

October 1, 2026

TO: President Gustafson & Roscoe Village Trustees
FROM: Scot Wrighton, Interim Village Administrator
RE: Committee-of-the-Whole

I would like to discuss two topics at the October 6 Committee-of-the-Whole: 1) future use of tax increment financing as an economic development and community revitalization tool, and options for the same; and 2) continue evaluating proposed revisions to the Village Code's Title II (Administration), which began on September 15 and was partially tabled.

Tax Increment Financing (TIF) as an Economic Development & Revitalization Tool

Once the Village Board ascertains that it wants to explore TIF as a tool to attract development into the village, the next step is to recruit consultants to assist with the process, and to give careful consideration to the exact locations for district boundaries, and in other ways direct the scope of a potential TIF district—subject to the requirements of Illinois TIF statutes.

A TIF consultant can be expected to perform the following functions:

- Evaluating the feasibility for a Tax Increment Financing (TIF) District.
- Designing and qualifying effective Redevelopment Project Areas, including annexations when necessary.
- Preparing an appropriate TIF Redevelopment Plan.
- Consulting with affected taxing bodies, analyzing potential impacts and recommending methods for preparing Intergovernmental Agreements when appropriate.
- Negotiating and preparing Redevelopment Agreements with Private Developers.
- Moderating all required meetings and public hearings.
- Coordinating all statutory procedures and assisting the city with properly executing the necessary ordinances and resolutions.

- Certifying the Redevelopment Project Area with county officials in advance of annually tracking the performance of the TIF District on a parcel-by-parcel basis.

Attached to this memo is a first draft of a request for proposals which, once it is finalized, can be used to solicit professional service proposals. It is recommended that the governing body provide feedback to staff about areas they would like included in a tax increment financing district (if it is determined to meet the statutory requirements), and that they direct staff to release a request for proposals (RFP) for TIF consultancy services as quickly as possible, and to return a recommendation for the appropriate consultant(s) at the conclusion of a competitive procurement process for final action by the Board.

Additional information about how TIF is a useful economic development tool for local government is also attached.

Administrative Code Revisions (cont'd)

It is requested that the Village Board continue discussion and review of proposed revisions to Title II, picking up where they left off on September 15. Those portions of Title II, not already approved and recommended to the Village Board for adoption on October 6, have been resubmitted and attached to this memo, and utilize the same ~~green strikeouts~~ for language proposed for deletion, **red bold italics** for proposed new language, and smaller font **bold blue text** for my commentary and discussion of background, options and rationale for changes. Commentary and options are not intended to ever be ordinance language, nor will they be included final versions for adoption by the Board.

The sections attached include Standing Committees, Village Departments, Village Officials, gift acceptance, boards & commissions, the fire & police commission, and ethics. When the Board has completed work on these sections of the Village Code, they will have gone through Chapters 20, 21, 22 and 23 of Title II. At a later date, I will present revisions to travel and other policies, purchasing & procurement policies, finance and taxation ordinances, fair housing, code enforcement policies and other policies of the Village in Chapters 24 through 27 of Title II (Part 2). As they did on September 15, the Board can postpone or table parts of this project if they need additional time to study them.