
Ripon City Council Meeting Notice & Agenda

TUESDAY, JUNE 02, 2020

SPECIAL MEETING

11:00 AM

Important Notice Regarding COVID-19

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, the City Council meeting will not be open to the public. The City Council may choose to attend the meeting virtually or in person while practicing social distancing. Below is information in order for the public to participate in the City Council meetings remotely.

1. Watch the meeting live:
We will be live streaming the City Council meetings at <https://www.youtube.com/channel/UC3beMkR-zyg1cR6r3qmE0mw>
2. Make comments prior to the meeting:
If you wish to make either a general public comments or to comment on a specific agenda item, please submit your comment via email two (2) hours prior to the start of the meeting to the City Clerk at cityclerk@cityofripon.org and note the specific agenda item, if applicable.
3. Reading of public comments:
The City Clerk shall read all e-mailed comments, provided that the reading shall not exceed three (3) minutes, or such other time as the Council may provide, consistent with the time limit for speakers at a Council meeting. The e-mail comments submitted shall become part of the record of the Council meeting.
4. Make comments during the meeting:
If you wish to make either a general public comment or to comment on a specific agenda item during the meeting, please submit your comment, limited to 250 words or less, via email to the City Clerk at cityclerk@cityofripon.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the official record on file with the City Clerk if received prior to the end of the meeting.

Please note comments made on YouTube are not considered part of the official record and will not be shared with the City Council.

Ripon City Council Special Meeting Notice and Agenda

TO: **Honorable City Council**

SUBJECT: **Notice of Special City Council Meeting**

Mayor Parks has directed this office to issue this notice as required by California State Law, of a special City Council meeting as follows:

DATE: **June 2, 2020**

TIME: **11:00 AM**

PLACE: **City Hall - Council Chambers
259 N. Wilma Avenue
Ripon CA, 95366**

1. ROLL CALL

Council Members Leo Zuber, Mike Restuccia, Dean Uecker, Vice Mayor Daniel de Graaf, Mayor Jacob Parks.

2. RESOLUTIONS

A. RESOLUTION NO. _____

A RESOLUTION OF THE RIPON CITY
COUNCIL OF THE CITY OF RIPON
ADOPTING THE SMALL BUSINESS
ASSISTANCE GRANT PROGRAM

This resolution approves the City of Ripon's COVID-19 Small Business Assistance Grant Program. Recommended Action is to adopt the resolution and authorize staff to proceed with unveiling the program.

3. ADJOURNMENT

PLEASE NOTE: This letter was received by the undersigned on

June _____, 2020 at _____ AM _____ PM

COUNCIL MEMBER

This office respectfully requests that you bring this notice to the meeting for proper filing.

MAYOR JACOB PARKS
VICE MAYOR DANIEL DE GRAAF
COUNCIL MEMBER DEAN UECKER
COUNCIL MEMBER MICHAEL RESTUCCIA
COUNCIL MEMBER LEO ZUBER
CITY ATTORNEY TOM TERPSTRA

A handwritten signature in blue ink that reads "Kevin Werner". The signature is written in a cursive style with a horizontal line underneath it.

Kevin Werner, City
Administrator



City Council
259 N. Wilma Avenue
Ripon, CA 95366

MEMO

To: Honorable City Council
From: Ken Zuidervaart, Planning Director
Date: 06/02/2020
Subject: Small Business Assistance Grant Program

RECOMMENDED ACTION:

This resolution approves the City of Ripon's COVID-19 Small Business Assistance Grant Program. Recommended Action is to adopt the resolution and authorize staff to proceed with unveiling the program.

BACKGROUND:

At the May 29th City Council Special meeting, the Council directed staff to bring back a draft version of a small business assistance grant program to assist struggling small businesses due to COVID-19.

