

## MEMORANDUM

Date: October 30, 2023  
 To: Thom Sheridan, City Manager  
 From: Greg Hannan, Community Development Director  
 Katie Behnke, Economic Development Manager  
 Re: Job Creation Grant Program Proposals

City staff reviewed the Job Creation Grant program guidelines to align the guidelines with how the program is deployed in practice and to add extra incentive for sustainable projects in our community as incorporated into the Environmental Awareness Committee’s goals for 2023. Staff presented a draft proposal to Council in the Workshop held on September 12, 2023 and addressed follow up concerns related to peer community programs, financial impact and Environmental Awareness Committee alignment during the October 24, 2023 Workshop. Council expressed a desire to have more discretion and financial control of the sustainable project portion of the grant. Changes to the proposal as a result have been summarized below.

**Project Costs**

Councilwoman Heater expressed an interest in learning more about the average costs associated with each example project type for context. Staff has coordinated with the Environmental Awareness Committee to develop estimates and will provide those in a separate appendix.

**Grant Limits**

Council expressed an interest in limiting the financial exposure to the City. As a result, staff has updated the grant language to limit the payout to the lessor of one additional year of grant payout or \$50,000.

**Updated Current Grant Recipient Impact**

The updated financial exposure to the City if all current Job Creation Grant awardees participated in this option with the proposed grant limit of \$50,000 is as follows:

<b>Business</b>	<b>Grant At Payroll Commitment</b>	<b>Grant At Grant Cap</b>
Business #1	\$121,218.98	50,000.00
Business #2	71,000.00	50,000.00
Business #3	93,000.00	50,000.00
Business #4	23,600.00	29,500.00
<b>Total Exposure</b>	<b>\$308,818.98</b>	<b>\$179,500.00</b>

### **City Council Discretion**

Council expressed an interest in maintaining more discretion to award the additional year of the grant program. Staff has updated the program language to reflect that authority as included below.

“**At City Council’s discretion**, the length of grant **may be** extended by one year for projects that incorporate one or more of the below sustainable components or a comparable level of sustainable components.”

### **Conclusion**

Staff would like Council’s guidance on whether the proposed edits resolve their concerns or if further discussion is needed.