

# 18  
APR 12 2007



**MEMORANDUM**                      **Downtown Redevelopment - Council Memo DT07-012**

**DATE:**                      April 2, 2007

**TO:**                              Mayor and City Council

**THRU:**                      W. Mark Pentz, City Manager   
Richard K. Mulligan, Economic Development Director   
Teri Killgore, Downtown Redevelopment Manager 

**FROM:**                      Jeanne Bosarge, Downtown Assistant 

**SUBJECT:**                  Downtown Improvement Fund for Olpin Art Center

RECOMMENDATION: Staff recommends approval of a Downtown Improvement Fund matching grant not to exceed \$23,008 for the purpose of construction of tenant improvements at 141 W. Boston Street.

BACKGROUND/DISCUSSION: The City has created the Downtown Improvement Fund (DIF) for the purpose of encouraging investment by viable retail and restaurant businesses that will generate employment and complement the current business mix in Historic Downtown Chandler. Specifically, the funds are to be used to reimburse the property or business owner for costs associated with the necessary tenant improvements to renovate the space for the specified retail use in the Downtown Improvement Fund target area. The business owner is reimbursed up to \$50,000, or half of the costs, whichever is less.

Olpin Art Center is leasing approximately 2,000 square feet of space located at 141 W. Boston Street. The owner of Olpin Art Center will offer an art gallery, art supplies and art classes to make educational opportunities in the visual arts more accessible to the Chandler community.

Olpin Art Center has requested City participation in the construction of tenant improvements using existing DIF matching grant funds. Staff recommends using existing DIF funds to accomplish the renovation of the interior of this building. Total costs for the tenant improvements are estimated at \$46,016. Improvements to the space will include the installation of required automatic fire sprinklers, an ADA approved

handicapped accessible bathroom, new front and rear exit doors with panic bars, flooring, and painting of the interior.

The goal of the owners of Olpin Art Center is to create a multidimensional business that will have a positive impact on historic Downtown Chandler by bringing members of the community to the area for art instruction, art supplies, fine art and for special events related to the visual arts.

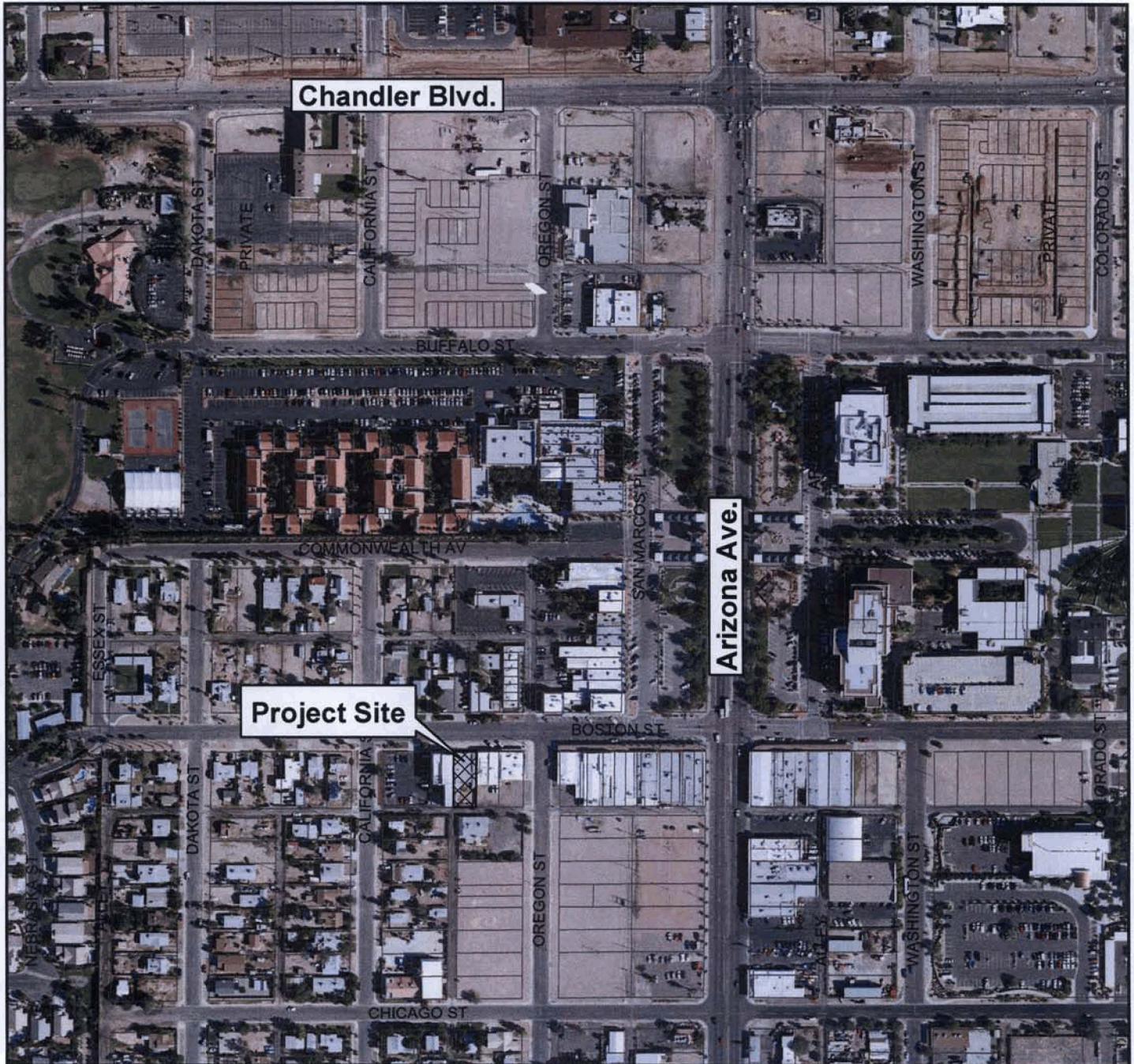
Staff is recommending that an amount not to exceed \$23,008 be granted for reimbursement of tenant improvement costs to the owners upon completion of the project and receipt of the Certificate of Occupancy and confirmation by staff of tenant improvement costs to meet the requirements of the DIF program.

