

City of Buckeye

Economic Development Catalyst Program Program Guide FY 2017-2018



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Executive Summary:

- The Economic Development Catalyst Program (the “Program”) is budgeted for a total of \$100,000.00 in FY 2017-2018
- The Program designed for Economic Development Projects accomplishing an Economic Development Purpose as defined in City Ordinance No. 31-12, as adopted by Mayor and Council on June 4, 2012 (*See Appendix A*)
- Applications are open from August 22, 2017 – October 19, 2017. Applications submitted after this date will not be considered. Program applicants may be required to provide additional information at any time and must be prepared to present their funding request to the Mayor and City Council in a regular meeting and/or a workshop on November 21, 2017 (this date is subject to change).
- Any person, business, or entity may apply for funds as long as their property is located within the City limits of Buckeye.
- All timely submitted applications will be reviewed for completeness and eligibility by City staff and a committee organized by the City which will be comprised of representatives from various business organizations within the City. Applications that are (1) submitted timely, and (2) complete, and (3) meet eligibility requirements as set forth in Ordinance No. 31-12 will be forwarded to the Mayor and Council for formal consideration.
- The Mayor and Council have the sole discretion to cancel the Program at any time for any reason or no reason. In such event, applicants will be notified within two business days.
- **NOTE: ALL APPLICATIONS RECEIVED ARE PUBLIC RECORDS SUBJECT TO DISCLOSURE PURSUANT TO PUBLIC RECORDS LAWS.**

Timetable Summary - Dates	Activity / Deliverable Milestones
August 22, 2017 – October 19,2017	Time period within which to submit applications. Applications submitted after 5pm on October 19, 2017 will not be considered.
Week of October 23, 2017 (note, based on application volume, this date may change).	The City and the review committee organized by the City will review timely submitted applications for completeness and eligibility. Any applicant may be contacted by the City or a review committee member to discuss the project applied for in the application or questions that the City or the review committee may have about the project.
November 21, 2017 - (this date may change depending upon the number of applications submitted and the review period. Applicants will be notified of a date change).	Applicants with projects that have been recommended by the City and the review committee will present their projects to Mayor and Council at a workshop and a regular meeting.
By November 23, 2017 or within 2 business days of Mayor/Council approval.	A written Notice of Approval will be sent to those applicant(s) with projects having been approved by Mayor and Council.
Week of November 27 th (date subject to change)	Following receipt of the Notice of Approval, the City will schedule a meeting with the City’s Development Services Department and the applicant to discuss planning and permitting requirements for the approved projects. No project shall be authorized to commence until all required permits have been obtained by the applicant and the City has issued a written Notice to Proceed.

Program Summary and Background:

The main objective of the Economic Development Catalyst Program (the “Program”) is to promote the rehabilitation of existing commercial, industrial, or mixed-use properties by offering up to \$25,000 of City funding (per project) toward improvement costs. The project improvements are required to accomplish an Economic Development Purpose which is defined in Ordinance No. 31-12 and which is attached to this Program Guide as Appendix A. All commercial, industrial, or mixed-use properties located within the municipal boundaries of the City of Buckeye are eligible for consideration provided that the proposed projects accomplish an Economic Development Purpose as determined by the City. Improvements to a building façade, permanent landscaping, public parking facilities, and other improvements necessary to bring the property up to current code compliance may be eligible.

Monies for the Program are made available through the City’s Transaction Privilege Tax. The fund is part of the City of Buckeye’s overall economic development efforts. Funds for the Program are budgeted on a fiscal year basis and there is no guarantee that funds will be budgeted for the Program for any given fiscal year. The Program may be cancelled or funds reallocated at the sole discretion of the Mayor and City Council at any time.

Project Design Requirements:

The designs for exterior improvements shall be in concert with the integrity of the property, architectural style, historical character and aspects compatible with neighboring structures and uses, and of a quality that suggests the improvements will last for a reasonable period of time. All design for improvements shall be reviewed and approved by the City and the designated review committee. **All required building permits must be secured prior to construction.**

Availability of Funds:

City Council has allocated a total of \$100,000.00 for the program in the 2017/2018 fiscal year. Should the total requests included in eligible applications exceed this amount; the completed and conforming applications will be evaluated on their merits by a review panel, which will make recommendations to the city. Eligible projects that do not obtain funding may be resubmitted during the next application period (predicated on additional application periods, funding availability, etc.). Future application periods will be dependent upon the amount approved by the Mayor and Council each year during the annual budget process. Furthermore, funding allocations for the Program are not guaranteed and may be reallocated or cancelled at any time at the sole discretion of the Mayor and City Council. City staff will notify all applicants as to any change in the status of available funds.

Projects awarded funding must be completed within the same fiscal year that the program documents are signed (each fiscal year runs from July 1 through the following June 30). City staff acknowledges that unique circumstances arise which may delay the completion of projects; if the specified timeframe cannot be met, applicants must notify the City, in writing, of a delay in completion of the project. City staff will work with all applicants and request that funds are budgeted for the next fiscal year so that projects are completed. However, there is no guarantee that funds will be available in the next fiscal year.

Funds may not be used for working capital, acquisition of property, equipment or inventory, or the refinancing of existing debt or private funding.

