

AGENDA
VENETA BUSINESS ASSISTANCE COMMITTEE MEETING

Friday, May 30, 2025 – 9:00 a.m.
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8th Street, Veneta, Oregon

City of Veneta meetings can be accessed via telephone. To listen or participate call 541-935-2192 (Participant Code 793738#). To submit public comments electronically, email comments to Jmirable@ci.veneta.or.us by 3:00 p.m. Friday of the preceding Council meetings. All public comments must include your name and address. This meeting will be digitally recorded.

-
1. CALL TO ORDER
 - a. Agenda Check
 2. PUBLIC COMMENTS

Speakers will be limited to 3 minutes each. The Business Assistance Committee will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Business Assistance Committee meeting.
 3. ADMINISTRATIVE
 - a. Approve Minutes for April 18, 2025 BAC Meeting (pgs. 1-5)
 4. NEW BUSINESS
 - a. EDC Approved Revisions to the Business Grant Program (pgs. 6-13)
 - b. EDC Approved Revisions to the Commercial Development Grant Program (pgs. 14-19)
 5. OLD BUSINESS
 - a. Sun Frog Products Business Grant Program Update (Verbal)
 6. OTHER
 7. NEXT MEETING – June 27, 2025 at 9:00 a.m.
 8. ADJOURN

Access Business Assistance Committee meeting material at
<http://www.venetaoregon.gov/agendacenter>

Times are approximate. Location is wheelchair accessible. Individuals needing special accommodations, such as sign language or foreign language interpreters, should contact the City Recorder at 541-935-2191(voice) or by e-mail at: JMirabile@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. La ubicación es accesible para sillas de ruedas. Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: JMirabile@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

BUSINESS ASSISTANCE COMMITTEE

MEMBERS:

MAUREEN WRIGHT (CHAIR)
BRITTANY LEHMAN (VICE-CHAIR)
LARISSA MAYFIELD

GINA HALEY-MORRELL
MCKENZIE GIBSON

MINUTES

Business Assistance Committee
Friday, April 18, 2025 9:00 AM
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Chair Maureen Wright, Vice-Chair Brittany Lehman, Member McKenzie Gibson, Member Gina Haley-Morrell (phone), Member Larissa Mayfield

Absent:

Staff: Management Analyst (MA) Jacob Thode, City Management Intern (CMI) Jillian Liebersbach, City Recorder (CR) Jennifer Mirabile

Attendees: Robert Murray

1. CALL TO ORDER

Chair Wright called the Business Assistance Committee meeting to order at 9:01 a.m. and she asked if there were any additions to the agenda. There were none.

2. ADMINISTRATIVE

a. Approve Minutes of December 20, 2025

MOTION: Member Gibson **made a motion to approve the December 20, 2024 meeting minutes as presented.** Member Mayfield seconded the motion. **The motion passed unanimously (5-0).**

Chair Wright stated they would take a short break to convene an executive session based on ORS 192.355(17)(a) to review an application for a city grant.

3. Executive Session

Chair Wright called the Executive Session to order at 9:05 a.m.

Chair Wright adjourned the Executive Session at 9:46 a.m.

4. RETURN TO REGULAR SESSION

Chair Wright reconvened the Business Assistance regular meeting at 9:46 a.m.

5. NEW BUSINESS

a. Sun Frog Products Business Grant

Chair Wright asked Mr. Murray, the owner of Sun Frog Products, if he could respond to some questions from the committee.

Mr. Murray stated he was happy answer any questions.

Chair Wright asked why Mr. Murray chose Veneta for his business project. Mr. Murray stated he was familiar with the Lane County area and he was currently doing business in Portland and the facility was not ideal.

Mr. Murray shared he was looking for space up and down the I5 corridor and this space seemed to work well and was larger than what he currently was using.

Mr. Murray has a network in Eugene and a friend who would be managing the facility in Veneta. He further stated he would be working to grow the business and increasing distribution.

Chair Wright asked if Mr. Murray purchased the building or if he would be renting the building.

Mr. Murray responded that he was purchasing the building and it was closing on May 10th. He further stated he hired an engineer to ensure the building would meet the needs of his business.

