CITY OF BELLEVILLE
TIF ASSISTANCE PROGRAM

REVISED: FEBRUARY, 2019

VETERANS MEMORIAL FOUNTAIN ON THE SQUARE * NATIONAL SHRINE OF OUR LADY OF THE SNOWS*
ART ON THE SQUARE * LINDENWOOD UNIVERSITY * SOUTHWESTERN ILLINOIS COLLEGE *
ALL AMERICA CITY AWARD 2011 * METROLINK LIGHT RAIL SYSTEM * MIDAMERICA-ST. LOUIS AIRPORT *
BELLE VALLEY INDUSTRIAL PARK * HISTORIC DISTRICTS* BIKE TRAIL SYSTEM *
* SISTER CITY OF ST. LOUIS, MISSOURI & PADERBORN, GERMANY*
CITY OF BELLEVILLE TIF PROGRAM

INTRODUCTION & PURPOSE STATEMENT:

In an effort to attract new business development, private investment, and growth to Belleville as well as assist existing firms to expand thereby increasing the local tax base and further providing job opportunities, the Belleville, Illinois has established the Tax Increment Financing (TIF) program to provide various financial incentives and inducements. One of the primary goals of the City Administration is to provide a suitable environment and delivery of essential public services to attract and enhance new business development and investments. Programs that the City of Belleville presently offers new and existing businesses include: 1.) Public Improvements through Tax Increment Financing (TIF) Districts; and 2.) Financial inducements to private enterprises via tax increment financing.

This program has proven successful in meeting the diverse development needs of the business community as well as serve to place Belleville in a more competitive position in working with the private sector in assisting them in making the decision to locate or expand within the corporate limits of Belleville. The City works in close cooperation with agencies and economic development organizations such as the Greater Belleville Chamber of Commerce, St. Clair County Economic Development Department, Southwestern Illinois Development Authority, utility companies and various state agencies to pool resources and expertise in putting together proposals and incentives to assist businesses.

This packet therefore is designed to provide background information on the available community and economic development programs and resources that the City can provide in conjunction with several agencies.

Questions and/or inquiries should be directed to:

Mayor Mark W. Eckert  
101 South Illinois Street  
Belleville, IL 62220  
Phone: (618) 233-6810  
Email: meckert@belleville.net

Residential & Commercial Development Services Dept.  
407 East Lincoln Street  
Belleville Illinois, 62220  
Phone: (618) 233-6810, Ext. 1249  
Email: edpz@belleville.net

City of Belleville Website: www.belleville.net

TAX INCREMENT FINANCING (TIF)

The City of Belleville has several active Tax Increment Financing (TIF) Districts (see attached map) that were established to provide a funding mechanism to promote and enhance redevelopment in specific areas of the community. A TIF district must meet specific criteria as being “blighted or conservation areas” as prescribed by Illinois State Statutes. The TIF program enables the City to capture “incremental property taxes” generated from improvements and redevelopment occurring within the TIF boundaries over the life of the TIF. The legislation allows TIFs to continue for 23 years from the date the district is established.

TIF funds generated within the district are retained by the City and are generally used for a variety of public activities including; acquisition of property, infrastructure improvements, and other eligible costs as specified in the statutes which are directly beneficial to the applying business. These eligible costs include remodeling, site preparation, property acquisition and assembly, development of plans and specifications, and more.

If a TIF Assistance Program application is approved, the City will enter into a “Development Agreement” with the applicant business. Through the agreement, the business agrees to complete the project and make certain improvements. In return, the City could reimburse the business an agreed upon amount of funds depending upon the merits of the project. Job creation/retention and private investment must be adequately documented for such a Development Agreement to even be considered.
CRITERIA:

In order for a business to be considered for a potential TIF inducement, the following requirement must be met:

1. Project must be located within the limits of a TIF district.
2. Generally, businesses determined eligible shall include commercial establishments both retail and wholesale, service businesses including professional offices, industrial firms including manufacturing and warehouse facilities.
3. Project must be located in an area suitably zoned for the purposed use or have obtained the appropriate variance or Special Use Permit.
4. Project must show evidence of financial capacity to complete the project. This may involve letters of credit, documentation of conventional loans, availability of owner equity and other financial resources, etc. and shall be provided at the request of staff.
5. Private investment and/or jobs created prior to City Council approval shall not be considered in the review process.

