

OUTLINE OF PROCEEDINGS FOR CONSTITUTIONAL ECONOMIC DEVELOPMENT PROPERTY TAX EXEMPTION

1. Preliminary Review of Eligibility by City designee
2. Application for Property Tax Exemption
 - a. Application must contain:
 - i. Name and address of business, principal owners and officers, contact person and telephone number.
 - ii. A general description of the nature of the business, business history and experience, and a list of principal competition in the local market.
 - iii. Name and address of the owner of the land and building occupied or to be occupied by the business.
 - iv. A general description of the proposed building project or improvements, including estimated capital costs, plus the amount or percentage of tax exemption being requested.
 - v. A site plan of the proposed building project or improvements.
 - vi. If an existing business, average total monthly employment figures for the past twelve months.
 - vii. Number of new jobs (FTE) to be created by type or position.
 - viii. A statement explaining why the requested tax exemption is a critical factor in determining whether the proposed project is to be completed.
 - ix. A completed Firm Data Sheet for the cost benefit study.
 - b. Application must be submitted to Clerk, with filing fee
 - c. Clerk will notify City Manager of Application
 - d. City Manager will notify Governing Body of Application
3. Analysis of Costs and Benefits should then be prepared
4. Public Hearing will be called
 - a. Notice of Public Hearing must be given to County, Unified School District, and Company and must be published
5. Governing Body conducts Public Hearing and considers Application and Analysis of Costs and Benefits
6. Prior to passage of Ordinance below, Tax Incentive Agreement negotiated between the Company and the City
7. Governing Body approves Application and adopts Resolution of findings required by statute
8. Governing Body passes Ordinance approving exemption and Tax Incentive Agreement

9. Application to Court of Tax Appeals is made, through County Appraiser
10. Order of Court of Tax Appeals Granting Exemption
11. Annual Renewal Application and fee (due by January 15) and Review by City (to be completed by February 15)