

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

← Mayor Sean Lomen · Mayor Pro Tem Trinity Burruss
Councilmembers · David Ackerman · Joe Fatula · Marnie Mendoza →

SPECIAL MEETING AGENDA

December 16, 2020

Special Meeting Session: 9:00 AM

This meeting will be performed via TELECONFERENCE

Join via ZOOM on a computer or mobile device by visiting
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1 PUBLIC COMMENT

1A. Open Public Comment

Members of the audience are permitted to address the Council on matters of concern to the public within the subject matter jurisdiction of the City Council that are not listed on this agenda. Please make your comments as brief as possible; not to exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

2 COUNCIL BUSINESS

2A. Colfax Small Business Grant

Staff Presentation: Wes Heathcock, City Manager

Recommendation: Authorize the City Manager to administer a Small Business Grant Program in an amount of \$50,000 specified in Attachment A.

3 GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by council members under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

4 ADJOURNMENT

I, Wes Heathcock, City Manager for the City of Colfax declare that this agenda was posted at Colfax City Hall and the Colfax Post Office. The agenda is also available on the City website at www.Colfax-ca.gov.

Wes Heathcock, City Manager

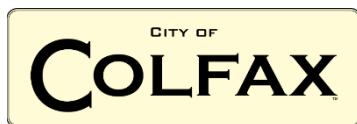
Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.



Colfax City Council Meetings are ADA compliant. If you need special assistance to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

December 16, 2020

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Staff Report to City Council

FOR THE DECEMBER 16, 2020 SPECIAL CITY COUNCIL MEETING

From: Wes Heathcock, City Manager
Prepared by: Wes Heathcock, City Manager
Subject: City of Colfax Small Business Grant

Budget Impact Overview:

N/A:	Funded: √	Un-funded:	Amount: \$50,000	Fund(s): 100 General Fund Reserve
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RECOMMENDED ACTION: Authorize the City Manager to administer a Small Business Grant Program in an amount of \$50,000 specified in Attachment A.

Summary/Background

The Governor's supplemental order dated December 6, 2020 requires business sector closure except for critical infrastructure and retail for regions that are substantially impacted by COVID-19 cases. The business closure is required if the region has less than 15% ICU (Intensive Care Unit) availability. A copy of the December 6, 2020 supplemental order can be found at [Supplemental Order](#).

Placer County is included in the Greater Sacramento region, which also includes Alpine, Amador, Colusa, El Dorado, Nevada, Plumas, Sacramento, Sierra, Sutter, Yolo, Yuba counties. The Greater Sacramento region fell below the 15% threshold during the week of December 7, 2020. Subsequently, the Sacramento regional counties businesses identified on the supplemental order were required to shutdown December 10, 2020 at 11:59 P.M. The business sector closure is in effect for 3-weeks.

The City Council at the December 9, 2020 City Council meeting directed staff to schedule a City Council special meeting for December 16, 2020 to authorize relief for impacted businesses. Staff is proposing the use of \$50,000 General Fund reserves to continue the Colfax Cares program for the City of Colfax businesses. The program criterion is the same as the previous grant program with the following changes:

Grants may be awarded up to the following amounts:

- ~~\$2,500~~ \$1,000-for business with 1 ~~– 9~~ 50 full-time equivalent (FTE) employees
- ~~\$5,000 for businesses with 10 – 50 full-time equivalent (FTE) employees~~
- Experienced economic injury or hardship related to COVID-19 between ~~March~~ December 10, 2020 and December 30, 2020
- Annual Gross Revenue for 2019 must have been between ~~\$25,000~~ \$15,000-and \$2,000,000 (greater than or equal to ~~\$25,000~~ \$15,000-and less than or equal to \$2,000,000)
- This grant is NOT first-come, first-served, so please take your time.
- Grant funding will be awarded first to businesses closed due to the Governor's shutdown between December 10, 2020 through December 31, 2020.
- No applications will be accepted after the deadline of 11:59 PM PT ~~on October 16, 2020~~ January 4, 2021. There will be no exceptions.

Staff is recommending Council approve the Colfax Small Business Grant Program in the amount of \$50,000 specified in Attachment A.

Fiscal Impact:

The funding for the City of Colfax Small Business Grant will come from the City's General Fund (100) reserves in an amount up to \$50,000.

