

## **Process For Business Incentives**

1. Preliminary discussions are held between a prospect company and Business Development Division staff resulting in a letter from prospect describing the planned project and the submittal of a completed Project Description/Application. (See Public/Private Partnership Program Project Description/Application)
2. For projects meeting minimum eligibility criteria set forth in the of Public/Private Partnership Program “Guidelines & Criteria”, an “offer” of business incentives from the Economic Development Department may be provided to prospect. All incentives require approval by the City Council.
3. Upon written acceptance of City’s offer of business incentives, the Business Development Division project manager will begin the agenda process for City Council consideration of the incentive request. The City Council will consider the request for business incentives approximately six to eight weeks after receipt of the Project Description/Application and acceptance letter.
4. Prior to City Council consideration of the incentive request, projects are briefed to the City Council’s Business & Commerce Committee. This meeting typically occurs at 9:00 a.m. the first Monday of the month that the project will be presented to the City Council for approval.
5. Company representatives are requested to attend both the Business & Commerce Committee briefing and the City Council meeting that the incentives will be considered. The City Council typically considers incentive requests on the second and fourth Wednesday of each month.
6. City staff will prepare a draft incentive contract to be executed after approval by City Council. (See Annual Compliance Process)