



Special Joint Meeting

Economic Development  
Corporation (EDC) Board of  
Directors

&

City Council  
April 27, 2020  
6:00 P.M.

**TELECONFERENCE  
MEETING**

## How to Access a Go To Meeting

Meeting ID numbers and toll-free dial in telephone number will be different for every meeting, please ensure you get the information from the top of the most current Agenda.

### Computer

1. To access a GoToMeeting from a computer or laptop, simply click on type the url weblink from the top of the meeting agenda.
2. If prompted, select your audio preference, then enter your name and click Ok to enter the meeting.

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**CITY OF CROWLEY**  
**Economic Development Corporation**  
**Board of Directors**

**April 27, 2020**  
**6:00 P.M.**

**Economic Development Corporation Board**

- President Christine Gilbreath \_\_\_\_\_
- Member Billy P. Davis \_\_\_\_\_
- Member Carl Weber III \_\_\_\_\_
- Member Johnny Shotwell \_\_\_\_\_
- Member Dallas Park \_\_\_\_\_
- Member Jim "Mac" McDonald (VP) \_\_\_\_\_
- Member Alex Hogan \_\_\_\_\_

**EDC Officers**

- Executive Director Robert Loftin \_\_\_\_\_
- Treasurer Lori Watson \_\_\_\_\_
- Secretary Carol Konhauser \_\_\_\_\_

**CITY OF CROWLEY  
CITY COUNCIL  
Special Joint Meeting with EDC  
April 27, 2020  
ATTENDANCE SHEET**

Worksession      Regular

Council Member Johnny Shotwell, Place 1      \_\_\_\_\_      \_\_\_\_\_

Mayor Pro Tem Jerry Beck, Place 2      \_\_\_\_\_      \_\_\_\_\_

Council Member Jesse Johnson, Place 3      \_\_\_\_\_      \_\_\_\_\_

Council Member Carl Weber III, Place 4      \_\_\_\_\_      \_\_\_\_\_

Council Member Tina Pace, Place 5      \_\_\_\_\_      \_\_\_\_\_

Council Member Christine Gilbreath, Place 6      \_\_\_\_\_      \_\_\_\_\_

Mayor Billy Davis      \_\_\_\_\_      \_\_\_\_\_

**Staff:**

Robert Loftin, City Manager      \_\_\_\_\_      \_\_\_\_\_

Lori Watson, Finance Director/Asst City Mgr      \_\_\_\_\_      \_\_\_\_\_

Jack Thompson, EDC Director/Asst City Mgr      \_\_\_\_\_      \_\_\_\_\_

Rob Allibon, City Attorney      \_\_\_\_\_      \_\_\_\_\_

Carol Konhauser, City Secretary      \_\_\_\_\_      \_\_\_\_\_

Pleasant Brooks, Fire Chief      \_\_\_\_\_      \_\_\_\_\_

Kit Long, Chief of Police      \_\_\_\_\_      \_\_\_\_\_

Mike Rocamontes, Public Works Director      \_\_\_\_\_      \_\_\_\_\_

Rachel Roberts, Planning & Comm Dev Director      \_\_\_\_\_      \_\_\_\_\_

Cristina Winner, Community Services Director      \_\_\_\_\_      \_\_\_\_\_

Lisa Hansen, HR Administrator      \_\_\_\_\_      \_\_\_\_\_

Julie Hepler, Special Event Coordinator      \_\_\_\_\_      \_\_\_\_\_

Jay Hinton, Media Relations      \_\_\_\_\_      \_\_\_\_\_



**AGENDA**  
**CROWLEY ECONOMIC DEVELOPMENT CORPORATION**  
**and**  
**CROWLEY CITY COUNCIL**  
**APRIL 27, 2020 - 6:00 p.m.**  
**SPECIAL CALLED JOINT SESSION**

**Crowley City Hall**  
 201 E. Main Street  
 Crowley TX 76028

**MEETING WILL BE BY TELECONFERENCE**

In compliance with the Texas Open Meetings Act and under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted on March 13, 2020, members may be participating remotely.

Notice is hereby given of a meeting of the Crowley City Council to be held on Monday, April 27, 2020 beginning at 6:00 p.m. by teleconference, which can be joined by any member of the public remotely by calling 1-866-899-4679 and entering access code 661-419-221 or by joining online from a computer, tablet or smartphone at <https://global.gotomeeting.com/join/661419221> for the purpose of considering the following:

**SPECIAL CALLED JOINT MEETING – April 27, 2020- 6:00 P.M.**

**I. CALL TO ORDER OF THE EDC / ROLL CALL**

**II. CALL TO ORDER OF THE CROWLEY CITY COUNCIL / ROLL CALL**

**III. PUBLIC HEARING**

Any member of the public who wishes to address the Board/Council regarding the Public Hearing on this meeting agenda must sign up to speak ahead of time. To sign up, please email [ckonhauser@ci.crowley.tx.us](mailto:ckonhauser@ci.crowley.tx.us) no later than 1:00 p.m. on April 27, 2020. You must provide a name, telephone number at which you can be reached during the meeting, and the item on which you wish to speak OR log into the meeting with a microphone. Speakers who sign up by the deadline will be called by telephone or their names called upon during the meeting and be given the opportunity to address the Board/Council prior to them taking action.

1. a. Discuss and consider an economic grant relief program to assist local businesses impacted by COVID-19.
- b. Hold a public hearing to discuss and consider the Crowley Cares Economic Grant Relief Program, an initiative to assist local businesses impacted by the COVID-19 crisis, and establish it as Project No. 2020-10, pursuant to Texas Local Government Code §505.158, §505.159, and §505.160; not to exceed \$300,000.

**IV. EDC ACTION ITEMS**

1. Consideration and approval of Resolution R04-2020-333 by the Board of Directors of the City of Crowley Economic Development Corporation approving the Crowley Cares Relief Grant Program for Crowley Businesses to Assist with the retention and training of employees during the Covid-19 Pandemic and National Disaster, in an amount not to exceed \$5,000.00 per business.

