

**CITY OF CREST HILL  
PROPOSED WEBER ROAD TIF DISTRICT  
11/10/22**

<b><u>Timing: Week of</u></b>	<b><u>Task</u></b>
____ November 7 <i>(actual date)</i>	<b>City Council adopts Inducement Resolution.</b> Notes: <u>Completed</u>
____ Nov 14 – Dec 9	KMA and City work together to confirm final TIF boundaries and PINs list. Notes: <u>Completed</u>
____ Nov 14 – Dec 9	KMA and City staff complete due diligence regarding TIF eligibility report. City Staff supplies documentation regarding infrastructure qualification factors Notes: _____
____ Week of Nov 14	City Staff to identify any City officials or staff who have ownership interests within the TIF boundaries. Procedures relating to any conflicts need to be reviewed. Notes: <u>In Process</u>
____ Week of Nov 21	City Attorney prepares draft Interested Parties Ordinance Registry and Rules to City staff for adoption by City at its December 5 <sup>th</sup> Council meeting. Notes: <u>Completed</u>
____ December 5	<b>City Council adopts ordinance to create Interested Parties Registry</b> <i>(actual date)</i> Notes: _____
____ Week of Dec 5	Final TIF legal description and boundary maps provided by the City to KMA for new TIF Notes: _____

**Timing: Week of**

**Task**

____ Week of Dec 5	<b>First draft of TIF Eligibility Report</b> provided by <b>KMA</b> to <b>City Staff</b> for City comments. <b>Notes:</b> _____ _____
____ Week of Dec 12	<b>City Staff</b> provides comments to <b>KMA</b> regarding draft TIF Plan and Eligibility Report. <b>Notes:</b> _____ _____
____ Week of Dec 12	<b>City Staff</b> and <b>KMA</b> work together on preparing <b>TIF budget, proposed project EAV estimates, and current and future land uses</b> for TIF Plan completion by KMA. <b>Notes:</b> _____ _____
____ Week of Dec 12	<b>City staff identifies residential addresses within 750 feet of the TIF boundaries.</b> <b>City Staff</b> and <b>KMA</b> identify affected taxing districts and compile contact/address list for the taxing districts. Continue assembly of eligibility finding. <b>Notes:</b> _____ _____
____ Week of Dec 19	<b>City Staff</b> and <b>KMA</b> confirm <b>tax codes, affected taxing districts,</b> and contact/address list for the taxing districts. <b>KMA</b> prepares Taxing District Distribution List for JRB mailing. <b>Notes:</b> _____ _____
____ Week of Dec 19	<b>KMA</b> sends <b>completed TIF Plan and TIF Eligibility Report</b> to <b>City Staff</b> for placing on file with <b>City Clerk</b> on <b>December 23rd</b> <b>Notes:</b> _____ _____
____ Week of Dec 19	<b>City Attorney</b> prepares draft resolution authorizing TIF JRB meeting and Public Hearing for adoption on <b>January 2nd</b> <b>Notes:</b> _____ _____
____ <b>December 23</b> (actual date)	Draft <b>TIF Plan and Eligibility Report</b> must be on file at <b>City Clerk's</b> office <b><u>at least 10 days before the City Council approves the TIF Public Hearing resolution.</u></b> <b>Notes:</b> _____ _____