FINANCIAL IMPLICATIONS: The funding source of this matching grant is available in the Downtown Improvement Fund in cost center 1540.

PROPOSED MOTION: Move to authorize a DIF matching grant in an amount not to exceed \$23,008 to Olpin Art Center for the purpose of construction of tenant improvements for property located at 141 W. Boston Street and authorize the Economic Development Director to execute all documents necessary to complete the grant.

Attachments:

- Vicinity map
- Tenant Improvement Summary
- Matching Grant Agreement with Exhibits



Arizona Ave.

Project Site

## Vicinity Map



141 W. Boston St.

## **TENANT IMPROVEMENT SUMMARY**

**Olpin Art Center  
141 W. Boston Street  
Chandler**

<b>Capital R. Construction, Inc.</b>	<b>\$26,216.52</b>
<b>Old Reliable Fire Protection Company</b>	<b>\$18,800.00</b>
<b>Phoenix Design Group</b>	<b><u>\$ 1,000.00</u></b>
<b>Estimated Total Costs</b>	<b>\$46,016.52</b>

Capital R Construction, Inc.  
1423 E. Avenida Ave.  
Casa Grande, AZ 85222

**PROPOSAL**

DATE: December 1, 2006

TO: Rod Rodrigues

**TENANT IMPROVEMENT**

**IMPROVEMENT COSTS:**

02000 Removal & Clean-up	\$2,000.00
06000 Framing	\$1,535.00
09600 Drywall	\$1,480.00
08000 Doors	\$2,985.00
15400 Plumbing	\$2,880.00
16000 Electrical	\$1,085.00
09900 Painting & Finishing	\$1,375.00
Subtotal	\$13,340.00
Consulting Fee	\$6,500.00
General Conditions and Overhead 15%	\$2,001.00
Mark-up 5%	\$667.00
Taxes: Maricopa County ___% City of Chandler ___%	\$1,040.52
Contingency 20%	\$2,668.00
<b>TOTAL IMPROVEMENT COSTS</b>	<b>\$26,216.52</b>

