

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
APRIL 28, 2020**

Notice is hereby given that a Special Meeting of the governing body of the City of Navasota will be held on the 28th of April, 2020 at 12:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868 , at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w>

If you have any questions during the meeting please email them to council@navasotatx.gov or text 936-870-5134. Please ensure to provide your full name and home address.

If you prefer to call-in please dial +13462487799 and enter Meeting ID: 709 770 2250 #

To Join Meeting virtually please click link below:

<https://zoom.us/j/7097702250>

- 1 Call to Order.
- 2 Invocation
Pledge of Allegiance
- 3 Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
- 4 Consideration and possible action on the second reading of Resolution No. 670-20, where the Navasota Economic Development Corporation desires to expend funds in the estimated amount of \$100,000.00 for a business grant program to assist local businesses affected by the COVID-19 pandemic to promote new and expanded business development, a project as authorized by Chapter 505, Texas Local Government Code, said expenditures to exceed \$10,000.00.
- 5 Adjourn.

DATED THIS THE 22ND OF APRIL, 2020

/BS/

BY: BRAD STAFFORD, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and

correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 22nd of April, 2020 at 03:12 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.084.

DATED THIS THE 22ND OF APRIL, 2020

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT(936) 825-6475 OR (936) 825-6408 OR BY FAX AT (936) 825-2403.

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 4 **AGENDA DATE:** April 28, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Consideration and possible action on the second reading of Resolution No. 670-20, where the Navasota Economic Development Corporation desires to expend funds in the estimated amount of \$100,000.00 for a business grant program to assist local businesses affected by the COVID-19 pandemic to promote new and expanded business development, a project as authorized by Chapter 505, Texas Local Government Code, said expenditures to exceed \$10,000.00.

ITEM BACKGROUND:

This is the second required reading of this Resolution.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of the second reading of Resolution No. 670-20, where the Navasota Economic Development Corporation desires to expend funds in the estimated amount of \$100,000.00 for a business grant program to assist local businesses affected by the COVID-19 pandemic to promote new and expanded business development, a project as authorized by Chapter 505, Texas Local Government Code, said expenditures to exceed \$10,000.00.

ATTACHMENTS:

1. Resolution No. 670-20

2. Small Business Grant Info

RESOLUTION NO. 670-20

A RESOLUTION APPROVING A PROJECT OF THE NAVASOTA ECONOMIC DEVELOPMENT CORPORATION.

WHEREAS, the Navasota Economic Development Corporation desires to expend funds in the estimated amount of \$100,000.00 for a business grant program to assist local businesses affected by the COVID-19 pandemic to promote new and expanded business development, a project as authorized by Chapter 505, Texas Local Government Code, said expenditures to exceed \$10,000.00; and

WHEREAS, the Navasota Economic Development Corporation board of directors approved said project at a meeting held on April 27, 2020; and

WHEREAS, state law requires a project requiring the expenditure of more than \$10,000.00 to be approved by a resolution of the City Council authorizing the project after giving the resolution at least two (2) separate readings; and

WHEREAS, the City Council of the City of Navasota hereby desires to approve the above-referenced project; Now Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

1. That the City Council hereby approves the above-referenced project and the expenditure of funds of the Navasota Economic Development Corporation in the estimated amount of \$100,000.00 for a business grant program to assist local businesses affected by the COVID-19 pandemic to promote new and expanded business development, said expenditures to exceed \$10,000.00.

**APPROVED AND RESOLVED ON FIRST READING THIS THE 27TH DAY OF
APRIL, 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**APPROVED AND RESOLVED ON SECOND READING THIS THE 28TH DAY OF
APRIL, 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Navasota Small Business COVID-19 Relief Grant

Purpose and Description:

In response to COVID-19, the Navasota Economic Development Corporation approved a Small Business COVID-19 Relief Grant. This program is designed to assist small Navasota businesses and provide short-term, immediate financial aid. It is not intended to be a sole source, and businesses are encouraged to seek additional sources of funding in addition to this grant.

The Navasota Economic Development Corporation designated \$100,000 for a Navasota Small Business COVID-19 Relief Grant program with a maximum award total of \$1,000 per business.

Review Process:

The review committee consists of the Chamber Executive Director, one Navasota Economic Development Corporation Board member, the Navasota Economic Development Specialist, and an unaffiliated citizen of Navasota.

The review committee will review all applications to ensure eligibility and completeness. Applicants will receive notification of their application status within 5-7 business days of receipt.

Requirements:

Eligible Businesses:

- Non-home-based businesses
- Located in Navasota
- 24 employees or fewer
- Services and revenue have been affected by COVID-19
- Priority based on need and on a first-come first-serve basis

Applicant Information:

- Business Ownership
- Business Impacts due to COVID-19
- Personnel Counts (and Reductions)
- Revenue Estimates (and Reductions)
- Additional sources being sought (i.e. SBA Loans, grants)

Application and Documents Requested:

- Business personal property tax certificate showing the ad valorem taxes paid to the City of Navasota for 2019
- Proof of physical location within City limits
- Texas Comptroller of Public Accounts sales tax statement for February 2020 or most recent filing
- Texas Workforce Commission's most recent quarterly filing or supporting payroll from Jan-current
- W9

Approval Process:

- Applications will be accepted Wednesday April, 29, 2020 until Wednesday, May 6, 2020 at 5 PM CT.
- Higher priority will be given for:
 - Businesses who are temporarily closed

Application Information:

The information provided on this application will additionally be used to help the City of Navasota gather information on the impact COVID-19 has had on our community. This information will be used for us to seek and utilize additional federal and state funding opportunities for our local community.

We are actively searching for information on new loan and grant programs for small businesses impacted by COVID-19. Please continue to monitor our website and visit www.shoplocalnavasota.com for updates on new resources available.

Application:

Name of Business

Name of Business Owner(s)

Business Address

Email

Phone

Business Category/NAICS Code

Number of business locations

Eligibility/Qualification

1. Physical and accessible location within the City of Navasota city limits (non-home-based)
 - a. Yes/No
2. Experienced a decline in revenue and/or employment starting March 13,2020.
 - a. Yes/No
3. In good standing with the City of Navasota regarding licensing and permits.
 - a. Yes/No
4. Registered with the Texas Comptroller’s Office as a sales tax revenue generating business for the City of Navasota
 - a. Yes/No
5. Engaged in activities that are legal under state and city law.
 - a. Yes/No

How many FTE employees did you have on January 1, 2020?

How many part time employees did you have on January 1, 2020?

How many FTE did you have on March 13, 2020?

How many part time employees did you have on March 13, 2020?

How many FTE employees do you currently have as of the application date?

How many part time employees do you currently have as of the application date?

Current estimated percentage decline in revenue

Total estimated decline in revenue since Governor Abbott’s COVID-19 Disaster Proclamation on March 13, 2020

What are the impacts to your business from COVID-19? (Check all that apply)

- Temporary business closure
- Reduced hours of operation
- Employee layoffs/furloughs
- Revenue decline
- Inability to serve customers
- Decreased customers

Attachments:

W9

Texas Comptroller of Public Accounts sales tax statement

Texas Workforce Commission's most recent quarterly filing

*Note: Fewer than 25 chosen as the definition of "very small firms" from U.S. Bureau of Labor Statistics, "The Characteristics of Small-Business Employees", Brian Headd (2000)