development Commission Ordinance of the City of Chicago or designation(s) of like effect adopted under any similar statute or ordinance." [74-65(a)(1)]

To be eligible, the project must be located within an area designated within the last 10 years as one in need of commercial development by a federal, state or local governing body or agency. A certified copy of the action designating the area must accompany the Application. Copies of any area studies done by the designating governmental entity should be included, to support the overall requirements of this section of the Ordinance.

2. Real Estate Tax Analysis:

"Real estate taxes within said area, during the last six years, have declined, remained stagnant or potential real estate taxes are not being fully realized due to the depressed condition of the area." [74-65(a) (2)]

Section 74-65(a)(2) requires the applicant to demonstrate a causal link between the depressed condition of the area and its real estate tax history. Principally, there must be a showing that real estate taxes have declined, stagnated or have not been fully realized during the last six years. Demonstration that depressed conditions are the cause of declining, stagnating or unrealized tax revenue should include data on such factors as adverse market conditions; structural and functional obsolescence; the extent and duration of vacancies; the absence or near absence of new business formations; and, a pattern of tax sales, delinquencies or forfeitures in the area. If real estate taxes have not stagnated or declined, the applicant may establish that tax collections have not been fully realized as a result of depressed conditions in the project area. In all cases, data supplied should be on a parcel-by-parcel basis and include an analysis of assessments, taxes billed and taxes collected for a period of at least six years. A showing should be made that going forward with the project will improve the economic condition of the area and result in increased real estate tax collections.

If the area designation in factor (1) above is of a size that is either inadequate or too large to be a useful representation for analysis of real estate taxes, the applicant should contact the Assessor for guidance in creating a more representational boundary area for this factor.

3. Viability and Timeliness:

"There is a reasonable expectation that the development, re-development or rehabilitation of the commercial development project is viable and likely to go forward on a reasonably timely basis if granted Class 7b designation and will therefore result in the economic enhancement of the area." [74-65(a)(3)]

Progress on the proposed development well beyond an abstract or general plan is expected of the applicant by the time of submission of the Application to the Assessor. Therefore, submitted evidence of economic viability and timely completion of the project should be relevant and specific in addressing the following points:

- A. *Development Plan*: A specific development plan must be submitted including, but not limited to: architectural exhibits and building plans; site plans demonstrating the relationship of the proposed development to its private and public surroundings including open spaces, service areas, driveways, parking areas, walks and adjacent streets, sidewalks and buildings; a description of structures to be demolished and of buildings to be rehabilitated or reoccupied; a description of the facilities and amenities to be provided by the applicant with cost estimates; a description and the cost of public works planned for the area in conjunction with the development, such as infrastructure improvements; a description of all incentives or subsidies which will be offered to the developer by public agencies with an analysis of the benefits to the developer and costs to the public; a copy of any pre-development agreements or contracts affecting the project; and, disclosure of any environmental reports or studies relating to the development and its direct surroundings.
- B. *Economic Feasibility*: The Application must include pro forma financial statements which clearly demonstrate that the proposed development is economically viable and able to sustain itself beyond the incentive period. The pro forma statements should compare results, including return on investment, with and without the incentive, to help satisfy the requirement of this section of the Ordinance as well as the "assistance and necessity" requirement of Section 4(A)(4). The statements must not be different from those submitted to financial institutions in support of private, financial backing and should include a detailed analysis of project costs. Copies of any private or public feasibility studies of the project area may be submitted. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.
- C. *Financing*: The applicant should identify the amounts, sources and basic terms of proposed debt and equity financing for all aspects of the development, including both private and public sources of all funds.
- D. *Owners, Developers, Prime Tenants and other Interested Parties*: The business experience and financial strength of the participants is important to the project's viability. The applicant should therefore provide sufficiently detailed financial information about the developers, owners, prime tenants, and any other interested parties, including names and addresses. Information about owners must include all general and limited partners and beneficiaries of a land trust. Any material legal or tax liabilities which might affect the project's viability must be disclosed.
- E. *Development Schedule*: The applicant must provide a development schedule which at least includes the date of the construction start, the projected time to completion and the projected date for occupancy.

4. Assistance and Necessity

"Certification of the commercial development project for Class 7b designation will materially assist development, re-development or rehabilitation of the area and the commercial development project would not go forward without the full incentive offered under Class 7b." [74-65(a)(4)]

Section 74-65(a)(4) requires the applicant to establish a link between the incentive and the viability and feasibility of the development by demonstrating that the project would not go forward without the incentive. The materials submitted for Section 74-65(a)(4), especially the pro forma financial statements comparing results with and without the incentive, may be referred to in support of the requirement for this section. In addition, evidence of the failure of formal public bidding or a showing that the unaided operation of the marketplace has produced no developer interest in the area for a period of years will help support satisfaction of this section's requirements. Examples of other evidence which may help satisfy the 74-65(a)(4) requirements are: physical isolation or substandard location of the project area; special environmental problems adding to development costs; municipal requirements for landmark preservation or costly amenities in connection with the project; and, expert testimony that unassisted development of the area will not occur. In addition, the existence of a participation agreement between the developer and any taxing districts should be described in the Application.

