

**CITY OF CARIBOU
TAX IMPLEMENTATION
POLICY**

The City of Caribou administrative staff will act as a clearinghouse and coordinate all activity regarding tax increment financing proposals. Working with potential applicants, the staff will:

1. Provide information on tax increment financing;
2. Verify applications for consideration propose improvements resulting in at least \$100,000 of new taxable real and/or personal property;
3. Discuss proposals and accept preliminary applications from applicants;
4. Review preliminary application based on policy guidelines with the City Tax Assessor, Finance Department, City Attorney, Planning, Public Works, and Bond Counsel;
5. Advise applicants on findings of City staff and Bond Counsel review;
6. Adhere to requirements set forth by 30-A MRSA section 5226, subsection 1, which sets forth the procedures for notice and hearing requirements necessary prior to the designation of a TIF district;
 - ✓ This section allows for a public hearing with 10 days notice in a newspaper of general circulation within the municipality.
7. Following a review and evaluation of an application, the city staff will prepare a presentation to the Council who will decide whether to accept or reject the application as written or modify and bring the application before the Council at another date. Recommendations from affected departments as well as the CCC&I will accompany the package presented to the Council at Public Hearing. List qualifications of project;
8. Based on the City Council's direction and approval, the City staff will prepare and submit applications for tax increment financing to the State of Maine Department of Economic and Community Development (DECD) and will monitor ongoing public and private investments in the particular development project.
 - The application to the DECD must contain the following:
 - ✓ Cover sheet and job goals page
 - ✓ Development Program
 - ✓ Calculation of tax shifts
 - ✓ Evidence of public hearing notice
 - ✓ Record of district designation by municipal legislative body
 - ✓ District area and value certifications
 - ✓ Map and description of district
 - ✓ Overview of the Development Project to be financed
 - ✓ Financial plan
 - Cost estimates for the program
 - Indebtedness to be incurred
 - Sources of anticipated revenues
 - Estimates of Captured Assessed Value (CAV)
 - CAV and resulting tax increment revenues to be applied to the program each year
 - Estimated impact on all taxing jurisdictions in which district is located

- ✓ List of public facilities to be constructed (if any)
- ✓ Uses of private property within district
- ✓ Plans for relocation of persons displaced by development activities
- ✓ Proposed traffic improvements
- ✓ Environmental controls to be applied
- ✓ Proposed operation of the district after capital improvements are complete
- ✓ Duration of district (not to exceed 30 years)

9. All decisions will be sent in writing to the applicant, locally from City staff on behalf of the Council and the State level response will be from the DECD.

10. Annual reviews and oversight to be done by city staff. Annual reports will consist of the following:

- ✓ The extent to which public improvements and project plans outlined in the development program have been completed.
- ✓ The extent to which debt incurred in implementing the development program has been retired.
- ✓ Any other information specifically requested by the Department.