

SCOPE OF SERVICES

TIF District Services

12/27/11

Attachment A

STUDY AREA

This scope of services covers three study areas identified on Exhibit 1, and referred to as:

- Southern Gateway (Rt. 251) TIF District
- Northern Gateway (Rt. 251/Rt. 38) TIF District
- Downtown TIF District

PROJECT PHASING

The Scope of Services is divided into three phases. Teska Associates, Inc. (Teska) will conduct Phase 1 prior to authorization to proceed with Phases 2 and 3. Phase 1 includes the tasks necessary to undertake a TIF District eligibility study. If Phase 1 concludes that the Study Areas are eligible for TIF designation and the City of Rochelle authorizes Teska to proceed, Teska will undertake Phases 2 and 3, being the preparation of the TIF District Redevelopment Plan and Program and the Plan adoption process.

PHASE 1: TAX INCREMENT FINANCING DISTRICT - ELIGIBILITY STUDY

Task 1.1 Project Initiation Meeting. Teska will meet with the City representatives for the purpose discussing the project schedule, reviewing data needs and collecting readily available data. During the meeting, the responsibilities for each task will be reviewed and agreed upon. This meeting will occur on the same day as field survey in Task 1.2.

Task 1.2 Eligibility Field Inventory. Teska will conduct a field survey of the parcels in the Study Area to identify the existing land uses, site conditions, above ground public infrastructure conditions, and building characteristics in accordance with eligibility criteria contained in the Illinois Real Property Tax Increment Allocation Redevelopment (TIF) Act. A photographic inventory of the properties covered in the field survey of the Study Area will be provided to document existing conditions.

Task 1.3 Background Data Collection and Base Map Preparation. Teska will work with City staff to obtain information from official records related to the eligibility of the Study Area. The City will provide Teska with the following information:

- Digital base map of the study area showing all tax parcels with PIN identification numbers for all parcels (property identification numbers uses for tax purposes);
- Digital air photo of study area;
- Most recent Equalized Assessed Value (EAV) for all tax parcels;
- Equalized Assessed Value for every parcel for the five years prior to most recent year;
- Most recent Total Equalized Assessed Value for the City of Rochelle;
- Total Equalized Assessed Value for the City of Rochelle for the five years prior to most recent year;

- List of taxpayers and owners of record, as well as taxpayers of record for past three years on properties which are delinquent in property tax payment, if any;
- Age of buildings, if available;
- Code violation information for all properties, if available (all violations within last five years)
- Building permit information for commercial and industrial properties within the last ten years in the City, compared to permit activity in the proposed study area (type of permit and dollar value);
- List of taxing bodies affected by the TIF project, including most recent tax rates for each;
- Legal boundary description of final redevelopment project area;
- Information and cost estimate on proposed public improvements (utilities, roads, etc.)
- Information and cost estimate for environmental cleanup, if required;
- Information and cost estimate for demolition, and rehabilitation, if available;
- Information on pending and proposed redevelopment plans;
- and
- Any other information that may be pertinent to establishing the eligibility of the study area.

Teska will prepare a project base map (in GIS digital format) with parcel and tax identification information which serves to meet the statutory standards for document eligibility.

Task 1.4 Data Analysis. The information obtained through the field survey and through the review of pertinent documents will be tabulated and analyzed to determine whether the Study Area is eligible as a Redevelopment Project Area. Teska will attend one meeting with City staff to review the results of the eligibility analysis, and to explore one or more TIF boundary options for each TIF district in order to establish an eligible district.

Task 1.5 Feasibility Findings Report/Meeting. Teska will incorporate staff comments and submit a digital copy of the draft feasibility report findings in advance of a City Council meeting that Teska will attend to present the results and answer questions.

PHASE 2: REDEVELOPMENT PLAN AND PROGRAM

Task 2.1 Housing Impact Study. If it is determined from the Redevelopment Plan that the plan would result in the displacement of residents from 10 or more inhabited residential units, or if the redevelopment project area contains 75 or more inhabited residential units, Teska will prepare a Housing Impact Study in accordance with the requirements of the TIF Act.

Task 2.2 Redevelopment Plan Preparation. Teska will work with City staff to prepare a Redevelopment Plan. The Plan will include recommended boundaries, recommended land-uses, potential redevelopment sites and build-out estimates using general planning standards, infrastructure needs and other public improvements for the Study Area. The City's Comprehensive Plan will serve as a guide for the preparation of the Redevelopment Plan.

Task 2.5 Redevelopment Program Formulation. Subsequent to, or simultaneously with, the preparation of the Redevelopment Plan, a Redevelopment Program will be prepared in accordance with the Illinois Real Property Tax Increment Allocation Redevelopment Act.