5. Increased Tax Revenue and Employment:

"Certification of the commercial development project for Class 7b designation is reasonably expected to ultimately result in an increase in real property tax revenue and employment opportunities within the area." [74-65(a)(5)]

The applicant must supply a statistical analysis projecting the added real estate tax revenue and employment which will result from the development, with and without the incentive. A tax revenue projection for the area, without the development, should also be provided for comparison. Since real estate taxes are a function of market value and the effective tax rate, market value projections should be based on the cost, income and market approaches to value. All figures should cover the same twelve-year period. Employment figures should be categorized to show projections for new full and part-time employment and for temporary construction employment. Finally, if the development involves relocation within the same taxing jurisdiction, the developer should supply a statement comparing the costs and benefits of relocation for the community as a whole.

Application Procedures

An Eligibility Application, accompanied by supporting documentation, must be submitted to the Assessor's Office prior to the commencement of construction, rehabilitation or reoccupation. At the time of filing the application, a filing fee of \$500.00 must be paid. The Application must include a resolution or ordinance from the municipality where the real estate is located, or from the Cook County Board of Commissioners if the real estate is located in an unincorporated area. The resolution or ordinance must expressly state that the five eligibility factors which must be present to demonstrate that the area is "in need of commercial development" are satisfied and that the municipality consents to and supports the Application. A copy of the ordinance or resolution will be forwarded by the Assessors office to the secretary of the Board of Commissioners for distribution to the commissioners from the affected districts.

In all cases of abandonment based on special circumstances, the finding of the municipality or the County Board, along with the specification of circumstances which led to said finding of "abandonment", shall be included in a resolution or ordinance passed by the municipality in which the real estate is located (or the County Board if located in an unincorporated area) and must be filed at the time of the Eligibility Application. The ordinance or resolution pertaining to abandonment based on special circumstances must be validated by the County Board and a resolution from the County Board stating its approval of the special circumstances must also be filed at the time of the Eligibility Application.

Upon receipt, the Assessor will forward the Application and all necessary supporting data to the Economic Development Advisory Committee of Cook County (EDAC) which will, within thirty (30) days, review the Application and present its findings to the Assessor as to the presence of the five (5) eligibility factors. The EDAC review may be extended a maximum of thirty additional days by the Assessor, upon request of the Committee. After reviewing the Application, supporting data, findings of the Committee and other findings, the Assessor will make a final determination within thirty (30) days of receipt of EDAC's findings. Certification of the project will lapse within one year if new construction, rehabilitation or reoccupation has not commenced.

Once new construction, rehabilitation, or reoccupation has been completed, the applicant must file an "Incentives Appeal Form" requesting that the property be reclassified to Class 7b. At the time of filing the appeal, an appeal fee of \$100.00 must be paid.

During the term of the Class 7b incentive classification, the Assessor will mail to Class 7b recipients, at the time of their triennial reassessments, affidavit forms. Recipients must attest to the use of the property and the number of workers employed at the Class 7b site. The affidavit is to be signed, notarized and returned to the Assessor within three weeks. Failure to file the triennial affidavits within that time will result in the loss of the incentive.

Questions about the Class 7b incentive program may be directed to the Incentives Department of the Cook County Assessor's Office, 118 N. Clark, 3rd Floor, Chicago, IL 60602, (312) 603-7529.



Interoffice Memo

To: Economic Development and Marketing Committee

From: Donna Framke

Date: February 22, 2018

Subj: Discussion backup: MainStreet Commission

In preparation for your discussion regarding the potential integration of the MainStreet Commission into the Economic Commercial Commission, I offer the following backup information:

Economic Commercial Commission

Currently the Village has two business-related commissions, the Main Street Commission (MSC) and the Economic and Commercial Commission (ECC). Originally established in 1980 (under a slightly different name of the Industrial Commercial Commission), the purview of the Economic Commercial Commission is community wide and focused on supporting the business environment in Tinley Park. This has included identifying programs that would support the employment climate, the review and recommendation of business incentive programs and the hosting of the annual Business and Economic Forecasting breakfast traditionally held in early May. The ordinance establishing the commission cites:

