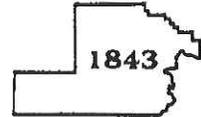


Yamhill County



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OFFICE OF COUNTY ADMINISTRATOR

February 3, 2021

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

TO: Yamhill County Board of Commissioners

FROM: Kenneth Huffer, County Administrator
Lindsey Manfrin, HHS Director

RE: Consideration of a COVID-19 Emergency Restaurant Licensing Grant Program.

At the request of the Board, Lindsey and I have prepared a Restaurant Licensing Grant Program for the Board's consideration. The intent of the grant program is to help restaurants that have been directly impacted by COVID-19 and the restrictions imposed by State guidance. Most area restaurants are only operating via "take out" only or are closed. Licensing is renewed on a calendar-year basis, so businesses have already renewed or are pending renewal.

To aid these businesses to be prepared for eventual re-opening or eventual lessening of current restrictions, we are proposing the following grant program for permanent restaurants:

Eligibility: Qualified applicants must be located within Yamhill County and:

- Licensed Restaurants that have either already renewed or are pending renewal of their January 1, 2021 to December 31, 2021 Restaurant License. This program is intended only for license renewals and not new businesses; and
- Licensed Restaurants whose primary service is onsite indoor dining and have been required to cease all onsite indoor dining because of Governor's orders related to the COVID-19 emergency.

Project period: Effective the date of Board approval and continues through April 1, 2021

Process: Invoices for renewals were sent out in October 2020, so as a result, we are proposing two processes:

- For businesses who have already paid their 2021 Restaurant License renewal, staff will send a mailer to these businesses that will include information about the grant program, and they will be invited to apply. Upon receipt of a completed application, businesses will be issued a grant award equal to the amount approved by the Board.
- For businesses who are pending renewal and have not renewed, staff will advise these businesses of the grant program and the annual amount for the license renewal will be discounted, equal to the amount of the grant award.

Grant Awards: Grant awards to businesses will be equal to ___% of the 2020-21 Adopted License Rates for permanent restaurants, which is further categorized by the number of seats typically available (or as available prior to COVID-19 restrictions that went into effect in March 2020).

B.O. 21-53

Funding and Estimated Costs: Yamhill County Public Health collected \$233,538 in restaurant fees in 2019. So far in 2020 Public Health has only collected \$74,297. Total amount needed depends on percentage of license rate that the Board would like to set the grant award for and there may be variations based on the number of licenses. It is recommended that if approved, the county use either Economic Develop Funds (Fund 26) or discretionary funds (General Fund) to cover costs. Upon approval, the total program amount approved will be transferred to Public Health for administration of the program.

Sincerely,



Kenneth Huffer

Accepted by Yamhill County
Board of Commissioners on
2/4/2021 by Board Order
21-53