MA Thode stated Mr. Murray was working with the Fire Marshall to ensure compliance with storing the chemical used for the product.

Mr. Murray stated he fully intends to purchase the building and was working with the utilities district to hook up the power.

Chair Wright asked about Sun Frog Product utilities expenses.

Mr. Murray responded he received an estimate for the utilities.

Member Gibson asked about the FTE for his company.

Business Assistance Committee Minutes
Friday, April 18, 2025

Mr. Murray stated he was working and would be considered the one FTE; he further stated he bought the business in 2024 and hoped to now make it his full-time business as he was worked during the time he purchased the company.

Mr. Murray stated he hoped to hire a full-time employee for the facility. He further stated he had big aspirations for the company.

Member Gibson asked how Mr. Murray saw his business helping the economy of Veneta.

Mr. Murray responded that he prides himself on customer service and making sure the orders are correct. He further stated he felt if his company did well it would spotlight Veneta and he hoped to hire additional employees.

Chair Wright asked what he would do if the Fire Marshall stated he could not store enough product would he reject the contract.

Mr. Murray stated that it would be a deal breaker if the building could not accommodate his business.

MA Thode believed the building officials were working work with Mr. Murray to ensure the building would meet his needs and meet code requirements.

Member Lehman asked if the business increased was there a possibility to expand the building.

Mr. Murray stated the facility would expand with his business as it was three times the size of his current space.

Chair Wright asked if there were other questions from members.

Member Gibson asked about any security that had been put in place for the business. Mr. Murray stated he would put a security system in and also have an employee there from 8am to 5pm.

Chair Wright asked Mr. Murray's friend would be the Manager of the business. Mr. Murray explained his friend has a flexible lineman job where he was working on and off.

Chair Wright asked if there were any other questions.
There were none.

Chair Wright asked for a motion on this application.

Motion: Member Haley-Morrell **made a motion to recommend to City Council approval of Sun Frog Products \$25,000 Business Grants Program Application.** Member Gibson seconded the motion. **The motion passed unanimously (5-0).**

Mr. Murray thanked the committee.

b. Anticipated Changes to Grant Programming

MA Thode shared he would be presenting changes to the Business Grant Program to the Economic Development Committee.

MA Thode briefly summarized the changes to include a tiered award system and preferences based on full-time equivalent employees.

Member Gibson shared that those criteria seemed familiar to the Veneta Rescue Grant.

7. OLD Business

a. Recap of Signage Grant Awards

MA Thode provided pictures of the new signage at Ho Ho Restaurant and West Valley Dance Studio to show how they used their grant awards.

The Committee was happy to see those sign improvements.

b. Regional Economic Identity Rollout

CMI Liebersbach shared that the economic identity was rolled out last week and the banners on Broadway were sponsored by twenty businesses.

CMI Liebersbach stated they also purchased merchandise to go along with the economic identity rollout, including apparel.

CMI Liebersbach stated they were working on social media posts for this project.

MA Thode stated he and CMI Liebersbach were also participating with the FRCC's Logo Launchers.

c. The Attic Reimbursement Contract Extension

MA Thode shared that the Attic contract expires in August 2025 and the Smith family had a slower rollout than they anticipated; he believed it was likely they would request an extension.

Chair Wright asked who approves the extension.

MA Thode stated it would go to the BAC for review.

Chair Wright was concerned about the food trucks and if they can be sustained for another year.

Member Mayfield also wondered if they can request documentation of retainer for the engineer for their project.

Chair Wright stated the social media chatter showed that there was dissatisfaction all around with this location.

Discussion ensued about concerns and a possible extension.

6. OTHER

There was no other discussion.

7. NEXT MEETING

The next meeting was scheduled for Friday, May 30, 2025, 9:00 a.m.

8. ADJOURN

Chair Wright adjourned the meeting at 10:30 a.m.

ATTEST:

Maureen Wright, Chair

Jennifer Mirabile, City Recorder

BUSINESS ASSISTANCE COMMITTEE

AGENDA ITEM SUMMARY



TITLE/TOPIC: EDC Approved Revisions – Business Grant Program

Meeting Date: May 30, 2025
Department: Economic Development

Staff Contact: Jacob Thode
Email: Jthode@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

Information Only.

