



Agenda Briefing

Date of Meeting: September 1, 2020

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: Economic Growth

General Information / Subject:

Agenda Item:

Consider and discuss transferring funds from the Coronavirus Relief Fund (CRF) Small Cities Program allotted funds of \$786,005 to the Harris County Small Business and/or Rental Assistance Program.

Small Cities were allotted \$55 per capita with the Coronavirus Relief Fund through Harris County as part of the CARES Act relief package. Over the past month, City Council approved the Certification and Terms and Conditions of participating in the program and applying for reimbursement of expenditures as per the program.

On August 18, 2020, Harris County sent correspondence to the small cities to make them aware that a new program was formed and available. The program consists of the following two different assistance programs and would be run by Harris County. Each city has to approve an amount to earmark from their CRF allotment to go towards these programs.

The allotted funds will go toward only supporting Seabrook businesses and/or Seabrook residents. The program will be administered and funds disbursed by Harris County and avoiding the City of Seabrook the burden of verifying any duplication of benefits.

- Rental Assistance - Up to \$1,200 per household, paid directly to landlords to assist in paying of rent, late fees, arrears, and related costs
- Small Business Assistance - Up to \$25k per eligible business

If approved, a written confirmation to reallocate CRF dollars to Rental and/or Small Business Assistance Program will be submitted to Harris County. Deadline: September 18, 2020.

Executive Summary / Background:

EDC Program Timeline:

April 14, 2020 - Seabrook Economic Development Corporation approved the creation of the Seabrook Emergency Business Retention Incentive Project (SEBRI)

April 28, 2020 - Seabrook City Council approved the final reading of EDC Resolution 2020-02 "Emergency Business Retention Incentive Project"

May 5, 2020 - Seabrook City Council approved Seabrook Economic Development project agreement for the Seabrook Emergency Business Retention Incentive (SEBRI)

July 7, 2020 - Seabrook City Council approved the CRF Eligibility Certification

August 18, 2020 - Seabrook City Council approved the Terms and Conditions Agreement with Harris County

August 19, 2020 - Harris County notified small cities of the opportunity for Rental Assistance and Small Business Assistance Programs and requirement to approve a transfer from allotted CRF funding

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

CRF Funding is managed through Harris County, the funds, if approved, would be earmarked by the County

Supporting Materials Attached:



Prior Action / Review by Council, Boards, Commissions:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Gayle Cook

8/25/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Michael Gibbs

8/31/2020

Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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