PROCEDURES:

In order for a business to be considered for the potential inducements, the following steps and procedures are required to be followed:

1. Applicant business must complete and return the appropriate application forms (attached) Part(s) I-III, including pertinent documentation (i.e. number of Full Time Equivalent (FTE) jobs* to be created/retained**, total amount of investment, construction schedule and evidence of project financing.).

2. Completed applications will be submitted to the Economic Development & Planning Division for review and comment. Incomplete forms will be returned to the applicant with an explanation on additional information as may be required. Applications are due on the last Wednesday of each month with final approval potentially occurring on third Monday of the following month.

3. Within thirty (30) days of acceptance of the application and required documentation, the Economic Development & Planning Division will submit the application for review to the Economic Development & Annexation Committee.

4. The Economic Development & Annexation Committee and Finance Committee shall approve, deny or amend the application. The decision of the Committees shall be made respectively in an open meeting properly held and advertised. If approved by the Economic Development & Annexation Committee and Finance Committee respectively, the application will be incorporated into a “Development Agreement” outlining the specific terms and conditions of the inducements. The Development Agreement will be forwarded to City Council for approval***.

5. The Economic Development & Annexation Committee and Finance Committee shall respect the confidentiality of financial records of the business as allowed by law.

6. The recommendation of the Economic Development & Annexation Committee and Finance Committee respectively must be submitted and approved by a majority vote of the City Council before any inducements can be realized.

7. All businesses that enter into a Development Agreement with the City of Belleville are required to submit a Certification of Compliance With Development Agreement Annual Report form for the life of the agreement. The life of the agreement is defined as the commitment of time to remain and operate at the subject site.
PENALTIES:

In the event that the business fails to meet its obligations, as outlined in a Development Agreement, any and all public funds provided under the TIF Assistance Program shall be repaid to the City of Belleville by the business and all remaining amounts to be provided, if any, shall be terminated.

B. Other Resources/Sources of Assistance:

1. St. Clair County Economic Development Department
   10 Public Square, Room A300
   Belleville, IL 62220
   (618) 277-6600, Ext. 2672
   http://www.co.st-clair.il.us/Departments/Economic+Development/default.htm

2. Illinois Department of Commerce & Economic Opportunity (DCEO)
   1022 Eastport Plaza Drive
   Collinsville, IL 62234
   (618) 304-9466
   www.illinoisbiz.biz

3. Illinois Finance Authority
   500 East Monroe, Third Floor
   Springfield, IL 62701
   (217) 782-5792/(217) 782-3989 (fax)
   2929 Broadway St., #7B
   Mt. Vernon, IL 62864
   (618) 244-2424/(618) 244-2433 Fax
   www.il-fa.com

4. Small Business Development Center
   Alumni Hall
   Room 2126
   Edwardsville, IL 62026-1107
   (618) 650-2929/(618) 650-2647 (fax)
   601 James R. Thompson
   Building D, Room 2081
   East. St. Louis, IL 62201
   (618) 482-8330/(618) 482-8341 (fax)
   http://www.sjue.edu/business/sbdc/
   eslsuesbdc@yahoo.com

5. Southwestern Illinois Development Authority (SWIDA)
   1022 Eastport Plaza Drive
   Collinsville, IL 62234
   (618) 345-3400
   www.swida.org

6. Belleville Main Street
   216 East 'A' Street
   Belleville, IL 62220
   (618) 239-9428
   www.bellevillemainstreet.net

7. Greater Belleville Chamber of Commerce
   716 East A' Street
   Belleville, IL 62220
   (618) 233-2015
   www.bellevillechamber.com
CITY OF BELLEVILLE TIF ASSISTANCE APPLICATION
(To be completed by Project Owner or Agent)

PART I - PROJECT INFORMATION:

1. Legal Business Name/Applicant: ____________________________________________

2. Street Address: ___________________________________________________________

3. City: __________________________ State: __________________ ZIP: _____________

4a. Federal Tax I.D. #: __________________________ 4b. Unemployment Insurance #: _______

5. Contact Person/Title: _____________________________________________________
   Phone: __________________________ E-mail: ______________________
   Street Address of Proposed Project: _________________________________________

6. Name of Property Owner: _________________________________________________
   Street Address: __________________________ City/State: _______________ ZIP: ______
   Phone: __________________________ E-mail: ______________________

7. Permanent Parcel # _______________________________________________________
   (From Real Estate Tax Bill or St. Clair County Assessor’s Office)

8. TIF District project location (See attached map):
   □ TIF #3                   □ #13/Southwinds                □ #19/Frank Scott Parkway
   □ TIF #8/Downtown South    □ #14/Rt. 15 East              □ #20/Rt. 15-S. Green Mount
   □ #9/Drake Road           □ #15/Carlyle-Green Mount     □ #21/Belle Valley III
   □ #10/Lower Richland Creek □ #16/Rt. 15 Corridor            □ #22/Rt. 15 North
   □ #11/Industrial Jobs Recovery □ #17/East Main St.  □ #18/Scheel St.

