



TOWN OF
DANVILLE

Danville Redevelopment Commission
March 13, 2023
5:30 PM

AGENDA

I. Call to Order

- Pledge of Allegiance
- Establish Quorum
- Approve Minutes
- Election of Officers

II. Old Business: None

III. New Business:

- Indiana Redevelopment Commission – 2024 Key Dates and Annual Requirements – April 15 Deadline
- ICSC Annual Event

IV. Invoices:

- C. Swanson Trucking Invoice for Demolition of 195 East Main St.
- Bakertilly – Professional Services 2023

V. Items for Discussion:

- Bakertilly Engagement Letter
- Bakertilly - TIF Management Report to the Town Council
- New TIF Within the EDA – East Main Corridor – Hotel
- Legal Counsel - Modification

VI. Report of Officers, Committees and Staff

VII. Adjourn

Next Meeting:
April 10, 2024

DANVILLE REDEVELOPMENT COMMISSION MINUTES
December 13, 2023
5:30 PM

Members Present: Ben Comer, Tracey Shafer, David Glover, Ellen Wilborn, Brad Legan
Members Absent: None
Staff Present: Lesa Ternet, Madison Henderson, Carrie Lofton, Barry Lofton
Guests: Sara Beth Thornton (Virtual), Don Hodson, Dave Potter

A quorum was established, and the meeting was called to order by B. Comer.

D. Glover made a motion to approve minutes from the November 8th meeting. E. Wilborn seconded the motion. Motion carried 4-0. B. Comer abstained.

Old Business: None

New Business:

- **Commitment for Extension of Wastewater Services Utilizing TIF Funds**

L. Ternet stated this item was discussed at the meeting last month to get a commitment to assist the town financially to extend wastewater to the southeast portion of Danville to promote industrial economic development in this area. B. Comer stated the town had obtained a bond to assist with the wastewater extension and a contribution by the RDC would help pay that bond down. B. Comer stated there would be adequate funds and provided a summary of available TIF funds. B. Lofton gave a brief description of the future wastewater project and how a contribution by the RDC would help buy down the bond amount. L. Ternet explained the Town was in the process of joining the Central Indiana Redevelopment Development Authority (CIRDA) and had submitted a request for funds to assist in the future wastewater project. L. Ternet stated the project was likely low on the priority list as CIRDA had numerous projects submitted for various locations in Central Indiana.

B. Comer made a motion to make a one-time contribution of \$300,000 for the future wastewater project as a 2024 expense. E. Wilborn seconded the motion. Motion carried 5-0.

Items for Discussion:

- **Sarah Beth Thornton, Retail Strategies (Virtual)**

L. Ternet stated S. Thornton reached out in October regarding their company and how they have assisted communities in downtown revitalization, retail recruitment, and education. S. Thornton presented a PowerPoint presentation with information on how their company could assist the Town of Danville in promoting economic development. S. Thornton described three (3) different platforms the town could consider. B. Comer stated the Commission would consider all the information provided and discuss it at a future meeting.

- **Brad Legan, PowerPoint Presentation**

B. Legan stated this was his first year of being on the Commission and wanted to share some information regarding economic development projects he had seen around the country as part of his profession. He

what the Town of Danville could create. There was discussion by the Commission on how some of the ideas could be implemented.

- **2024 Meeting Schedule**

L. Ternet submitted the 2024 meeting schedule and stated the Town Council had approved the meeting dates for the year.

Report of Officers, Committees and Staff:

L. Ternet reported on the status of 195 East Main Street and that the Town was still waiting on CenterPoint Energy to disconnect their service. B. Lofton stated he has a contact that he was working with to try to expedite the disconnect.

B. Lofton explained a proposal to install public restrooms around the square at a couple of locations so that port-o-lets can be eliminated during events. He further stated that once the locations have been determined and drawings have been provided, those would be presented to the RDC.

There being no further business, the meeting was adjourned at 6:41 PM

Ben Comer, President

Ellen Wilborn, Secretary

REDEVELOPMENT COMMISSION BRIEFING MARCH 13, 2024

RDC 2024 Key Dates and Annual Requirements

Included in your packet is a copy of the Key Dates and Annual Requirements for the April 15 deadline. Bakertilly will be assisting the RDC with making sure these requirements are met. No action is necessary.

ICSC Annual Event

This is a request to allow attendance at a conference to explore opportunities for commercial development. I have included information Brad Legan put together and the cost for attendance. A vote will be required.

Invoices

Included in your packet are a couple of invoices submitted. A vote for approval will be required.

Items for Discussion

There are four (4) items on the agenda for discussion purposes only.

Lesa Ternet

From: Amspaugh, Heidi <Heidi.Amspaugh@bakertilly.com>
Sent: Wednesday, February 14, 2024 2:27 PM
To: Lesa Ternet; Carrie Lofton
Cc: Schrader, Sam; Foster, Tim
Subject: Danville RDC - 2024 TIF Reporting Requirements

Caution: This is an external email. Please take care when clicking links or opening attachments. If in doubt, please contact the helpdesk.

Good afternoon Lesa and Carrie,

Happy 2024! I hope you guys are well. I wanted to reach out to you to see if you would like our assistance again this year with the following RDC and TIF Reporting requirements:

Items we have assisted with:

1. TIF Management – Due April 15th
2. TIF Neutralizations – Fall 2024

Items we have not assisted with:

1. TIF Pass-through Letters – Due June 15th
2. RDC Annual Meeting requirement (budget, long term plan and impact to overlapping taxing units)
3. **NEW** – TIF Annual Spending Plan – Due December 1st

In addition to the TIF Annual Spending being new this year, the TIF Management Report now has to be presented to the Council before April 15th. Looking at your Council meeting dates, the report would need to be presented at the April 3rd Council meeting.

Please let me know if you have any questions or if you'd like to discuss over the phone.

Thank you,
Heidi

Heidi L. Amspaugh
Principal



Baker Tilly Municipal Advisors, LLC
D: +1 (317) 465 1517 | M: +1 (463) 218-9037
8365 Keystone Crossing, Suite 300
Indianapolis, IN 46240
heidi.amspaugh@bakertilly.com | bakertilly.com



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Indiana Redevelopment Commission

KEY DATES AND ANNUAL REQUIREMENTS

Indiana Redevelopment Commission

Key dates and annual requirements

First Meeting Day of the Year: Organizational Meeting

- Per IC 36-7-14-8(a), this meeting of the Redevelopment Commission (the “Commission”) may be held on any day that is not a Saturday, a Sunday or a legal holiday. During this meeting the Commission will hold its election of officers: president, vice president and secretary.
- During this meeting the Commission will hold its election of officers: president, vice president and secretary.
 - The fiscal officer of the unit establishing the Commission is the treasurer of the Commission.

April 1: Annual Report of the Redevelopment Commission Treasurer to the Fiscal Body of the Unit that Established the Commission

- Report on the financial status of the Commission provided by the Commission’s Treasurer to the Commission under 36-7-14-8(b).

April 15: Report on the Activities of the Redevelopment Commission and of Each Allocation Area for the Previous Year (DLGF Gateway TIF Management Report)

- Report on Commission and allocation area activities during the previous year must be filed by the Commission to the executive body of the unit, the fiscal body of the unit and to the Department of Local Government Finance (DLGF) under IC 36-7-14-13.
 - The report must include the following items related to the Commission:
 - Names of the Commissioners
 - Names of the officers
 - The number of regular employees of the Commission and their fixed salaries or compensation
 - The amount of expenditures made during the previous year and their general purpose
 - An accounting of the tax increment revenues expended by the entity as a grant or a loan from the Commission
 - Amount of funds on hand at the close of the calendar year
 - Other information necessary to disclose the activities of the Commissioners and the results obtained
 - The report for County Redevelopment Commissions must also include the names of any Commissioners appointed to or removed from office during the preceding calendar year.
 - The report must include the following for each allocation area:
 - Revenues received
 - Expenses paid
 - Fund balances as of December 31
 - The amount and maturity date for all outstanding obligations
 - The amount (principal and interest) paid on each outstanding obligation
 - A list of all of the parcels included in each allocation area including the gross assessed value, the net assessed value, the base assessed value, and the incremental assessed value
 - The amounts of tax increment revenue distributed to other taxing units, if applicable
 - For residential TIF allocation areas, the number of houses completed and the average price of the houses sold in the allocation area
 - If the information has not already been provided, the submission to the DLGF must include:
 - The year in which the allocation area was established
 - The section of the Indiana Code under which the allocation area was established



- Define the allocation area as a part of an area needing redevelopment, an economic development area, a redevelopment project area, or an urban renewal project area
 - If applicable, the year in which the boundaries of the allocation area were amended and a description of the amendment
 - The date of the allocation area's expiration
 - A copy of each resolution adopted by the Commission related to the establishment or amendment of the allocation area
- The report must be submitted to the DLGF in an electronic format under IC 5-14-6 (the current mechanism is the TIF Management Utility located in the Indiana Gateway for Government Units)
 - ***Effective January 1, 2024 the Gateway TIF Management Report must be presented to the fiscal body of the unit in a public meeting.***

June 15: Redevelopment Commission Determination of Excess Incremental Assessed Value Pass-Through for the Upcoming Year

- Notice provided to the overlapping taxing units and to the DLGF (in an electronic format) of the determination of captured assessed value for the subsequent year under IC 36-7-14-39(b)(5).
- The Commission must determine the amount of incremental assessed value that will be captured in each allocation area during the subsequent year in order to meet debt service obligations and other purposes as defined in the Plan.
- The Commission must provide a written notice to the County Auditor, the fiscal body of the entity that established the allocation area, and officers of the other taxing units that contain the allocation area. The Commission must also provide the notice to the DLGF via Gateway in an electronic format.

