



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 19, 2025
PREPARED BY: Scott Jones, Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on Rental Assistance Program for A & G Insurance Agency.

BACKGROUND/SUMMARY:

The Rental Assistance Program was created by the City Council to provide rent assistance to eligible new or expanding brick and mortar businesses that have recently located within the past 12 months 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 included 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 guidelines.

Applicant Joanna Gomez, the firm's Operations Manager, 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 the business qualifies for the maximum \$750.00 per month for the first 6 months, declining balance thereafter, in Rental Assistance as defined by the Program Guidelines.

The agency opened business in Manor in late 2024.

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

LEGAL REVIEW: Not applicable
FISCAL IMPACT: Significant, through services offered clients
PRESENTATION: No
ATTACHMENTS: Yes

- Rental Assistance Application
- Manor Rental Assistance Program Guidelines

STAFF RECOMMENDATION:

The city staff recommends that the city council approve a grant to A & G Insurance Agency in the amount of \$7498.00, reimbursed monthly upon request from the owner after proof of payment to landlord is received by City.