<b>REMOVAL &amp; CLEAN-UP</b>	<b>\$2,000.00</b>
Remove front and rear Doors	\$350.00
Remove west and north wall of front restroom.	\$450.00
Remove Ceiling in north restroom	\$300.00
Remove existing door between gallery and retail.	\$175.00
Remove wall for relocated door	\$175.00
Removal of some flooring in N Restroom by wall	\$150.00
Dump Fees	\$400.00
<b>FRAMING</b>	<b>\$1,535.00</b>
Fix front & rear door framing as needed, materials 2X6 studs and header and misc.	\$135.00
Install new west, north & back closet 8' high walls, materials 2X4 wood studs on 16" centers, wall per plan	\$125.00
Install new ceiling in north restroom, material 2X6 wood joist on 24" Centers, hanging hardware	\$265.00
Frame in walkway between gallery & retail, material 2X4 wood studs connected to existing wall	\$ 80.00
Frame in relocated door, material 2X4 wood studs connected to existing wall	\$ 80.00
Labor	\$ 850.00
<b>DRYWALL</b>	<b>\$1,480.00</b>
Fix front & rear door with mud and materials	\$ 75.00
Install gyp board and finish new W, N, restroom and back closet walls.	\$500.00
Install gypsum board to ceiling joist (bottom side only)	\$175.00
Drywall and finish walkway between gallery & retail.	\$ 80.00
<b>LABOR</b>	<b>\$650.00</b>
5/8 inch fire rated gypsum board attached with screws taped, textured and finished to match existing walls as close as possible.	
<b>DOORS</b>	<b>\$2,985.00</b>
Install Front 3 0X6 8 Door with glass and Panic hardware	\$1,625.00
Install Rear 3 0 X 6 8 Metal Door	\$610.00
Install water closet 3 0 X 6 8 Interior door	\$125.00
Install closet 3 0 X 6 8 Interior door	\$125.00
<b>LABOR</b>	<b>\$500.00</b>

<b>PLUMBING</b>	<b>\$2,880.00</b>
Relocate existing Water closet, materials	\$ 20.00
Turn water closet to face west, replace wax ring & anchor bolts.	
Relocate existing sink, materials	\$ 35.00
Replace hoses under sink.	
Install new utility sink, materials	\$1,375.00
Includes basis sink, facet and plumbing. Any removal of flooring (concrete, asphalt, etc.) will be charged extra. Adding any new plumbing lines will cause an additional charge.(fresh and/or gray)	
Equipment Rental	\$475.00
Labor	\$975.00
If the relocating of water closet and sink will not meet ADA standards then additional charges will be added for materials and labor to meet these standards.	

<b>ELECTRICAL</b>	<b>\$1,785.00</b>
Install illuminated exit/emergency backup lighting for front and rear exit doors. Materials	\$475.00
90 minute min. lighting. Connect into existing power by doors.	
Install exhaust fan, light and switch in water closet. Materials	\$425.00
Connect into existing power already at water closet.	
Install light and switch for closet. Materials	\$135.00
Connect into power at water closet.	
Labor	\$750.00
If any new wiring or hardware has to be installed in order to meet codes additional charges will be added to meet this cost.	

<b>Painting &amp; Finish</b>	<b>\$2,375.00</b>
Paint wall with Basic color paint. Materials	\$300.00
2" Trim on Doors. materials	\$350.00
Grab handles in water closet. Materials	\$375.00
Flooring, Materials	\$400.00
Labor.	\$950.00

OLD RELIABLE FIRE PROTECTION CO.  
14433 S. 142<sup>ND</sup> ST.  
GILBERT, AZ. 85296  
480-641-1959 FAX 480-641-1969

BID PROPOSAL

10/20/06  
DATE: ~~7-27-05~~

BID TO: ROD RODRIGEZ  
FAX: 480-792-0219

PROJECT: CHANDLER ART ACADEMY  
41 W. BOSTON ST.  
CHANDLER, AZ.

