

Village of Bosque Farms Economic Development Plan

Annex D

Fast Track Development Process

Introduction

The Village of Bosque Farms Governing Body has made Economic Development a priority to actively work to grow and diversify the business base and activity in the Village. The Economic Development Committee (EDC) serves as the focal point for ensuring quality development and to assist and support potential business investors through the development process.

A Fast Track Development process is a key factor to facilitate the recruitment and development process. This process adds to the attraction of Bosque Farms as a place to invest and develop businesses and is an obvious demonstration of the “business friendly” approach of the Village. The Fast Track Development process is also available to augment the efforts of the Retention and Expansion activities, since many of the steps in responding to those opportunities are the same.

Purpose

The purpose of the Fast Track Development process is to provide a focused, dedicated team of experts and other knowledgeable individuals that can assist business investors work through the issues and opportunities surrounding development in the Village. These experts are a resource to provide advice and counsel and to expedite business development processes.

Approach

The approach for the Fast Track Development process is to create a cadre of experts and specialist in all the areas that may potentially be in play for any development and then assign a dedicated Rapid Response Team (RRT) from that cadre to provide the necessary support, depending on the phase of the development. The type of support necessary will change as the development process evolves from initial investment decision, to site selection, development options decisions, permitting and licensing, and hiring, and finally initial operations. The structure of the RRT will also change with the evolving activities.

A critical aspect of the Village approach is to assign a single individual as the point of contact for support throughout the development activities. This contact will have access to the cadre of experts and bring the right person to the fore as the need is defined, or better, anticipated. This one-stop-shop approach will enhance the responsiveness of the Team and the agility to react to issues as they arise.

The RRT will provide assistance for key activities that include:

Annex D – Fast Track Development Process

1. Providing facts and advice on issues and factors that drive the investment decision,
2. Identification of site locations for economic development,
3. Identification of funding sources and incentives to promote economic development, and
4. Streamlining development licensing, zoning, and planning applications to expedite the approval process.

Fast Track Development Processes

RRT Cadre Resource Identification

The first step in implementing the overall process is creating the support cadre. The Core Team members of the Cadre will be individuals already members of the EDC with knowledge of other community members with the necessary expertise. Individuals will be recruited for the cadre with the understanding that they are agreeing to volunteer their contribution, when called upon, to respond to a business development opportunity. An important part of this commitment is an awareness of the issues of confidentiality and potential conflict of interest. This may require multiple individuals be available to cover any particular area of expertise.

The membership of the cadre will include the following areas, as a minimum:

- Government (Village, County, and surrounding municipalities)
- Village Departments (Planning and Zoning, Fire, Police, Water and Sewer, Public Works, etc)
- Bosque Farms Business Association and Valencia Chamber of Commerce
- Local and Regional Real Estate
- Construction
- Banking/financial
- Legal
- NMEDD
- Education
- Utilities
- Federal incentives (SBA, HUD, etc.)
- Civic Organizations
- Churches

The Core Team members and their representation are currently:

Robert Knowlton – Village Councilor, Chairman EDC
Russell Griego – Wells Fargo Bank

William Campbell – Local Developer
Steven Villarreal – Real Estate
Richard Babcock – Planning and Zoning Commission

RRT Creation

Whenever the EDC Chairman or Focal Point becomes aware of a potential development opportunity, the Core team will be convened and a decision made on creating an RRT. The key factors driving the creation of an RRT depend on the potential of the opportunity and the need for responsiveness. If the opportunity can be addressed with standard operating procedures under the routine Economic Development efforts a special RRT may not be required.

If a RRT is created, the Chairman or Executive Director of the EDC will notify the candidate business investor and introduce the Team lead and current designated members.

RRT Procedures

The RRT Lead will establish the working relationship with the candidate, including administrative procedures for communication, and establish a baseline of the current status of the development activity and the needs of the candidate. The RRT Lead will have the authority to add or delete members to the RRT, based on the needs of the support effort.

Economic Development Project Management

Some development initiatives may lead to proposing and managing a Village-supported public-private project under the Village Economic Development Ordinance. The proposal development will be led by the EDC Executive Director, working with the Governing Body and the appropriate Village agencies, and supported by the RRT.

RRT Reporting

The RRT lead will report to the Chairman or Executive Director of the EDC on a monthly basis (or more often if required) on the status of the development activities and if there are any special needs that require the intervention of the full EDC.

After completion or cancellation of the development, the RRT lead will provide a short report on successes of the support and lessons learned that can be applied in future efforts.