



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 18, 2024
PREPARED BY: Scott Jones, Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Rental Assistance Program for eligible small businesses that relocate to or start-up in the City of Manor.

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 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 Guideline. The City Staff has reviewed the application and supporting documents of the applying business, E'Styles, and verified the business is located within the Manor City Limits and qualifies for the grant.

LEGAL REVIEW: Yes, Deron Henry, Assistant City Attorney
FISCAL IMPACT:
PRESENTATION: No
ATTACHMENTS: Yes

- Manor Assistance Program Guidelines
- Application
- Grant Spreadsheet

STAFF RECOMMENDATION:

The City staff recommends that the City Council approve a grant in the amount of \$7500.00 to E'Styles reimbursed monthly upon request from the owner after proof of payment to the landlord is received by the City.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **X None**