SPECIFICATION SECTION: AUTOMATIC FIRE SPRINKLER SYSTEM

PRICE: \$ 18,800.00 EIGHTEEN THOUSAND EIGHT HUNDRED

INCLUSIONS:

DESIGN AND PERMITS  
UNDERGROUND FIRE LINE  
INSTALLATION  
MATERIAL  
LABOR  
FABRICATION  
INSPECTIONS  
EXPANDED PIPING ONLY

EXCLUSIONS:

ATTIC PROTECTION  
PAINTING OF PIPE  
ELECTRICAL WORK  
REMOTE FIRE DEPARTMENT CONNECTION  
FIRE ALARM SYSTEM  
WATER STORAGE TANKS

THANK YOU FOR THE OPPORTUNITY TO BID THIS PROJECT, IF YOU SHOULD HAVE ANY QUESTIONS,  
PLEASE FEEL FREE TO CONTACT OUR OFFICE @ 480-641-1959

SINCERELY,  
JOHN W. HOF

ACCEPTANCE OF THIS PROPOSAL- THE ABOVE PRICE, SPECIFICATIONS AND CONDITIONS ARE  
SATISFACTORY AND ARE HEREBY ACCEPTED. BID IS VALID FOR 30 DAYS.

PROPOSAL ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



DATE 10/12/06

TO: Matt Olpin  
141 W. Boston  
Chandler AZ 85224

PROJECT INVOICE NO. 1  
141 W. Boston Chandler, AZ

P.O. NUMBER DATED 10/12/2006  
PO. AMOUNT \$ 1,000.00 100%

BASIC SERVICES	\$ 1,000.00	COMPLETED THIS STATEMENT
ADDITIONAL SERVICE	\$ -	Architectural Services
REIMBURSABLES	\$ -	Plotting
	\$ -	Printing
	\$ -	Deliveries
	\$ -	Fees
	\$ -	Travel
	\$ -	Other
	\$ -	Reimbursable Handling Charge
	\$ -	Total Reimbursables
		\$0.00

*Paid  
Check # 1927  
DAV*

ACCOUNT STATUS \$ 1,000.00 Amounts earned to date  
\$ - Amounts received to date

**\$ 1,000.00** TOTAL AMOUNT DUE TO DATE

REMARKS **N/A CONTACT DAVID ARAMBOLA 602-578-0348**

Respectfully Submitted PHOENIX DESIGN GROUP L.L.C. THANK YOU FOR YOUR CONFIDENCE IN PDG

THIS MATCHING GRANT AGREEMENT is entered into as of the \_\_\_\_\_ day of January, 2007 (the "effective date"), by and between the CITY OF CHANDLER, a municipal corporation of the State of Arizona ("City") and OLPIN ART CENTER, an Arizona Limited Liability Corporation ("Developer").

### **RECITALS**

A. WHEREAS, on December 13, 2001, the City of Chandler approved the formation of the Downtown Improvement Fund (DIF) program and on April 27, 2006 revisions were approved to provide for matching reimbursement funds not to exceed \$50,000 for tenant improvement construction projects for small to medium-sized retail and restaurant businesses whose location or expansion in Historic Downtown Chandler generates employment and investment in the DIF's target area.

B. WHEREAS, Developer is the leasing tenant of certain real property in Historic Downtown Chandler situated at 141 W Boston Street, (the Development Site) Chandler, Arizona and more particularly described in attached Exhibit "A".

C. WHEREAS, Developer has applied for DIF funds to be applied to the cost of tenant improvement construction costs for the development of an art center located at the Development Site and meets the eligibility criteria for participation in the DIF program.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises and representations set forth in the recitals hereto, City and Developer agree as follows.

1. Developer shall complete the tenant improvements of the Development Site specified in attached Exhibit "B" subject to provision outlined in the DIF program in attached Exhibit "C".
2. City agrees to provide a matching grant to Developer for one-half (1/2) of the costs incurred in making the specified tenant improvements to the Development Site, up to a total amount of Twenty-Three Thousand Eight and no/100 Dollars (\$23,008.00).
3. City agrees to reimburse Developer as set forth herein upon final inspection, Developer's receipt of a Certificate of Occupancy by City and satisfactory proof of expenditures for tenant improvement expenses incurred.
4. The City is simply implementing a reimbursement program and shall not be responsible for paying contractors, material suppliers, or others on any bills related to the project.
5. Developer is responsible for obtaining all building permits, meeting applicable building and zoning codes and obtaining any additional licenses or permits associated with the tenant improvements.