DISCUSSION/ANALYSIS:

Pursuant to the discussion at the May 29th meeting, staff did put together a draft program utilizing the following criteria:

- Program should assist businesses that were mandated to be closed (non-essential businesses, such as retail and service industries)
- Program should also assist businesses in the sit down/dine in restaurant industry (these businesses have been greatly affected by the limitations placed upon them by the State)
- Businesses that this program is not intended to assist:
 - Non-profit organizations
 - Real Estate/Realtors, Mortgage Companies, Title Companies, etc.
 - Property Management Businesses/Property Owners
 - Financing entities, such as Banks, CPAs, Financial Advisors, etc.
 - Home Occupations

- Office type businesses
- Businesses related to the construction industry
- Manufacturing businesses that stayed open related to essential services
- Businesses that were considered essential businesses and allowed to stay open (with exception of sit down/dine in restaurants)
- Fast Food restaurants with drive thru windows
- Businesses that sublet space within another business establishment (does not have a separate physical commercial storefront)

FISCAL IMPACT:

The fiscal impact will be based on if and how much the grant program will provide to each eligible business. At \$3,000 per eligible business the amount of funding should be approximately \$300,000 from a contingency account of the City Council's choice.

Attachments:

1. small business assistance grant program - COVID 19
2. Grant Application

RESOLUTION NO.

A RESOLUTION OF THE RIPON CITY COUNCIL OF THE CITY OF RIPON ADOPTING THE SMALL BUSINESS ASSISTANCE GRANT PROGRAM

WHEREAS, the economic impact of the Covid-19 virus has been particularly harmful for local small businesses which were deemed “non-essential” and required to shut down; and

WHEREAS, City staff, in response to direction from the City Council, has prepared the Small Business Assistance Grant Program, pursuant to which eligible small businesses in the City of Ripon can apply for and receive grant funds to offset costs of rent, payroll and utilities; and

WHEREAS, a vibrant local economy under which small businesses can more readily recover from the effects of Covid-19 benefits all Ripon residents, providing local jobs, sales tax revenue, and shopping opportunities; and

WHEREAS, in view of these substantial public benefits, the City Council finds and declares that grants issued to eligible recipients under the Program serve a vital public purpose and do not constitute a gift of public funds.

NOW THEREFORE BE IT RESOLVED that the Small Business Assistance Grant Program is hereby approved and adopted.

PASSED AND ADOPTED at a special meeting of the City Council of the City of Ripon this 2nd day of June, 2020, by the following vote:

THE CITY OF RIPON,
A Municipal Corporation

By _____
JACOB PARKS, Mayor

ATTEST:

By: _____
LISA ROOS, City Clerk



City of Ripon – COVID -19 Small Business Assistance Grant Program

Eligibility Criteria & Program Guidelines

The City of Ripon has created a Small Business Assistance Grant Program to help offset the economic impacts from COVID-19. This program offers a grant of \$3,000 to cover Rent, Utilities and Payroll to eligible small business establishments that have been affected by the State of California’s Executive order mandating closure of non-essential businesses. For the purposes of this Grant Program, Business Establishments shall mean a physical location of a “Brick and Mortar” business. Only one grant will be provided to the “Owners” of each eligible business establishment.

The grant may be used to pay for:

- Rent
- Payroll
- Utilities

Eligibility for the program is limited to businesses that meet all of the following:

- Must be considered a non-essential business, thus mandated to shut down by the State of California (only exception to the non-essential business requirement would be sit down/dine in restaurants)
- For-profit entity
- 0 – 40 part-time and/or full-time employees
- Business is located within Ripon city limits
- Valid City of Ripon business license as of March 1, 2020
- Business must be in good standing (No outstanding code violations, delinquent accounts prior to March 1, 2020, etc.)
- Business has been impacted by issues related to COVID-19
- Business shall intend to remain open for at least the next 12 months

The following business types are not eligible to apply:

- Non-profit organizations
- Real Estate/Realtors, Mortgage Companies, Title Companies, etc.
- Property Management Businesses/Property Owners

- Financing entities, such as Banks, CPAs, Financial Advisors, etc.
- Home Occupations
- Office type businesses
- Businesses related to the construction industry
- Manufacturing businesses that stayed open related to essential services
- Businesses that were considered essential businesses and allowed to stay open (with exception of sit down/dine in restaurants)
- Fast Food restaurants with drive thru windows.
- Businesses that sublet space within another business establishment (does not have a separate physical commercial storefront)

How to apply:

- Submit a complete online application to cityclerk@cityofripon.org
- Submit a completed W-9
- Submit proof of monthly lease payment (copy of lease and bank statements showing payment)
- Submit proof of utility bill (copy of utility bills and bank statement showing payment)

Funding for the Small Business Assistance Grant Program will be available on a first-come, first-serve basis until designated funds for the program have been exhausted.

