



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** December 4, 2024  
**PREPARED BY:** Scott Jones, Director  
**DEPARTMENT:** Economic Development

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the Rental Assistance Program for the new State Farm Insurance agency in Manor, Texas.

**BACKGROUND/SUMMARY:**

The Rental Assistance Program was created by City Council to provide rent assistance to eligible new or expanding brick and mortar businesses that are located or will be located in the City of Manor. Applicants are required to submit a completed application to the Economic Development Department including the information as presented in the attached Manor Community Development Rental Assistance Program Guidelines. Successful applicants will be eligible for rental assistance for a year from approval consisting of a maximum of 50% of the applicant’s monthly rental payments for the first 6 months, with the amount of rental assistance amount decreasing months 7 - 12 by 11.5% each month, not to exceed \$750 for any month to any one business, as illustrated in the attached Manor Community Development Rental Assistance Program Guidelines.

Applicant Stephen Miller completed the City’s Application for Assistance, provided all of the materials and completed all of the steps required of the Guidelines, including meeting with me and the SBDC. The location of his insurance agency is 310 W Murray St. in Manor. His rent has been verified through his lease with his lessor and he qualifies for the maximum \$750.00 per month for the first 6 months, declining balance thereafter rental assistance.

The City Staff has reviewed the application and supporting documents of the applying business and verified the business is located within the Manor City Limits.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** Significant, through services offered to clients  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Rental Assistance Application

**STAFF RECOMMENDATION:**

The City Staff recommends that the City Council approve a grant to Stephen Miller State Farm Agency in the amount of \$7498.00, reimbursed monthly upon request from the owner after proof of payment to landlord is received by City.