The notice must:

- State the amount, if any, of excess assessed value that the Commission has determined will be passed through to the overlapping taxing units; or
 - State that the Commission has determined that there is no excess assessed value to be passed through to the overlapping taxing units
- The Commission may not authorize the pass-through assessed value to the overlapping taxing units if doing so would endanger the ability to make bond payments.
 - If the amount of captured assessed value determined by the Commission is expected to generate more than 200% of the amount necessary to make debt service payments and the amount necessary for "other purposes", then the Commission must submit its determination to the legislative body of the unit. The legislative body of the unit may then approve or modify the Commission's determination of captured and pass-through assessed value.
 - The County Auditor is required to allocate the passed-through assessed value to the overlapping taxing units as determined by the Commission.

Prior to the certification of assessed values (August 1): Neutralization of Base Assessed Values for the Upcoming Year

- As a part of the process of certifying assessed values, the County Auditor must, for each allocation area, complete the form prescribed by the DLGF to neutralize the effects of the reassessment or trending of real property in the area on the tax increment revenues allocated to the Commission under IC 36-7-14-39(h) and IC 6-1.1-17-1.
- The adjustments:
 - May not include the effect of phasing in assessed value due to property tax abatements
 - Assessed value increases attributable to the application of an abatement schedule may not be included in the base assessed value of an allocation area
 - May not produce less property tax proceeds allocable to the Commission than would otherwise have been received if the reassessment or trending had not occurred

- May decrease the base assessed value only to the extent that assessed values in the allocation area have been decreased due to the reassessment or trending
- Should include the assessed value of residential parcels that are not eligible to be captured for tax increment financing purposes in the base calculation.

Prior to December 1 (DLGF Guidance forthcoming): Redevelopment Commission spending plan

- Pursuant to IC 36-7-14-12.7, a Commission must annually file a spending plan with the DLGF and the unit's executive and fiscal bodies.
- The spending plan must describe the planned expenditures from the allocation fund(s) for the Commission's allocation area(s) as well as any other Commission fund for the next calendar year.
- The DLGF will provide guidance on the filing of the spending plan, which must be in an electronic format.
- Beginning in 2025, the DLGF is required to submit a report prior to February 1 on Commissions that failed to comply with this requirement to the Legislative Services Agency for distribution to the Legislative Council.
- ***This requirement is effective January 1, 2024.***

Required Annually: Meeting of the Redevelopment Commission for presentation of information to overlapping taxing units

- Pursuant to IC 36-7-25-8, a Commission must annually hold a meeting during which the following information items are presented to the taxing units that overlap each of the allocation areas administered by the Commission:
 - The Commission's budget for tax increment revenues collected within each allocation area.
 - The long-term plan for each allocation area.
 - The impact of each allocation area on the overlapping taxing units.
- IC 36-7-25-8(b) allows for the governing body of a taxing unit that overlaps with an allocation area to request that a member of the Commission appear before the governing body of the taxing unit at a public meeting of that governing body.

To discuss how these new laws affect your community, reach out to your Baker Tilly municipal advisor.



About Baker Tilly Municipal Advisors

Baker Tilly Municipal Advisors, LLC is one of the largest municipal advisory practices in the U.S. with more than 80 registered Municipal Advisors. Our dedicated team of Value Architects™ works with public sector entities to help improve operations and resolve financial issues to enhance the quality of life for communities. Baker Tilly Municipal Advisors specializes in serving cities, towns, villages, municipalities, townships, counties, authorities, utilities, public schools and libraries, as well as economic development organizations, higher education institutions, not-for-profits, healthcare entities and power and water districts, often partnering with our parent entity, Baker Tilly US, LLP, a certified public accounting firm, to solve problems, create opportunities and meet our clients' accounting, capital planning and public finance needs.

Let's connect



Baker Tilly US



@bakertillyus



bakertilly.com/MunicipalAdvisory

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International Council Shopping Centers
May 19-21 Las Vegas

Proposed Attendees:

Lesa Ternet: Town Planner

Kelly DiBenedetto: Danville Chamber

Budget:

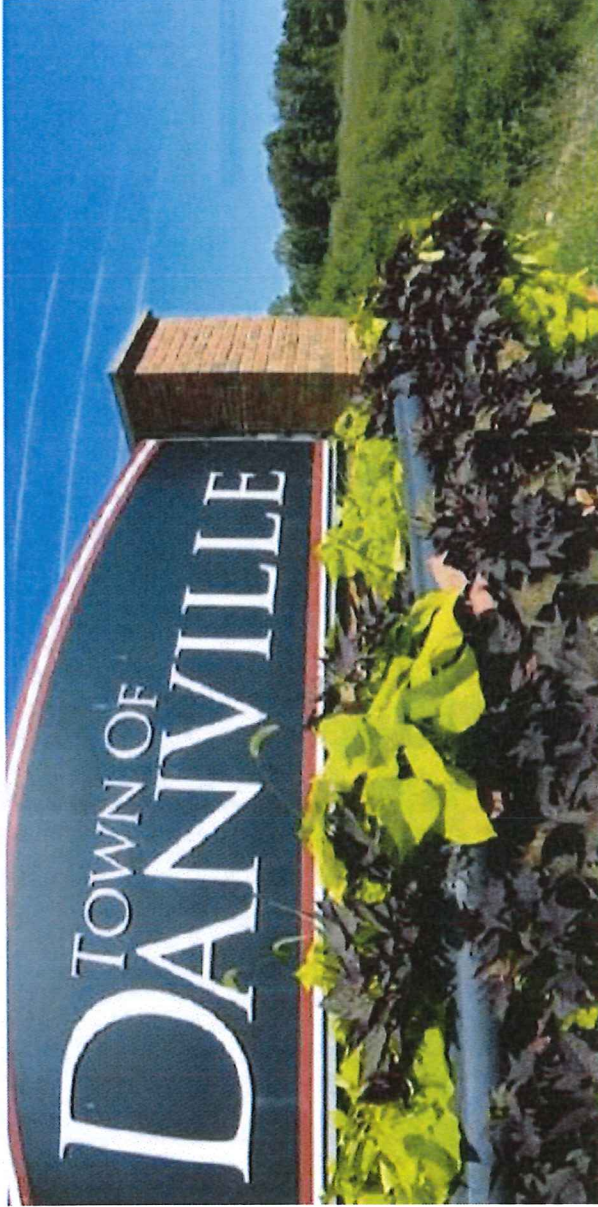
Airfare: \$975.00

Hotel: \$1144.82

Conference Registration: \$2100

Per Diem: \$600

Total Budget: \$4819.82



Retail Recruitment Proposal



Prepared for Danville, IN
Lesa Ternet, Planner



Retail Academy, March 18-19



retail strategies

ABOUT RETAIL ACADEMY



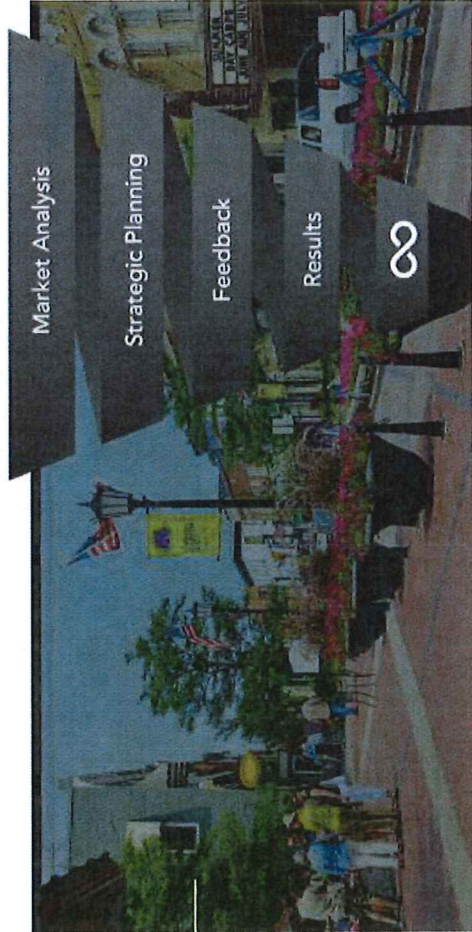
INDIANA
retail academy

Executive Summary

Retail Academy service is an award-winning service that was formed to provide tools, education, and guidance to communities seeking economic growth. Our aim at Retail Academy is to help each community identify their potential and provide the resources to achieve it.