BACKGROUND

At its May 19th meeting, the Economic Development Committee (EDC) recommended revisions to the Business Grant Program. These changes will be presented to the City Council for final approval and adoption at their June 9th meeting.

On February 24, 2025, The Economic Development Committee (EDC) came to consensus at a work session with Veneta City Council and the Business Assistance Committee (BAC) to revise the award criteria for the Business Grants Program. The approved revisions aim to establish a tiered award structure based on a project's expected return on investment, community value and job creation/retention.

Changes to the program include updated language to Section E. Grant Eligibility Criteria of the Business Grant Program. Additional language has been added to distinguish between projects that may be eligible for awards of up to \$10,000 or for the full \$25,000 award amount. See Attachment 1.

Staff has made the following addition to the program's criteria:

Eligible Project Award: Successfully awarded grants will be eligible for funding based on the following project outcomes.

- Projects that create, retain, or support up to one FTE job may be eligible for up to \$10,000 of BGP grants
- Projects that create, retain, or support two or more FTEs may be eligible for up to \$25,000 of BGP grants
- Projects supporting one FTE may also be eligible for up to \$25,000 if they meet two or more of the program's economic preference criteria.

As the awarding committee for the City's grant programming, it's important that the Business Assistance Committee review and be made aware the expected changes for the BGP.

RELATED CITY POLICY

Economic Development Five Year Plan – Goal 2.3.2

RELATED DOCUMENTS

Business Grant Program Information and Application Package

COMMITTEE OPTIONS

N/A

ATTACHMENTS

1. Revised Business Grant Program Information and Application Package.

Business Grant Program



Introduction

The City of Veneta is proud to offer a Business Grants Program to businesses and nonprofits within Veneta's Urban Growth Boundary. The overall goals of the City's Business Grants Program are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. Eligible businesses & nonprofits may apply to receive a matching grant from the City in an amount not to exceed \$25,000. The application process is intended to provide the Business Assistance Committee and Veneta City Council with the information necessary to determine which applicants are awarded grants.

How to Submit a Grant Application

- Applicants may begin the process to submit a grant by contacting staff at the City of Veneta for a preliminary interview. Contact staff in-person at Veneta City Hall, by phone at 541-935-2191, or by email at jthode@ci.veneta.or.us
- After a preliminary interview, interested persons may begin to complete the application packet which includes:
 - Grant Application Form
 - Business Plan.
 - Profit & Loss Statements for the Last Three Months.
 - Business Bank Statements.
 - Veneta Business License.
- Grant applications may be submitted in person at Veneta City Hall or **(preferably)** by email at jthode@ci.veneta.or.us
- Grant applicants must also pay an application fee in person at Veneta City Hall.
 - \$50 for applicants with 5 or less full-time equivalent employees
 - \$100 for applicants with more than 5 full-time equivalent employees
 - If an applicant is awarded a grant by the City of Veneta, then the application fee may be applied toward the cost of any required match.
- Upon successful staff review, applicants will be considered by the Business Assistance Committee (BAC). The BAC will review grant applications in detail and make recommendations to Veneta City Council. BAC grant meetings will be closed to the public and details will remain confidential to protect the personal and business information of applicants.
-
- Positive BAC recommendations will be considered by City Council at the next possible Council Meeting. City Council will award grants at their discretion. Sensitive personal and business information from applicants will be kept confidential at this meeting.

After Being Awarded a Grant

- Successful grant applicants will be required to sign a contract with the City of Veneta that formalizes the terms of the grant award.
- Grant funds will be disbursed as reimbursements. Grant recipients will purchase eligible goods and services and provide proof of purchase to staff at the City of Veneta. Staff will then reimburse the grant recipient for up to 75% or 50% of the costs of goods or services (depending on the grant award and required match).
- Staff will only provide reimbursements for goods and services included in the application. Unexpected or additional costs will not be eligible for reimbursement.
- Successful grant applicants will be eligible for reimbursement within the fiscal year in which granted an award. Reimbursement is not guaranteed for projects that extend past the fiscal year, which runs from ~~June to July~~ **July to June**. If a project extends past the fiscal year, applicants must be reapproved for funding by the BAC and City Council.