There is hereby established a citizens' commission that shall be known as the Tinley Park Economic and Commercial Commission for the purpose of structuring sound economic and commercial development policies and of recommending the required research and inventory of resources necessary to the preparation of industrial profiles for distribution to prospective employers considering expansion or location in the Tinley Park area. The Commission will make its findings and recommendations, as appropriate, to the President and Board of Trustees, as well as other governmental agencies, upon direction. (Ord 80-0-046, passed 12-16-80; Am. Ord. 94-0-003, passed 1-25-94; Am. Ord. 202-O-057, passed 9-24-02)

Main Street Commission

Established in 1997, the Main Street Commission is laser-focused on all things in Downtown Tinley. The commission reviews and makes recommendations on prospective developments in Downtown, reviews sign permit requests for downtown businesses and has overseen the events that were held there. (The events have since been brought under the purview of the newly-formed Marketing and Branding Commission.) The ordinance establishing this commission cites:

There is hereby established a citizens' commission that shall be known as the Main Street Commission (hereinafter sometimes referred to as "the Commission") whose primary mission and purpose is to create an atmosphere in the village that is conducive for small business growth, to supplement programs already in effect, and to promote the development and redevelopment of the Main Street Business District (hereinafter referred to as the "District") established by separate enabling legislation. The Commission will, in addition, also make recommendations on various applications for assistance from commercial businesses in the District. (Ord. 97-0-036, passed 6-3-97; Am Ord. 2011-O-038, passed 7-19-11)

If it is the will of the committee/board to proceed with this merger of these commissions, please provide direction on:

1. Will the MSC become a subcommittee of the ECC?

Currently, review of any (façade) incentive, sign variation, etc. in the Downtown goes before the MSC for review and recommendation. As we move forward with the Oak Park Avenue Playbook incentives, will this responsibility be kept within the MSC subcommittee or will the ECC at large begin reviewing and making recommendations on these incentives.

2. How many MSC commissioners should be added to the ECC

Right now there are three remaining MSC commissioners: Jim Fuentes, Paul Spass and Dave Anders. The existing MSC ordinance calls for 7 commissioners. Four prospective commissioners were contacted several months ago to potentially fill the vacancies: Jim Long/Molly Maids, Ron Bailey/Bailey's Bar and Grill, Ana Gonzalez/Byline Bank and Jim Richert/Banging Gavel.

Once we have a plan to move forward, we will request that the attorney revise the ordinances to reflect the changes.



Interoffice Memo

TO: Economic Development and Marketing Committee

FROM: Donna Framke

DATE: February 22, 2018

SUBJ: Discover Tinley 2018: Contract for rental of convention center

Attached please find the contract for the rental of the convention center to host the Discover Tinley 2018 event on Saturday, April 7, 2018. This contract reflects the comprehensive charges from 2017. Please note that all base fees have remained constant and the variables for equipment, electrical and food will be contingent on the number of participating vendors.



18451 Convention Center Drive Tinley Park, IL 60477
PHONE: (708) 342-5485 FAX: (708) 342-6221
EMAIL: sales@tphicc.com WEB: www.tinleyparkconventioncenter.net

Contract

Discover Tinley/Taste of Tinley

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Account: Discover Tinley/Taste of Tinley	Billing: Donna Framke	
Planning: Ms. Reta Brudd	Phone: 708-444-5045	Fax:
Phone: 708-532-7782	Email: dframke@tinleypark.org	
Email: tphrc@comcast.net	Address: 16250 Oak Park Avenue	
Address: 16250 Oak Park Avenue	Tinley Park, IL 60477	
Tinley Park, IL 60477	Pay Method: Direct Bill	# :
Onsite: Ms. Reta Brudd	Deposit/Contract Due \$16,283.49 by Fri 12/29/17	Expr:
Sales Agent: Emily Vallez	Deposit Rec'd:	Exempt:
Cater Contact: Lauren Beale		

ITEMIZED BILLING

***** ESTIMATE OF CHARGES *****

Room Rental	\$15,000.00
Food	\$1,169.00
Equipment	\$4,869.00
Gratuuity (21%)	\$245.49
Cook County Tax (1%)	\$150.00

Subtotal \$21,433.49

Less Deposit Received \$0.00

Estimated Total Due **\$21,433.49**

BILLING IS NOT FINAL UNTIL FINAL CHECKOUT.

*****SUBJECT TO CHANGE FOR ANY CHARGES NOT AVAILABLE AT THIS TIME SUCH AS PHONE CALLS, ROOM SERVICE, GIFT SHOP CHARGES, FINAL CONSUMPTION CHARGES, ETC.**

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

The signed contract is to be returned with the non-refundable deposit by the due date to secure the meeting room. If the contract & deposit is not received by the due date, the room will be released & the contract considered terminated.

The regular Convention Center rental fee of **\$23,000.00** has been discounted to **\$ 15,000.00** for the day. The Set-up on Friday will be at no charge provided it does not begin before 8 pm.

