

City of Monte Vista

Economic Development Assistance Policy



Surrounded *by* Inspiration

Mission

The Economic Development Assistance Policy is geared to aid new and existing businesses in the City of Monte Vista for the betterment of the economic health of the City and to provide competitive quality employment opportunities and services to the community.

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Chapter 1: PURPOSE

The City of Monte Vista Economic Development Assistance Policy has been adopted by the City Council to provide incentives for the retention and/or expansion of existing businesses located within the City of Monte Vista and to encourage the establishment of new targeted businesses within the City. This policy does not commit the City to provide economic incentives in any instance, nor does it restrict the City from providing additional economic incentives in a specific instance as determined by the City in the exercise of its sole discretion. This policy contains specific criteria, guidelines and procedures necessary to administer the economic incentives effectively and fairly.

Chapter 2: ELIGIBILITY REQUIREMENTS AND CRITERIA

The City of Monte Vista, at its sole discretion, may provide certain economic development assistance or incentives not to exceed \$50,000 for those existing businesses and new priority businesses located within the corporate limits of the City of Monte Vista which are consistent with one or more of the following requirements and criteria:

- (1) Achieve community goals, as may be established and revised by the City of Monte Vista in accordance with the changing needs of the community;
- (2) Result in the location, expansion or retention of a priority business (defined in Chapter 4), within city limits;
- (3) Demonstrate notable financial and managerial capabilities to sustain the existing business (and/or) create a new business venture that aligns with the consumer needs of the community.

Chapter 3: COMMUNITY GOALS

The City of Monte Vista is committed to targeting new opportunities to diversify our economic base and continue to provide for the fiscal health of our community while respecting our environment and our unique small city feel. The following Economic Development Goals and Strategies are considered Community Goals as a part of this policy:

Goal 1: Attract and retain a variety of employment opportunities for Monte Vista residents.

Goal 2: Encourage and support a high level of diverse retail ventures and quality services, with an emphasis on local businesses that contribute to Monte Vista's sales and property tax base so that needed infrastructure, physical amenities, services and expansion of such services are provided.

Goal 3: Attract manufacturing and light industry companies that will provide long-term direct and indirect economic benefits to the community, the county and the San Luis Valley.

Goal 4: Encourage and support business and organizations whose primary objective is the expansion of the arts and cultural tourism, and tourism in general, while maintaining the current strong sense of community in place.

Goal 5: Sustain the long-term economic well-being of the City and its citizens through redevelopment and revitalization efforts to existing infrastructure.

Goal 6: Create a vibrant, unique downtown as a "destination" for residents and visitors alike.

Chapter 4: PRIORITY BUSINESSES

Underrepresented business within the corporate limits of the City of Monte Vista and those meeting the community goals stated in Chapter 3 are eligible to receive “Priority Business” status. This classification aids the City of Monte Vista in identifying and prioritizing business that would benefit from various incentives and assistance. Examples of these specific priority business that meet the City’s stated community goals follow this criteria:

- (1) Businesses that provide quality primary employment opportunities, which contributing to the daytime economy of the City, which is defined as a business that sustainably sells good and/or services, attracts a new customer bases that will increase the revenue streams of sales tax coming into the City, and/or creates/retains 25 [] percent or more jobs that meet or exceed the average wage level within the City of Monte Vista.
- (2) New retail establishments currently underrepresented in the City of Monte Vista, such as but **not limited to**: department clothing store, bakeries, lumberyards, specialty food stores, sporting good stores, unique non-franchise and franchise retail stores.
- (3) Cultural and social facilities that house and promote the arts, sciences, history and provide a positive social setting for families. These facilities should provide family-oriented educational or “family fun” recreation and entertainment. Examples of facilities that would qualify are but **not limited to**: ice rinks, recreation centers, art galleries, and kid’s science museum.
- (4) Business that directly support and/or enhance Monte Vista’s traditional main street and downtown district.

Chapter 5: AVAILABLE ASSISTANCE

The City offers a variety of incentives and assistance options for businesses. The specific type of incentive or assistance will depend upon the needs of the business as well as the benefits created by the proposed business. Ultimately the City Manager of Monte Vista will make the recommendation to the City Council on which incentives a business may qualify for given the evidence provided. Examples of the type of incentives and assistance available are as follows:

- Waiver or reduction of city Land Development Application Fees.
- Rebate of up to 50% of the City Property Tax for a period not to exceed five years.
- Rebate of up to 40% of City sales tax for a period not to exceed three years.
- Waiver or reduction in Water and Sewer Taps Fees
- Waiver or reduction in Water Acquisition Fees
- Rebate of up to 50 % of the monthly City water and sewer rate for a period not to exceed three years.
- Demographic analysis assistance.

Chapter 6: APPLICATION PROCESS

To be considered for available assistance interested parties must submit a thorough organized application to the City Manager of Monte Vista. The purpose of the application is to determine whether the applicant meets the “Eligibility Requirements and Criteria” (defined in Chapter 2) and contains the information required in Chapter 6. The goal is to best partner the applicant with the most beneficial assistance and/or incentives. The City Manager may work with an applicant to modify or amend the application and project in order to produce a complete and acceptable application.

Chapter 6: APPLICATION PROCESS CONTINUED

The following information shall be provided in an organized presentable manner to be reviewed:

- 1) Detailed description of the proposed project with the property location, including the type of assistance being requested, location of the project, general description of the project and the project timeline.
- 2) Detailed description of how the proposed project meets the community goals including achievement of eligibility guidelines and criteria.
- 3) Description of the applicant and detailed description and documentation of project ownership and management, including ownership, principal's and experience in the business activity for which assistance is requested.
- 4) Detailed description of the proposed project site including property location, annexation status, current zoning and development entitlements, and description of the proposed project.
- 5) Explanation of why the proposed project constitutes a "Priority Business" which will be met by the project, including number of jobs being created or retaining accruing to the "Priority Business" definition.
- 6) Description of the applicant's financial and business capability to accomplish and sustain the proposed project.
- 7) Demonstration of project financial viability, including:
 - a. Financial capability of applicant and/or applicant company;
 - b. Market analysis or other information demonstrating project viability;
 - c. A business plan for the project.
 - d. Signed affidavit certifying whether any ownership partner or shareholder has declared bankruptcy, any ownership partner or shareholder has defaulted on a debt, any ownership partner or shareholder is a party to any pending litigation.
- 8) Any other information that may be required by the City Manager of Monte Vista must be included.

Chapter 7: THE DECISION

The application will be reviewed by the City Manager of Monte Vista to assure quality and completion (In accordance with Chapter 6). If the City Manager considers the application to be acceptable and in line with purpose and mission of this policy, the City Manager will then submit the application with an official recommendation to the City Council of Monte Vista within 30 days of the application being accepted as completed. The applicant is responsible for having a representative at all meetings (including City Council Meetings) where the application is being reviewed and/or discussed.

Chapter 8: ACCOUNTABILITY REPORT

If an applicant is successful in receiving assistance from the Economic Development Assistance Policy of the City of Monte Vista, he/she/they agrees submit to a performance review with set parameters that will be established by the City Manager on a project-by-project basis. The parameters will include job creation, retention targets and goals, timelines for reporting and potential repayment of funds if the targeted goals are not met. These performance parameters will be part of the formal agreement reached between the business (project) and the City of Monte Vista.

Chapter 9: APPEALS PROCESS

In cases where an application is rejected by the City Manager, the applicant has the right to appeal the decision to the City Council of Monte Vista. The Council may choose to hear such an appeal, but is not bound to that action. Any decision on the part of the City Council is final and may not be further appealed.