WARNING: Knowingly providing false or misleading information on any application for a grant under this Program is grounds for suspension or revocation of the applicant's business license, in addition to any other applicable penalties.

Questions: Call City of Ripon's Planning Department at (209) 599-2108 or email to kzuidervaart@cityofripon.org.

City of Ripon COVID-19

Small Business Assistance Grant Application

| | | | |
|--|---------------------|---|--|
| 1. Is the business currently operating? <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2. If No to #1, is the closure permanent? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Was the business required to close by the State of California due to COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when did the business close? _____ | | | |
| 4. Do you intend to remain open after COVID-19 subsides? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 5. First Name: | | 6. Last Name: | |
| 7. Phone Number: | | 8. Email Address: | |
| 9. Business Name: | | 10. Business Address: | |
| 11. Business City: | 12. Business State: | 13. Business Zip Code: | |
| 14. Business License Number: | | 15. Are you a Sole Proprietor? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16. Size of Business (Sales for 2019) <input type="checkbox"/> <\$100,000 <input type="checkbox"/> \$100,001 - \$250,000 <input type="checkbox"/> \$250,001 - \$500,000 <input type="checkbox"/> \$500,001 - \$1,000,000 <input type="checkbox"/> \$1,000,001 + | | | |
| 17. Type of Business: Please select category that most closely fits your business. <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Health Services <input type="checkbox"/> Other <input type="checkbox"/> Service Industry (Hair/Nail Salon, Day Spa, Barber Shop, Pet Grooming, Etc.) | | | |
| 18. Number of Employees, including owner(s): Part Time: Full Time: | | | |
| 19: How will you be using the grant funds? (select all that apply) <input type="checkbox"/> Rent/Lease <input type="checkbox"/> Payroll <input type="checkbox"/> Utilities | | | |
| 20. Please provide a brief statement as to how your business has been impacted by COVID-19? | | | |

City of Ripon COVID-19

Small Business Assistance Grant Application

21. Businesses are required to be in good standing, do any of the following apply? N/A

- Outstanding Code Violations
- Delinquent Accounts, Taxes, and/or Liens

a) If any apply, please explain (Note: Response does not automatically disqualify)

The Following Business Types Are Not Eligible for Funding.

- Non-Profit Organizations
- Real Estate/Realtors and associated businesses
- Mortgage Companies, Title Companies, etc.
- Financing Entities, such as Banks, CPA's Financial Advisors, etc.
- Office Type Businesses
- Property Management Businesses/ Property Owners
- Manufacturing businesses that remained open related to essential services
- Businesses that were considered essential businesses and allowed to stay open (with exception of sit down/dine in restaurants)
- Fast Food Restaurants with drive thru windows
- Businesses related to the construction industry
- Home Occupations

Application Checklist

- Fully completed and signed application
- Completed W-9 tax form
- Proof of monthly lease payment (copy of lease and bank statements showing proof of payment)
- Proof of Utility Bill (copy of utility bill and bank statement showing proof of payment)

*** Applications will be accepted up to 5:00 PM on June 24, 2020, Incomplete applications will not be accepted.**

I hereby certify that the information on this form is accurate and complete, and I am the legal responsible party on behalf of this business. I understand that this self-certification may be subject to further verification by the City of Ripon. I, therefore, authorize such verification, and I will provide supporting documents, if necessary. I declare, under penalty of perjury, the above to be true and correct.

Signature: _____

Date: _____

Printed Name: _____

Business Owner(s): _____

Attachment: Grant Application (2607 : Small Business Assistance Grant Program)