The Redevelopment Program will identify and project costs for land acquisition and disposition, public improvements, and other eligible project expenses. The program will also identify sources of funds, obligations to be issued, an analysis of assessed valuation increments, and an implementation schedule. The Program will include the development of projections for incremental revenues and project expenses during the potential 23 year duration of the TIF District. The City will provide Teska with cost information for all public improvements and building demolition or rehabilitation that may be included as eligible project costs.

Task 2.6 Boundary Survey and Legal Description. Subsequent to the decision on the final boundaries of the TIF district in Phase 1, the City shall cause to have prepared a legal description of the boundary of the proposed district.

Task 2.7 City Council Workshop: Draft Redevelopment Plan and Program. Teska will submit a digital copy of the draft Redevelopment Plan and Program and eligibility report, and will attend one workshop with the City Council to present the proposed Redevelopment Plan and Program. Based on comments and suggestions, Teska will revise the plan and program and submit a revised copy of a "public review" draft report prior to Task 3.1. The presentation will focus on recommended redevelopment sites and redevelopment scenarios for those sites, and discussion of redevelopment strategies to pursue during the implementation of the TIF. The presentation will focus on:

- Review of conformance to eligibility requirements
- The recommended redevelopment sites and redevelopment scenarios for those sites.
- The facilitation of a discussion to reach consensus regarding the redevelopment strategies and options to pursue during the implementation of the TIF.

Task 2.5 Public Community Meeting: Proposed Redevelopment Plan and Program. Teska will attend one community meeting to present the draft eligibility study and Redevelopment Plan and Program at a community meeting as a result of the housing impact study required by the TIF Act. The City shall provide all required notices of this public meeting in accordance with the requirements of the TIF Act.

PHASE 3: PUBLIC REVIEW AND ADOPTION

Task 3.1 Public Notice of Meetings and Interested Parties Registry. The City will prepare and execute all required mailings and public notifications of JRB and other required public hearings as described in State Statutes, and will keep complete records of these notices for each project area. The City will also establish an interested parties registry and publish the details of the registry in a newspaper of local circulation. Teska will provide technical assistance and model documents as needed.

- Task 3.2 Joint Review Board Meeting.** The City will convene a Joint Review Board (JRB) as required by TIF statute. Teska will attend one meeting of the JRB to present the findings of the feasibility study and the Plan and Program.
- Task 3.3 Public Notice of Meetings and Interested Parties Registry.** The City will prepare and execute all required mailings and public notifications of JRB and other required public hearings as described in State Statutes, and will keep complete records of these notices for each project area. The City will also establish an “interested parties registry” and publish the details of the registry in a newspaper of local circulation. Teska will provide technical assistance and model documents as needed.
- Task 3.4 Public Hearing.** Teska will participate in one formal public hearing before the City Council as required by Illinois Revised Statutes. Teska will present the Plan and Program, and respond to questions.
- Task 3.5 City Council Deliberations.** Teska will attend one additional meeting of the City Council following the close of the TIF public hearing, if necessary, and provide assistance to the Council in its deliberations.
- Task 3.6 Minor Amendments.** Minor amendments to the TIF Redevelopment Project report will be prepared by Teska, if required, as a result of City Council deliberations in Task 3.5.
- Task 3.7 Adjustment to Survey and Legal Description.** If, on the basis of Council deliberations, the boundaries of the TIF Districts are recommended to be different than the area defined by legal description in Task 2.6, the City will cause to have prepared the necessary adjustments to the survey and legal description necessary for preparation of the ordinances in Task 3.8.
- Task 3.8 Ordinances.** The City’s Attorney is responsible for preparation of ordinances required for adoption of the TIF District. If requested, Teska will provide model ordinances and assistance to the City Attorney.

- - - Completion of Scope of Services - -

OTHER OPTIONAL SERVICES:

Additional Meetings/Revisions. Teska may participate in additional meetings with the City, developer(s) or the Joint Review Board to review reports, development agreements, prepare revisions/amendments or discuss implementation of the project. Teska will be compensated for additional meetings and assignments on the basis of time and expenses, or as mutually agreed upon.

Publication of Final Draft Redevelopment Plan. Teska will provide additional copies final draft of the approved TIF Redevelopment Plan report in the format and quantity desired by the City.

Developer Negotiations and Redevelopment Agreements. Teska will review developer proposals, and analyze the eligibility of requested project costs, and the potential tax increment associated with developer proposals as the basis for setting guidelines for negotiation and agreements concerning potential TIF assistance.

Annual TIF Analysis, Reporting, and Filing. As required by the State, the Teska team will assist the City in the Illinois statute requirements for annual TIF analysis, reporting, and filing.