6. Developer agrees that the sale and/or relocation of the Olpin Art Center outside the DIF's target area within five years of the DIF reimbursement will require that the vacated space be filled by another eligible business. If the space is occupied by an ineligible business or the building is sold to another owner who fails to locate an eligible tenant in the space, Developer shall reimburse City for the DIF funds, based on an annualized, pro-rata share over a five-year period.

7. Developer agrees it will complete the tenant improvements within one year after the effective date. (Completion is defined as receiving all permits necessary to receive a Certificate of Occupancy.)

8. Developer agrees to indemnify, defend, and save harmless the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officers, employees, individually and collectively; from all losses, claims, suits actions, payments and judgments, demands, expenses, attorney's fees, defense cost, or actions of any kind and nature resulting from personal injury to any person, including employees of the Developer or of any subcontractor employed by the Developer (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of the negligent performance of the Developer for the work to be performed hereunder, except any such injury or damages arising out of the sole negligence of the City, its officers, agents or employees. IT IS THE INTENTION OF THE PARTIES to this contract that the City of Chandler, its Mayor and Council, appointed boards and commissions, officials, officer, employees, individually and collectively, are to be fully indemnified for their negligent acts unless those negligent acts are the sole cause of the injury to persons or damages to property.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above.

DEVELOPER:  
OLPIN ART CENTER

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF ARIZONA        )  
  ) ss.  
County of Maricopa        )

On this \_\_\_\_ day of \_\_\_\_\_, 2007, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, as \_\_\_\_\_ of OLPIN ART CENTER and such authorized representative acknowledged that this document was executed on behalf of the s corporation for the purposes therein contained.

My Commission Expires: \_\_\_\_\_  
Notary Public

CITY OF CHANDLER, an Arizona  
municipal corporation

By: \_\_\_\_\_  
Richard K. Mulligan  
Economic Development Director

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney GAB

**EXHIBIT "A"**

Lot 516, TOWNSITE OF CHANDLER, according to the plat of record in the office of the Recorder of Maricopa County, Arizona, in Book 5 of Maps, Page 34.

**EXHIBIT "B"**

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OLD RELIABLE FIRE PROTECTION CO.  
14433 S. 142<sup>ND</sup> ST.  
GILBERT, AZ. 85296  
480-641-1959 FAX 480-641-1969

BID PROPOSAL

10/20/06  
DATE: ~~7-27-06~~

BID TO: ROD RODRIGEZ  
FAX: 480-792-0219

PROJECT: CHANDLER ART ACADEMY  
41 W. BOSTON ST.  
CHANDLER, AZ.

SPECIFICATION SECTION: AUTOMATIC FIRE SPRINKLER SYSTEM

PRICE: \$ 18,800.00 EIGHTEEN THOUSAND EIGHT HUNDRED

INCLUSIONS:

DESIGN AND PERMITS

UNDERGROUND FIRE LINE  
INSTALLATION  
MATERIAL  
LABOR

FABRICATION

INSPECTIONS

EXPANDED PIPING ONLY

EXCLUSIONS:

ATTIC PROTECTION

PAINTING OF PIPE

ELECTRICAL WORK

REMOTE FIRE DEPARTMENT CONNECTION

FIRE ALARM SYSTEM

WATER STORAGE TANKS

THANK YOU FOR THE OPPORTUNITY TO BID THIS PROJECT, IF YOU SHOULD HAVE ANY QUESTIONS,  
PLEASE FEEL FREE TO CONTACT OUR OFFICE @ 480-641-1959

SINCERELY,  
JOHN W. HOF

ACCEPTANCE OF THIS PROPOSAL- THE ABOVE PRICE, SPECIFICATIONS AND CONDITIONS ARE  
SATISFACTORY AND ARE HEREBY ACCEPTED. BID IS VALID FOR 30 DAYS.