**Timing: Week of**

**Task**

<b>January 3, 2023 (actual date)</b>	<b>City Council adopts TIF JRB and Public Hearing Resolution</b> which authorizes time and place for the public hearing concerning the draft TIF Plan and TIF Eligibility Report. The Resolution also authorizes City Staff to prepare additional public notices as required by the TIF Act (see below). <b>Notes:</b> _____ _____
____ Week of January 2	<b>City Attorney prepares three draft TIF adoption ordinances</b> for City staff review and comments. <u>The ordinances must be presented at the JRB meeting.</u> <b>Notes:</b> _____ _____
____ <b>January 4 (actual date)</b>	<b>KMA mails (certified) Notice of Public Hearing to affected taxing districts and IDCEO by certified mail.</b> The notice will also include the time and the place for the first Joint Review Council (JRB) meeting, as well as a draft copy of the TIF Plan and TIF Eligibility Report. The first meeting of the JRB must take place at <b><u>least 14 days following the notice of JRB and public hearing</u></b> to the taxing districts (and no more than 28 days following such notice). <b>Notes:</b> _____ _____
____ <b>January 5 (actual date)</b>	<b>KMA mails (regular/non-certified) Notice of Availability of Interested Parties and Public Hearing</b> to all residential addresses within 750 feet of the TIF boundaries. <b>Notes:</b> _____
____ <b>January 17 (actual date)</b>	<b>City Staff posts JRB meeting agenda</b> at City Hall for public viewing at City Hall. Agenda must be posted at least 48 hours prior to JRB meeting. <b>Notes:</b> _____ _____
____ <b>January 19 (actual date)</b>	<b><u>First meeting of the Joint Review Board.</u></b> The JRB reviews the planning documents and proposed ordinances regarding the proposed TIF District. <b>Notes:</b> _____ _____

**Timing: Week of**

**Task**

\_\_\_\_ January 19  
February 18

The JRB shall make an advisory, **non-binding recommendation** regarding the TIF area designation within thirty (30) days after the convening of the JRB. The JRB shall base its decision to recommend or not recommend the proposed TIF District on the basis of the proposed TIF District satisfying the statutory eligibility criteria. If the JRB does not recommend TIF District designation, the JRB shall issue a written report describing why the area fails to meet one or more eligibility criteria. The **City** then has thirty (30) days to confer and resolve such issues. In the event that such issues are not resolved, the **City** may proceed with the adoption of the TIF, but only upon a 3/5s vote of the **City Council**. In the event that JRB does not file a report or make a recommendation, it shall be presumed that these taxing districts find the area to satisfy the eligibility criteria, pursuant to the TIF Act. Failure of the JRB to make a recommendation or to submit its report on a timely basis shall not cause a delay in the process of forming the TIF District. **Notes:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Week of Jan 23

**KMA** updates taxpayer list to include identification of delinquent taxpayers and if taxes are delinquent, taxpayers of record for the last three years for each relevant parcel. **Notes:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Week of Feb 13

**City publishes Notice of Public Hearing** in two (2) editions of local newspaper (not more than thirty (30) days nor less than ten (10) days prior to public hearing). **Notes:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **February 15**  
**(actual date)**

**KMA sends Notices of Public Hearing** to all property taxpayers of record in the proposed TIF District and interested parties (not less than ten (10) days before public hearing). **KMA** completes research of delinquent taxpayers and sends notices to taxpayers of record for the previous three years. **Notes:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **March 6**  
**(actual date)**

**City** holds the **Public Hearing** for the proposed TIF District. Any interested person or affected taxing district may file written objections or be heard orally in this forum. The Public Hearing may be continued to another date without any further written notices. *If any significant changes are to be made in the Redevelopment Plan, notices of such changes must be sent to taxing districts and published in a local newspaper at least ten (10) days prior to TIF ordinance adoption.* **Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Timing Week of:**

**Task**

\_\_\_\_ Week of March 6

City Attorney finalizes three TIF adoption ordinances for City staff review and comments. The ordinances to be adopted at **March 13th** City Council meeting. **Notes:** \_\_\_\_\_

**March 13  
(actual date)**

**City Council** may introduce and **adopt the three ordinances** necessary to designate the TIF Plan, the Redevelopment Project Area, and to adopt tax increment financing, **no earlier than 14 days after the close of the public hearing but within 90 days.** Immediately after passage of the ordinance designating the boundaries of the TIF District, the **City Clerk** must transmit the ordinances to the County Clerk. The County Clerk must determine the most recently ascertained equalized assessed value of each parcel of real property in the TIF District, as well as the “total initial equalized assessed value” of the taxable real property within the TIF District and provide a written certificate stating the TIF “base” EAV.  
**Notes:** \_\_\_\_\_

**March 14  
(actual date)**

**City Clerk** , immediately after passage of the ordinance designating the boundaries of the TIF, must transmit the ordinances to the County Clerk. The county Clerk must determine the most recently ascertained equalized assessed value or each parcel of real property in the TIF District and provide a written certificate stating the TIF “base” EAV.  
**Notes:** \_\_\_\_\_