The Vendor's package priced at **\$30.00** per vendor and includes a 6' table, two chairs and a wastebasket without electricity **will be included with the rental fee.**

Electrical connections will be at \$55 per vendor in advance and \$105 on site

Food Vendors must have the necessary Village of TP certificates and licenses.

Food Vendors must have protective floor covering on the floor to protect carpet tiles.

Cars on display must also have protective floor covering under the carriage of the car

If a protective floor covering is needed, the charge is \$25 per 100 Sq Ft in advance and \$45 per 100 Sq Ft on-site

Hotel Guest rooms will not be required

Confirmation #:

Room block and rate expire on: Fri, Mar 16, 2018

Reservations to be made by:

Guest room check-in time: 3:00 PM

Check-out time: 11:00 AM

Payment Instructions (M=Master Account Pays; I=Individual Pays)

M I	M I	M I	M I	(Please specify)
Room/Tax <input type="checkbox"/> <input checked="" type="checkbox"/>	Incidentals <input type="checkbox"/> <input checked="" type="checkbox"/>	Gratuities <input type="checkbox"/> <input checked="" type="checkbox"/>	Other <input type="checkbox"/> <input checked="" type="checkbox"/>	_____

Schedule of Events

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18**Friday, April 6, 2018**

Function Times	Function	Room	Exp / Gtd	Rm Fees:
8:00 PM - 11:00 PM	Setup	Ex S & Ex W & Ex N	0 / 0	\$0.00

Setup Style: Exhibit

Setup Notes: **SEE DIAGRAM**

North & South docks and South Overhead Garage Door area must be clear for load in & load out.

Please place "no loading/unloading" signs at all S/W/N entrance doors.
Please place wheelchair/push chair in Sales office for easy access

(145) 10x8 Booths
AVP will be providing pipe & drape this year
Each booth to receive:
(1) 6ft, (2) chairs, (1) wastebasket

DT will be bringing pieces of carpeting to put as protection under booths with food or animals & under vehicles
Any vendors with food samples, animals, vehicles that do not have floor protection will be required to purchase VizQueen
Bettenhausen & Rizza to supply own VizQueen

MAX out 32gal cans at the end of each aisle for garbage

Walls between Ex West, Ex South, SP Prefunction, SP 1/2/3/4 should all be OPEN
Walls around SP 5/6 should be CLOSED
Airwall to Ex. North closed as much as possible

DT bringing Moonwalk on Friday (for Ex. West)
All cars will arrive on Friday

(2) 6fts in Northwest corner of Ex. West for Model Train display
(6) Highboys along the East wall of Ex. West

Bettenhausen & Moonwalk booths each need (2) 6fts & (4) chairs after they load in.

Please stage (20) extra skirted tables & place in back of house until required

Delivery Time	Qty	Item	Unit Price	Ext Price
8:00 PM	42	Bqt Electric	\$0.00	\$0.00

No charge for setup day

Booth #s: Moonwalk, 205, 207, 212, 214, 305, 304, 310, 411, 413, 408,
410, 412, 503, 509, 515, 502, 506, 510, 516, 611, 615, 608, 703, 711,
702, 710, 716, 803, 813, 802, 806, 812, 816, 905, 911, 915, 902, 906,
912, 1005, 1013

Some larger village vendors, cars and large displays will be loading in this day.

Please do not begin placing tables & chairs near South Overhead Garage door until carts & inflatables have been brought in.

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Friday, April 6, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
8:00 PM - 11:00 PM	Staff Room	Samuel Tinley Room	45 / 0	\$0.00
Setup Style: Rounds of 10		Setup Notes: (4) Rounds of 10 for 40 (1) 6ft skirted along back wall near outlet for DT radios Coat rack F&B station w/ Water station		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
8:00 PM	TBD	Package Receiving Fee (Per Pound)	\$0.99	\$0.00
"\$0.99 per pound/\$5 minimum"				

Setup Day Only

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
8:00 PM - 11:00 PM	Storage	South Suite	0 / 0	\$0.00
Setup Style: As Is		Setup Notes: As-Is		
<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>

Used as storage

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Saturday, April 7, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Concession Stand	South Pavilion 3/4	500 / 0	\$0.00
Setup Style:		Setup Notes: TPCC Concessions Walls open between SP 1/2, SP 3/4 & Prefunction Some booths will overflow into SP 3		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
7:00 AM	1	Concessoins (Standard Menu)	\$0.00	\$0.00

