



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 31, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER
MICHAEL MCCONVILLE, MANAGEMENT ANALYST

SUBJECT: CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM UPDATE

MEETING DATE: SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

Recommendation that City Council (1) receive and file this update on the Calabasas Open Small Business Grant Program and (2) direct staff on the issuance of \$101,481 in second round Program funds in accordance with the options listed below.

BACKGROUND:

The Calabasas Open Small Business Grant Program (Program) has provided 45 small businesses with \$398,519 in grants to assist with COVID-19 reopening costs. During its August 8th meeting, City Council authorized staff to proceed with a second round of grants with the remaining \$101,481 in Program funding. City Council also revised Program eligibility requirements that permit grants to be issued to licensed healthcare providers and newly opened businesses.

SIGNIFICANT ACTIVITY AND UPDATES:

Application Submission: August 24 – 28

The Calabasas Open Small Business Grant Program application was available on the City’s website and accepted applications for its second round from August 24 until August 28.

After a tentative review, seventeen (17) applications met eligibility requirements, while six (6) applications did not. A listing of applicants can be seen below:

ID	Name of Business	Type of Business	Eligible	Grant Request
143	Calabasas dental Care	Calabasas dental Care	Yes	\$8,900.00
142	Feature LLC**	Apparel and Footwear retail store	Yes	\$10,000.00
141	The Anza Hotel Calabasas**	Hotel	Yes	\$10,000.00
140	Marmalade Cafe	Restaurant	No, Received Phase 1 Grant	N/A
139	Mountain View Dentistry	Dental Office	Yes	\$10,000.00
138	Calabasas Smiles	Dental office	Yes	\$10,000.00
137	Skin Bio	Cosmetic Dermatology and Functional Medicine	Yes	\$10,000.00
136	Calabasas Academy of Dance	Dance Instruction	Yes	\$8,200.00
135	Courtyard Pharmacy**	outpatient pharmacy	Yes	\$10,000.00
134	HIIT FIT 5 LLC F45 TRAINING CALABASAS	FITNESS STUDIO	Yes	\$10,000.00
133	Certified Homes Inc	Construction	No, Not a Brick & Mortar Retail Business	N/A
132	Stuart J. Hoffman, D.M.D., M.S. - Calabasas Orthodontics	Orthodontics & Dentofacial Orthopedics	Yes	\$5,294.00
131	Montessori of Malibu Canyon	Preschool/Childcare Center	Yes	\$10,000.00

130	Symmetry Physical Therapy & Wellness	Outpatient physical therapy practice and pilates studio	Yes	\$10,000.00
129	BAJA FRESH MEXICAN GRILL **	RESTAURANT	Yes	\$10,000.00
128	COLOR ME MINE CALABASAS **	PAINT YOUR OWN POTTERY STUDIO	Yes	\$5,542.06
127	si group usa inc	Construction	No, Not a Brick & Mortar Retail Business	N/A
126	Dermaluv Skin Care	Skin Care and Beauty	Yes	\$10,000.00
125	TIFA Chocolate & Gelato **	Retail desserts, Gelato, Chocolates & Cookies	Yes	\$10,000.00
124	Sunray Insurance Services, Inc.	Insurance products and services	No, Not Located Within City Limits	N/A
123	Luna Optometry	Optometry Practice	Yes	\$5,846.34
122	NeuroSense Psychology	Neuropsychology Office	No, Not Located Within City Limits	N/A
121	Fazio Inc	Retail Dry Cleaning and Shirt Laundry	No, Essential Business Not Required to Close	N/A
Total	23			\$153,782

***Sales tax or transient occupancy tax generating business*

Note: This table is not final. Businesses, eligibility, and grant amounts may change.

Application Review: August 31 – September 9

Applications will be formally reviewed starting the week of August 31 by a review panel consisting of two (2) City staff members for eligibility and completeness. The panel will recommend a grant award amount based on the reasonable costs associated with each grant request, with final grant approval being made by the City's Chief Financial Officer.

Final Approval & Notice of Grant Award: September 10 – 18

The panel recommendation will be forwarded to the City's Chief Financial Officer for final review and approval. Businesses that meet program eligibility requirements will

be provided an approved grant dollar amount. In the event that an applicant is denied funding, that determination is final and there is no appeals process.

Checks Mailed to Businesses: September 21 – 30

Small businesses will receive approved grant award checks via mail to the address listed on their applications

DISCUSSION ON DISTRIBUTION OF SECOND ROUND PROGRAM FUNDS:

Taking into account limited second round funding, the Program will not be able to provide either the number or amount of grants requested by applicants. Due to these circumstances, it is requested that City Council provide direction to staff on the issuance of \$101,481 in second round Program funds. The following three (3) options are being presented to City Council for consideration:

Option 1

Distribute the \$101,481 evenly amongst the seventeen (17) eligible small businesses. Each applicant would receive a grant in the amount of \$5,969.

Option 2

Provide the full requested grant amount to each small business utilizing a first come first served basis, including providing priority to the six (6) sales and transient occupancy tax priority businesses. The priority businesses would receive \$55,542 in grants, with \$45,939 remaining for approximately five (5) businesses. Six (6) small businesses would not receive a grant.

Option 3

Provide the full requested grant amount to each small business utilizing a first come first served basis, including providing priority to the six (6) sales and transient occupancy tax priority businesses. The priority businesses would receive \$55,542 in grants, with the remaining \$45,939 being evenly distributed amongst the rest of the businesses. Each non-priority business would receive a grant for approximately 50% of their requested amount.

FISCAL IMPACT/SOURCE OF FUNDING:

The City Council has approved a \$500,000 allocation from the Disaster Recovery Fund (46) (Woolsey Fire Settlement) as the funding source for both rounds of the Calabasas Open Small Business Grant Program. The City has distributed \$398,519 in first round grants, and will spend \$101,481 in funding for second round grants.

REQUESTED ACTION:

Recommendation that City Council (1) receive and file this update on the Calabasas Open Small Business Grant Program and (2) direct staff on the issuance of \$101,481 in second round Program funds in accordance with the options listed in the staff report.