Eligibility & Criteria

Eligible applicants include private for-profit and nonprofit organizations located inside Veneta's Urban Growth Boundary (UGB). Ineligible applicants are entities and organizations other than those described above.

A. Eligible Projects and Activities

Generally, the Business Grants Program (BGP) will be available to support the start up or expansion of businesses within Veneta's (UGB). Activities that may be undertaken include, but are not limited to, the following:

- Acquisition of machinery, equipment, furniture, and fixtures.
- Acquisition and assembly of land for commercial, industrial, and related uses. Speculative activities, such as land banking and construction of speculative buildings, are not eligible. Acquisition of abandoned properties with redevelopment potential, though not for speculation.
- Development of real estate, including redevelopment and rehabilitation of historical buildings for industrial or commercial use.
- Other investments, which will accelerate repurposing of land and facilities for job creating activity, such as assistance to firms to locate or expand in such facilities.
- Improvements to commercial or industrial facilities and streets.
- Working capital needs (No more than 25% of the grant award may be used for working capital).

B. Eligible Costs

Total project costs must be included in the application. The BGP may not fund any additional, incidental, or unexpected project costs associated with a project that are not explicitly described in the application. Eligible costs include, but are not limited to, the following:

- Land costs, such as engineering, legal, grading, testing, site mapping, related costs associated with acquisition, and preparation of land.
- Building costs, such as real estate, engineering, architectural, legal, permit fees, System Development Charges, and related costs associated with acquisition, construction, and rehabilitation of buildings.
- Machinery and equipment costs, including delivery, installation, engineering, architectural, legal, insurance, and related costs associated with acquisition and installation of machinery and equipment.
- Other costs contributing directly to the value of the project fixed assets, such as sales and use taxes, and interest on interim construction financing.
- Adequate contingency reserves.
- Working and startup capital.

C. Ineligible Projects and Activities

These include:

- Projects involving the relocation of any firm from one area in the community to another, unless such move meets the job preservation or creation standards elsewhere described herein.
- Projects for which all funds are judged by the City Council to be otherwise available from private lenders or other public agencies at terms which will permit the accomplishment of the project at a non-prohibitive cost.

D. Ineligible Costs

These include:

- Acquisition of equity in private businesses.
- Subsidy of interest payments on existing loans.
- Refinancing or payoff of loans made by other lenders, except if the BAC's approval is given prior to such loan issuance.

E. Grant Eligibility Criteria

To be considered eligible for the BGP grant, applications must meet the following criteria.

- Location: Projects that have a physical location must be located within Veneta's UGB. The organization/applicant receiving funds must be located within, or relocating to, within Veneta's UGB.
- Employment Ratio: One full-time equivalent job will be created, retained, or supported for each \$25,000 of BGP grants.
 - A full-time equivalent job is defined as employment of at least 30 hours per week, or 130 hours per month.
 - Multiple positions may fulfill this criterion, subject to approval from the BAC and City Council.
- Ability to Match: Grant applicants must demonstrate the ability to meet any required match.
 - Businesses with 5 or fewer full-time equivalent employees are required to match grant funds to cover least 25% of the total cost of a grant funded project. Example: If a project costs \$1000, then grant award may not exceed 75% (\$750) and the applicant must demonstrate the ability to fund 25% (\$250) of the project.
 - Businesses with more than 5 full-time equivalent employees are required to match grant funds to cover at least 50% of the total cost of a grant funded project. Example: If a project costs \$1000, then grant award may not exceed 50% (\$500) and the applicant must demonstrate the ability to fund 50% (\$500) of the project.
- Demonstration of Need: Businesses must demonstrate that they are not able to fund a project through traditional means or that funding a project through traditional means would be cost prohibitive.
- Eligible Project Award: Successfully awarded grants will be eligible for funding based on the following project outcomes
 - Projects that create, retain, or support up to one FTE job may be eligible for up to \$10,000 of BGP grants.
 - Projects that create, retain, or support two or more FTEs may be eligible for up to \$25,000 of BGP grants.
 - Projects supporting one FTE may also be eligible for up to \$25,000 if they meet two or more of the program's economic preference criteria.

