

**BATTLE CREEK CITY ASSESSOR
NEW PERSONAL PROPERTY
CHECKLIST FOR ATTACHMENTS TO APPLICATION**

- Legal description for the real property where the Eligible Business is located. Include the parcel identification number (PIN) if it's available. You can get this information from an Assessment Change Notice, current tax bill or by calling the Assessor's office at 966-3369.
- A detailed description of the business operation. (Please see page 2 of STC Bulletin No. 9 of 1999 for the definition of an Eligible Business.)
- A completed Personal Property Tax Exemption Agreement, signed by an official from the company.
- A completed set of the city's contract compliance forms.

PERSONAL PROPERTY TAX EXEMPTION AGREEMENT

This is an agreement entered into on the ___ day of _____, 2001, between the City of Battle Creek, a municipal corporation with an address of 10 N. Division Street, Battle Creek, Michigan, 49017 (hereinafter referred to as the "City"), and _____ of _____ (hereinafter referred to as the "Applicant"), for a Personal Property Tax Exemption (PPTE), pursuant to Act 328 of 1998, with respect to the following matters:

The Applicant has requested the City approve a property tax exemption application filed pursuant to Act 328 of the Public Acts of 1998, wherein certain property taxes otherwise payable by the Applicant would be reduced pursuant to the application so filed; and

The City has elected to require certain conditions be satisfied in exchange for granting any personal property tax exemption to the Applicant and that this agreement be entered into between the City and the Applicant, and a copy thereof filed with the City Clerk's Office.

Now, therefore, the parties agree as follows:

1. That the Applicant shall comply with and be subject to the policies and administrative guidelines of the City of Battle Creek relating to the Affirmative Action Policy for Vendors and Contractors, as adopted by Resolution 343, dated August 18, 1998. Said Applicant is also committed to examine the racial and sexual integration of all levels of its own workforce, to make every good faith effort to correct any underutilization of minorities and women where it is found to exist, and to make every good faith effort to achieve the goals set forth in this Agreement.

2. The Applicant agrees to maintain its operations within the City for the period of the PPTE. The Applicant further understands that if it chooses to cease the operation of its facility, remove its operations, close its facility or leave Battle Creek prior to the end of the term of the PPTE, it will provide the reasons for such decision. The City Commission may decide, based on the information provided, to revoke, after a public hearing, the PPTE for any future years remaining.

3. By signatures of representatives to both the Applicant and the City below, it is understood that both the Applicant's investment in the project and the City's investment through the granting of a PPTE are to encourage the economic growth of all. It is acknowledged that certain economic conditions can, at times, prohibit the maintenance of the Applicant's targeted hiring and employment goals. Examples of such conditions are: a business downturn that did not allow the Applicant to hire and/or caused the Applicant to lay off permanent, full time employees; a loss of a contract which cause the cancellation of expansion of the plant or purchase of capital equipment; and any other conditions which would be acceptable to the Battle Creek City Commission. It is understood that if such conditions exist at the time, the City will carefully evaluate the Applicant's situation, and will inform the Applicant if any action is considered in order to give the Applicant an opportunity for correction.

4. The City agrees that so long as the conditions of this agreement and the law are fulfilled, it will not seek to revoke the PPTE issued by the State of Michigan as a result of the above-mentioned Application during the term of that PPTE.

5. The Applicant agrees and represents that only new personal property not previously subject to tax under the General Property Tax and not placed in an eligible

district, as defined by Act 328 of the Public Acts of 1998, as amended before approval of the City Commission to authorize the execution of this Agreement shall be entitled to exemption pursuant to said Act.

6. This agreement shall be binding upon the parties hereto and their successors and assigns upon the City Commission granting Applicant an exemption pursuant to Act 328 of the Public Acts of 1998, as amended and such is approved by the State Tax Commission.

In witness whereof, the parties hereto have executed this agreement as of the day and year first above provided and a true copy thereof shall be filed with the City Clerk's Office.

