

BEFORE THE COMMON COUNCIL OF THE CITY OF CANNON BEACH

FOR THE PURPOSE OF CREATING A COVID-19 BUSINESS) ORDINANCE 20-12
ASSISTANCE PROGRAM)

WHEREAS, businesses in the City of Cannon Beach are extraordinarily impacted by the global COVID-19 pandemic; and

WHEREAS, the Cannon Beach Chamber of Commerce polled local businesses regarding how the City of Cannon Beach could best assist them in weathering this crisis, and the results showed that most businesses would prefer a grant and/or deferment of transient lodging tax collections; and

WHEREAS, the Tourism and Arts Fund (which is comprised of funds from the seventy percent of the one percent lodging tax increase effective July 1, 2010) has a reserve of approximately \$302,000 ("TAF Reserve Fund"). Pursuant to Oregon law, these funds can be used to fund tourist promotion or tourist related facilities as those terms are defined under ORS 320.300; and

WHEREAS, the City of Cannon Beach wishes to enact a "Cannon Beach COVID-19 Business Grant Program" (Business Assistance Program), which will provide grants to local businesses impacted by COVID-19 that meet the definition under state law of tourist related facilities. Cannon Beach wishes to fund the Business Grant Program using the TAF Reserve Fund; and

WHEREAS, chapter 2.32 of the Cannon Beach City Code authorizes the Tourism and Arts Commission to make recommendations to the City Council regarding the distribution of the Tourism and Arts fund; and

WHEREAS, the City of Cannon Beach City Council wishes to make a one-time exception to Cannon Beach City Code chapter 2.32 and to use the TAF Reserve Fund for the Business Assistance Program; and

WHEREAS, Cannon Beach businesses are in immediate need of this funding.

NOW THEREFORE, THE CITY OF CANNON BEACH COUNCIL ORDAINS AS FOLLOWS:

1. The Cannon Beach City Council enacts the "Cannon Beach COVID-19 Business Assistance Grant Program" ("Business Assistance Program"), which shall be a grant program for businesses that meet the statutory definition of "tourist related facilities" that have been impacted by the COVID-19 pandemic.
2. The Cannon Beach City Council will adopt the criteria and guidelines for the Business Assistance Program via resolution.
3. The Business Assistance Program shall be funded from funds currently in the Tourism and Arts Fund reserve fund. For this limited purpose, the Tourism and Arts Commission will not have the powers delegated to the Commission under Cannon Beach Municipal Code section 2.32, and the funds used for the Business Assistance Program shall not be subject to the rules and procedures of the Commission.

4. This ordinance is an emergency as Cannon Beach businesses are in immediate need of these grants to continue their operations.

This Ordinance shall be in full force and effect as April 30, 2020, the date of adoption.

ADOPTED by the Common Council of the City of Cannon Beach this 30th day of April 2020, by the following roll call vote:


YEAS: Councilors Benefield, McCarthy, Ogilvie, and Risley
NAYS: None
EXCUSED: Mayor Steidel


Mike Benefield, Council President

Attest:

Bruce St. Denis, City Manager

Approved as to form:


Ashley Driscoll, City Attorney



CITY OF CANNON BEACH

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Exhibit A

Business & Non-Profit Assistance Grant Form

Business Name: *

Business Address: *

(Physical Location)

Owner Name: *

Owner Address: *

Owner Email: *

Owner Phone Number: *

Ownership Start Date: *

CB Business License Number: *

Non-Profits Only: IRS Letter of Determination (if applicable):

(Upload or attach supporting documentation)

Commercial Lease/Mortgage Payment: *

Average Combined Monthly Utility Bills: *

(Example: Electricity, Water, Natural Gas, Telephone, Internet, Garbage)

Industry Type: *

Select Option

If Industry Type is Other, Please Explain:

Explain how your business is tourism related: *

(Click here for [Your Business Must be a Tourist-Related Facility](#) definition.)

Attach necessary documentation here:

(Upload or attach supporting documentation)

Approximate percentage of business derived from tourism: *

Requested Funding Amount: *

Specific plans for use of grant funding requested. Note: some post-grant use reporting is required: *

(Example: utility payment, lease, payroll, etc.)

Average FTE employment in 2019, rounded to the nearest whole number:

*Providing answers to this question will assist in the decision making process however it is not required;
(Full time employees + total part time employee hours using 30hr/week as full time; Click here for [information on calculating FTE](#))

Total number of employees prior to City of Cannon Beach Emergency Declaration on 3/16/2020:

*Providing answers to this question will assist in the decision making process however it is not required;
(Total number of all employees)

Total number of employees on 4/28/2020:

*Providing answers to this question will assist in the decision making process however it is not required;
(Total number of all employees)

Revenue from period 3/16/2020-4/28/2020 was ___% of the revenue from period 3/11/2019-4/23/2019:

*Providing answers to this question will assist in the decision making process however it is not required;

Explain any extenuating circumstances for change in revenue:

*Providing answers to this question will assist in the decision making process however it is not required;

Total payroll costs from period 3/16/2020-4/28/2020 was ___% of the payroll costs from period 3/11/2019-4/23/2019:

*Providing answers to this question will assist in the decision making process however it is not required;

Explain any extenuating circumstances for change in payroll:

*Providing answers to this question will assist in the decision making process however it is not required;

Specific employment changes since the 3/16/2020 City of Cannon Beach Emergency Declaration:

*Providing answers to this question will assist in the decision making process however it is not required;
(Including but not limited to, changes in salary or hours, furloughs, and lay-offs)

Specific operation changes since the 3/16/2020 City of Cannon Beach Emergency Declaration:

*Providing answers to this question will assist in the decision making process however it is not required;
(Including but not limited to, changes in operating hours, limits or changes to services, or closing of normal operations)

Explain effects of COVID-19 restrictions on your business:

*Providing answers to this question will assist in the decision making process however it is not required;

Estimated number of months your business can sustain under current revenue, conditions and restrictions:

*Providing answers to this question will assist in the decision making process however it is not required;

Estimated impact on employees and business from grant funding:

*Providing answers to this question will assist in the decision making process however it is not required;

Specific plans to bring employment and business back following lifting of restrictions:

*Providing answers to this question will assist in the decision making process however it is not required;

Explanation of actions taken outside this grant to alleviate impact:

*Providing answers to this question will assist in the decision making process however it is not required;

I certify that the information submitted in this application is true and correct to the best of my knowledge.

(I further understand that any false statements may result in denial of grant and returning of issued funds. Post-grant use reporting is required.)

☐ Yes

Once you have completed the form, please email it to cityhall@ci.cannon-beach.or.us