Contract

Status: Tentative

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

BEO #: DPF-bk0384010001

Saturday, April 7, 2018

7:00 am - 10:00 am

Concessions to serve coffee, muffins, etc to vendors

10:00 am - 3:00 pm

Full concessions open to public

Standard Concessions Menu

***Sales Minimum: \$500 for 4 hours of service & \$100
each additional hour***

Grab & Go

Yogurt Cup \$2

Quaker Oatmeal \$3

Freshly Baked Muffin \$2

Freshly Baked Bagel & Cream Cheese \$3

Fresh Whole Fruit \$2

Breakfast Bar / Granola Bar / Energy Bar / Trail Mix
\$2

Assorted Candy \$2

Assorted Potato Chips \$2

Chocolate Chip Cookie/Brownie \$2

Freshly Popped Popcorn \$2

Snickers or Twix Ice Cream Bars \$3

Lunch Selections

All-Beef Hot Dog \$4

Thin Crust Cheese Pizza \$3

Thin Crust Pizza Sausage / Pepperoni \$4

Nachos with Cheese & Peppers \$3

Jumbo Warm Pretzel with Cheese \$3

Chicken Caesar Wrap \$6

Smoked Turkey & Swiss Kaiser \$5

Mixed Green Salad \$4

3 Piece Chicken Tenders \$5

Beverages

Freshly Brewed Coffee and Decaffeinated Coffee \$2

Hot Tea / Green Tea / Herbal Tea \$2

Bottled Orange Juice \$3

Assorted Soft Drinks \$2

Bottled Water \$2

Gatorade / Sobe Life Water / Red Bull \$4

Starbucks Frappuccino / Double Shot \$4

Slushy \$4

House Wine \$6

Domestic Bottled Beer \$5

Contract

Status: Tentative

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

BEO #: DPF-bk0384010001

Saturday, April 7, 2018

Imported / Craft Bottled Beer \$6

Host will have tickets for volunteers (created by CS). Client will distribute tickets to volunteers. Good for (1) hotdog, (1) chip & (1) soda only. Please keep count for client so we can charge appropriately.

NOTE: Instead of lining up in the hallway, DT staff will be allowing guests to enter and wait in the concessions area.

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Convention/Trade Show	Ex S & Ex W & Ex N	2500 / 2500	\$0.00
Setup Style: Exhibit		Setup Notes: SAME SET AS PREVIOUS DAY		

Please add (1) 6ft w/ 2 chairs & wastebasket in Ex. N near North Dock for vendor check-in

Please place (1) wheelchair/push chair in Sales Office for easy access

Delivery Time	Qty	Item	Unit Price	Ext Price
6:00 AM	1	Room Fee	\$15,000.00	\$15,000.00
6:00 AM	1	AV Total	\$2,499.00	\$2,499.00
6:00 AM	1	AV - Microphone	\$60.00	\$60.00
6:00 AM	42	Bqt Electric	\$55.00	\$2,310.00
Same as previous day				
6:00 AM	TBD	Floor Protector	\$25.00	\$0.00
\$25/100 Square feet if ordered in advance				
\$45/100 Square feet if ordered onsite				
Required for vendors with food, animals or vehicles				

TIMELINE

6:30 am DT staff arrive for setup
 7:00 am Vendors arrive for setup - most will load in through North Dock
 7:30 am Vendor Concessions open
 10:00 am Show/Concessions open to public
 3:00 pm Show/Concessions close
 4:00 pm Full exit

*Please close airwall between Ex. North & West partially with space on East end for load-in. Please close for event, and re-open partially for load-out.

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Dressing Room	South Pavilion 6	0 / 0	\$0.00
Setup Style:		Setup Notes: (3) Rounds of 10 for 30 Coat rack Water station		

Delivery Time	Qty	Item	Unit Price	Ext Price
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Used as changing room for performers

Initials _____

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

Saturday, April 7, 2018

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Dressing Room	South Pavilion 5	0 / 0	\$0.00
Setup Style:		Setup Notes: (3) Rounds of 10 for 30 Water station Coat rack		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
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Used as changing room for performers

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Performance Area	South Pavilion 1/2	500 / 0	\$0.00
Setup Style:		Setup Notes: SEE EXHIBIT HALL DIAGRAM Wall open between SP 1/2, SP 3/4 & Prefunction (24x48x2) Stage along East wall for main stage Stairs on both sides of stage (in front) (1) 6ft w/ 2 chairs on DJ's stage Theater for 125 in front of stage (please set chairs 5 inches apart) (11) Rounds of 8 for 88 behind theater seating Rope & Stanchion between Performance Area & Exhibits Can be removed at 10 am when exhibits open		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
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Entertainment Schedule

9:30a - 10:00a Opening announcements, National Anthem performance
10:00a - 10:30a Contests, Games, Trivia
10:30a - 11:00a Dance Images
11:00a - 11:30a Tinley Park High School Choir
11:45a - 12:45p Mr. D's House of Magic and Illusion
12:45p - 1:30p Contests, Games, Trivia
1:45p - 2:30p TNT Dance (includes setup time)
2:30p - 3:00p Contests, Games, Trivia