**V. ADJOURNMENT**

**I, the undersigned authority, do hereby certify that this Agenda of the Economic Development Corporation to be held on April 27, 2020, meeting of the governing body of City of Crowley is a true and correct copy posted on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am/ pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.**

\_\_\_\_\_  
 Carol C. Konhauser, Board Secretary

THE EDC AND CITY COUNCIL RESERVES THE RIGHT OF THE FOLLOWING:

1. ITEMS DO NOT HAVE TO BE CONSIDERED IN THE SAME ORDER AS SHOWN ON THIS AGENDA;
2. THE COUNCIL MAY CONTINUE OR RECESS ITS DELIBERATIONS TO THE NEXT CALENDAR DAY IF IT DEEMS IT NECESSARY.

The Crowley City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary’s Office at (817) 297-2201 ext. 4000, or email [ckonhauser@ci.crowley.tx.us](mailto:ckonhauser@ci.crowley.tx.us) for further information.

**NOTICE:** A quorum of the Crime Control and Prevention District Board of Directors will be present at this meeting; however neither Board will take action on any items on this posted agenda.

*\*\*\*An agenda information packet is available for public inspection in the Crowley Library and on the City website, under Agenda Packets\*\*\**



## Crowley EDC Board

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### AGENDA REPORT

<b>Meeting Date:</b>	April 27, 2020	<b>Staff Contact:</b>	Lori Watson ACM/Finance Director
<b>Agenda Item:</b>	III-1	<b>E-mail:</b>	<a href="mailto:lwatson@ci.crowley.tx.us">lwatson@ci.crowley.tx.us</a>
		<b>Phone:</b>	817-297-2201 x4900

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**SUBJECT:** a. Discuss and consider an economic grant relief program to assist local businesses impacted by COVID-19.

b. Hold a public hearing to discuss and consider the Crowley Cares Economic Grant Relief Program, an initiative to assist local businesses impacted by the COVID-19 crisis, and establish it as Project No. 2020-10, pursuant to Texas Local Government Code §505.158, §505.159, and §505.160; not to exceed \$300,000.

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#### **BACKGROUND/DISCUSSION**

In an effort to mitigate the economic impact of the COVID-19 pandemic on our local businesses and economy, staff has developed the Crowley Cares program. Through this program, the EDC will be making cash relief grants available. These grants will help local businesses retain the employees and resources needed to survive during these trying times. The grants will be made available pending final approval of the CEDC and its Board of Directors. Grants will be provided only to businesses within the city limits of the City of Crowley that provide the following three (3) documents and information to the CEDC on or before Tuesday, May 5, 2020, by 1:00 p.m.

1. Copy of Certificate of Occupancy issued by the City of Crowley.
2. Texas Comptroller of Public Account's sales tax receipt for the month of February 2020 ([www.comptroller.texas.gov](http://www.comptroller.texas.gov)). If not applicable, please send in a statement explaining the nature of your business and that sales tax is not required to be collected.
3. Texas Workforce Commission's Unemployment Tax Services Employer's Quarterly Report filed January 2020 for reporting period October-December 2019 (or any other TWC employer report located at [www.twc.texas.gov](http://www.twc.texas.gov)). If unavailable, a list of employees, (use Employee A, B, etc...no names) hours worked per week, and rate of pay.

Upon CEDC's receipt of the three (3) documents, a performance agreement and a W-9 will be sent back to the business. The forms are necessary for the City of Crowley and the CEDC to process the grant payment.

The CEDC Board will meet to discuss, vote and approve the grant distributions on May 7, 2020. Once approved, the grant payments should be mailed within ten (10) days.

NON-QUALIFYING BUSINESS: Businesses that do not qualify for this CEDC relief grant are as follows:

1. Grocery stores, big box stores, farmer's and food markets
2. Liquor, wine and beer stores
3. Construction and real estate development and sales
4. New or used automotive sales
5. Banks, lending and financial institutions
6. Gas stations and convenience stores
7. Non-profit entities, organizations or associations
8. Medical and health providers and related service companies and vendors
9. Auto mechanics and auto repair shops (including oil change)
10. Plumbers, HVAC technicians and electricians
11. Tobacco or any type of vaping shop
12. Daycares or schools
13. Storage Facilities
14. Car Wash establishments.
15. Any business that is a national chain or a franchise associated with a parent company.
16. Any business that does not have a physical location for commercial use (no home based businesses)
17. Any business that is located outside the city limits of the City of Crowley.

### **FINANCIAL IMPACT**

The total amount of the Project will depend on the number of applicants, but the total project will not exceed \$300,000. Each business will receive up to \$5,000. The money will come from the reserve fund of the EDC.

### **RECOMMENDATION**

Staff recommends approving the Crowley Cares Relief Grant Program and establishing Project No. 2020-10.

### **ATTACHMENTS**

- Crowley Cares Relief Grant Program Policy and Procedures

## **CROWLEY ECONOMIC DEVELOPMENT CORPORATION**

### **Crowley Cares Relief Grant Program**

#### **POLICY BACKGROUND**

This policy is developed to distribute economic development funds to local small businesses in accordance with TLGC 505.158 for Type B corporations. Specifically, this section of TLGC states that the Corporation is authorized to expend funds found by the Board "to promote new or expanded business development". Therefore, the intent of the Program is to assist small local businesses to expand back to the levels prior to the economic retraction caused by the COVID-19 National Disaster. The included resolution, agenda and performance agreement contain the necessary findings of the Board to address these Section 505.158 requirements.

