



**Windsor
Heights**
the heart of it all

Mayor:
Jerry Sullivan

**Council
Members:**
Diana Willits (Mayor
Pro Tem)
Carole Tillotson
Flo Hunter
Steve Peterson
Charlene Butz

**City
Administrator:**
Marketa George Oliver

**Chief Financial
Officer:**
Colleen Pingrey

Community Services Director:
Josh Heggen

Fire Chief:
Christopher Cross

Police Chief:
Gary Walters

**Director of
Public Works:**
John Wiedman

**Administrative Support
Clerk/Code Enforcement:**
Judy Howard
Tammy Breese

City Attorney:
Matt Brick

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WINDSOR HEIGHTS ECONOMIC DEVELOPMENT PROGRAM

SECTION I GENERAL COMMUNITY AND ECONOMIC STRATEGY

The general strategy for the Economic Development Program and the effort to be undertaken pursuant to Chapter 15A of the Code of Iowa, is to build on the community's strength, to promote businesses, and to retain and create employment for the community. The City strives to maintain a superior quality of life for its citizens, develop a strong workplace, develop the community's resources, attract new capital investment, broaden the City's tax base and insure economic stability for the City of Windsor Heights.

Windsor Heights desires to accomplish these goals with a stronger city involvement and leadership role for future development, and by the use of Federal, State, City, and private resources.

SECTION II GENERAL INTENT OF WINDSOR HEIGHTS ECONOMIC PROGRAM

Windsor Heights is faced with the challenges of being a land-locked community, with little room for geographical growth. Therefore, the City must focus on enhancing the value of its homes and current businesses promoting growth in jobs and opportunities. Windsor Heights must, therefore, meet the challenge of this economic situation in order to replace and secure job opportunities within the community. Additional local dollars will be needed to compete with other sites available to industry and business and to garner financial participation of the State of Iowa and the Federal Economic Development Administration.

It will be necessary for the City of Windsor Heights to provide additional financial support to make it economically feasible to recruit, grow and expand industry and business for the community. It is the goal of this effort to secure essential local participation in the financial partnership required to carry out this Economic Development Program.

SECTION III ELIGIBLE ACTIVITIES

This Economic Development Program provides that monies may be used to fund any project or program providing direct or indirect financial assistance to a qualifying business, and the related costs and expenses as allowed by applicable City ordinances and State statutes.

Eligible activities under this program shall include:

1. Business and industry recruitment;
2. Incentives for business and industry investment and job creation;
3. Direct grants to qualifying business or industry;
4. Grants for public works and improvements essential to the location;
5. Grants for job training;
6. Purchase of real estate, or extension of such options;
7. Payment for salaries or support of City staff to implement the Economic Development Program or the contracting of such to an outside entity; and
8. Capital improvements to existing businesses; and
9. All other activities allowed by law and approved by the City Council.

The eligible activities described above are considered priority activities for the use of economic development funds. The City of Windsor Heights recognizes that the attraction of a new business or industry to a community or the expansion of an existing business takes place in a very competitive market place, and in the creation of jobs in the area, the City retains the right to include as eligible services, those additional activities allowable by law. In order to stay current with Iowa statutes, the City of Windsor Heights retains the right to amend the Economic Development Program when such amendment pertains to change in statutes that affect the Program. Such amendments can only be made by a majority vote of the City Council.

SECTION IV ELIGIBLE TYPES OF BUSINESSES

A qualifying business shall mean any corporation, partnership, or sole proprietorship, which derives its principal source of income from any of the following:

- a. The manufacture of articles of commerce;
- b. The conduct of research and development;
- c. The processing, storage, transport, or sale of goods or commodities, which are sold or traded in interstate commerce;
- d. The sale of services in interstate commerce;
- e. Headquarters facilities relating to eligible activities as listed in this section;
- f. Telecommunications activities;
- g. Tourism-related activities;
- h. Any business which creates or retains jobs in Windsor Heights; or
- i. Any other activity appropriate under State Law or deemed appropriate by the City Council.

SECTION V PROJECT REVIEW COMMITTEE

The Project Review Committee will be the Community Development Committee of the City Council. The Project Review Committee will recommend to the City Council that 1) the project be approved upon positive verification of applicant's information 2) the project be disapproved or 3) that the project be renegotiated and resubmitted for future consideration. The City Council may accept and follow the recommendation of the Project Review Committee. If disapproval is recommended, reasons may be cited.

The application process will be reviewed annually and updated as recommended by the Project Review Committee.

The City Administrator and Project Review Committee will be responsible for development of procedures to insure the confidentiality of business information received from applicants for financial assistance. These will include a restriction on the number of people with access to the files with the responsibility for their safe keeping and requiring personnel involved in the Program review to sign statements of confidentiality regarding all personal and private submission of applicants.

To be considered for direct financial assistance under the Economic Development Program an applicant must provide the following:

1. A detailed description of the proposed project.
2. A business plan, including employment and financial projects.
3. Current financial statements, financing requirements for the project, and total project cost.
4. A completed Economic Development Program Application for financial assistance.
5. Additional information, as necessary to determine the economic viability of all proposed project(s), may be requested by the Project Review Committee.