Recruiting new and quality businesses can be complex, time-consuming, and intimidating. To be successful communities need the real estate expertise, tools, and human effort to position their deserving municipality as an alluring location for national businesses and destinations for tourism and quality of life amenities.

Leaning on Retail Strategies' 150 years of collective retail-real estate experience, communities can effectively achieve this goal.



Recruitment Program Proposal 3-Year Recommendation



retail strategies

Our Partnership

Executive Summary

Founded in 2011, Retail Strategies is the national expert in recruiting businesses on behalf of communities. We exist to give communities across the United States an advantage in attracting retail and restaurants by providing the real estate expertise, tools, and human efforts.

With confidence, we pursue this mission by delivering unparalleled customer service as a unified team. Attracting new retail to a community is complex, connection critical, and time-consuming.

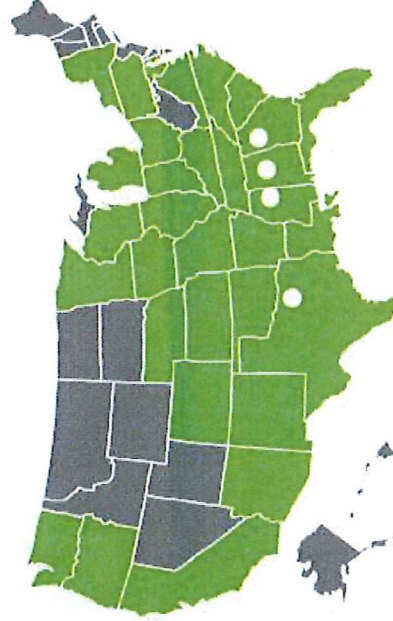
Industry Leaders

- 150 years of retail real estate experience
- Direct connections to retailers & developers
- Hands-on approach

Industry Involvement



Trusted by Communities Nationwide



177 Clients & Counting

43 Dedicated Employees

500+ Businesses Recruited

● Currently Serving ○ Retail Strategies Office



ICSC LAS VEGAS is our premier event and takes place annually in May. It is a two- to three-day gathering of dealmakers and industry experts, who are driving innovation and evolution in commercial real estate.

Schedule At-a-Glance

Sunday, May 19 • Wynn

1:00 – 4:30 pm • Professional Development Workshops

Monday, May 20 • LVCC

8:00 am – 5:00 pm • Exhibit Hall Open

10:00 am – 4:30 pm • Sessions

Tuesday, May 21 • LVCC

8:00 am – 3:00 pm • Exhibit Hall Open

10:00 – 11:45 am • Sessions

Registration Fees*

Register at the Advance Rate (ends February 20, 2024, at 11:59 pm EST)

Member • **\$850**

Non-Member • **\$1,975**

Retailer Member • **\$0**

Student Member • **\$50**

Standard Rate (ends May 16, 2024, at 11:59 pm EST)

Member • **\$1,050**

Non-Member • **\$1,975**

Details

Questions?

For more information, please call +1 844.728.ICSC or email info@icsc.com.

Event FAQs

[Add to calendar](#)



<https://www.icsc.com/>

Standard Membership: \$250 (U.S.) Per Year

Do you or your company own, develop, manage or support the marketplaces and space in which people shop, work, play, dine and gather? If so, you are eligible for this member rate as it applies to companies and individuals from all business categories, excluding retailers or tenants.

Next Generation Membership: \$125 (U.S.) Per Year

This membership rate is available to industry professionals who are under 40 years old.

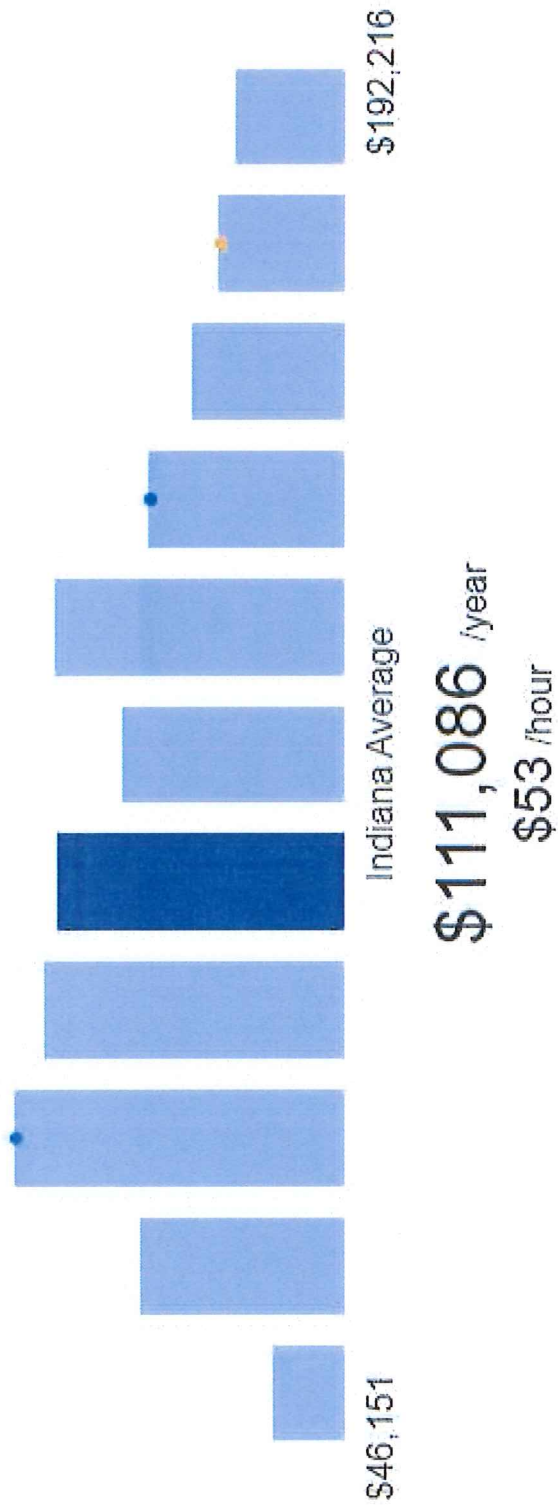
Retailer Membership: \$125 (U.S.) Per Year

Is your company's primary business the direct retail sale of goods or services to individual consumers? If so, this member rate is for you as it applies to the companies or individuals whose business category is retailer or tenant. (Investors and client service providers who are not directly involved in retail or consumer service operations do not qualify in this category.)

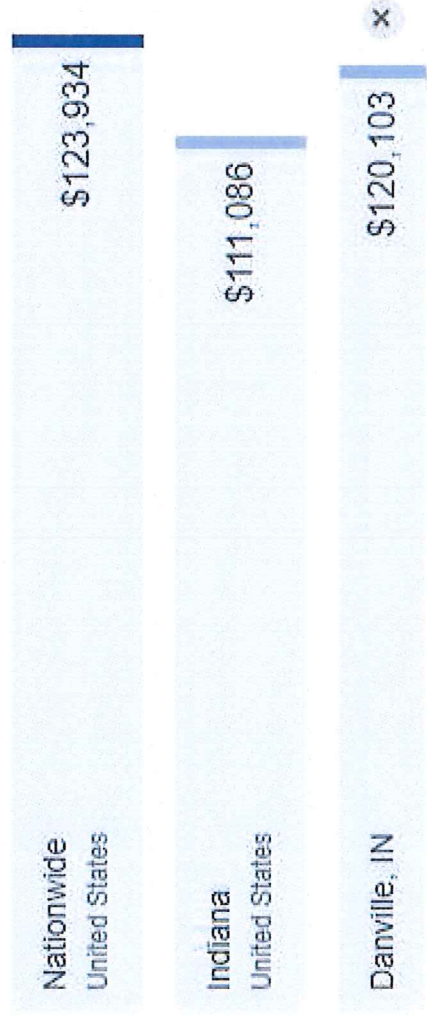
Public Sector/Academic Membership: \$125 (U.S.) Per Year

If you work for a government organization or are an elected or appointed official, at any level of government, you are eligible for a Public Sector Membership. Please provide us with a business card or sample of letterhead with the city/government seal of your employer.