The below procedures were developed in an effort to place the funds in the hands of our local businesses in the most expedient manner possible. Here were the challenges the Crowley EDC is facing:

- #1 TLGC 505.159 requires the Corporation to hold a public hearing on the proposed project or program before expending any funds on the program.
- #2 TLGC 505.160 requires 60 days after public notice of the project to be allowed for a petition to be filed to contest the project. This means 10% of the registered voters can petition that a project be voted on by the public, if filed within 60 days. If we wait 60 days before distributing the money, then these businesses may have already failed, and the project is not helping anyone.
- #3 Programs under TLGC 505.158 require a performance agreement be executed and approved by the Corporation.
- #4 Pursuant to TLGC 505.158 a project or program requiring an expenditure of more than \$10,000 requires approval of the City Council by resolution on two separate readings.
- #5 Criteria of eligible businesses to fairly distribute funds to businesses that need assistance during this critical time

To overcome these challenges, we decided to propose the CEDC's "Crowley Cares Relief Grant Program", with a budget of up to \$300,000 total, and to not award any one business more than \$5,000. The CEDC will need to hold one public hearing, and approve the Program. The City Council will approve a budget amendment to the EDC budget once the amount is determined. We also placed into our performance agreement that the business is required to refund all money awarded should a petition be filed within the 60-day period. This allows the money to be distributed during this 60-day period instead of afterwards. We drafted one form master performance agreement which each individual business will need to sign off on and approve. We plan to mail/email them out the day the meeting agenda notice is posted. We also plan to email each business the forms required by the city's finance department as soon as the applicant provided all required documentation. This will start the city's process of setting the business up as a vendor for payment while we were receiving applications and awaiting the board meeting and Council approval.



## PROCEDURE FOR IMPLEMENTATION

### CRITERIA AND INFORMATION TO BE DISTRIBUTED TO MEDIA AND LOCAL BUSINESSES:

1. Business must be located within the city limits of the City of Crowley.
2. Business is not a national chain or franchise associated with a parent company.
3. Business has a physical location for commercial use.
4. Business is NOT home-based.
5. Business is for profit.
6. Business must have a current Certificate of Occupancy.
7. Business types that are excluded are: Grocery store, big box stores, food markets, wine/beer store, tobacco or any type of vaping store, convenience store or gas station, construction real estate development and sales, car sales, banks or other financial institutions, medical or health care providers, auto mechanics & repair shops, plumbers, HVAC, and electricians, daycares or schools, storage facilities, and car wash establishments.
8. The EDC reserves the right to determine eligibility under this program for any businesses not listed.

### APPLICATION & DOCUMENTS REQUESTED:

In order to apply, the business must supply the following items:

- (1) A copy of the certificate of occupancy for the City.
- (2) Texas Comptroller of Public Accounts sales tax statement for either February 2020 or most recent filing (for businesses that do not pay sales tax, supply a letter stating that).
- (3) Texas Workforce Commission's most recent quarterly filing (January 2020 for most covering the period October-December 2019), or an email stating they are a "sole proprietorship" or have only themselves as a single employee. If the report is not available then a list of employees (names excluded) as Employee A, hours they normally work and rate of pay can be submitted.

This provides the EDC with all the relevant information needed to legally award a company funds under this program. These three records show: (a) the business is in the city limits, (b) the physical and financial size of the business, and (c) the number of employees and revenues of the business prior to the COVID-19 crisis.

### RECEIVING INFORMATION FROM PUBLIC:

- (1) One staff member will be designated to receive all the emails and calls and above information requested; they will also be setting up the hard files on a designated drive; once they receive all the information, they will then send an email to another staff member and "cc" team that "Business A" has submitted all information, file is set up;
- (2) A second staff member can then receive the information and incorporate the data into a master spreadsheet; and, this person will also be sending to the business the forms necessary to process the payments, requesting that the business return the forms within one to two days of receipt;
- (3) The media relations coordinator will be designated to forward any social media inquiries to the appointed staff member for approval and for response, including posts, messages and photos (if any);
- (4) Staff will be responding to all emails (and calling back) any business that has questions or needs additional information (forwarded by team);

- (5) A spreadsheet with each business' name and contact information and to include the following metrics:
  - a) Project #\_\_\_ (different number for each business)
  - b) Business name
  - c) Business phone
  - d) Business email
  - e) Dollar amount of February 2020 sales tax paid
  - f) Total number of employees (both full and part-time) or SOLE PROPRIETORSHIP

**BOARD MEETING PREP:**

- (1) Draft agenda to include the following language for a meeting to cover the following agenda item "Hold a public hearing, presentation, discussion, and possible action on Resolution R-#\_\_\_\_\_ approving the Crowley Cares Relief Grant Program and the distribution of an amount up to a total of \$300,000 (not to exceed \$5,000.00 per business)" for local businesses to promote new or expanded business development in an effort to expand their business enterprise back to the levels prior to the economic retraction caused by the COVID-19 National Disaster.
- (2) Draft Resolution to include above language and to include language requiring the business to have "provided a signed performance agreement attached to this Resolution as Exhibit A, wherein the business agrees to use the money in an attempt to retain and train employees during this time".
- (3) Schedule City Council meeting for Council to adopt resolution authorizing the Program as required. (Possibly May 7, 2020).
- (4) Finalize and send performance agreement to each business either before or after the meeting, but must ensure that all are signed prior to funds being distributed.
- (5) Team to coordinate on public notice and media release of information.



## Crowley EDC Board

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### AGENDA REPORT

**Meeting Date:** April 27, 2020  
**Agenda Item:** IV-1

**Staff Contact:** Lori Watson  
ACM/Finance Director  
**E-mail:** [lwatson@ci.crowley.tx.us](mailto:lwatson@ci.crowley.tx.us)  
**Phone:** 817-297-2201 ext 4900

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**SUBJECT:** Consideration and approval of Resolution R04-2020-333 by the Board of Directors of the City of Crowley Economic Development Corporation approving the Crowley Cares Relief Grant Program for Crowley Businesses to Assist with the retention and training of employees during the Covid-19 Pandemic and National Disaster, in an amount not to exceed \$5,000.00 per business.

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#### **BACKGROUND/DISCUSSION**

Due to the COVID-19 National Disaster, many businesses in Crowley were forced to temporarily close and/or have experienced a significant reduction in business. The Crowley EDC desires to assist local businesses by offering an incentive program that enables them to expand to their pre-disaster level of business.

#### **FINANCIAL IMPACT**

Total will not exceed \$300,000.