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Registration	South Entry Lobby	500 / 0	\$0.00
Setup Style:		Setup Notes: (3) 6ft tables individually skirted w/ 2 chairs & 1 wastebasket each in straight line in front of water wall Rope & Stanchion creating lines to registration		

<u>Delivery Time</u>	<u>Qty</u>	<u>Item</u>	<u>Unit Price</u>	<u>Ext Price</u>
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TIMELINE

6:30 am DT staff arrive for setup
7:00 am Vendors arrive for setup
10:00 am Event opens
3:00 pm Event closes

Contract

Status: Tentative

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

BEO #: DPF-bk0384010001

Saturday, April 7, 2018

Function Times	Function	Room	Exp / Gtd	Rm Fees:
6:00 AM - 5:00 PM	Staff Room	Samuel Tinley Room	45 / 45	\$0.00

Setup Style: Rounds of 10

Setup Notes: SAME SET AS PREVIOUS DAY

(4) Rounds of 10 for 40

(1) 6ft skirted along back wall near outlet for DT radios

Coat rack

F&B station w/ Water station

Delivery Time	Qty	Item	Unit Price	Ext Price
6:30 AM	1	Regular Coffee	\$44.00	\$44.00
		Refresh until breakfast at 7:30 am Please provide (1) carafe of decaf		
7:30 AM	25	Tinley Park Buffet	\$19.00	\$475.00
		1/2 Served at 7:30 am 1/2 Served at 9:45 am Leave out until 11:00 am		
		Served with Orange Juice Freshly Brewed Coffee, Decaf Coffee and Hot Tea		
		Scrambled Eggs with Cheddar Cheese, Breakfast Potatoes Bacon, Sausage Links Freshly Baked Muffins, Danishes, Breakfast Breads Seasonal Fresh Fruit, Cold Cereals with Milk Fruit Preserves and Butter		
12:30 PM	25	Lunch Chicago Style (Customized)	\$26.00	\$650.00
		1/2 Served at 12:30 pm 1/2 Served at 1:00 pm		
		Cole Slaw, Caesar Salad NO HOT DOGS SUB FRESH FRUIT TRAY Italian Beef Sandwiches NO PIZZAS SUB FRIED CHICKEN Traditional Chicago Condiments NO BREAD PUDDING SUB ASSORTMENT OF BROWNIES & COOKIES Freshly Brewed Coffee, Decaf Coffee Hot Tea and Iced Tea		

Staff will be in and out throughout the day.

TIMELINE

6:30 am Coffee set out

7:30 am First half of breakfast served

9:45 am Second half of breakfast served

11:00 am Breakfast ends

12:30 pm First half of lunch served

1:00 pm Second half of lunch served

Contract

Status: Tentative

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

BEO #: DPF-bk0384010001

Saturday, April 7, 2018

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
6:00 AM - 5:00 PM	Storage	South Suite	0 / 0	\$0.00

Setup Style: As Is

Setup Notes: As-Is

Delivery TimeQty ItemUnit PriceExt Price

Used as storage

<u>Function Times</u>	<u>Function</u>	<u>Room</u>	<u>Exp / Gtd</u>	<u>Rm Fees:</u>
7:00 AM - 5:00 PM	Hospitality	Parking Lot South	500 / 0	\$0.00

Setup Style: As Is

Setup Notes: Village will be blocking off parking in South lot for attendees. Horses will be brought to TPCC Friday before 3:30 pm & DT volunteers will setup Friday night. All vendors directed to park in the North lot. Parking will open to the public in this area at 10 am.

Village will also block off portion of SE parking lot for additional handicapped spaces. Those parking in these spaced will be entering through the patio doors on the promenade.

Delivery TimeQty ItemUnit PriceExt Price

Contract**Discover Tinley/Taste of Tinley**

BEO #: DPF-bk0384010001

Status: Tentative

Fri, 04/06/18 - Sat, 04/07/18

The following represents a binding agreement between Tinley Park Hotel and Convention Center LLC, doing business as the Tinley Park Convention Center (TPCC) and your Account. Your execution of this Agreement confirms your receipt of the "Policies & Procedures Client Guide" and confirms your Agreement to conform to those policies and procedures.

All reservations and agreements are made upon and are subject to the "Policies and Procedures" of the Tinley Park Convention Center, the following conditions, the above schedule and any attached addenda.

OPTION:

The event has been booked on a first option tentative basis. The event space and event date(s) specified above will be held until the deposit/contract due date indicated on page one of this contract, at which time a signed copy of this agreement along with the required deposit will be required. If this executed agreement and the deposit are not received by the deposit/contract due date, the space will be released and this contract offer will be considered terminated.

