

Request For Board Action

REFERRED TO BOARD: November 19, 2018

AGENDA ITEM NO: 16

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Request to allow Staff to administer Small Business Grant Applications of \$5,000.00 or less.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Pursuant to the request of the Village Board, Staff is taking this opportunity to attach a resolution authorizing Staff the ability to approve “small business grants” of \$5,000.00 or less without the approval of the Village Board. This resolution provides Staff with the discretion to administratively approve a façade or business grant of \$5,000.00. Any administrative approval will have to be approved by the Community Development Director, Finance Director, and Village Administrator.

In addition, the Village has adopted “Façade Design Guidelines” and any request for a Façade Grant will have to be consistent with these adopted guidelines prior to Staff proceeding with any administrative approval.

FINANCIAL IMPACT: None

DOCUMENTS ATTACHED:

1. Resolution

RECOMMENDED MOTION:

We move that the Village Board approve the herewith attached Resolution giving Staff the administrative ability to approve small business grants of \$5,000 or less.

RESOLUTION 2018 - _____

**A RESOLUTION ESTABLISHING RULES TO ALLOW STAFF
APPROVAL OF SMALL BUSINESS GRANT APPLICATIONS**

WHEREAS, the Village Board has previously created a program which seeks to give grants to local businesses who wish to improve their properties and increase the overall attractiveness of downtown Antioch as a tourist destination and a fun place to come, shop, dine and be entertained, and

WHEREAS, this grant program has provided significant incentives to a number of businesses and properties in the Village, demonstrating that the concept was effective in achieving these goals and that it further more helped stabilize and improve property values, thereby adding to the sales and property tax bases, and

WHEREAS, to the present time, the Village Board has individually vetted each and every grant application whether large or small, and

WHEREAS, the Village Board finds that vetting smaller projects and proposals through the formal board process adds unwanted delay to projects and that this is a disincentive to local businesses following through with the process resulting in a smaller pool of qualified applicants ending up with grants, and

WHEREAS, the Village Board fully recognizes its fundamental duty to be a good steward of public funds, and in so doing wishes to strike a balance between imposing unnecessary delay on approvals of small obviously worthy grant requests and those requiring more extended vetting, and

WHEREAS, for those reasons, the Village Board wishes to extend a reasonable degree of discretion to the Village's professional staff to approve certain grants within appropriate limitations as described hereinafter,

NOW THEREFORE, BE IT RESOLVED by the Village of Antioch, Lake County, Illinois, as follows:

SECTION ONE: The Administrator is empowered to approve the granting of business incentive grants in amounts of no more than \$5,000.00 per business upon the following terms, conditions and limitations:

1. The applications must not seek more than \$5,000.00 in funds;
2. The applications must be from businesses within the downtown overlay district;
3. The applications must be approved by the Director of Community Development and the Finance Director as well as the Administrator;
4. Staff is authorized to approve grants only within the overall budget parameters set by the Village Board;

5. The factors to be used by the staff should include analysis of the impact of the proposed improvements on retaining or expanding business opportunities, providing additional jobs for local residents, **ADDITIONAL PARAMETERS???**
6. Any application not receiving unanimous support from the Administrator, Director of Community Development and the Finance Director shall be referred to the Village Board for final determination;
7. The Administrator shall report to the Village Board within 30 days of approving any grant by identifying the property, the amount of the grant, the grantee and the key parameters that were considered by Staff.

SECTION TWO: Staff members participating in the grant vetting process shall not be subject to any criticism for actions taken by them in good faith.

SECTION THREE: This resolution shall take effect immediately upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,
ON THIS ____ DAY OF _____, 2016.

ATTEST:

LAWRENCE M. HANSON, MAYOR

LORI K. ROMINE, VILLAGE CLERK