#### **STAFF RECOMMENDATION**

Staff recommends approving resolution R04-2020-333

#### **ATTACHMENTS**

- Resolution 03-2020-333
- Crowley EDC Performance Agreement
- Program eligibility criteria

**RESOLUTION NO. R04-2020-333**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE CITY OF CROWLEY ECONOMIC DEVELOPMENT CORPORATION APPROVING THE CROWLEY CARES RELIEF GRANT PROGRAM FOR CROWLEY BUSINESSES TO ASSIST WITH THE RETENTION AND TRAINING OF EMPLOYEES DURING THE COVID-19 PANDEMIC AND NATIONAL DISASTER, IN AN AMOUNT NOT TO EXCEED \$5,000.00 PER BUSINESS.**

**WHEREAS**, the Crowley Economic Development Corporation (“CEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the “Act”); and

**WHEREAS**, the COVID-19 National Disaster has caused businesses in Crowley, Texas, to temporarily close and/or experience reductions in sales, workforce, capital development and/or business enterprise retractions for all size businesses located within the City of Crowley; and

**WHEREAS**, businesses in the City of Crowley experienced a retraction brought on by the COVID-19 pandemic; and

**WHEREAS**, businesses desire to expand to the size, enterprise and/or revenue levels experienced by those businesses prior to the retraction brought on by the National Disaster declaration and COVID-19 pandemic crisis; and

**WHEREAS**, the CEDC desires to offer the “Crowley Cares Relief Grant Program” (the “Program”) as an incentive to City of Crowley businesses to enable them to expand to the size, enterprise and/or revenue levels experienced by those businesses prior to the National Disaster declaration and COVID-19 pandemic crisis; and

**WHEREAS**, the Program will assist local businesses expand to the size, enterprise and/or revenue levels experienced by those businesses prior to the National Disaster declaration creating a direct overall improvement/stimulus in the local economy; and

**WHEREAS**, the CEDC finds and determines that the Program will promote new or expanded business development; and

**WHEREAS**, the CEDC finds that the Program is authorized by Section 505.158 of the Act, and as the total Program expenditures exceed \$10,000, the Crowley City Council must authorize the Program’s expenditures by resolution on two separate readings; and

**WHEREAS**, the CEDC will consider the eligibility of each business in accordance with the approved Program eligibility criteria such that the Program grants will be fairly and objectively decided and distributed; and

**WHEREAS**, the CEDC held a public hearing on the proposed Program on April 27, 2020; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CROWLEY ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The CEDC hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The CEDC approves the Crowley Cares Relief Grant Program to fund COVID-10 Relief Grants in an amount not to exceed \$5,000.00 per business, up to a maximum expenditure by the CEDC of \$300,000.

**SECTION 3.** The CEDC approves the Performance Agreement attached to this Resolution as Exhibit “A” and authorizes CEDC’s Chief Executive Officer to execute this Exhibit “A” with each business that is a Program participant.

**SECTION 4.** The CEDC approves the Program eligibility criteria for local businesses listed in Exhibit “B” and the distribution of the amounts awarded for each local business under the approved Program.

**SECTION 5.** The CEDC authorizes its Chief Executive Officer to take all necessary actions and to execute all necessary documents to ensure the Crowley Cares Relief Grant Program funds are distributed in accordance with this Resolution.

**SECTION 6.** This Resolution is effective upon passage.

**PASSED AND APPROVED** on the 27th day of APRIL, 2020, by the Board of Directors of the Crowley Economic Development Corporation.

CROWLEY ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Christine Gilbreath, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Carol Konhauser, Board Secretary

\_\_\_\_\_  
Rob Allibon, City Attorney

## Exhibit "A"

### **ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT**

This Performance Agreement (“Agreement”) is entered into to be effective as of the Effective Date (as defined in Article III below), by and between the Crowley Economic Development Corporation, located in Crowley , Texas (hereinafter called “Corporation”), a Texas non-profit industrial development corporation under the Development Corporation Act and governed by TEX. LOC. GOV. CODE chapters 501, 502 and 505 and the Texas Non-Profit Corporation Act and \_\_\_\_\_ (hereinafter called “Business”), otherwise known as the “Parties” to this Agreement.

#### **RECITALS**

**WHEREAS**, the Development Corporation Act of 1979, as amended (Section 501.001 et seq., Texas Local Government Code, formerly the Development Corporation Act of 1979) (the “Act”) authorizes a development corporation to fund certain projects as defined by the Act and requires development corporations to enter into performance agreements to establish and provide for the direct incentive or make an expenditure on behalf of a business enterprise under a project; and

**WHEREAS**, Section 501.158 of the Act requires a performance agreement to provide, at a minimum, for a schedule of additional payroll or jobs to be created or retained and capital investment to be made as consideration for any direct incentives provided or expenditures made by the corporation under the agreement, and to specify the terms under which repayment must be made if the business enterprise does not meet the performance requirements specified in the agreement; and

**WHEREAS**, the COVID-19 National Disaster has caused Business in Crowley, Texas, to temporarily close and/or experience reductions in sales, workforce, capital development and/or development; and

**WHEREAS**, Business desires to retain its number of employees and payroll, as well as its capital investment, to the numbers and amounts prior to the National Disaster declaration and COVID-19 pandemic crisis; and

**WHEREAS**, providing Business with the funds under this Agreement will contribute to the City of Crowley by helping retain jobs and increase employment back to the numbers prior to the COVID-19 National Disaster, promoting and developing expanded business enterprises, increased development, increased real property value and tax revenue for the City of Crowley, and will have both a direct and indirect positive overall improvement/stimulus in the local and state economy; and

**WHEREAS**, the Corporation desires to offer an incentive to Business to enable Business to retain and increase its employees and payroll to the numbers prior to the COVID-19 National Disaster declaration and to train its employees on how to conduct business during such a National Disaster and pandemic pursuant to this Agreement in substantial conformity with the Act; and

**WHEREAS**, the Parties are executing and entering into this Agreement to set forth certain terms and obligations of the Parties with respect to such matters; and

**WHEREAS**, the Parties recognize that all agreements of the Parties hereto and all terms and provisions hereof are subject to the laws of the State of Texas and all rules, regulations and interpretations of any agency or subdivision thereof at any time governing the subject matters hereof; and

**WHEREAS**, the Parties agree that all conditions precedent for this Agreement to become a binding agreement have occurred and been complied with, including all requirements pursuant to the Texas Open Meetings Act and all public notices and hearings, if any, have been conducted in accordance with Texas law; and

**WHEREAS**, on the Effective Date, the commitments contained in this Agreement shall become legally binding obligations of the Parties.