WITNESS

ACKNOWLEDGED BY THE APPLICANT

By: _____

Date: _____

WITNESS

ACKNOWLEDGED BY THE CITY

By: _____

Date: _____

CITY OF BATTLE CREEK, MICHIGAN

AFFIRMATIVE ACTION POLICY CHECK LIST FOR VENDORS AND CONTRACTORS

The following is a check list of factors that will be weighed by the City when determining certification for eligibility:

FIRMS: SEE UNDERLINED SECTION. PLEASE COMPLETE BY CHECKING APPLICABLE BOXES FOR COMMUNITY PARTICIPATION PROGRAMS THAT YOUR COMPANY PARTICIPATES IN; PROVIDE VERIFICATION IF POSSIBLE.

- ❑ Number of minorities employed meets or exceeds current relevant Standard Metropolitan Statistical Percentage for firm's location (example, Battle Creek is currently 9.3%). Demonstrated through submission of contract compliance form identifying employees by race, gender, and job classification (attached).
- ❑ Minority employment reflects Labor Force Participation Rate for that particular employment sector. Demonstrated through submission of contract compliance form identifying employees by race, gender, and job classification.
- ❑ Existence and implementation of a proactive equal employment opportunity policy (attached).
- ❑ **Community participation in development of a diverse workforce through support of or involvement with: (demonstrated through written verification)**
 - Active internship programs
 - Mentoring programs
 - Job shadowing or training programs
 - Recruitment of employees from welfare-to-work rolls as provided by the Workforce Development Board
 - Employment of individuals formerly living below current poverty level
 - Financial commitment to programs designed to upgrade skills, education, and facilities of economically disadvantaged (such as STRIVE)
 - Financial commitment to child care, transportation, or other barriers to employment issues
 - Subcontracts with women-owned or minority-owned businesses
 - Employment of disabled individuals or veterans
- ❑ Bidders or vendors which have been certified by a local unit of government subscribing to the policies and procedures of the Cooperative Certification Consortium (CCC) and who submit their certification number will be considered certified vendors for the City of Battle Creek

FIRM DESCRIPTION

Current Date

1. _____
Firm Name

2. _____
Address/City/State/Zip

Telephone **Fax Number** **County**

3. _____
Name and Address of Home Office if different from above.

4. **What is the function of this business? (Be specific.)**

5. **Number of Employees:**
a. **In Battle Creek Area** _____
b. **In Michigan** _____
c. **Other States** _____

6. **Is the business listed on line one (1) certified by:**
Another City? Yes or NO **Name of City** _____

7. **Is the firm Minority Owned?** _____ **Woman Owned?** _____

8. **Please include a copy of your current business license.**

Authorized Signature

Position Title

POLICY STATEMENT

(Company Name)

Policy on Equal Employment Opportunity

It is the policy of _____ to promote equal opportunity for all qualified employees and applicants for employment and to prohibit discrimination in employment because of race, creed, color, national origin, sex, handicap, age, or martial status. The company will work to ensure fair and equitable treatment of all employees and applicants in recruitment, employment, promotions, demotions, transfers, layoffs and terminations.

The company has prepared and will implement an Affirmative Action Plan to ensure that all employment decisions are made to further our commitment to equal employment. This plan requires that, among other things, only valid criteria be used in making personnel decisions. Supervisory staff is expected to comply with both the letter and the sprit of this policy. Employees who feel they have been the victims of discriminatory action should feel free to contact the office of Contract Compliance of the City of Battle Creek.

This policy will be distributed to all company departments and by reference, to the union local office (if any) and to the company's recruitment sources.

Signature: _____ Dated: _____

Name: _____

Title: _____

Company: _____

CITY OF BATTLE CREEK, MICHIGAN

CONTRACT COMPLIANCE FORM

COMPANY NAME: _____

CURRENT EMPLOYEES:

JOB CATEGORIES	ALL EMPLOYEES			MINORITIES ONLY								ALL EMPLOYEES						
	Total	Male	Female	Males				Females				Disabled		Veterans				
				B	AI	H	A	B	AI	H	A	Total	M	F	M	F		
Officials & Managers																		
Professionals																		
Technical (Semi-professional)																		
Sales																		
Foreman/Supervisors																		
Office/Clerical																		
Craftsmen (Skilled)																		
Operatives (Semi-skilled)																		
Laborers (unskilled)																		
Service Workers																		
TOTAL																		

Current Company %	
(Completed by City) SMSA %	

AUTHORIZED SIGNATURE _____ DATE _____

Name of person completing form _____ Telephone No. _____

B=Black A=Asian
 AI= American Indian
 H=Hispanic