Grants eligibility is determined by a projects ability to meet the purpose of the Business Grant Program. Preference will be given to projects that show the following economic benefit to the community:

- Creation or retention of permanent jobs involving skills related to manufacturing and industrial production.

- Linkages with the area's existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.
- Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
- Significant opportunities for the development and/or expansion of disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, veteran-owned businesses and emerging small businesses certified under ORS 200.055.

Administrative Elements

A. Business Assistance Committee

The Business Assistance Committee (BAC) reviews all applications in detail and makes recommendations to the City Council to award grants to applicants. The BAC consists of five members, one of which is a City Councilor, and two liaisons from the Economic Development Committee. BAC appointments are made by the Mayor and approved by the Council for terms of two years. Preference is given to the appointment of a commercial lending and/or accounting professionals.

The Business Assistance Committee reviews Business Grant Program applications on a quarterly basis, elects its own Chairperson, has its own by-laws, and receives legal services "as needed".

B. Staff Operation

The operation of the Business Grants Program (BGP), or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the Program are as follows:

- Publicize BGP objectives and availability in the Veneta community.
- Screen all applicants, inviting promising candidates to submit detailed applications.
- Ensure the proper execution of documents for successful applicants.
- Monitor ongoing operations of grant recipients.
- Collect proof of purchase from grant recipients and disburse grants funds appropriately.
- Provide regular financial reports for the BGP, including individual account status.

BUSINESS ASSISTANCE COMMITTEE

AGENDA ITEM SUMMARY



TITLE/TOPIC: EDC Approved Revisions – Commercial Development Incentive Program

Meeting Date: May 30, 2025
Department: Economic Development

Staff Contact: Jacob Thode
Email: Jthode@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

Information Only.

BACKGROUND

At its May 19th meeting, the Economic Development Committee (EDC) recommended revisions to the Commercial Development Incentive Program (CDIP). These changes will be presented to the City Council for final approval and adoption at their June 9th meeting.

On February 24, 2025, the Economic Development Committee (EDC) came to consensus at a work session with Veneta City Council and the Business Assistance Committee (BAC) to revise the name and award criteria for the CDIP, following the anticipated closure of the Urban Renewal Agency's Redevelopment Toolkit.

Changes to the program include updated language to Section E. Grant Eligibility Criteria of the CDIP. Additional language has been added to distinguish between projects that fit within the City's Economic Development goals and clarifies eligibility criteria based on location and type of development. See Attachment 1.

Staff has made the following addition to the program's criteria:

- Location: Projects that have a physical location must be located within Veneta's designated commercial zones, as specified in Veneta's Zoning and Development Code (Residential Commercial, Broadway Commercial, Highway Commercial, Industrial Commercial, Medium Industrial, Light Industrial).
 - The organization/applicant receiving funds must be located within, or relocating to, one of Veneta's commercial zones.
- Commercial Development: Eligible projects must include new construction or substantial improvement of a commercially zoned site that will support economic activity within City limits

- Consistent w/ City Policy: Eligible projects must be consistent with or conform to the City's priorities for commercial development, as established in Veneta's Comprehensive Plan, land-use regulations, and strategic plans regarding commercial development.
- Employment Ratio: One full time equivalent job will be created, retained, or supported for each \$25,000 of transportation SDC fees reduced. *A maximum of \$50,000 in reductions is available for all grant projects throughout the current fiscal year.*

Along with these changes, the EDC also approved updating the name of the program to include the following subtext, "Commercial Development Incentive Program: Transportation SDC Fee Reduction." The EDC further recommended updating the program's language to clarify that a project could receive up to \$25,000 in SDC fee reduction per one full-time equivalent job creation, for up to a maximum of \$50,000.

Omitted language previously stated that applicants could receive up to a 50% reduction in their transportation SDC Funding, up to \$25,000. Further clarifying, the program will now state that a maximum of \$50,000 in reductions is available for all grant projects throughout the current fiscal year.