**NOW, THEREFORE**, in consideration of the mutual covenants, benefits and agreements described and contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and further described herein, the Parties agree as follows:

## **ARTICLE I RECITALS**

1. Recitals. The recitals set forth above are declared true and correct by the Parties and are hereby incorporated as part of this Agreement.

## **ARTICLE II AUTHORITY AND TERM**

1. Authority. The Corporation's execution of this Agreement is authorized by the Act and constitutes a valid and binding obligation of the Corporation. The Corporation acknowledges that Business is acting in reliance upon the Corporation's performance of its obligations under this Agreement in making the decision to commit substantial resources to the establishment of the "Project" in the above recitals.

2. Term. This Agreement shall become enforceable upon the Effective Date, hereinafter established, and shall continue until the Expiration Date, hereinafter established, unless terminated sooner or extended by mutual agreement of the Parties in the manner provided for herein.

3. Purpose. The purpose of this Agreement is to formalize the agreements between the Business and the Corporation for the granting of property and funds to cover certain costs associated with the Project and specifically state the covenants, representations of the Parties, and the incentives associated with Business's commitment to abide by the provisions of the Act and to abide by the terms of this Agreement, which has been approved by the Corporation and the Business as complying with the specific requirements of the Act. It is expressly agreed that this Agreement constitutes a single transaction. A failure to perform any obligation by the Business

may constitute a breach of the entire Agreement and terminate any further commitments (if any) by the Corporation unless an alternative penalty or remedy is provided for herein.

4. Administration of Agreement. Upon the Effective Date, the Corporation delegates the administration and oversight of this Agreement to the Executive Director of the Corporation, or its designee. Any proposed amendments to the Agreement shall require the approval of the Board of Directors of the Corporation.

### **ARTICLE III DEFINITIONS**

As used in this Agreement, the following terms shall have the meanings ascribed below. All undefined terms shall retain their usual and customary meaning as ascribed by common and ordinary usage.

“Anniversary/Year” - Performance and incentive calculations based upon years and anniversaries as used in this Agreement shall be calculated with the year and date zero beginning on the date the last party signs this agreement and first anniversary is twelve (12) months from that date, and so on with each year and anniversary from that date forward.

“Bankruptcy” shall mean the dissolution or termination of a Party’s existence as a going business, insolvency, appointment of receiver for any part of such Party’s property and such appointment is not terminated within ninety (90) days after such appointment is initially made, any general assignment for the benefit of creditors, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against such party and such proceeding is not dismissed within ninety (90) days after the filing thereof.

“Default”, unless otherwise specifically defined or limited by this Agreement, shall mean failure by any Party to timely and substantially comply with any performance requirement, duty, or covenant.

“Effective Date” shall be the date of the last signing by a party to the agreement.

“Expiration Date” shall mean the earlier of:

1. The first anniversary of the Effective Date; or
2. The date of termination, provided for under Article VI of this Agreement.

“Force Majeure” shall mean any contingency or cause beyond the reasonable control of a party, including, without limitation, acts of God or the public enemy, war, riot, civil commotion, insurrection, government or de facto governmental action (unless caused by the intentionally wrongful acts or omissions of a party), fires, explosions or floods, strikes, slowdowns or work stoppages.

“Job Creation Incentive” means that money provided to the Business as an incentive for the creation and retention of workers and labor force in Crowley, Texas.



“Project” shall mean the Business’s promise and agreement herein to use the COVID-19 relief funds awarded by the Corporation to contribute to the City of Crowley by helping retain jobs and increase employment back to the numbers prior to the COVID-19 National Disaster, as well as to train its employees on how to conduct business safely and in accordance with Center for Disease Control standards during this and any future similar National Disaster declaration.

#### **ARTICLE IV CORPORATION OBLIGATION**

1. COVID-19 Relief Award.

Corporation shall pay a one-time payment of \$\_\_\_\_\_ (“Incentive”) to Business as its COVID-19 relief funds in accordance with the Project, which shall be made available by check from the City of Crowley.

2. Job Creation Incentive.

This Incentive is being awarded to Business for it to expand to the size, enterprise and/or revenue levels experienced by the Business prior to the National Disaster declaration and COVID-19 pandemic crisis that caused economic and business retraction. This Incentive is being provided to promote or develop new or expanded business enterprise that create or retain primary jobs in substantial conformity with the Act. Business is obligated to retain jobs or increase its employment or payroll back or business enterprise back to the numbers prior to the COVID-19 National Disaster, as well as to train its employees on how to conduct business safely and in accordance with Center for Disease Control standards during this and any future similar National Disaster declaration.

Business further agrees to provide Corporation with the following information on or before the Expiration Date:

- (a) Copy of the Certificate of Occupancy;
- (b) February 2021 Texas Comptroller of Public Accounts sales tax receipt (if applicable); and,
- (c) Texas Workforce Commission’s Unemployment Tax Services Employer’s Quarterly Report filed January 2021 (or comparable TWC statement or receipt showing payroll numbers for January 2021).

3. Confidentiality. The Corporation agrees to the extent allowed by law to keep all tax information and documentation received, pursuant to this Agreement hereof, confidential. In the event a request is made for such information, Corporation will not disclose the information unless required to do so by the Attorney General of Texas.

4. Current Revenue. The funds distributed hereunder shall be paid solely from lawfully available funds of the Corporation. Under no circumstances shall the obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision. None of the obligations under this Agreement shall be pledged or otherwise encumbered in favor of any commercial lender and/or similar financial institution.