DEFINITE BOOKING:

Once you sign and return this contract, along with the required deposit, listed on the first page of the contract your reservation will be confirmed and considered a definite booking. The deposit and installments will be applied towards any liquidated damages due to the TPCC pursuant to the Cancellation of this Agreement.

DEPOSIT SCHEDULE:

If a deposit schedule is shown on page two, the additional deposits must be received by the dates indicated. If any deposit is not received by the due date, TPCC shall have the right to cancel this contract and collect liquidated damages in accordance with the "Cancellation Policy".

CREDIT CARD AUTHORIZATION:

If a credit card is to be used for any payment, as provided in this contract, a credit card authorization form is required to be returned with this executed contract.

DIRECT BILLING:

Direct billing is only available to corporate or business accounts that have established credit with the TPCC and are on the approved direct bill list. Direct billing will not apply to the initial deposit required with execution of this contract.

MINIMUM FOOD & BEVERAGE COMMITMENT:

The estimated charges above involves a minimum food and beverage budget. The budget is based on your requirements and the room rental has been discounted to reflect the minimum. Should your requirements change and the minimum is not met the room rental charge will be increased accordingly. Please note that final menu selection is due three (3) weeks prior to the event date. If menu is not received by this date, it will then be Chef's choice of menu. Menu pricing will be held for 6 months from execution of this contract. After 6 months it may increase subject to market conditions.

Unless otherwise approved in writing, (1) menu must be chosen for all attendees.

EVENT TIMING:

The timing for your event is very important. Your schedule will be developed with our Convention Services Manager and it will be made part of the final banquet event order. We will have all furnishings and equipment in place a minimum of 30 minutes before the scheduled start of the event. For events with food and beverage, our chef will prepare the food to be served at the time on the schedule. If the food service is delayed for more than 15 minutes due to client scheduling, the TPCC no longer guarantees the integrity of the product provided. Please make sure your schedule is accurate and that you adhere to it. Thank you for your cooperation on this critical issue.

CANCELLATION POLICY:

Either TPCC or the group may cancel without cause at any time prior to the event by paying to the other party liquidated damages (agreed not to constitute a penalty) based on the following scale of the estimated charges on page one of your contract.

- More than six (6) months from arrival date: 25%
- Less than six (6) months to one month from arrival date: 50%
- Less than one (1) month up to the arrival date: 75%
- Less than three (3) business days before the event: 100%

Cancellations made under this provision shall be made by the cancellation party to the non-cancellation party by written notice and payment of liquidated damages due at that time.

Contract

Status: Tentative

Discover Tinley/Taste of Tinley

Fri, 04/06/18 - Sat, 04/07/18

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GUARANTEE COUNTS:

In arranging for events, the final attendance must be received by the Sales & Marketing Office no later than 10:00 AM Central Time three (3) working days prior to the commencement of the function or you will be charged the expected guest count. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. In no event shall this guarantee be less than the Minimum Revenue Commitments.

Please note that there will be a reset fee assessed if a previously confirmed room setup is changed on-site.

* National Holidays are not considered working days and should be taken into consideration when submitting guarantees.

FOOD GUARANTEES:

TPCC agrees to produce food for an additional 3% over your guaranteed number. If your actual number of meals increases over and above the allowed 3%, you will be responsible for an additional 10% surcharge based on your original per guest menu price. This surcharge will only apply to the meals in excess of the 3%.

TAXES:

All federal and local taxes / charges which may be imposed or applicable to this agreement and to the service rendered by the TPCC are in addition to the prices herein agreed upon, and the Customer agrees to pay them. Effective May 1, 2016, the hotel occupancy tax will be 13%.

A Cook County tax of 1% became effective on May 1, 2016, and it applies to all meeting room rental fees regardless of food and beverages served in the room.

TAX EXEMPTION:

If your group maintains tax exempt status, your group must provide Tinley Park Convention Center with a tax exempt certificate upon return of the executed contract. Under no circumstances will tax exempt status be honored if certificate is not received at least 72 hours prior to the event. Tax exemption will only apply to Food and Beverage tax. Cook County room rental tax and Sweetened Beverage tax are not eligible for exemption.

FOOD & BEVERAGE:

No food or beverage of any kind may be brought into the TPCC by the Customer or any of the Customers' guest or invitees.

CONTINGENCY:

Performance of this agreement is contingent upon the ability of the TPCC to complete same and is subject to labor disputes, strikes or picketing, accidents, government (Federal, State and local) requisitions, restricted upon travel, transportation, food, beverage or supplies and other causes, whether enumerated herein or not, which are beyond the control of the TPCC. In no event shall the TPCC be liable for loss of profits or other similar or dissimilar collateral of consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the TPCC's liability be in excess of the total amount of the food and beverage contracted heretofore.