PROPOSAL ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



DATE 10/12/06

TO: Matt Olpin  
141 W. Boston  
Chandler AZ 85224

PROJECT INVOICE NO. 1  
141 W. Boston Chandler, AZ

P.O. NUMBER DATED 10/12/2006  
PO. AMOUNT \$ 1,000.00 100%

		COMPLETED THIS STATEMENT
BASIC SERVICES	\$ 1,000.00	Architectural Services
ADDITIONAL SERVICE	\$ -	
REIMBURABLES	\$ -	Plotting
	\$ -	Printing
	\$ -	Deliveries
	\$ -	Fees
	\$ -	Travel
	\$ -	Other
	\$ -	Reimbursable Handling Charge
	\$ -	Total Reimbursables
		\$0.00

*Paid  
Check # 1927  
DAV*

ACCOUNT STATUS \$ 1,000.00 Amounts earned to date  
\$ - Amounts received to date

**\$ 1,000.00 TOTAL AMOUNT DUE TO DATE**

REMARKS **NIA CONTACT**  
**DAVID ARAMBOLA 602-578-0348**

Respectfully Submitted  
PHOENIX DESIGN GROUP L.L.C.

THANK YOU FOR YOUR CONFIDENCE IN PDG

## EXHIBIT “C”

### DOWNTOWN IMPROVEMENT FUND PROGRAM DESCRIPTION

Historic Downtown Chandler is a National Register Historic District. Downtown merchants and property owners, with the assistance of the City, have been restoring store facades and installing infrastructure to enhance the architectural style and ambiance that downtown had at its inception in 1912. The City of Chandler is committed to attracting quality, unique businesses into the downtown area. The City of Chandler has created the Downtown Improvement Fund to assist businesses to invest in the growth and future of their businesses and Historic Downtown Chandler.

#### **PROGRAM DESCRIPTION:**

The Chandler Downtown Improvement Fund (DIF) program is intended to provide financial assistance to viable small and medium-sized firms whose location or expansion in Historic Downtown Chandler will generate employment opportunities and tax benefits for the City of Chandler. The program will reimburse property owners or tenants for implementing construction projects that will leverage additional capital investment, business investment or create jobs for Chandler residents.

The DIF program offers up to \$50,000 in reimbursement matching funds to assist property or business owners for the renovation or improvement of Downtown properties for retail or restaurant use. By offering financing that is otherwise unavailable, DIF enables property or business owners to implement improvement projects that will attract distinct, independently owned retail or restaurant uses that enhance Historic Downtown Chandler as a destination.

Either property owners or tenants can apply for DIF funds; however, any business or project receiving funds must be a retail or restaurant use that will complement, strengthen and support the current mix of Downtown businesses.

The following sets forth criteria, policies and procedures that will govern this reimbursement program.

- I. **ELIGIBILITY CRITERIA:** Property and business owners in the Downtown Improvement Fund Area may apply to receive program funds; however, only those retail businesses meeting the following criteria will be eligible to obtain financial assistance from this program.
  - A. **Type of Business:** Generally, any for-profit corporation, partnership or proprietorship locating or expanding into the City of Chandler’s Downtown area, except as follows:
    - Non-profit organizations
    - Lending institutions

- General office use not affiliated with an existing Downtown retail or restaurant business
- Shops or restaurants that fail to complement or diversify the retail mix or offer products incompatible with existing Downtown businesses

**B. Location of Business:** To be eligible for assistance, a business must be located in the ground floor of a building within the Downtown Improvement Fund Area as outlined in the attached boundary map. The boundary area for the program includes the Chandler Enhanced Municipal Services District. Any property currently under a development agreement with the City of Chandler is excluded from eligibility for Downtown Improvement Funds.

**II. CRITERIA:** Reimbursement funds may be awarded for projects that will add new retail or restaurant businesses or expand existing businesses into Downtown. Property owners with a signed lease for an eligible retail tenant may apply for DIF funds. Retail-oriented tenants with a signed lease for a Downtown storefront can also apply for DIF funding.

**A. Reimbursement Amount:** DIF participation is limited to 50% of the total eligible cost of a given project or an amount not to exceed \$50,000, whichever is less. A project is limited to interior improvements. Exceptions for the limits may be made if the applicant can show that the project will yield substantial economic benefit to the City of Chandler. Measures may include the number of jobs created or retained, increased tax revenues (greater than a 150% return of the land amount for property taxes or sales tax revenues over a 5 year period) or other municipal benefits derived from the proposed investment.