**ARTICLE V**  
**COVENANTS AND DUTIES**

1. Business's Covenants and Duties. Business makes the following covenants and warranties to the Corporation, and agrees to timely and fully perform the obligations and duties contained in Article IV of this Agreement. Any false or substantially misleading statements contained herein or failure to timely and fully perform those obligations and duties within this Agreement shall be an act of Default by the Business.
  - (a) Business is authorized to do business and is in good standing in the State of Texas and shall remain in good standing in the State of Texas and the United States of America during any term of this Agreement.
  - (b) The execution of this Agreement has been duly authorized by Business's authorized agent, and the individual signing this Agreement is empowered to execute such Agreement and bind the entity. Said authorization, signing, and binding effect is not in contravention of any law, rule, regulation, or of the provisions of Business's by-laws, or of any agreement or instrument to which Business is a party to or by which it may be bound.
  - (c) Business is not a party to any Bankruptcy proceedings currently pending or contemplated, and Business has not been informed of any potential involuntary Bankruptcy proceedings.
  - (d) To its current, actual knowledge, and subject to the Certificate of Occupancy (or other approvals and permits to be obtained under subpart (f) immediately below), Business has acquired and maintained all necessary rights, licenses, permits, and authority to carry on its business in the City of Crowley and will continue to use its best efforts to maintain all necessary rights, licenses, permits, and authority.
  - (e) Business shall timely and fully comply with all of the terms and conditions of this Agreement.
  - (f) Business shall cooperate with the Corporation in providing all necessary information to assist them in complying with this Agreement.
  - (g) During the term of this Agreement, Business agrees to not knowingly employ any undocumented workers as part of the Project, and, if convicted of a violation under 8 U.S.C. Section 1324a(1), Business shall be in Default (subject to the obligations in Article IV and the remedies in Article VII). Business is not liable for an unknown violation of this Section by a subsidiary, affiliate, or franchisee of Business or by a person with whom Business contracts; provided, however, that identical federal law requirements provided for herein shall be included as part of any agreement or contract which Business enters into with any subsidiary, assignee, affiliate, or franchisee for which funds provided herein will be used.

- (h) Business shall not be in arrears and shall be current in the payment of all City taxes and fees.
  - (i) Corporation has the right to periodically (and with reasonable advance notice) verify the terms and conditions of this Agreement.
  - (j) Business shall repay all relief funds should a Chapter 501-505, *et seq.*, Section 505.160 petition be filed within the sixty (60) day publication and protest period, and Business agrees that these funds are being distributed prior to the sixty (60) day publication period ending.
2. Compliance and Default. Failure by Business to timely comply with any performance requirement, duty, or covenant shall be considered an act of Default and shall give the Corporation the right to terminate this Agreement and collect the Recapture Amount, as determined by the Board of Directors of the Corporation.

## **ARTICLE VI TERMINATION**

1. Termination. This Agreement shall terminate upon the earliest occurrence of any one or more of the following:
- (a) The written agreement of the Parties;
  - (b) The Agreement's Expiration Date;
  - (c) Default by Business (at the option of the Corporation).

## **ARTICLE VII DEFAULT**

1. Business Events of Default.
- (a) Failure of Business to perform under this Agreement.
  - (b) Corporation determines that any representation or warranty contained herein or in any financial statement, certificate, report or opinion submitted to Corporation in connection with or pursuant to the requirements of this Agreement was incorrect or misleading in any material respect when made; or
  - (c) Any judgment is assessed against Business or any attachment or other levy against the property of Business with respect to a claim remains unpaid, unstayed on appeal, undischarged, not bonded or not dismissed for a period of thirty (30) days; or
  - (d) Business makes an assignment for the benefit of creditors; admits in writing its inability to pay its debts generally as they become due; files a petition in bankruptcy; is adjudicated insolvent or bankrupt; petitions or applies to any tribunal for any receiver or any trustee

of Business or any substantial part of its property, commences any action relating to Business under any reorganization, arrangement, readjustment of debt, dissolution or liquidation law or statute of any jurisdiction whether now or hereafter in effect; or if there is commenced against Business any such action and such action remains undismissed or unanswered for a period of sixty (60) days from such filing, or Business by any act indicates its consent to or approval of any trustee of Business or any substantial part of its property; or suffers any such receivership or trustee to and such appointment remains unvacated for a period of sixty (60) days; or

- (e) Business substantially changes its present ownership without written notification to Corporation within thirty (30) days of such change; or
- (f) Business changes the general character of business as conducted at the date hereof, or engages in any type of business not reasonably related to its business as presently and normally conducted.

2. Remedies for Default.

- (a) In the event of Default by the Business, the Corporation shall, as its sole and exclusive remedy for Default hereunder, have the right to terminate this Agreement and to recapture one hundred percent (100%) of the Job Creation Incentive (the “Recapture Amount”) if the Default occurs on or prior to the termination date.
- (b) Business agrees a remedy for Default is the Corporation seeking a mandamus from a court of competent jurisdiction; or the appointment of a receiver in equity with the power to charge and collect rents, purchase price payments, and loan payments; and, apply the revenue from the Project in accordance with this Agreement.

**ARTICLE VIII  
MISCELLANEOUS**

- 1. Binding Agreement. The terms and conditions of this Agreement shall be binding on and inure to the benefit of the Parties, and their respective successors and assigns. The Executive Director or Board Chair of the Corporation shall be responsible for the administration of this Agreement and shall have the authority to execute any instruments, duly approved by the Corporation, on behalf of the Parties related thereto.
- 2. Mutual Assistance. The Parties will do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in carrying out such terms and provisions.
- 3. Representations and Warranties. The Corporation represents and warrants to Business that this Agreement is within their authority, and that they are duly authorized and empowered to enter into this Agreement, unless otherwise ordered by a court of competent jurisdiction. Business represents and warrants to the Corporation that it has the requisite authority to enter into this Agreement.