CREDIT CARD PAYMENT:

Credit cards can be used for payment as follows:

- Credit cards can be used for deposits.
- Credit cards can be used on the day(s) of the event for add-on costs.
- If any credit card payment exceeds \$5,000.00 a 3% service charge will be added to the full amount placed on the credit card.

FINAL PAYMENT:

Final payment, consisting of the balance of the total charges less deposits, shall be made seven (7) days in advance of the function. All checks should be made payable to "Tinley Park Hotel & Convention Center LLC". If a personal check is to be used for final payment, it will be due fourteen (14) working days in advance of the function date.

SERVICE CHARGE:

A Service Charge plus applicable tax percentages shall be added to all food and beverage. A percentage of the Service Charge is to go to the service personnel and banquet servers, and where applicable bus boys and/or bartenders engaged in the function and a percentage is retained by the TPCC to offset employee wages and benefits.

Contract**Discover Tinley/Taste of Tinley**

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Fri, 04/06/18 - Sat, 04/07/18**LIABILITY:**

The Customer agrees to be responsible for any damage done to the function rooms or any other part of the TPCC by the Customer, his guests, invitees, employees, independent contractors or other agents under the Customer's control. The TPCC will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the TPCC prior to, during or following the customer's function.

INSURANCE:

Events which are open to the public or that involve expositions, athletic competitions, productions companies and/or contractors will require insurance as described in the "Policies & Procedures Event Guide".

PERMIT / LICENSES:

In the event the Customer's function requires a permit or license from any governing body, local State or Federal, the customer is solely responsible for obtaining such a license or permit at the Customer's expense.

EVENT TAXES:

The customer will be solely responsible for paying any State, County or Village taxes associated with amusement or merchandise sales by the customer at the TPCC.

EVENT ROOM:

The TPCC reserves the right to assign a comparable room in the event the room originally assigned for such function shall be unavailable or inappropriate in TPCC's sole opinion. The TPCC reserves the right to move the room should any issues arise that are noted in the contingency clause above. TPCC is not responsible for any items left at the facility. Please make arrangements prior to the end of your event for removal or return.

PACKAGE RECEIVING:

Should you be shipping boxes for your meeting, they must be addressed to the attention of the manager handling your function, and marked with the name and date of your function. Due to the limited storage space, we request that shipments not arrive any earlier than 24 hours prior to the group's arrival. Charges for this service will be applied to the master account if applicable. Tinley Park Convention Center is not responsible for any loss or damage to any personal property brought in or left on said premises.

INFORMATIONAL SIGNAGE:

The Tinley Park Convention Center operates an electronic signage system. This system includes a digital Welcome sign at the entrance to the TPCC grounds and LCD directories and room signage in the Convention Center. Your event may be displayed on these signs on the day(s) of the event. If you do not want your event displayed on the sign or if you want a specific name shown other than the one on your contract, please inform your Convention Services Manager at least seven (7) days prior to the event in writing or email requesting omission from the signs or change in name.

AGREEMENT:

The Agreement shall be considered accepted once both parties have signed below. By your signature you affirm you are empowered to make these arrangements. A signature delivered facsimile or electronic means will be considered binding for both parties. If this Agreement is not executed by an officer of the organization, a letter from the officer is required authorizing an employee or third party to execute the arrangement on the organization's behalf.

BANQUET EVENT ORDER (BEO):

Banquet Event Orders (BEOs) will be prepared by the Convention Services Manager (CSM) who will coordinate with you on the specific details of your event. The BEOs will be based on this contract and will include details on number of attendees, menu selections, room set-up and timing of event functions.

These BEOs will be added to this contract addendum. Once the BEOs are agreed upon by you and the CSM, they will be presented to you for your signature as confirmation. You will need to review, sign and return all the BEOs to the CSM in the time frame designated. Failure to return a signed BEO within that time frame will be understood by the TPCC as your acceptance of the complete BEO. Any changes requested by you after acceptance of a BEO may be subject to additional charges.

EXHIBITOR GUIDELINES AND KIT:

If your event will include contractors, vendors and/or exhibitors, you will be given the "Exhibitor Guide" by your Sales Manager along with the contract and the "Policies & Procedure Client Guide". The Exhibitor Guide will become part of this contract and you and your contractors, vendors and exhibitors will be subject to the Guide. It will be your responsibility to distribute copies of the

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"Exhibitor Guide" to all your contractors, vendors and exhibitors and ensure their compliance. That will also be the opportunity for your contractors, vendors and exhibitors to order services from the TPCC as listed in the Guide. Failure of your contractors, vendors and exhibitors to comply with our "Exhibitor Guide" may exclude them from the TPCC.

Signature _____ Date _____ Sales Manager _____ Date _____

Initials _____

COMMENTS FROM THE PUBLIC

ADJOURNMENT