Economic Development Director



Economic Development Director Salary in Indiana Comparison by Location



Capstone Project

Colleges with architecture programs

Near Indiana

In-state

In US

Public

Private, non-profit



BALL STATE
UNIVERSITY

Ball State University

Muncie, IN

Public - 4-year



PURDUE
UNIVERSITY

Purdue University

West Lafayette, IN

Public - 4-year



UNIVERSITY OF
NOTRE DAME

University of Notre Dame

Notre Dame, IN

Private, non-profit - 4-year



INDIANA STATE
UNIVERSITY

Indiana State University

Terre Haute, IN

Public - 4-year

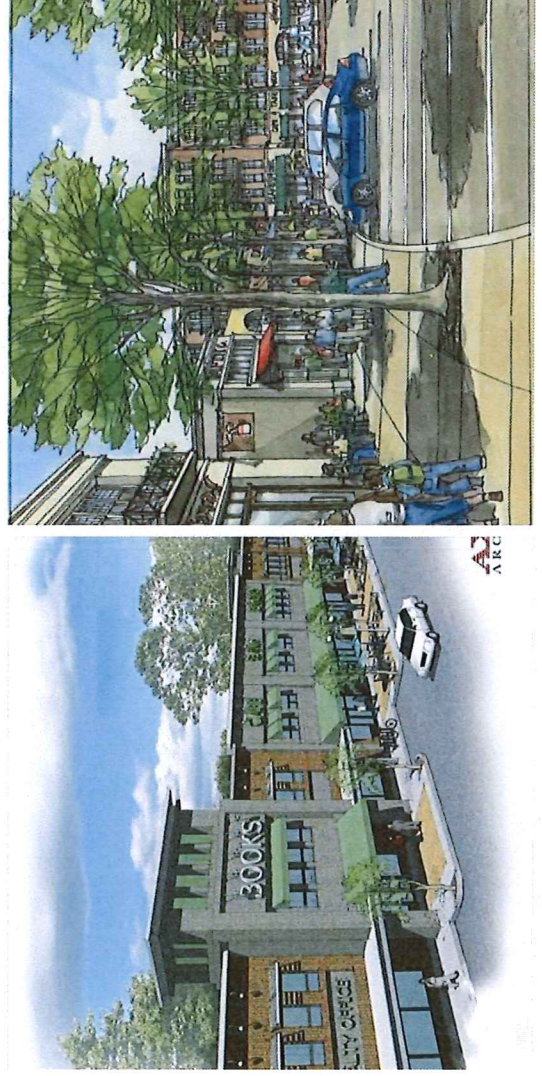


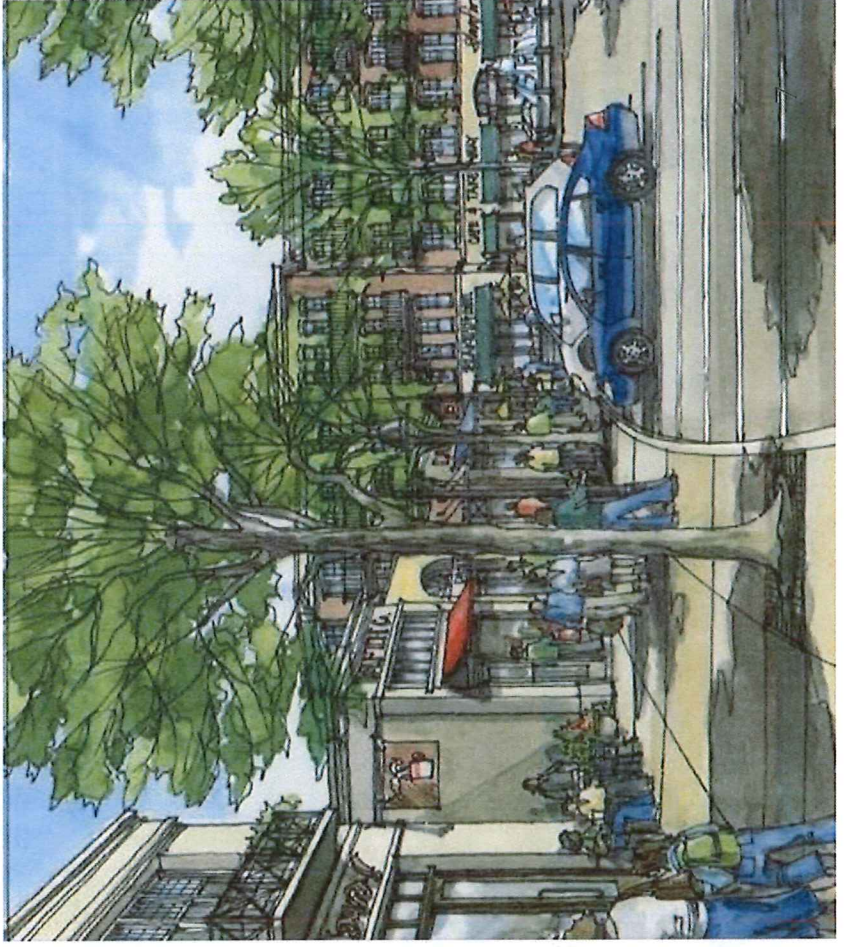
Town Of Danville Chatter

Anonymous member · 14m ·

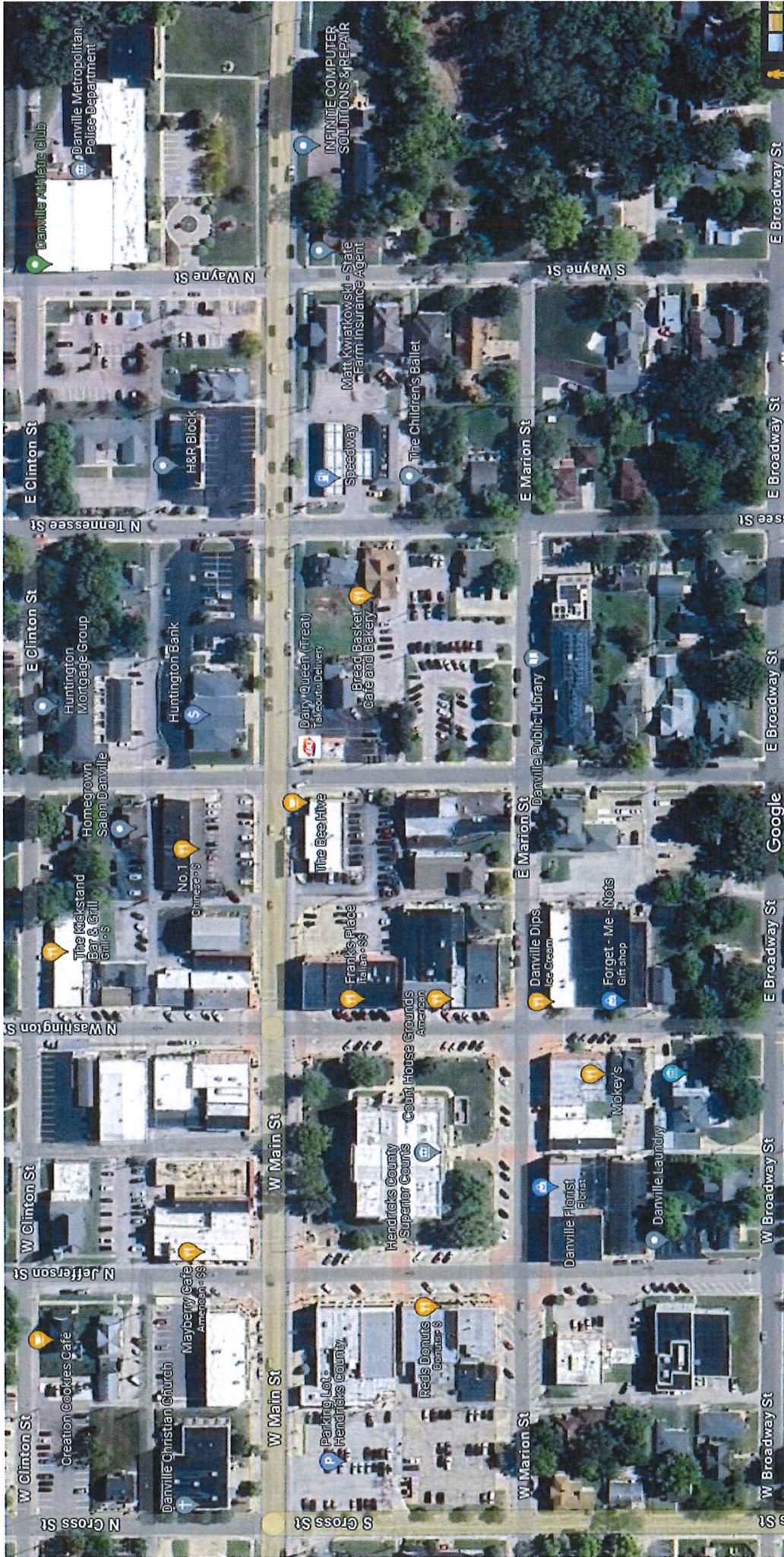


Just thinking how plans like this would really screw up Danville if they built this on the block where they are tearing down the apartments. It would totally extend the look of our historic downtown Mainstreet.

