

RICHARD WARREN, PRESIDENT  
SHELLEY FULLER, BOARD MEMBER  
RACHEL COTTON, BOARD MEMBER  
CHUCK ENGELKEN, BOARD MEMBER



DANNY EARP, BOARD MEMBER  
JOHNNY MORALES, BOARD MEMBER  
NANCY OJEDA, VICE-PRESIDENT

## CITY OF LA PORTE DEVELOPMENT CORPORATION MEETING AGENDA

Notice is hereby given of a meeting of the City of La Porte Development Corporation to be held on April 27, 2020, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, beginning at 5:00 PM

to consider the following items of business:

To attend the meeting remotely, via the Zoom meeting app, use the link <https://zoom.us/j/93673992112>, with Meeting ID 936 7399 2112. To attend by phone only, dial 877-853-5257 or 888-475-4499, both are toll-free in the U.S.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** (Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)
3. **CONSENT AGENDA** (*Approval of Consent Agenda items authorizes each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Committee present at this meeting.*)
  - (a) Approve the minutes of the meeting held on February 24, 2020. [Richard Warren, President]
4. **AUTHORIZATIONS**
  - (a) Presentation, discussion, and possible action to authorize an expenditure for promotional purposes in an amount not to exceed \$50,000.00 for the La Porte Small Business Stimulus Program, and appoint a three person panel to the La Porte Stimulus Task Force. [Ryan Cramer, Economic Development Coordinator]
5. **SET NEXT MEETING**
6. **Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.**
7. **ADJOURN**

If, during the course of the meeting and discussion of any items covered by this notice, the La Porte Development Corporation Board determines that a Closed or Executive Session of the Board is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase,

exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the La Porte Development Corporation Board will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

**Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.**

### **CERTIFICATE**

I, Lee Woodward, City Secretary, do hereby certify that a copy of the April 27, 2020, La Porte Development Corporation Board agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.LaPorteTX.gov](http://www.LaPorteTX.gov), in compliance with Chapter 551, Texas Government Code.

DATE OF  
POSTING

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TIME OF  
POSTING

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TAKEN DOWN

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*Lee Woodward*

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Lee Woodward, City Secretary

RICHARD WARREN, PRESIDENT  
NANCY OJEDA, VICE-PRESIDENT  
CHUCK ENGELKEN, BOARD MEMBER  
VACANT, BOARD MEMBER



DANNY EARP, BOARD MEMBER  
JOHNNY MORALES, BOARD MEMBER  
SHELLEY FULLER, BOARD MEMBER

## MINUTES OF THE LA PORTE DEVELOPMENT CORPORATION BOARD MEETING OF FEBRUARY 24, 2020

The City of La Porte Development Corporation Board met on Monday, February 24, 2020, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:00 p.m., with the following in attendance:

**Board members present:** Richard Warren, Danny Earp, Chuck Engelken, Johnny Morales, Shelley Fuller, Rachel Cotton, Nancy Ojeda

**Board members absent:** None

**Council-appointed members present:** Jason Weeks, Assistant City Manager; Lee Woodward, City Secretary; Clark Askins, Assistant City Attorney

1. **CALL TO ORDER** – President Warren called the meeting to order at 5:02 p.m.
2. **CITIZEN COMMENT** (*Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.*)
3. **CONSENT AGENDA** (Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Committee present at this meeting.

(a) **Approve minutes of the meeting held on January 27, 2020.** [Richard Warren, President]

Board member Engelken moved to approve the minutes of the January 27, 2020, meeting: the motion was adopted, 7-0.

#### 4. PUBLIC HEARING AND ASSOCIATED MATTERS

(a) **Presentation, discussion, and possible action to authorize publication of notice of a proposed project for development of commercial property at 101 West Main Street, to begin a 60-day comment period.** [Ryan Cramer, Economic Development Coordinator]

Ryan Cramer, Economic Development Coordinator provided an overview of the project. Board member Earp noted the correct address was 100 Main Street and asked that 'clawback' provisions be included in any agreement. Members Earp and Engelken said they felt the Board needed to view the project's scorecard before approving the publication. Board Member Earp moved to authorize publication of notice of a proposed project for development of commercial property at 100 West Main Street for up to \$85,000 for the LPDC of the grant, to begin a 60-day comment period; the motion was adopted, 7-0.

#### 5. SET DATE FOR NEXT MEETING

The next meeting was scheduled for March 23, 2020.

6. **Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.**

The Board thanked Mr. Campise for his investment in the community and welcomed new Board member Rachel Cotton.

7. **ADJOURN** – The meeting was adjourned at 5:34 p.m.

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Lee Woodward, City Secretary

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Lee Woodward, City Secretary



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD  
AGENDA ITEM**

Agenda Date Requested: <u>April 27, 2020</u>
Requested By: <u>Ryan Cramer, Coordinator</u>
Department: <u>Economic Development</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

<b>Appropriation</b>	
Source of Funds:	<u>Contingency</u>
Account Number:	<u>038-6030-565-9050</u>
Amount Budgeted:	<u>\$0</u>
Amount Requested:	<u>\$50,000</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Application

**SUMMARY**

The recent COVID-19 outbreak has created a challenge for businesses rarely seen in human history. Currently, there are a number of programs available through the federal, state and county levels. At the federal level, through the Small Business Association, this includes the Payroll Protection Plan, EIDL loans and loan advance, SBA Express Bridge Loans and SBA Debt Relief. In Texas the State Comptroller’s Office is offering short-term payment agreements and penalty/interest waivers of sales tax remission. Harris County in conjunction with the Houston-Galveston Area Local Development Corporation started a forgivable loan program, which was paused four hours later after becoming inundated with applications. On the local level, staff is bringing forward a forgivable microloan program to help La Porte businesses stay afloat.