The Project Review Committee will review applications and requests for direct financial assistance in the order in which they are received. Applications received by the Project Review Committee will be reviewed based on project feasibility as determined by review of the applicant's plan and other requested information, and the potential future economic benefit to the community of Windsor Heights. Projects will be awarded assistance based on the availability of funds.

The Project Review Committee will be responsible for verification of information in the applications of those eligible businesses and industries that receive a recommendation for financial assistance. The City Council, based on the Project Review Committee's recommendation, has final say throughout the application process. A sample application form for prospective projects is attached hereto.

SECTION VI ADMINISTRATIVE SYSTEM

It is the intent of the City that the City Administrator will also administer the Economic Development Program.

The City Administrator will:

1. Provide the Project Review Committee with necessary information and advise the Committee on issues related to the Economic Development Program.
2. Review applications of qualifying business for direct financial assistance and making recommendations to the Project Review Committee.
3. Track employment figures or other community or economic impact for participating business or industry for two years as necessary or required by the agreement.
4. Additional responsibilities, as determined by the City, necessary to carry out the Program.

The City of Windsor Heights will retain the responsibility and final decision on purchase or sale of land and/or buildings. Existing City staff will carry out any additional administrative responsibilities related to the Economic Development Program.

SECTION VII PROCESS APPLICABLE LAWS

The City of Windsor Heights is responsible for ensuring that all applicable laws, regulations and requirements are met by the City and by any qualified business or industry. This process will include:

1. The City Administrator will be responsible for the procedures to ensure that the City and the qualifying businesses receiving assistance meet all applicable laws, regulations and requirements. These procedures will be subject to review and approval by the Project Review Committee.
2. The City will direct legal counsel to review all contracts, official documents, land transactions and other official actions related to the Economic Development Program to ensure compliance with existing laws and to monitor changes in the law to ensure future compliance.
3. The Project Review Committee will:
 - a. Review the function and programs of the Economic Development Program at regular meetings and advise the City Council with regard to the programs; and
 - b. Report to the City Council its findings and suggestions at a public hearing called for that purpose, at least once in every six-month period, or as requested by the City Council after the effective date of this Program.

SECTION VIII
PURCHASE OF REAL ESTATE OR OPTION TO PURCHASE

If and when land is to be purchased or optioned under the Economic Development Program, it should meet the following criteria:

1. Be properly zoned with no excessive easements, covenants, or encumbrances, and
2. Should conform to the City's Comprehensive Plan, and
3. If program site is for a future speculative business location, the City shall contact the Business Recruitment Division of the Iowa Department of Economic Development.

SECTION IX
GRANT PROGRAM REQUIREMENTS

The City Administrator, along with the Project Review Committee will make recommendations to the City Council, to determine

1. The maximum amount of financial assistance that will be provided to any single qualifying business and specifying the criteria that will be used to determine the appropriate level of assistance, and
2. The criteria and procedures that will be used to determine the necessary appropriations of permitting a qualifying business to participate in the Economic Development Program, and
3. The criteria for determining the time within which a qualifying business must meet the goals set for it under its participation agreement.

SECTION X
SOURCE OF FUNDING

The Windsor Heights Economic Development Program will be funded by proceeds from property taxes with an established amount each year as determined by the City Council.

SECTION XI
AUDIT PROCEDURES

The City shall annually provide for an annual, outside, independent audit of its Economic Development Program by a qualified private auditing business to be conducted during the City's annual audit.

**WINDSOR HEIGHTS
ECONOMIC DEVELOPMENT PROGRAM
GENERAL APPLICATION**

BUSINESS NAME: _____ TAX ID#: _____
BUSINESS REPRESENTATIVE: _____ SOC. SEC. #: _____
BUSINESS MAILING ADDRESS: _____ PHONE: _____
BUSINESS SITE/PHYSICAL LOCATION: _____

_____ NEW BUSINESS _____ EXISTING BUSINESS (How many years in operation? _____)

AMOUNT OF FUNDING REQUEST: _____

COMMUNITY/ECONOMIC IMPACT (#of local employees, community need,
noise/odor/pollution, etc.): _____

ALL FUNDING SOURCES AND AMOUNT (including Applicant and City of Windsor Heights):

REFERENCES (Please include name, address, and phone number):

Financial Institution _____ Acct # _____
Previous Employer _____
Personal/Character _____

PLEASE ATTACH THE FOLLOWING INFORMATION:

- **Business Program (including business history, expected profit/loss statement, customer base, budget summary, etc.)**
- **2 years of Federal Tax Records for Business and/or Applicant**
- **2 years of up-to-date Financial/Cash Flow Statements for Existing Business**
- **Signed Authorization for Credit History and Criminal Background Info.**

Some match may be required for grants.

Please return this application to the following address:

Marketa George Oliver, City Administrator
City of Windsor Heights
1133 66th Street
Windsor Heights, Iowa 50311
515/279-3662 phone
515/279-3664 fax