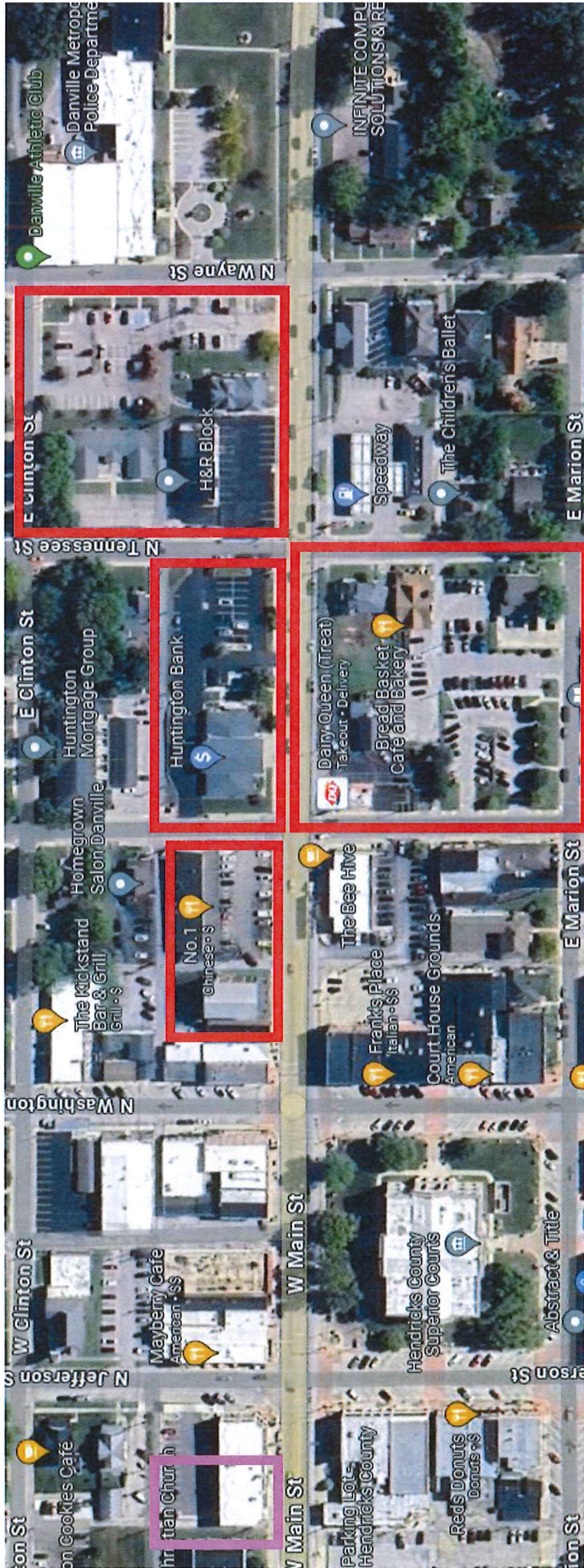




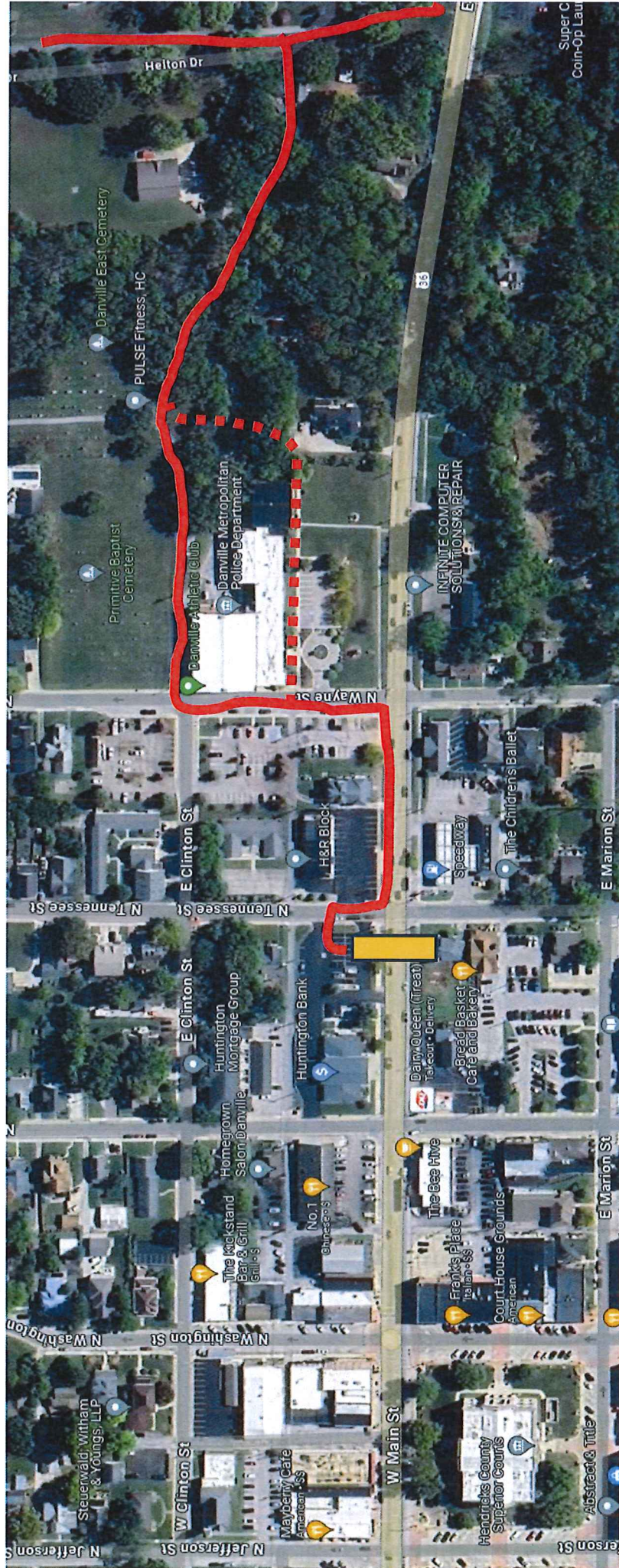
Downtown Danville



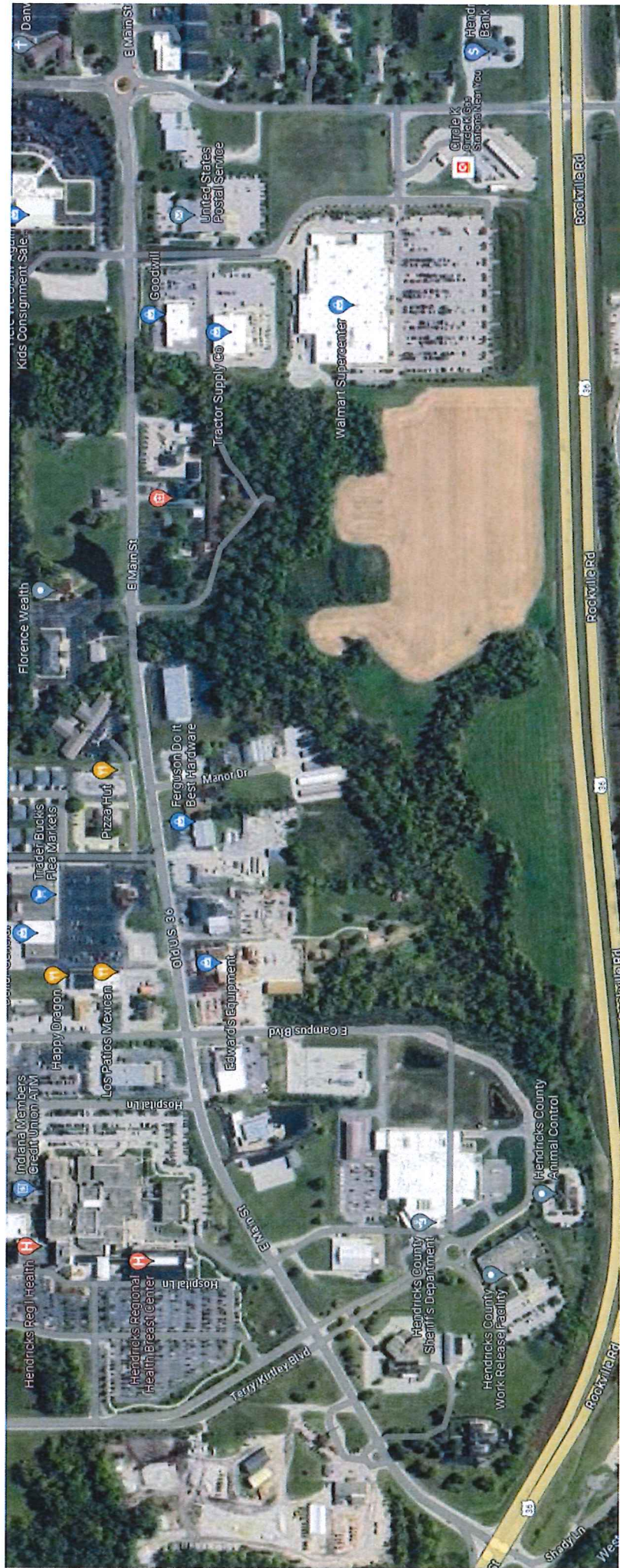