**B. Allowable Project Costs:** The primary goal of this program is to create jobs, stimulate investment and grow the retail and restaurant base within Downtown. Accordingly, eligible loan uses will be restricted to interior-oriented building improvements. DIF funds may be used for fixed assets, constructing, renovating or modernizing real property, installing restrooms, installing or upgrading HVAC systems, meeting fire sprinkler system requirements, implementing electrical improvements, installing kitchen equipment and systems and improving floors, ceilings, walls, lighting and other similar fixtures. Soft costs, such as legal, architectural, engineering and other professional services are also eligible for DIF funding. Speculative improvements to attract tenants or provide funds for working capital, real estate acquisition and debt refinancing are ineligible DIF activities.

**C. Eligibility Designation:** The property or business owner must submit an itemized estimate detailing the proposed cost of the construction project. In addition, the property owner or tenant must provide the name of the prospective retail shop or restaurant that will occupy the space, a detailed description of the major products to be offered and conceptual interior designs. City staff will then evaluate this information to determine if the proposed construction costs are

appropriate and whether the tenant will complement the current mix of shops and restaurants in Downtown.

- D. Equity:** Applicants are required to fund a minimum of 50% of the total project cost. To receive DIF funds, the City of Chandler must inspect the work and verify that the improvements met the construction plan. The property owner or tenant must also provide a final construction bill. If satisfactory, the City shall then reimburse the property owner for one-half of the project cost, up to the \$50,000 limit. Property owners or tenants may also receive reimbursement funds upon the successful completion of 50% of the construction project.
- E. Other Permits:** The property or business owner is responsible for obtaining all building permits, meeting applicable building and zoning codes and obtaining any additional licenses or permits.
- F. Project Funding:** DIF funds shall be awarded to implement construction projects for one property. A property owner and a tenant may not receive DIF funding for improving the same, specific building or property.
- G. Sale and/or Relocation of Business:** The purpose of the program is to generate jobs and tax benefits in Chandler and to complement and enhance the mix of shops and restaurants in Downtown. If a property or business owner receiving DIF assistance closes or relocates outside of Downtown within five years of the final reimbursement, the vacated retail space must be filled by another eligible business. If the space is occupied by an ineligible business or the building is sold to another owner who fails to locate an eligible tenant in the building, the property owner or tenant receiving DIF funds shall reimburse the City for its DIF funds, based on an annualized, pro-rata share over a five-year period.

**III. APPLICATION PROCEDURES:** The Economic Development Division and the Downtown Redevelopment Office will provide marketing and outreach services, conduct preliminary inquiries and make visits to property or business owners to establish basic program eligibility and project feasibility. Ineligible applicants will be so advised. Businesses that meet the eligibility criteria outlined above, and wish to participate in the program, will be assisted by the Economic Development Division through the Downtown Redevelopment Office to prepare a DIF application package.

The application package will include a narrative fact sheet presenting details about the project, the proposed business, the principals who will operate the business, the products to be offered and price points for core items. Applicants must also provide a cost estimate detailing the construction work, proposed renovation plans, a conceptual interior design drawing and the proposed materials.

A designee of the Economic Development staff, the Downtown Redevelopment Office and a designee from the Housing and Redevelopment Division staff will evaluate the proposed project

to determine its eligibility. If approved, City Council will review the application and make a final determination on the use of DIF funds. The Economic Development Director is designated as the staff person authorized to sign program documents on behalf of the City.

**IV. PROGRAM ADMINISTRATION:** The Downtown Redevelopment Office will primarily administer DIF. Downtown staff will coordinate the application and review process and provide City Council with a recommendation for each application. Housing and Redevelopment Division staff will monitor construction activities and authorize the release of DIF funds. The Downtown Redevelopment Office will monitor business operations of DIF-funded projects.

**V. PROGRAM MARKETING:** City staff will be responsible for publicizing and promoting the reimbursement program throughout the community and region, particularly among businesses likely to expand or locate to Chandler's Downtown. Staff will notify all Downtown property and business owners about the program, contact or provide presentations to area realtors, Chamber of Commerce personnel and organizations providing small business development financing or services. Staff will also place emphasis on recruiting or assisting women/minority-owned or operated businesses by means of outreach efforts, advertising or other activities determined by the staff to be of particular benefit.