Lastly, the EDC recommended including language that the \$1,000 application fee may be refundable for successful applicants to the program.

As the awarding committee for the City's grant programming, it's important that the Business Assistance Committee review and be made aware the expected changes for the CDIP.

RELATED CITY POLICY

Economic Development Five Year Plan – Goal 2.3.2

RELATED DOCUMENTS

Commercial Development Incentive Program Information and Application Package

COMMITTEE OPTIONS

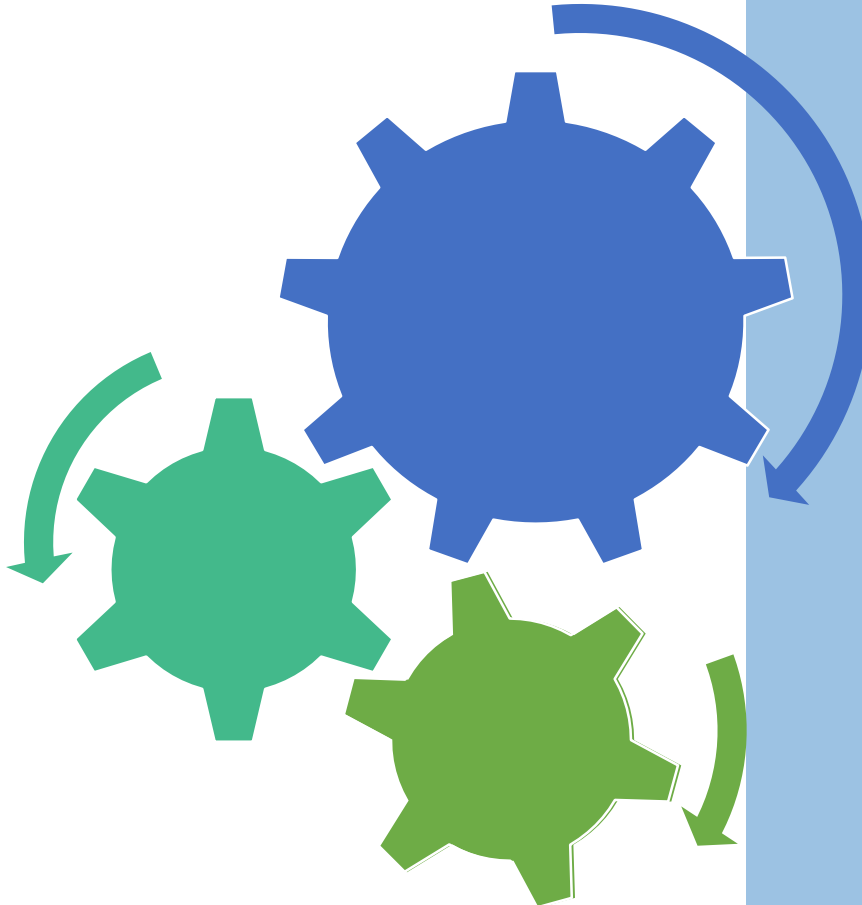
N/A

ATTACHMENTS

1. Revised Commercial Development Incentive Information and Application Package.

City of Veneta

Commercial Development Incentive Program: Transportation SDC Fee Reduction



Introduction

The City of Veneta is proud to offer a Commercial Development Incentive Program to developers within Veneta's Urban Growth Boundary. The overall goals of the City's Commercial Development Incentive Program are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. Eligible developers may apply to receive a transportation system development charge (SDC) reduction of up to ~~50%~~ \$25,000. **A maximum of \$50,000 in reductions is available for all grant projects throughout the current fiscal year.** The application process is intended to provide the Business Assistance Committee and Veneta City Council with the information necessary to determine which applicants are awarded transportation SDC reductions.