4. Assignment. Business shall have the right to assign all of its rights, duties, and obligations under this Agreement to a duly qualified third party with prior written approval of the Corporation. Any assignment provided for herein shall not serve to enlarge or diminish the obligations and requirements of this Agreement, nor shall they relieve Business of any liability to the Corporation, including any required indemnity in the event that any Assignee hereof shall at any time be in Default of the terms of this Agreement. The Corporation may demand and receive adequate assurance of performance including the deposit or provision of financial security by any proposed Assignee prior to its approval of an assignment.
5. Independent Contractors.
- (a) It is expressly understood and agreed by all Parties hereto that in performing their services hereunder, Business at no time will be acting as an agent of the Corporation and that all consultants or contractors engaged by Business respectively will be independent contractors of Business; and nothing contained in this Agreement is intended by the Parties to create a partnership or joint venture between the Parties and any implication to the contrary is hereby expressly disavowed. The Parties hereto understand and agree that the Corporation will not be liable for any claims that may be asserted by any third party occurring in connection with services performed by Business respectively under this Agreement, unless any such claims are due to the fault of the Corporation.
  - (b) By entering into this Agreement, except as specifically set forth herein, the Parties do not waive, and shall not be deemed to have waived, any rights, immunities, or defenses either may have, including the defense of parties, and nothing contained herein shall ever be construed as a waiver of sovereign or official immunity by the Corporation with such rights being expressly reserved to the fullest extent authorized by law and to the same extent which existed prior to the execution hereof.
  - (c) No employee of the Corporation, or any board member, or agent of the Corporation, shall be personally responsible for any liability arising under or growing out of this Agreement.
6. Notice. Any notice required or permitted to be delivered hereunder shall be deemed delivered by actual delivery, or on the first business day after depositing the same in the hands of a reputable overnight courier (such as United States Postal Service, FedEx or UPS) and addressed to the Party at the address set forth below:

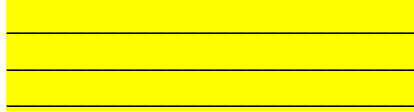
If intended for CEDC:

Crowley Economic Development Corporation  
Attention: Executive Director  
201 E. Main Street  
Crowley, TX 76036

With a copy to:

Taylor, Olsen, Adkins, Sralla & Elam, L.L.P.  
Attention: Rob Allibon  
6000 Western Place, Suite 200  
Fort Worth, Texas 76107

If to the Business:



Any Party may designate a different address at any time upon written notice to the other Parties.

7. Governmental Records. All invoices, records and other documents required for submission to the City pursuant to the terms of this Agreement are Governmental Records for the purposes of Texas Penal Code Section 37.10.
  - (a) Governing Law. The Agreement shall be governed by the laws of the State of Texas, and the venue for any action concerning this Agreement (subject to the dispute resolution mechanisms of Article VII above) shall be in the Courts of Tarrant County. The Parties agree to submit to the personal and subject matter jurisdiction of said court.
  - (b) Amendment. This Agreement may be amended by mutual written agreement of the Parties, as approved by the Board of Directors of the Corporation and paid for by the Business.
8. Legal Construction. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect other provisions of this Agreement, and it is the intention of the Parties to this Agreement that, in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid, or unenforceable.

Each of the Parties has been represented by counsel of their choosing in the negotiation and preparation of this Agreement. Regardless of which Party prepared the initial draft of this Agreement, this Agreement shall, in the event of any dispute, whatever its meaning or application, be interpreted fairly and reasonably and neither more strongly for or against any Party.
9. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written agreement between the Parties that, in any manner, relates to the subject matter of this Agreement, except Corporation Board approved amendments to this Agreement.
10. Paragraph Headings. The paragraph headings contained in this Agreement are for convenience only and will in no way enlarge or limit the scope or meaning of the various and several paragraphs.
11. Counterparts. This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

12. Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

13. Indemnification.

**BUSINESS AGREES TO DEFEND, INDEMNIFY AND HOLD THE CORPORATION AND THE CITY OF CROWLEY (“CITY”), AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES, HARMLESS FROM AND AGAINST ANY AND ALL REASONABLE LIABILITIES, DAMAGES, CLAIMS, LAWSUITS, JUDGMENTS, ATTORNEY FEES, COSTS, EXPENSES AND ANY CAUSE OF ACTION THAT DIRECTLY RELATES TO ANY OF THE FOLLOWING: ANY CLAIMS OR DEMANDS BY THE STATE OF TEXAS THAT THE CORPORATION HAS BEEN ERRONEOUSLY OR OVER-PAID SALES AND USE TAX FOR ANY PERIOD DURING THE TERM OF THIS AGREEMENT AS A RESULT OF THE FAILURE OF BUSINESS TO MAINTAIN A PLACE OF BUSINESS AT THE PROPERTY OR IN THE CITY OF CROWLEY, OR AS A RESULT OF ANY ACT OR OMISSION OR BREACH OR NON-PERFORMANCE BY BUSINESS UNDER THIS AGREEMENT EXCEPT THAT THE INDEMNITY PROVIDED HEREIN SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE ACTION OR OMISSIONS OF THE CORPORATION OR CITY. THE PROVISIONS OF THIS SECTION ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY, IT BEING THE INTENTION OF THE PARTIES THAT BUSINESS SHALL BE RESPONSIBLE FOR THE REPAYMENT OF ANY FUNDS PAID AND PROPERTY GRANTED TO BUSINESS HEREIN THAT INCLUDES CITY SALES TAX RECEIPTS THAT THE STATE OF TEXAS HAS DETERMINED WAS ERRONEOUSLY PAID, DISTRIBUTED OR ALLOCATED TO THE CORPORATION.**

14. Additional Instruments. The Parties agree and covenant to cooperate, negotiate in good faith, and to execute such other and further instruments and documents as may be reasonably required to fulfill the public purposes provided for and included within this Agreement.

15. Force Majeure. Whenever a period of time is herein prescribed for action to be taken by the Business, the Business shall not be liable or responsible for, and there shall be excluded from the computation of any such period of time, any delays due to causes of any kind whatsoever which are caused by Force Majeure.

**Executed** on this \_\_\_\_\_ day of April 2020

Business: \_\_\_\_\_

Signed: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Executed** on this \_\_\_\_\_ day of April 2020.

