

City of Monte Vista

Economic Development Assistance Policy

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.

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 and 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 from time to time; (2) result in the location, expansion or retention of a priority business, as described below, locating within the City; (3) demonstrates the financial and management capability to implement and sustain the business.

COMMUNITY GOALS

The city of Monte Vista is committed to targeting new opportunities that 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:

1. Attract and retain a variety of employment opportunities for Monte Vista residents.
2. Encourage and support a high level of diverse, quality retail and 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.
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.
4. Create a vibrant, unique downtown as a "destination" for Monte Vista.

5. Encourage and support tourism, entertainment, arts and culture as an important contributor to our overall economic health and small city feel.
6. Sustain the long-term economic well-being of the City and its citizens through redevelopment and revitalization efforts.

PRIORITY BUSINESSES

Underrepresented businesses within the corporate limits of the city of Monte Vista and those meeting the stated “Community Goals” represent “Priority Businesses” the City wishes to encourage by providing various incentives and assistance. Examples of these specific priority businesses that meet the City’s stated community goals are as follows:

1. Primary, quality employment opportunities, which contribute to the daytime economy of the City defined as a business that: sells goods and/or services outside of the city of Monte Vista that would bring new sales tax dollars into the City, and/or create or retain 10 percent or more jobs which meet or exceed the average wage level within the city of Monte Vista.
2. Retail establishments currently underrepresented in the city of Monte Vista, such as higher end clothing stores, bakeries, lumberyards, specialty food stores, sporting goods stores, and unique non-franchise retail stores.
3. Businesses that directly support and enhance Monte Vista’s traditional main street.
4. Cultural facilities such as art and science venues, family-oriented recreational and entertainment facilities, including but not limited to ice facilities and “family fun” facilities.

AVAILABLE ASSISTANCE

The City offers a variety of incentives and assistance options for business. 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. Examples of the type of incentives and assistance available for a specific project 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.

APPLICATION PROCESS

To be considered for available assistance interested parties need to submit both a preliminary and final application.

Preliminary Application

A Preliminary Application shall be submitted to the City Manager. The purpose of the preliminary application process will determine whether the applicant meets the “Eligibility Requirements and Criteria” as described in this policy. Applications that are determined to meet generally the City’s requirements shall be invited to submit a Final Application. All decisions made by the City Manager regarding Preliminary Applications shall be final.

The following information shall be provided as part of a Preliminary Application:

1. Description of the proposed project including the type of assistance being requested, location of the project, general description of the project and the project timeline.
2. Description of the applicant, including ownership information.
3. Description of the Community Goals that would be met by the project.
4. Explanation of why the proposed project constitutes a “Priority Business” which will be met by the project.
5. Description of the applicant’s financial and business capability to accomplish and sustain the proposed project.
6. Any other information that may be required by the City Manager to evaluate or describe the project.

Final Application

Upon approval of the Preliminary Application by the City Manager, a Final Application shall be submitted to the City Manager for consideration. The City Manager reserves the right to request additional information if it is determined necessary to fully evaluate the Final Application. A minimum of two copies of the Final Application material must be submitted. All Final Applications shall include the following information:

1. Detailed description and documentation of project ownership and management, including ownership, management, principals and experience in the business activity for which assistance is requested.
2. Detailed description of the proposed project, including property location, annexation status, current zoning and development entitlements, and description of the proposed project.
3. Detailed description of how the proposed project meets the community goals including achievement of eligibility guidelines and criteria.
4. Description of the types of economic development assistance requested, how the assistance will be applied to enhance the project or achieve a greater community benefit than would occur absent any assistance.

5. Proposed project timeline through projected business opening date.
6. Demonstration of project financial viability, including (a) financial capability of applicant and/or applicant company, (b) market analysis or other information demonstrating project viability, and (c) a business plan for the project.
7. Signed affidavit certifying whether (a) any ownership partner or shareholder has declared bankruptcy, (b) any ownership partner or shareholder has defaulted on a debt, and (c) any ownership partner or shareholder is a party to any pending litigation.
8. Projected project costs, including taxable construction, furnishings and equipment.
9. Projected annual sales, separated by taxable and non-taxable sales, for five years from business opening date.
10. Number of jobs being created and/or retained.
11. Other information in support of the application.

City Council Approval

The approval of any request for assistance is at the sole discretion of the City Council and subject further to sufficient funds being budgeted and appropriated by the City Council.