



MONROE CITY COUNCIL

Agenda Bill No. 20-111

SUBJECT:	<i>Small Business Relief Grant Program, Second Round.</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Executive	Rich Huebner	Rich Huebner	New Business Item #2

Discussion: 07/28/2020

- Attachments:**
1. Revised Relief Funds (CRF) Budget Summary
 2. Small Business Relief Grant award matrix

REQUESTED ACTION: Approve an increase of \$30,000 in the Coronavirus Relief Funds grant program budget and authorize the Mayor to conduct a second round of the Small Business Relief Grant.

POLICY CONSIDERATION:

Should the city increase the amount allocated to the grant program line item in the Coronavirus Relief Funds Budget and conduct a second of the Small Business Relief Grant?

DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The Small Business Relief Grant gave priority to Monroe businesses that had not previously been eligible for or received other Federal, State and/or County grant funds. Monroe CARES grant funds were made available to cover costs to local businesses associated with the impact of the COVID-19 pandemic, such as rent, utilities, payroll, and business license fees.

A committee was formed consisting of city staff and Economic Development Advisory Board (EDAB) members to review criteria and applications of other state and local grant programs. From that effort, a draft grant application was prepared by staff and reviewed by the full EDAB membership.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. A new City webpage was published describing the grant’s eligibility criteria and link to the grant application form, and details of the grant and a link to the new page were provided in the City News section of the City’s webpage, on the City and Mayor Thomas’s Facebook pages, and in the *Monroe This Week* newsletter. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The award recommendations, totaling \$50,370 as detailed in Attachment No. 2, were unanimously approved by the EDAB.

In discussion pertaining to its award recommendations, EDAB members expressed that two applications failed to provide enough information for an award to be issued. Additionally, EDAB members stated they heard from prospective applicants that they did not hear of the Small Business Relief Grant in time to apply. The EDAB recommended the city conduct a second round of the Small Business Relief Grant and seek additional qualified applicants. If necessary information is received from the two applicants referenced above, their applications will be considered as part of the second round.

Included in the Coronavirus Relief Funds Budget Summary presented on June 9 was \$212,038.63 for Facilities. As stated on the record in that meeting, the bulk of this amount (\$200,000) was earmarked for the possible purchase and placement of a modular building for the Municipal Court. It has since been determined by city staff that this project is not feasible for that amount, which allows this amount to be reallocated for other CARES Act eligible expenses.

The current Small Business Relief Grant award recommendations total \$50,370. Staff is requesting Council approval of a reallocation of \$30,000 from the Facilities line item to the Grants line item and authorization of a second round of the Small Business Relief Grant. This additional \$30,000 will be added to the \$9,630 not allocated in the first round, making the total available for the second round \$39,630.

FISCAL IMPACT:

Approval would authorize the mayor to reallocate \$30,000 in the Coronavirus Relief Fund budget from the Facilities line item to the Grants line item. Approval does not represent an increase to the overall Coronavirus Relief Funds budget of \$607,116 approved by Council on June 9, 2020.

TIME CONSTRAINTS:

1. Approval of the Small Business Relief Grant program budget increase is requested as soon as possible, and is necessary in order for the City to implement a second round of the Small Business Relief Grant as recommended by the EDAB.
2. Per the Coronavirus Relief Funds contract, the city must expend all funds it plans to seek reimbursement for by October 31, 2020.
3. Approval of the Small Business Relief Grant program budget increase will enable the City to issue a Notice of Available Funds and execute the necessary agreements in a timely manner, to ensure funds are expended by the October 31 deadline.

ALTERNATIVES:

1. Decline to approve an increase to the Small Business Relief Grant program budget.
2. Approve an increase to the Small Business Relief Grant program budget in an alternate amount.



Agenda Bill No. 20-111

Attachment No. 1

SUBJECT:	<i>Revised Coronavirus Relief Funds (CRF) Budget</i>
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DESCRIPTION/BACKGROUND

In preparation of submitting Agenda Bill 20-079 for Council review and action on June 9, 2020, Mayor Geoffrey Thomas requested staff prepare a proposed budget, detailing Coronavirus Relief Funds (CRF) eligible expenses previously incurred and anticipated.

The unit and allocation details presented on June 9 and approved by Council on that date were:

Coronavirus Relief Funds (CRF) Budget Summary	Spent (Through April 30, 2020)	Future	Total
Consultant Services	\$925.00	\$40,000.00	\$40,925.00
Facilities	\$2,307.86	\$179,730.77	\$182,038.63
Grants	\$0.00	\$140,000.00	\$140,000.00
IT	\$19,201.08	\$151,493.98	\$170,695.06
Salary & Benefits	\$13,046.41	\$15,000.00	\$28,046.41
Supplies & Equipment	\$8,284.14	\$7,126.78	\$15,410.92
Total	\$43,764.49	\$563,351.53	\$607,116.02

Examples of expenses previously remitted or anticipated for each of the above budget units include:

1. **Consultant Services:** Contracts with service providers to provide economic development assistance, human service programs, outreach communication, etc.
2. **Facilities:** Facility improvements and purchases to ensure customer and employee health and safety.
3. **Grants:** Proposed city grant program to provide relief to local small businesses which have experienced losses related to COVID-19, and to non-profit agencies which provide human service programs to residents impacted by COVID-19.
4. **IT:** Purchase of technology and equipment to implement and improve teleworking capabilities for city employees.
5. **Salary & Benefits:** Payroll expenses for public safety employees engaged in activities directly related to COVID-19 response, and paid sick and family leave for employees impacted by COVID-19.
6. **Supplies & Equipment:** Purchase of sanitizing supplies and Personal Protective Equipment (PPE) to ensure proper disinfection of public facilities and the health and safety of customers and public employees.



Agenda Bill No. 20-111

Attachment No. 2

SUBJECT:	<i>Small Business Relief Grant award matrix</i>
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DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The following award recommendations, totaling \$50,370, were unanimously approved by the EDAB.

Applicant Business Name	Recommended Grant Amount
Adams Pawn Monroe	\$2,500.00
AJ's Salon	\$2,125.00
Artifex Manufacturing, LLC	\$3,000.00
Bliss Yoga Studio, LLC	\$5,000.00
Cascade Beer Candi Company	\$1,000.00
CrossFit Monroe	\$3,625.00
Discovery Leadership	\$0.00
Drive Right Washington, LLC	\$0.00
El Tijeras Hair Salon	\$2,720.00
Embroidery for the Soul	\$3,000.00
Farmhouse Kitchens	TBD
Gaia Organic Juice Bar, LLC	\$2,400.00
Hou Monroe, LLC	\$0.00
Ideal Lifestyle, LLC	\$2,900.00
Jump Rattle & Roll, LLC	TBD
M & M Antiques	\$4,500.00
Man Cave Barber Shop, LLC	\$2,800.00
Monroe Financial	\$1,000.00
Monroe Insurance	\$1,000.00
Pacific Tree Management	\$2,125.00
S & S Bricks, Inc.	\$2,500.00
Shannon's Hair (at AJ's Salon)	\$2,875.00
Sharinabean's on Main	\$3,000.00
Stonewood Construction Services, LLC	\$2,300.00
Total:	\$50,730.00