How to Submit a Grant Application

- Applicants may begin the process to submit a CDIP application after holding a pre-development conference with the City Planning Department, submitting a transportation impact report, and receiving an estimate of the transportation SDC fees associated with the proposed development. Contact the Planning Department in-person at Veneta City Hall or by phone at 541-935-2191.
- After a preliminary interview, interested persons may begin to complete the application packet which includes:
 - Site map
 - Transportation SDC Fee as Calculated by the City Engineer
 - Formal Request for Specified SDC Reduction Amount
 - Narrative Explaining Why the Developer Needs the Requested Discount
 - Estimated Number of Jobs Created by the Commercial Development Project
 - CDIP Application Form
- Applications may be submitted in person at Veneta City Hall or **(preferably)** by email at jthode@ci.veneta.or.us
- Applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the required application fee has been submitted to Veneta City Hall. Fee details can be found in this document under the Eligibility, Criteria, & Fees section (Part F. Fees & Charges).
- Upon successful staff review, applicants will be considered by the Business Assistance Committee (BAC). The BAC will review applications in detail and make recommendations to Veneta City Council. Sensitive personal and business information from applicants will be kept confidential at this meeting to the extent requested by the applicant and possible under Oregon statute.

- Positive BAC recommendations will be considered by City Council at the next possible Council Meeting. City Council will award transportation SDC reductions at their discretion. Sensitive personal and business information from applicants will be kept confidential at this meeting to the extent requested by the applicant and possible under Oregon statute.

After Being Awarded a Reduction

- The business will receive a specified reduction in transportation SDC fees for a commercial development project.

Eligibility, Criteria, & Fees

The standards described below apply to the performance of the CDIP as a whole. The selection of a recipient of the CDIP will be based on its ability to meet the following standards. Individual CDIP awards may vary up to \$25,000 50% of the transportation SDC fee. Less than the specified performance on one or all of the standards may be acceptable in such cases.

- Location: Projects that have a physical location must be located within Veneta's **designated commercial zones, as specified in Veneta's Zoning and Development Code (Residential Commercial, Broadway Commercial, Highway Commercial, Industrial Commercial, Medium Industrial, Light Industrial).** ~~UGB.~~
 - The organization/applicant receiving funds must be located within, or relocating to, within **one of Veneta's commercial zones.** ~~UGB.~~
- Employment Ratio: One full time equivalent job will be created, retained, or supported for each \$25,000 of transportation SDC fees reduced. **A maximum of \$50,000 in reductions is available for all grant projects throughout the current fiscal year.**
- Demonstration of Need: Businesses must demonstrate that they are not able to fund a project through traditional means or that funding a project through traditional means would be cost prohibitive.
- Construction/Development: **Eligible projects must include new construction or substantial improvement of a commercially zoned site that will support economic activity within City limits**
- Aligned with City Priorities: **Businesses must demonstrate that a project is aligned with the City's priorities for commercial development, as established in Veneta's Comprehensive Plan, land-use regulations, and strategic plans regarding commercial development.**
- Other Economic Objectives/Benefits: Other elements which will receive consideration in the selection of applicants for the program are:
 - Linkages with the area's existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.

- Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
- Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

F. Fees and Charges

- There will be a \$1000 fee charged to applicants of the CDIP. A full refund may be awarded to successful applicants at the time of their first reimbursement distribution.
- Applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the application fee has been delivered to the City of Veneta.
- Applicants must submit their application fee in person at Veneta City Hall or by mail to PO BOX 458 Veneta, OR 97487. All checks should include "CDIP Application Payment" in the memo.

Administrative Elements

A. Business Assistance Committee

The Business Assistance Committee (BAC) reviews all applications in detail and makes recommendations to the City Council to award incentives to applicants. The BAC consists of three members, one of which is a City Councilor, an alternate, and a non-voting member representing the Veneta Economic Development Committee. The alternate is a voting member during any temporary absences or conflict of interest disqualifications of regular members. BAC appointments are made by the Mayor and approved by the Council for terms of two years. Preference is given to the appointment of commercial lending and/or accounting professionals.

The Business Assistance Committee reviews Commercial Development Program applications on a monthly basis, elects its own Chairperson, has its own by-laws, and receives legal services "as needed".

B. Staff Operation

The operation of the Commercial Development Incentive Program (CDIP), or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the Program are as follows:

- Publicize CDIP objectives and availability in the Veneta community.
- Invite promising candidates to submit detailed applications.
- Assist applicants throughout the submission process.
- Monitor ongoing operations of award recipients.