Downtown Danville “EXTREME” Focus Area



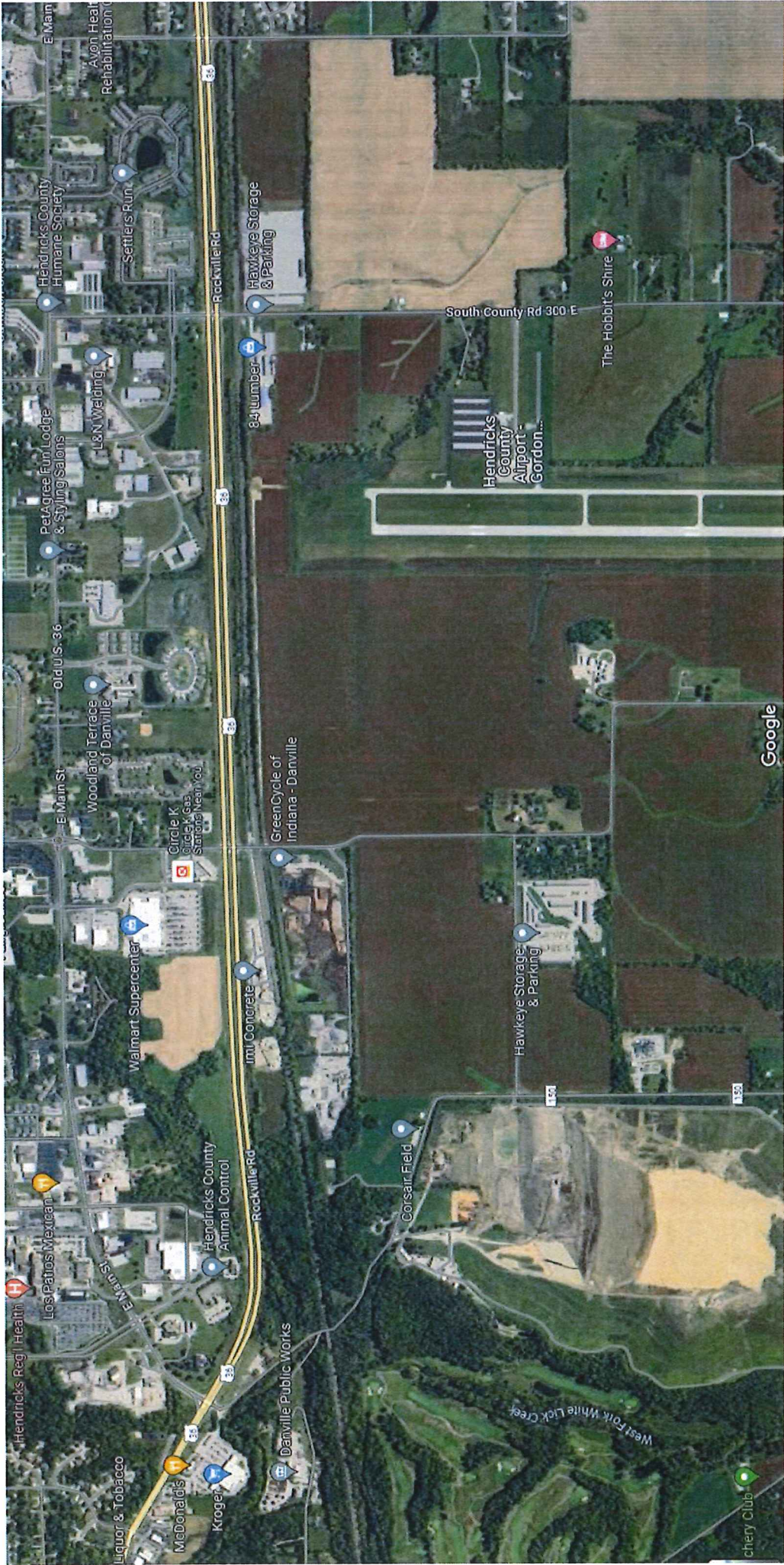
Downtown Danville Crosswalk over 36 Path Enhancement From Ellis Park and Beyond



