

CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

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Economic Development Revolving Loan Fund

Employment Creation Report

Executive Summary:

The City of Saratoga Springs established the Economic Development Revolving Loan Program to stimulate Job Creation for Low and Moderate Income constituents.

The purpose of the RLF is to develop employment opportunities by offering Direct Loan Interest Loans and/or Guarantees to businesses located in the City of Saratoga Springs. The Policy Directive and Goal of the Loan Program is to create at least one (1) permanent Job for every \$25,000 Loan to Loan Company.

In accordance with Application Requirement #3 of the Economic Development Revolving Loan Program, a successful Loan Applicant must create a new Full-Time Equivalent Employment Position(s) or FTE of Low-Moderate Income evaluated at the time of hiring. Typically, these Employment Positions should be made available to individuals with no more than High School Education and should not mandate previously acquired skill-sets or training.

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1. Loan Applicant: KTMS, Inc. d/b/a Scallions
Saratoga Springs, New York
12866.
2. Request RLF Amount: \$50,000.
3. Economic Development Impact: 2 FTEs.

A. Identification of Job Titles and Positions:

Total Number of FTEs Created over the next Five Years:

Projected FTE: Two.

Projected Position I: Title: Assistant Manager Day.

Project Position II: Title: Assistant Manager Evening.

Job Description Position I / II:

Supports the Owner, Ms. Michele Morris, in all Administrative, Operational and Management Tasks required by the Scallions Restaurant, on a daily basis.

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B. Explanation of the Hiring Process and Priority Criteria for Low –Moderate Income Applicants.

The Hiring Process for KTMS, d/b/a Scallions encompasses a Three-Step Process:

1. Applicant Search:

KTMS, Inc. Applicants for the reference Job Positions will be drawn from the following Employment Systems:

- Newspaper Help Wanted.
- Craig's List.
- Local High School and YMCA Bulletin Boards.
- Web Site: Hiring Locally.
- Web Site: Business New York Web Site.

2. Training Programs:


Develop specific Job- Skill Sets, Training Programs, On-The Job Training, with Written Job Descriptions for the referenced Positions. Ms. Morris and Senior Staff will be involved on all aspects of new Employee Training.

3. Interviewing Process:

After reviewing a compilation of Qualified Applicants, Ms. Morris will conduct Employment Interviews and select Three Applicants for each identified Position and conduct Final Interviews. From that point in the Employment Process, Ms. Morris will make a written Job Offer to two individuals, Day Manager and Night Manager.

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Applicant's Signature:



Date:

2/14/14.

Michele M. Morris, President / CEO.