TIF No. 9 Creation and HWY 51 West Process and Timeline Considerations

Project and Development/TIF Agreement Specific

1. *Legal processes and entitlement process*.

    A. Annexation – completed.
    B. Development Agreement
    C. TIF Creation
    D. Urban Service Area amendment.
    E. Comprehensive Plan amendment.
    F. Zoning.
    G. Subdivision / plat approval.

2. *Public improvements needed*.

    A. On-site public improvements
    B. Off-site water looping.
    C. Off-site sewer main upgrades
    D. Street connections to USH 51

3. *Costs*.

    A. Urban Service Area application costs.
    B. City consultant costs throughout the process (legal, planning, financial consulting and engineering).
    C. City staff time and effort devoted to process.
    D. Public improvement construction costs.
    E. Park dedication and impact fee costs.

4. *Approvals and Agreements along the way*.

    A. Pre-Annexation Agreement (completed).

        (1) USA costs.
        (2) City legal, planning and engineering costs, at various stages of the process.

    B. Entitlement process (platting and zoning).

    C. Development Agreement / TIF Agreement.

    D. TIF Creation Process (same timeline as Development Agreement.

    E. Application to CARPC for Urban Service Area Amendment.

TIF District Creation Process:

Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether the Project is a statutorily and economically feasible option to achieve the City's objectives. As part of Phase I, Ehlers will:

- Consult with appropriate City officials to identify the objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the "but for" test.
- Identify preliminary boundaries and gather parcel data. Determine compliance with the following statutory requirements as applicable:
    - Equalized Value test.
    - Purpose test.
    - Newly-platted residential land use test.
- Prepare feasibility analysis report. The report will include the following information, as applicable:
    - A description of the type, maximum life, expenditure period and other features corresponding to a mixed-use district.
    - A summary of the development assumptions used with respect to timing of construction and projected values.
    - Projections of tax increment revenue collections to include annual and cumulative present value calculations.
    - Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
    - If debt financing is anticipated, a summary of the sizing, structure and timing of proposed debt issues.
    - A cash flow *pro forma* reflecting annual and cumulative district fund balances and projected year of closure.
    - A draft timetable for the Project.
    - Identification of how the creation date may affect the district's valuation date, the base value, compliance with the equalized value test, and the ability to capture current year construction values and changes in economic value.
    - Ehlers will provide guidance on district design within statutory limits to creatively achieve as many of the City's objectives as possible and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the City Council.

Phase II – Project Plan Development and Approval

If the City elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission, City Council, and the Joint Review Board. This phase begins after receiving notification from the City to proceed and ends after the Joint Review Board acts onthe Project. As part of Phase II services, Ehlers will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of

real property within the district, and a map showing proposed improvements and uses in the district.

- Submit to the City an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with City staff to confirm dates and times for the meetings indicated within the following table. Ehlers will ensure that selected dates meet all statutory timing requirements and will provide documentation and notices as indicated.

Meeting	Ehlers Responsibility	City Responsibility
Initial Joint Review Board	Prepare Notice of Meeting Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions. Provide agenda language to City. Attend meeting to present draft Project Plan.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare meeting minutes.
Plan Commission Public Hearing	Prepare Notice of Public Hearing	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.
Plan Commission Public Hearing	Attend hearing to present draft Project Plan.	Prepare and mail individual property owner notices (only for districts created as blighted area, or in need of rehabilitation or conservation). Prepare meeting minutes.
Plan Commission	Provide agenda language to City. Attend meeting to present draft Project Plan. Provide approval resolution for Plan Commission consideration.	Prepare meeting minutes.
Governing Body Action	Provide agenda language to City. Attend meeting to present draft Project Plan. Provide approval resolution for City Council consideration.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Provide Project Plan & resolution to City Council members in advance of meeting. Prepare meeting minutes.
Joint Review Board Action	Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions. Prepare Notice of Meeting Provide agenda language to City. Attend meeting to present final Project Plan. Provide approval resolution for Joint Review Board consideration.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare meeting minutes.

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for City staff, Plan Commission, City Council and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

Phase III – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers will:

- Coordinate with the City's assessor and other staff as necessary to obtain parcel valuations, parcel data and other information needed for preparation of the State forms that must be filed as part of the base year or amendment packet.
- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the City with an electronic copy of the final Project Plan.
- Provide the Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the City and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	$1,000
Amendment Packet with Territory Addition	$1,000
Amendment Packet with Territory Subtraction	$1,000
Base Value Redetermination	$1,000
Amendment Packet	No Charge
Annual Administrative Fee	$150