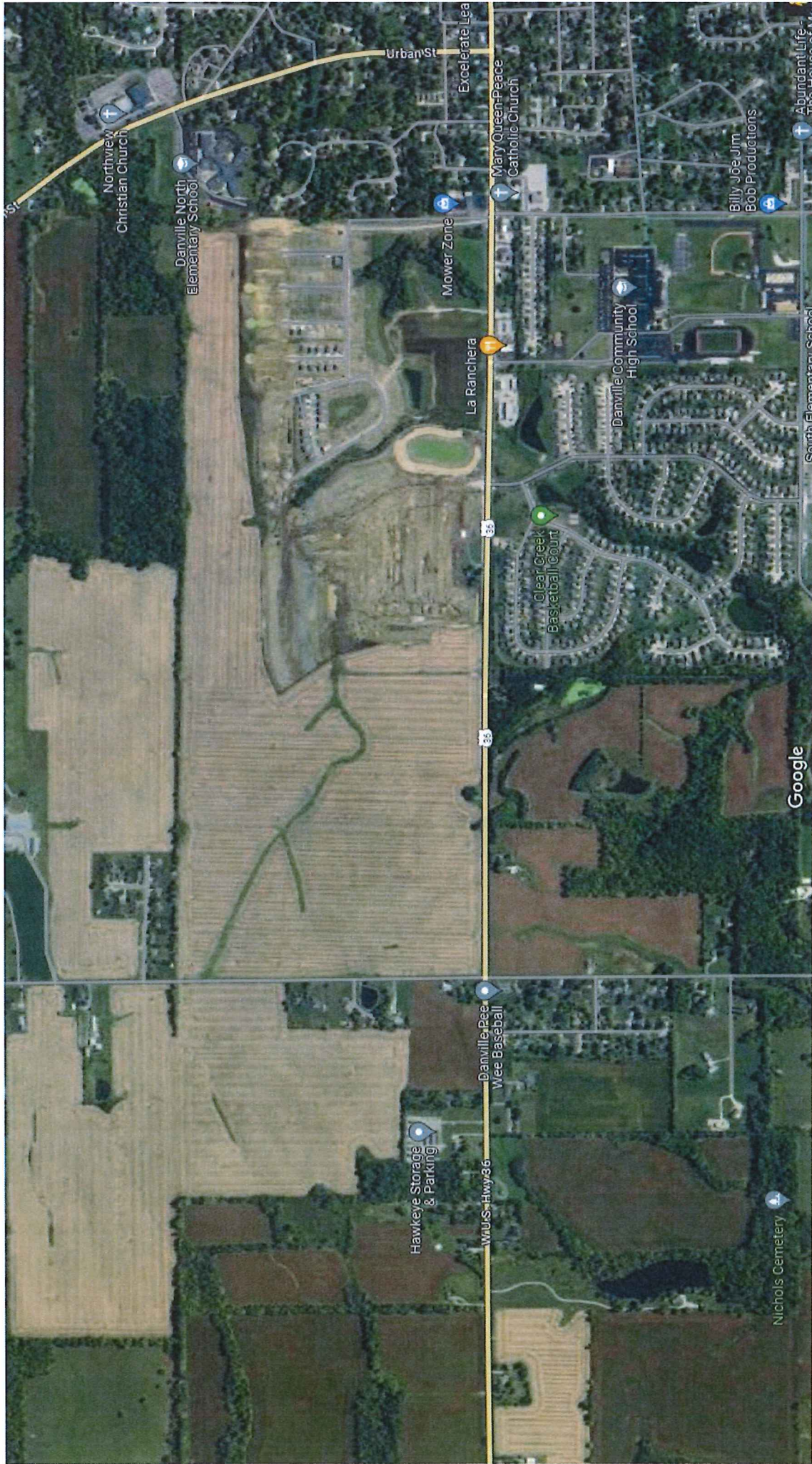
East Danville Kroger to 200E / Walmart



East Danville



West Danville



C. Swanson Trucking

1075 W COUNTY ROAD 750 S
CLAYTON, IN 46118

Invoice

Date	Invoice #
2/23/2024	614

Bill To
Danville Storm Water Department Attn: Barry Lofton 49 N. Wayne St. Danville, IN 46122

P.O. No.	Terms	Project
195 E. Main St.	Net 15	

Item	Quantity	Description	Rate	Amount
Backhoe	1	Asbestos Remediation Fees	3,500.00	3,500.00
Backhoe	3	Additional dumpster fees after walk through	750.00	2,250.00
Backhoe	1	Stump grinding	1,250.00	1,250.00

Thank you for your business.	Total	\$7,000.00
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Baker Tilly Municipal Advisors, LLC
 8365 Keystone Crossing Suite 300
 Indianapolis, IN 46240 • (317) 465-1500



Danville Redevelopment Commission
 49 North Wayne Street
 Danville, IN 46122

Invoice Date: March 6, 2024
Invoice Number: BTMA24603
Client Number: 157460

INVOICE

AMOUNT

Fees For professional services provided related to Tax Increment Finance (TIF) through December 31, 2023, as detailed on the attached invoice.	\$1,950.00
Fees Total:	\$1,950.00
Expenses Total:	\$0.00
Invoice Total:	\$1,950.00

For questions, comments or suggestions, please contact Tonya Mack at (317) 465-1500.

Balance is payable upon receipt or previously agreed upon terms.

Please ACH or wire payment to: US Bank, Milwaukee, WI Routing No: 075000022 Account No: 182380578936 Reference #: BTMA24603	Or send payment to: Baker Tilly Municipal Advisors, LLC PO Box 957915 St. Louis, MO 63195-7915	Reference: Client Number: 157460 Invoice Number: BTMA24603 Amount Enclosed: \$ _____
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Project Name: TIFMgmt
 Date: March 6, 2024
 Invoice # BTMA24603



<u>Date</u>	<u>Staff Name</u>	<u>Activity Code</u>	<u>Description</u>	<u>Hours</u>	<u>Fees (in USD)</u>
04/21/23	Heidi Amspaugh	Financial Modeling	Well NPSL parcel look-up	0.25	125.00
05/08/23	Heidi Amspaugh	General or Miscellaneous Work	Review TIF pass-through letter; Reply to Town	0.25	125.00
07/28/23	Heidi Amspaugh	Financial Modeling	TIF Neutralization	0.25	125.00
08/02/23	Emma Adlam	Financial Modeling	Request databases	0.25	100.00
08/02/23	Heidi Amspaugh	Correspondence/Typing/Processing/Filing	Email	0.25	125.00
08/02/23	Heidi Benitez Sigala	Financial Modeling	TIF Neutral	1.00	160.00
08/03/23	Emma Adlam	Financial Modeling	Talk with Heidi about growth questions	0.50	200.00
08/03/23	Heidi Benitez Sigala	Financial Modeling	TIF Neutral	1.25	200.00
08/04/23	Heidi Amspaugh	Financial Modeling	Review Neutralization	0.50	250.00
08/06/23	Heidi Amspaugh	Financial Modeling	Review Neutralizations	1.00	500.00
08/09/23	Heidi Benitez Sigala	Financial Modeling	TIF Neutral	0.25	40.00
Total Hours and Fees				5.75	1,950.00
Total Invoice Amount					1,950.00

Lesla Ternet

From: Amspaugh, Heidi <Heidi.Amspaugh@bakertilly.com>
Sent: Friday, February 16, 2024 4:40 PM
To: Lesla Ternet
Cc: Schrader, Sam; Foster, Tim
Subject: RE: Danville RDC - 2024 TIF Reporting Requirements

Caution: This is an external email. Please take care when clicking links or opening attachments. If in doubt, please contact the helpdesk.

Lesla,

For us to come to the Council meeting to present the 4/15 TIF Management report, it would be \$1,500 and it would include a bit of TIF 101 as a part of it. This is not inclusive of preparing the 4/15 TIF Management report.

Let us know what you and Ben would prefer.

Thank you,
Heidi

Heidi L. Amspaugh
Principal



Baker Tilly Municipal Advisors, LLC
D: +1 (317) 465 1517 | M: +1 (463) 218-9037
8365 Keystone Crossing, Suite 300
Indianapolis, IN 46240
heidi.amspaugh@bakertilly.com | bakertilly.com



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From: Lesla Ternet <lternet@danvillein.gov>
Sent: Thursday, February 15, 2024 12:04 PM
To: Schrader, Sam <Sam.Schrader@bakertilly.com>; Amspaugh, Heidi <Heidi.Amspaugh@bakertilly.com>
Cc: Foster, Tim <Tim.Foster@bakertilly.com>; Mark Morgan <mmorgan@danvillein.gov>; Carrie Lofton <clofton@danvillein.gov>
Subject: RE: Danville RDC - 2024 TIF Reporting Requirements

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sam,

Lesa Ternet

From: Amspaugh, Heidi <Heidi.Amspaugh@bakertilly.com>
Sent: Tuesday, March 5, 2024 1:36 PM
To: Lesa Ternet
Cc: Schrader, Sam
Subject: RE: Engagement Letter
Attachments: Danville RDC BTMA P 2024 TIF+ Scope 030524.pdf

Caution: This is an external email. Please take care when clicking links or opening attachments. If in doubt, please contact the helpdesk.

Lesa,

Attached is our engagement letter per your request. You will see that for the annual services detailed in scope Section A that I have included the TIF Management Report, TIF Neutralization, and the TIF Spending Plan. These are the reports we would take care of without further authorization. I have included two invoicing options for these services under the fees section on page 5 of the PDF.

Under scope Section B, there are other various TIF Reporting services we can provide upon request. I have also included TIF creation services in scope Sections C and D and TIF feasibility services under scope Section E so that if those are services the RDC decides they would like us to provide throughout the year that we would be covered under this agreement.

Please read through this and let me know if you have any questions. I'll be at next week's meeting, if there are further questions.

Thank you,
Heidi

Heidi L. Amspaugh
Principal



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Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and wholly-owned subsidiary of Baker Tilly Virchow Krause, LLP, an accounting firm. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.

From: Lesa Ternet <lternet@danvillein.gov>
Sent: Wednesday, February 28, 2024 9:38 PM

RE: Tax Increment Financing (TIF) Reporting Services

DATE: March 5, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between the Town of Danville, Indiana, (the Client) and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors (BTMA) agrees to furnish and perform the following services.