Attachments:

1. Resolution __-2020
2. City of Colfax Small Business Grant – Attachment A

City of Colfax Small Business Grant Attachment A

In response to the coronavirus (COVID-19) pandemic, small businesses in the City of Colfax can apply for a small business grant funded through the City of Colfax . This fund is available to provide economic relief to businesses that are currently experiencing a temporary loss of revenue due to COVID-19 stay in place order dated December 6, 2020. City of Colfax Small Business grant funds can be used to cover a wide array of working capital and normal operating expenses, such as payroll, continuation of health care benefits, rent, utilities, and fixed debt payments.

Grants may be awarded up to the following amounts:

- \$ \$1,000for business with 1 – 50 full-time equivalent (FTE) employees

BUSINESS ELIGIBILITY REQUIREMENTS:

- Current and valid City of Colfax business license
- Physical location within City of Colfax limits and primary business conducted in the City
- In business on or before March 1, 2020
- 50 or fewer full-time equivalent (FTE) employees as of *March 1, 2020, excluding independent contractors*
- Experienced economic injury or hardship related to COVID-19 between December 10, 2020 and December 30, 2020
- Annual Gross Revenue for 2019 must have been between \$15,000 and \$2,000,000 (greater than or equal to \$15,000 and less than or equal to \$2,000,000)
 - Annual Gross Revenue is also known as Gross Receipts or Sales. This is your total revenue before expenses. This is *not* your income or net profit.
 - If you are a sole proprietor, your Annual Gross Revenue for 2019 should be listed on line 1 of the Schedule C you normally file to report your business income for federal tax purposes.
 - If your business was established on or after January 1, 2020 and before March 1, 2020, your projected Gross Revenue for 2020 must be within the designated range.
- For-profit business that is operating legally
- Viable and intending to continue operations following the COVID-19 pandemic.
- The expenditures for which you are applying for grant assistance must be eligible as defined by U.S. Treasury guidelines and may not have been submitted for any other grant or loan program, including Placer Shares, Colfax CARES, Economic Injury Disaster Loans (EIDL), or Paycheck Protection Program (PPP). If funds from another grant or loan program do not cover all of a qualified expenditure, then you are eligible to receive additional funds for that expenditure.
- Not on the list of ineligible business types [link].

City of Colfax Small Business Grant Attachment A

PLEASE READ THE FOLLOWING IMPORTANT INSTRUCTIONS:

- This grant is NOT first-come, first-served, so please take your time.
- Grant funding will be awarded first to businesses closed due to the Governor's shutdown between December 10, 2020 through December 31, 2020.
- No applications will be accepted after the deadline of 11:59 PM PT on January 4, 2021. There will be no exceptions.
- No changes will be allowed after you submit your application. Do not submit the application until you are certain that it is accurate and complete.
- All grants are subject to review, verification of eligibility, and approval.
- Due to limited funds, it is possible that not all applications submitted will receive funding.
- Duplicate applicants will be deleted.
- Business owners with multiple businesses are only eligible to receive one grant.
- Grant awards will be based on lottery once applicants are determined eligible.

If you need help with your application:

- Open the **FAQs** to reference while you complete your application.

City of Colfax

City Council

Resolution No. __-2020

AUTHORIZING THE CITY MANAGER TO ADMINISTER A SMALL BUSINESS GRANT PROGRAM IN AN AMOUNT OF \$50,000 SPECIFIED IN ATTACHMENT A.

WHEREAS, The Governor's supplemental order dated December 6, 2020 requires business sector closure except for critical infrastructure and retail for regions that are substantially impacted by COVID-19 cases; and

WHEREAS, the Sacramento regional counties businesses identified on the supplemental order were required to shutdown December 10, 2020 at 11:59 P.M. The business sector closure is in effect for 3-weeks; and

WHEREAS, The City Council at the December 9, 2020 City Council meeting directed staff to schedule a City Council special meeting for December 16, 2020 to authorize relief for impacted businesses; and

WHEREAS, staff is proposing the use of \$50,000 General Fund reserves to continue the Colfax Cares program for the City of Colfax businesses.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax authorizes the City Manager to administer a Small Business Grant Program in an amount of \$50,000 specified in Attachment A.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the special meeting of the City Council of the City of Colfax held on the 16th of December 2020 by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sean Lomen, Mayor

Wes Heathcock, City Manager