9. General Description of Proposed Project: __________________________________
   _______________________________________________________________________
   _______________________________________________________________________

10. Project Classification: (specify) __Commercial  __Industrial  _____SIC # (Standard Industrial Classification)

11. Type of Project:  __New Construction      __Remodeling of Existing Building  __Expansion of Existing Building

12. Is this a new business or existing business?  __New  __Existing

13. Does this project involve a move from another location:  __NO  __YES
   (If YES, indicate City and State): ___________________________________________
14. Expected Project Start Date: ___________ Expected Project Completion Date: ___________

15. Estimated Cost of Remodeling: $________
   New Construction: $________
   Capital Equipment: $________
   Property Acquisition: $________
   Site Preparation, Utilities, Etc.: $________
   **Total Estimated Project Cost:** $________

16. Number of Full Time Equivalent (FTE) Jobs*:
   a. Presently at project location: ___________
   b. Present Jobs to be Retained**: ___________
   c. Created*** within one (1) year of project completion: ___________
   d. Additional Jobs Created after one (1) year and within two (2) years: ___________

18. Projected Annual Sales Subject to Sales Tax: ___________

19. Incentives Requested:
   □ Reimbursement of TIF eligible costs
   □ Façade Improvement Reimbursement
   □ Rebate of Property Tax on Incremental Improvements

**"Full-time equivalent job" means a job in which the new employee works for the recipient or for a corporation under contract to the recipient at a rate of at least 35 hours per week. A recipient who employs labor or services at a specific site or facility under contract with another may declare one full-time, permanent job for every 1,820 man hours worked per year under that contract. Vacations, paid holidays, and sick time are included in this computation. Overtime is not considered a part of regular hours.

***"Full-time retained job" means any employee defined as having a full-time or full-time equivalent job preserved at a specific facility or site, the continuance of which is threatened by a specific and demonstrable threat, which shall be specified in the application for development assistance. A recipient who employs labor or services at a specific site or facility under contract with another may declare one retained employee per year for every 1,750 man hours worked per year under that contract, even if different individuals perform on-site labor or services

****"Created" means the number of jobs for which persons are hired or are expected to be hired within 2 years as a result of the new investment, not including construction jobs or spin-offs that may be created.
PART II- ADDITIONAL PROJECT INFORMATION

Please attach any available information such as a Business Plan, Financial Statements, etc., that can provide information, project wise, for the City Staff to review. Such information shall be provided at the request of staff as needed.

Attachments (Please check all that apply):

- [ ] Business Plan
- [ ] Financial Statements
- [ ] Plans/Rendering of Project
  (Required for façade improvement requests)
- [ ] Other (Please describe):

- [ ] Letter of Credit
- [ ] Marketing Information

PART III- SIGNATURE OF PROJECT REPRESENTATIVE & PROPERTY OWNER

Project Representative

I hereby certify I have read and understand the content of the Business Assistance Program pamphlet and to the best of my ability present the above information as true and accurate. Further, I certify that but for the inducements requested under this application, the project, as proposed, cannot be completed.

______________________________  ______________________________  ______________________________
SIGNATURE  TITLE  DATE

______________________________
NAME (PLEASE PRINT)

Property Owner

I hereby certify that I am aware of and in favor of the proposed project on my property as put forth in this application.

______________________________  ______________________________  ______________________________
SIGNATURE  NAME (PLEASE PRINT)  DATE

NOTE: APPLICATIONS WILL NOT BE CONSIDERED FOR APPROVAL UNTIL THEY ARE COMPLETED IN FULL AND SIGNED BY THE APPLICANT AND THE PROPERTY OWNER.

Applications are due no later than 5:00 p.m. CT on the last Wednesday of each month. In the event that this day falls on a holiday for which the City of Belleville is closed, applications will be due on the next business day. For questions, please call 618-233-6810, Ext. 1249.

Submit applications to: TIF Assistance Program
c/o Economic Development & Planning Division
407 E. Lincoln St.
Belleville, IL 62220
edpz@belleville.net