
Ripon City Council

Special Meeting Minutes

June 2, 2020

The Special Meeting was called to order by Mayor Parks at 11:09 AM.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Jacob Parks	Mayor	Present	
Daniel de Graaf	Vice Mayor	Present	
Dean Uecker	Council Member	Present	
Michael Restuccia	Council Member	Present	
Leo Zuber	Council Member	Present	

OTHERS PRESENT:

City Administrator Kevin Werner, City Attorney Tom Terpstra, Planning Director Ken Zuidervaart, Recreation Director Kye Stevens, Director of Public Works James Pease, City Clerk Lisa Roos, Deputy City Clerk Jane Kilgore, Information Systems Technician Dan Brannon

2. RESOLUTIONS

A. RESOLUTION NO. 20-27

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.

Planning Director Zuidervaart presented the resolution to the Council. He said this resolution is for a small business grant program that would offer eligible local businesses \$3,000 to help with rent, payroll, and utilities. The requirements are in the guidelines presented to the Council. The business must have a current business license, be in good standing with the City, and be considered non-essential. He said there is also a list businesses that will not be eligible.

Council Member Uecker asked if insurance premiums were included.

Zuidervaart said Council could add that if they desired.

Council Member Zuber asked if insurance premiums would be going down because businesses were not open.

Council Member Uecker said no, probably not.

Zuber asked if the total of the grant would cover what the business needed to meet their needs. The intent of the grant is to keep them in business.

Vice Mayor de Graaf asked if mortgages versus rent was included.

Zuber said if the business has an expense to pay, they can use the grant to pay for that expense. He asked about the range of employees listed in the resolution and why it was 0-40.

Zuidervaart explained that during their examination of local businesses, many of the businesses list zero employees because they are sole proprietor businesses. The maximum of forty employees is due to many of the restaurants in town having numerous part time employees.

Zuber reiterated that the number is a cap.

Council Member Restuccia asked if the zero employee number included sole proprietors.

Zuidervaart said yes.

Zuber asked if the number of businesses that qualified was still 100.

Zuidervaart said yes, there were about 108 businesses that may qualify, but if the grant excluded drive thru fast food chains, the number was about 100.

Parks asked if the grant included drive thru coffee businesses.

Zuidervaart said no, because they have a drive thru.

de Graaf asked if they were excluded because they were able to stay open and the majority of restaurants are major fast food chains. He asked if the grant could be reworded to exclude major fast food chains.

Zuidervaart said that change would be difficult due to the fact that there are major chain restaurants in town that are sole proprietor franchises and have no drive thru.

Parks said he would hate to exclude a small business because they have a drive thru.

Zuber remarked there are only about nine businesses with a drive thru.

de Graaf and Zuber said they would like to leave drive thrus on the list of eligible businesses.

City Administrator Werner remarked most of the 24 hour restaurants have more than 40 employees.

Parks and Zuber agreed to take out drive thru restriction and leave the number of employees.

Parks asked if the business must be in good standing at the time of application and are they eligible to apply if they did pay their outstanding delinquencies. He asked what if they had fallen behind during the past couple months.

Zuidervaart said the City would like to see the business had been in good standing before March.

Zuber said the business might be using this money to pay to be in good standing because the business might have hit hardship since March.

Zuidervaart said yes, if the business pays their fines and is up to date they can apply for the grant.

Parks asked that those changes be made.

de Graaf asked what the recourse would be if a business felt they had been wrongfully excluded.

Zuber said if the business wanted to appeal, there is nothing that stops someone from bringing items to the Council.

Terpstra said language can be added giving the applicant the right to appeal the decision to the City Administrator or the City Council.

de Graaf said staff should have the discretion to approve if they feel the business should have been approved.

Parks said that the appeals should be handled through the City Administrator.

Werner said there is always the one business that meets all criteria but might be off by something small.

Uecker suggested creating a small board consisting of 3-4 people to review appeals.

Zuber said it does not matter where the line is drawn, there will always be someone who wants to move the line. Appeals should be reserved for businesses who might have missed something in the application process.

Restuccia suggested that if the application is missing an item, staff reach out to the business before rejecting the application.

De Graaf agreed.

Terpstra said there can be language that whoever is issuing the grant can approve or deny applications if they are not overall consistent with the purpose of the program.

de Graaf, said he wants to include businesses that meet the purpose of the program but may not qualify for some reason.

Terpstra said he understands and that is a policy question for Council.

Zuber confirmed the limit is \$300,000 and when the funds are gone, the grants are done. The grants will be issued on a first come, first served basis.

Uecker asked if the applications were ready.

Restuccia asked if there was a deadline for applications to be turned in.

Zuidervaart confirmed there is a June 24, 2020 deadline or until the money is gone. He said if the application is incomplete, staff would reach out to the applicant.

Parks confirmed staff had the direction needed.

Motion to approve the Resolution approving the City of Ripon's COVID-19 Small Business Assistance Grant Program with the changes that businesses with drive thrus and businesses who cure any delinquencies they may have with the City are eligible to apply for the grant.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Leo Zuber, Council Member
SECONDER:	Dean Uecker, Council Member
AYES:	Parks, de Graaf, Uecker, Zuber
NAYS:	Restuccia

3. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:31 AM.

(Signed) Jacob Parks
Mayor

ATTEST:

(Signed) Lisa Roos
City Clerk



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. 20-27

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:

RESULT: ADOPTED [4 TO 1]

MOVER: Leo Zuber, Council Member

SECONDER: Dean Uecker, Council Member

AYES: Jacob Parks, Daniel de Graaf, Dean Uecker, Leo Zuber

NAYS: Michael Restuccia

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

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 (20-27 : Small Business Assistance Grant Program)