A. Annual Tax Increment Finance (TIF) Services

1. Assist with the Annual Reporting and Meeting Requirements for the RDC
 - a) Assist the RDC in completing the annual reporting requirements on the activities of the RDC, includes various information for each tax increment allocation area (TIF Area) for the previous year to be filed with the Client's fiscal body, executive, and Indiana Department of Local Government Finance (DLGF) by April 15 each year under IC 36-7-14-13.
2. Calculate Base Value Adjustments (Neutralization) for Trending and General Reassessment
 - a) Contact the county auditor's office and, with its cooperation and based on information provided by the county auditor and assessor, assist in performing or checking calculations with respect to base value adjustments, including determining base value adjustment factors, appeal and tax rate assumptions, and captured assessed values for each TIF Area in conjunction with annual trending or general reassessments. In performing this work, we rely on the accuracy of the information provided by the county auditor and assessor. We will not audit or review their information.
 - b) If necessary, travel to the county auditor's and/or assessor's offices to perform fieldwork that may be required. Obtain from the county auditor and assessor new tax abatement information, a list of new developments and assessed values (if available) and a list of outstanding parcel assessed value appeals for the TIF Area(s) to use in the calculation. Compare resulting calculations to historical captured value, if necessary.
 - c) With the cooperation of the county auditor's office, assist the county auditor's office with the monitoring of captured assessed value amounts for each TIF Area and taxing district that are used during the assessed value certification process. If needed, assist the auditor's office with any corrections to captured assessed value amounts that must be undertaken prior to certification.
 - d) With the cooperation of the county auditor's office, assist the county auditor's office with the monitoring of captured assessed value amounts for each TIF Area and taxing district that are used in the preparation of the county abstract. If needed, assist the auditor's office with any corrections to captured assessed value amounts that must be undertaken prior to the completion of the abstract.
3. DLGF Annual Spending Plan Preparation
 - a) Meet with Client leadership to discuss priorities and plans for the next fiscal year, develop an annual spending plan, pursuant to IC 36-7-14-12.7 and DLGF guidelines, and present the annual spending plan before the RDC.
 - b) If requested, present the spending plan at a meeting of the RDC. Such report is limited to the purposes set forth herein, and may not be used in conjunction with the issuance of additional debt obligations. TIF revenue estimates in support of the issuance of debt will be accomplished pursuant to the parameters of separate agreements.

B. Periodic Services (Consulting Services) – Performed on an "As Requested" Basis

1. Provide Pass-through Excess Assessed Value Notification Assistance
 - a) Assist the RDC in preparing an annual notice due to the County Auditor's office and overlapping taxing units by June 15th, notifying them of the amount of excess incremental assessed value that can be released to taxing units for the subsequent year, under 36-7-14-39(b)(4).
 - b) If needed, prepare a current schedule of estimated TIF revenue, under current law, including the impact of known new developments, estimated tax abatement reductions, depreciation tables, if applicable, and anticipated changes in tax rates, if necessary.
 - c) If needed, prepare a schedule demonstrating the extent to which estimated TIF revenue is expected to be sufficient to pay actual debt service or lease rentals on outstanding bonds and other planned projects for the TIF Area(s), notifying the RDC of any anticipated shortfalls or significant surplus, if necessary.
 - d) Assist with the preparation of any required supporting documentation for the captured assessed value determination resolution(s), if necessary.
2. Assist with the Annual Reporting and Meeting Requirements for the RDC
 - a) Assist the RDC with the TIF planning, budget, impact analysis and annual meeting requirements set forth under IC 36-7-25-8, including attendance of the annual meeting if requested.
3. Monitor TIF Revenue and Preparation of an Annual TIF Report
 - a) For the TIF Area(s), analyze recorded TIF revenue, comparing it to BTMA's previous estimates, identifying the sources of material differences.
 - b) Identify major tax delinquencies materially affecting TIF revenue using information available from the county auditor's office.
 - c) Based on input from RDC representatives:
 - (1) Trace known major developments and tax abatement reductions into the county's property tax records.
 - (2) Research, report and make recommendations regarding any material differences from anticipated assessed valuations and TIF revenue.
 - d) Update TIF revenue estimates based upon current law and property tax data, including the impact of known new developments, estimated tax abatement reductions, personal property depreciation tables (if applicable), and estimated changes in tax rates (if applicable).
 - e) Prepare a schedule demonstrating the extent to which estimated TIF revenue is expected to be sufficient to pay actual debt service or lease rentals on outstanding bonds and other planned projects for the TIF Area(s), notifying the RDC of any anticipated shortfalls or significant surplus.
 - f) If needed, prepare illustrative schedules of amortization for bonds, leases, or other obligations payable from TIF revenue generated in the applicable TIF Area(s). Any illustrative amortizations prepared under this section will be for informational purposes only and may not be utilized in conjunction with the issuance of debt obligations.
 - g) If needed, illustrate annual cash flow for each allocation area for a five-year period (or another period defined by the RDC) that accounts for debt and non-debt expenditures of the RDC.
 - h) Provide an annual written report and additional written materials as appropriate, reporting findings to the RDC.

4. Analyze County TIF Parcel Records for Missing Parcels and Parcel Changes
 - a) Interview Client and/or county personnel to locate declaratory resolutions, base value dates, original maps of the TIF Area(s), together with any boundary changes that may have occurred subsequent to the creation of the TIF Area(s).
 - b) Compare county auditor's TIF parcel list and maps to determine the extent to which they reflect changes that have occurred to the TIF boundaries of the TIF Area and incorporate parcel splits and combinations.
 - c) Suggest corrections to the TIF database, as needed.

C. Creation/Amendment of a Commercial TIF Allocation Area – Performed on an "As Requested" Basis

1. As needed, work with the Client and its advisors to analyze the boundaries of the proposed TIF Area and potential assessed value impacts of proposed new construction/demolition projects within the proposed TIF Area.
2. As needed, provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed TIF Area, if needed.
3. Prepare, on behalf of the Client, an analysis and a statement disclosing the impact of the proposed TIF Area upon the overlapping taxing units (the Impact Statement) and facilitate the delivery of the Impact Statement to the overlapping taxing units.
4. If needed, meet virtually or in person with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation/amendment of the proposed TIF Area, as needed.
5. At the request of the Client, attend meetings and required public hearings to explain the impact of the creation/amendment of the proposed TIF Area and to address any questions.

D. Creation/Amendment of a Residential TIF Allocation Area – Performed on an "As Requested" Basis

1. As needed, work with the Client and its advisors to analyze the boundaries of the proposed TIF Area and potential assessed value impacts of proposed new construction/demolition projects within the proposed TIF Area.
2. As needed, provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed TIF Area, if needed.
3. Prepare, on behalf of the Client, an analysis and a statement disclosing the impact of the proposed TIF Area upon the overlapping taxing units (the Impact Statement) and facilitate the delivery of the Impact Statement to the overlapping taxing units.
4. If needed, virtually or personally meet with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation/amendment of the proposed TIF Area, as needed.
5. At the request of the Client, attend meetings and required public hearings to explain the impact of the creation/amendment of the proposed TIF Area and to address any questions.

E. Economic Development Project Evaluation and Preliminary Feasibility – Performed on an "As Requested" Basis

1. In connection with a proposed economic development project or prospect (the Project), discuss with Client (or Client representative) the proposed Project; potential incentives; the use of TIF, tax abatement and other sources of funding; preliminary financing options and feasibility analyses; timing and investment information needed for analysis; and other issues and considerations.
2. BTMA will be dependent upon these parties for the development assumptions used to inform the initial analysis. Prepare schedules of real and depreciable personal property tax abatement reductions, if applicable.

Note: Additional Project analyses may be prepared under separate engagement scopes addressing the specific Project.

COMPENSATION AND INVOICING

BTMA's fees for services set forth in the Scope Appendix will be billed at BTMA's standard billing rates based upon the actual time and expenses incurred, unless noted otherwise below.

- > Scope Section A – Option 1: 12-month, fixed monthly fee of Three Hundred and Fifty Dollars (\$350).
Option 2: Billed based upon actual time and expense as incurred.
- > Scope Sections C and D – Fixed, Five Thousand Dollars (\$5,000) per Allocation Area.

Standard Hourly Rates by Job Classification
12/1/2023

Title	Hourly Rate
Partners / Principals / Directors	\$400 - \$600
Managers / Senior Managers	\$275 - \$400
Consultants / Analysts / Senior Consultants	\$175 - \$275
Support / Paraprofessionals / Interns	\$110 - \$175

- *Billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred by BTMA except for direct, project-related expenses such as travel costs.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.



- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Heidi L. Amspaugh, Principal

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Scope Section A Preferred Option of Billing: _____