Matching Funds Requirement:

Approved projects may receive reimbursement upon completion of the work up to a maximum amount of \$25,000.00. The property owner is required to contribute funds toward the approved project equal to at least twenty-five percent (25%) of the approved amount for the project.

(Example #1: Total Project \$21,500.00, Applicant pays a minimum of \$5,375.00 (25%), City reimbursement \$16,125.00)

(Example #2: Total Project \$41,500.00, Applicant pays \$16,500.00 (39.8%), City reimbursement is capped at \$25,000.00)

Application Requirements:

Proposed projects shall be on property located within the municipal boundaries of the City of Buckeye, and must be zoned commercial, industrial, or mixed-use (or within the Downtown Overlay Zoning). A person, corporation, association or other legal entity holding fee simple title to the property is eligible to apply for funds. The application may be made directly by the property owner or by an agent authorized in writing to act on behalf of the property owner. If the real property is under joint ownership, the application must be on behalf of or with the authorization of all of the owners of the real property.

The main objective of the Program is to promote the rehabilitation of existing commercial, industrial, or mixed-use properties. The project improvements are required to accomplish an Economic Development Purpose which is defined in Ordinance No. 31-12 and which is attached to this Program Guide as Appendix A. All commercial, industrial, or mixed-use properties located within the municipal boundaries of the City of Buckeye may apply for consideration provided that the proposed projects accomplish an Economic Development Purpose as determined by the City.

Examples of improvements that may qualify for project approval include improvements to the exterior of buildings such as painting, cleaning, tuck pointing, façade repair, window repair or replacement, as well as other permanent improvements to the property consistent with the architectural design and exterior integrity of the building. Other examples may include permanent enhanced landscaping; enhanced or additional **public** parking (meaning parking that will benefit at least 4 adjacent businesses and will be available for use by the general public, and that also includes enhanced landscaping in the same public parking project); pedestrian walkways; or improving public infrastructure such as water and sewer systems and streets. Please refer to Ordinance No. 31-12, Appendix A, for other examples of improvements that may qualify for project approval. City fees such as fees for permitting and lot combinations are eligible for reimbursement. These costs must be described in detail in the initial application.

Applicants are required to prepare and provide a scope of work for the project and provide the scope of work to obtain bids, or quotations, from properly licensed contractors to perform the work for the project. Applications shall include the following:

Project Amount	Requirements
\$5,000.00 or less	Applicant shall comply with the operational procedures for small purchases adopted by the City pursuant to the City’s Procurement Code.
Over \$5,000.00 to \$25,000.00	No less than three (3) businesses or persons shall be solicited to submit quotations or bids.

Application Submittal Timetable

Applications for the Program will be accepted August 22, 2017 through October 19, 2017 at 5:00 p.m. Applications submitted after 5:00 p.m. October 19, 2017 will not be considered. Applications should be sent via e-mail to: thiller@buckeyeaz.gov; mailed, or hand delivered to the Front Desk at City Hall, 530 East Monroe Avenue, Buckeye, Arizona. Applications should be directed to Tennille Hiller, Economic Development Management Assistant, (623) 349-6973.

All timely submitted applications will be reviewed for completeness and eligibility by City staff and a committee organized by the City which will be comprised of representatives from various business organizations within the City. Applications that are (1) submitted timely, and (2) complete, and (3) meet eligibility requirements as set forth in Ordinance No. 31-12 will be forwarded to the Mayor and Council for formal consideration.

Development Requirements (for approved applications):

Applicants receiving Mayor and City Council approval of their projects will be required to meet with the City of Buckeye’s Development Services Department to discuss and understand City development requirements and processes. City staff will coordinate and schedule the meetings with all approved applicants. All project work must be completed in accordance with the City of Buckeye Building and Development Codes. Applicants are encouraged to bring their project team to the meeting. The applicant must obtain project plan approvals from the City’s Development Services Department and obtain all required building permits prior to commencing any construction of the project. If construction has already commenced, the project shall be deemed ineligible to receive funds from this program.

Following the meeting with the Development Services Department (in which the applicants will receive design review and permitting requirements information from Development Services), a written Notice to Proceed will be issued by the Economic Development Department of the City informing the applicant that the project work may commence. The project work is required to commence within 60 days of the date of the Notice to Proceed.

Procedures for Reimbursement:

No reimbursement will occur until the project has been completed and accepted/approved by the City in accordance with City requirements. If the project is not completed and accepted/approved by the City within the fiscal year in which the project was approved, the applicant is required to notify the City's Economic Development Department in writing. City staff will work with the applicant and request that funds are budgeted for the next fiscal year for the project. However, there is no guarantee that funds will be available in the next fiscal year.

Upon receiving City approval/acceptance of the completed project, the applicant shall submit all documentation of project expenditures, which shall include copies of all paid bills, cancelled checks, contractor lien waivers if applicable, and receipts, to the City's Economic Development Department, to the attention of Tennille Hiller. Once the City has received the project cost documents, the City will review the cost documents and visit the project to confirm that the completed project is consistent with the approved project application. This site visit **does not** replace required City building safety inspections.

Following (1) completion of the project within the fiscal year in which the project was approved, and (2) City acceptance/approval of the project in accordance with City requirements, and (3) City validation of the submitted project expenditure documents, the applicant/property owner will receive reimbursement from the City for the project in the amount as set forth in the approved project application.

APPENDIX A

ORDINANCE NO. 31-12

(See following pages.)