**CROWLEY ECONOMIC  
DEVELOPMENT CORPORATION**

By: \_\_\_\_\_

Name: Robert Loftin

Title: Executive Director, Crowley EDC



## Exhibit "B"

### **CROWLEY ECONOMIC DEVELOPMENT CORPORATION**

#### **Crowley Cares Relief Grant Program**

#### **POLICY BACKGROUND**

This policy is developed to distribute economic development funds to local small businesses in accordance with TLGC 505.158 for Type B corporations. Specifically, this section of TLGC states that the Corporation is authorized to expend funds found by the Board "to promote new or expanded business development". Therefore, the intent of the Program is to assist small local businesses to expand back to the levels prior to the economic retraction caused by the COVID-19 National Disaster. The included resolution, agenda and performance agreement contain the necessary findings of the Board to address these Section 505.158 requirements.

The below procedures were developed in an effort to place the funds in the hands of our local businesses in the most expedient manner possible. Here were the challenges the Crowley EDC is facing:

- #1 TLGC 505.159 requires the Corporation to hold a public hearing on the proposed project or program before expending any funds on the program.
- #2 TLGC 505.160 requires 60 days after public notice of the project to be allowed for a petition to be filed to contest the project. This means 10% of the registered voters can petition that a project be voted on by the public, if filed within 60 days. If we wait 60 days before distributing the money, then these businesses may have already failed, and the project is not helping anyone.
- #3 Programs under TLGC 505.158 require a performance agreement be executed and approved by the Corporation.
- #4 Pursuant to TLGC 505.158 a project or program requiring an expenditure of more than \$10,000 requires approval of the City Council by resolution on two separate readings.
- #5 Criteria of eligible businesses to fairly distribute funds to businesses that need assistance during this critical time

To overcome these challenges, we decided to propose the CEDC's "Crowley Cares Relief Grant Program", with a budget of up to \$300,000 total, and to not award any one business more than \$5,000. The CEDC will need to hold one public hearing, and approve the Program. The City Council will approve a budget amendment to the EDC budget once the amount is determined. We also placed into our performance agreement that the business is required to refund all money awarded should a petition be filed within the 60-day period. This allows the money to be distributed during this 60-day period instead of afterwards. We drafted one form master performance agreement which each individual business will need to sign off on and approve. We plan to mail/email them out the day the meeting agenda notice is posted. We also plan to email each business the forms required by the city's finance department as soon as the applicant provided all required documentation. This will start the city's process of setting the business up as a vendor for payment while we were receiving applications and awaiting the board meeting and Council approval.

## PROCEDURE FOR IMPLEMENTATION

### CRITERIA AND INFORMATION TO BE DISTRIBUTED TO MEDIA AND LOCAL BUSINESSES:

1. Business must be located within the city limits of the City of Crowley.
2. Business is not a national chain or franchise associated with a parent company.
3. Business has a physical location for commercial use.
4. Business is NOT home-based.
5. Business is for profit.
6. Business must have a current Certificate of Occupancy.
7. Business types that are excluded are: Grocery store, big box stores, food markets, wine/beer store, tobacco or any type of vaping store, convenience store or gas station, construction real estate development and sales, car sales, banks or other financial institutions, medical or health care providers, auto mechanics & repair shops, plumbers, HVAC, and electricians, daycares or schools, storage facilities, and car wash establishments.
8. The EDC reserves the right to determine eligibility under this program for any businesses not listed.

### APPLICATION & DOCUMENTS REQUESTED:

In order to apply, the business must supply the following items:

- (1) A copy of the certificate of occupancy for the City.
- (2) Texas Comptroller of Public Accounts sales tax statement for either February 2020 or most recent filing (for businesses that do not pay sales tax, supply a letter stating that).
- (3) Texas Workforce Commission's most recent quarterly filing (January 2020 for most covering the period October-December 2019), or an email stating they are a "sole proprietorship" or have only themselves as a single employee. If the report is not available then a list of employees (names excluded) as Employee A, hours they normally work and rate of pay can be submitted.

This provides the EDC with all the relevant information needed to legally award a company funds under this program. These three records show: (a) the business is in the city limits, (b) the physical and financial size of the business, and (c) the number of employees and revenues of the business prior to the COVID-19 crisis.

### RECEIVING INFORMATION FROM PUBLIC:

- (1) One staff member will be designated to receive all the emails and calls and above information requested; they will also be setting up the hard files on a designated drive; once they receive all the information, they will then send an email to another staff member and "cc" team that "Business A" has submitted all information, file is set up;
- (2) A second staff member can then receive the information and incorporate the data into a master spreadsheet; and, this person will also be sending to the business the forms necessary to process the payments, requesting that the business return the forms within one to two days of receipt;
- (3) The media relations coordinator will be designated to forward any social media inquiries to the appointed staff member for approval and for response, including posts, messages and photos (if any);
- (4) Staff will be responding to all emails (and calling back) any business that has questions or needs additional information (forwarded by team);

- (5) A spreadsheet with each business' name and contact information and to include the following metrics:
  - a) Project #\_\_\_ (different number for each business)
  - b) Business name
  - c) Business phone
  - d) Business email
  - e) Dollar amount of February 2020 sales tax paid
  - f) Total number of employees (both full and part-time) or SOLE PROPRIETORSHIP

**BOARD MEETING PREP:**

- (1) Draft agenda to include the following language for a meeting to cover the following agenda item "Hold a public hearing, presentation, discussion, and possible action on Resolution R-#\_\_\_\_\_ approving the Crowley Cares Relief Grant Program and the distribution of an amount up to a total of \$300,000 (not to exceed \$5,000.00 per business)" for local businesses to promote new or expanded business development in an effort to expand their business enterprise back to the levels prior to the economic retraction caused by the COVID-19 National Disaster.
- (2) Draft Resolution to include above language and to include language requiring the business to have "provided a signed performance agreement attached to this Resolution as Exhibit A, wherein the business agrees to use the money in an attempt to retain and train employees during this time".
- (3) Schedule City Council meeting for Council to adopt resolution authorizing the Program as required. (Possibly May 7, 2020).
- (4) Finalize and send performance agreement to each business either before or after the meeting, but must ensure that all are signed prior to funds being distributed.
- (5) Team to coordinate on public notice and media release of information.