

ECONOMIC DEVELOPMENT AUTHORITY
OF THE
CITY OF MANASSAS
SPECIAL MEETING
May 23, 2020

DETERMINATION OF QUORUM

MEMBERS PRESENT:

Mark T. Olsen, Chairman
Gary Jones, II, Vice-Chairman
Denise Harrover
Holmes Steele Smith
Miguel Pires, Secretary
Thomas O. Murphy

Theresa Coates Ellis, Council Liaison
W. Patrick Pate, City Manager, *ex-officio*
Patrick J. Small, ED Director, *ex-officio*

MEMBERS ABSENT:

Scott Hepburn, Treasurer

OTHERS PRESENT:

Martin Crim, Legal Counsel
Vice-Mayor Pam Sebesky
Councilwoman Michelle Davis Younger
Sheryl Bass

Chairman Mark Olsen called the meeting to order at 8:00AM. The meeting opened with an Invocation and the Pledge of Allegiance. A quorum was present.

CITY INVOICE

Patrick Small presented an invoice from The City for \$19,708.60. The invoice contained charges for legal work, the EDA audit and a payment to Mason for the SBDC contribution. Gary Jones made a motion to approve and pay the invoice which was seconded by Miguel Pires. There being no further discussion the Chairman asked the Secretary to call the roll.

Mark T. Olsen - AYE
Gary Jones – AYE
Holmes Smith – AYE
Denise Harrover – AYE
Miguel Pires – AYE

The motion passed 5-0.

Tom Murphy was absent.

COVID19 Pandemic

Tom Murphy arrived.

Patrick Small stated that the City will be the recipient of funds from the CARES Act and was asking EDA to finalize discretionary criteria and administer a small business grant program using some of those funds. Mr. Small presented an outline of a COVID19 grant program designed to help small businesses Citywide. He noted the amount of funds that would be made available was not determined but that it had been suggested to City Council by staff that it initially be funded at around \$400,000. He added the number was not set in stone and did not preclude the possibility of additional funding being made available for either the first or even a second round of grants. Mr. Small said that the mechanism to grant the funds to EDA would be a Cooperation Agreement.

Chairman Olsen led a lengthy discussion with the members to go over eligibility criteria and the administrative details of the proposed program. The members agreed to the following eligibility requirements:

- Be physically located in the City and have an active Business License
- Be current on all applicable City related taxes and fees
- Have been in operation in the City prior to February 1, 2019
- Have fewer than 25 permanent, full-time employees
- Be able to provide proof of COVID-19 related business losses of 35% greater in both April and May of 2020
- Submit a completed application by June 30, 2020
- Incomplete applications and those received after the deadline would be rejected

The following types of businesses would not be eligible to apply:

- Businesses that received funding from the Rent Relief Program
- Home based businesses
- National chains and Franchise business that are not owner operated
- New and used auto dealerships and sales

Additionally:

- The program would be heavily advertised during the application period
- Applicants would commit to remaining in business until December 30, 2020 or repay the grant

- Businesses could be required to provide sales and meals tax filings and/or financial statements to show evidence of business losses and could also be asked to provide employment data.
- Applications and guidelines would be available in English and Spanish
- Applications could be filled out and submitted online or by mail

Gary Jones made a motion to authorize launching a COVID19 small business relief grant program using CARES Act funds that would be granted to the EDA by the City and to establish the criteria set forth above for the program which was seconded by Denise Harrover. There being no further discussion Chairman Olsen asked the Secretary to call the roll on the original motion.

Mark T. Olsen - AYE
Gary Jones – AYE
Holmes Smith – NAY
Denise Harrover – AYE
Tom Murphy – AYE
Miguel Pires – AYE

The motion passed 6-0.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00AM.