The proposed La Porte Small Business Stimulus Program would be forgivable, zero interest loans up to \$5,000 for payment of rent and salaries, deferred repayment to be 90 days after the stay-at-home order is lifted, application open to businesses in a La Porte’s commercial space with less than 50 employees, and with loan ultimately being forgiven after a year of on-time payments. Loan recipients will be chosen by the La Porte Stimulus Task force, a three person panel authorized by the Economic Development Board. Staff will assist the La Porte Stimulus Task Force with facilitating these loans based on information provided by the applicant like a credit check, last 12 month income statement, a balance sheet, W9 and a Texas Workforce Commission C3 report.

In order to provide immediate relief as quickly as possible, staff would utilize promotional expenditures from the La Porte Community Development Corporation - 4B sales tax account. All components of this program are up for revision as the Board sees fit. If the Board chooses to move forward, staff will prepare a budget amendment for consideration for the next meeting.

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**RECOMMENDED MOTION**

***I move to authorize an expenditure for promotional purposes in an amount not to exceed \$50,000.00 for the La Porte Small Business Stimulus Program, and appoint the three person panel of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to the La Porte Stimulus Task Force.***

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**Approved for the La Porte Development Corporation Board meeting agenda**

\_\_\_\_\_  
**Corby D. Alexander, City Manager**

\_\_\_\_\_  
**Date**

## The La Porte Stimulus Program

### REVIEW PROCESS:

The Stimulus Task Force will review all applications to ensure completeness and eligibility. Applicants will receive notification of their application status within 5-7 business days of receipt. All applications must include a signed W-9 form and any supporting documentation. Each applicant may request up to \$5,000. If granted, payments will be made directly to the applicant to be utilized for eligible expenses. The Task Force will accept and award applications/loans until funds are depleted.

Eligibility and Qualifications: Please review and check box to certify eligibility:

Small businesses wishing to apply for the loan must meet the following criteria:

- Physical and publicly accessible location within the City of La Porte city limits (no home-based businesses).
- Experienced or projected to experience a decline in revenue and/or employment starting March 1, 2020 and ending at which time the government has allowed citizens to return to normal activity.
- In good standing with the City of La Porte regarding taxes, licensing and permits.
- Must be registered with the Texas Comptroller's Office as a sales tax revenue generating business for the City of La Porte.
- Engaged in activities that are legal under city and state law.

Name of Applicant: [Click here to enter text.](#)

Name of Business: [Click here to enter text.](#)

Business Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Business Category /NAICS Code: [Click here to enter text.](#)

Number of business locations: [Click here to enter text.](#)

Name of Business Owner(s): [Click here to enter text.](#)

Loan Amount Requested: [Click here to enter text.](#)

Do you have business disaster/interruption insurance (Yes or No): [Click here to enter text.](#)

How many full time employees did you have on January 1, 2020? [Click here to enter text.](#)

How many part time employees did you have on January 1, 2020? [Click here to enter text.](#)

How many full time employees did you have on March 1, 2020? [Click here to enter text.](#)

How many part time employees did you have on March 1, 2020? [Click here to enter text.](#)

How many full time employees do you currently have as of application date? [Click here to enter text.](#)

How many part time employees do you currently have as of application date? [Click here to enter text.](#)

How many full time employees do you anticipate in 30 days from application date? [Click here to enter text.](#)

How many part time employees do you anticipate in 30 days from application date? [Click here to enter text.](#)

Current percentage decline in revenue from this time last year: [Click here to enter text.](#)

Anticipated percentage decline in revenue 30 days from application: [Click here to enter text.](#)

Anticipated percentage decline in revenue 60 days from application: [Click here to enter text.](#)

What are the impacts to your business from COVID-19? Please check all that apply.

- Temporary business closure
- Reduced hours of operation
- Restricted access to capital to address costs
- Inability to respond to home delivery
- Interrupted supply/deliveries from vendors
- Increased operating costs
- Permanent business closure
- Employee layoffs/furloughs
- Revenue decline
- Inability to serve customers
- Decreased customers
- Other: [Click here to enter text.](#)

Please indicate how your business will utilize the loan funding if approved: [Click here to enter text.](#)

What is your monthly rent? [Click here to enter text.](#)

What is your monthly payroll? [Click here to enter text.](#)

AGREEMENT - By signing below I certify that:

All the information provided is true and accurate and financial information has not been manipulated to exaggerate the financial duress of this business.

I understand the information submitted in this application may require additional supporting documentation and will be shared with the Stimulus Selection Board committee.

I understand the Stimulus Task Force will not accept and/or evaluate incomplete applications.

I understand the Stimulus Task Force may grant or deny applications at its sole discretion. The Stimulus Task Force does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.

I understand that my business is not entitled to a loan.

Signature:

Date: [Click here to enter a date.](#)