



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: November 20, 2020

Subject: Approval of CARES Act Expenditures

The City of Spring Lake Park received \$482,931 in Coronavirus Relief Funds (CRF) from the State of Minnesota. CRF funds could only be used to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) were not accounted for in the budget most recently approved as of March 27, 2020 for the City; and 3) were incurred during a period that begins on March 1, 2020 and ends on November 15, 2020.

The City Council authorized the use of \$100,000 to provide assistance to local businesses through its Small Business Assistance grant program. The City distributed these funds to 10 applicants.

Other eligible expenses incurred and identified by the City include administrative expenses, staff time that was diverted to respond to the COVID-19 pandemic, public safety payroll expenses for staff whose duties were substantially dedicated to mitigating or responding to the COVID-19 pandemic, technology upgrades to promote the ability of public employees to telework, the acquisition of personal protective equipment, protective supplies and sanitizing products and staff time to disinfect public facilities; the payment of unemployment benefits for some seasonal employees; and COVID-19 testing expenses.

All of the costs noted above are considered eligible expenses under the federal guidelines and will result in the City retaining all the allocated funds distributed to the City.

Staff is seeking approval of Resolution 20-36 approving the eligible expenses.

RESOLUTION NO. 20-36

A RESOLUTION APPROVING EXPENDITURES RELATED TO THE CORONAVIRUS RELIEF FUND

WHEREAS, the \$2 billion Coronavirus Aid, Relief and Economic Security (CARES) Act was passed by Congress and was signed into law by President Trump on March 27, 2020; and

WHEREAS, \$150 billion of federal funding was allocated by the CARES Act to the Coronavirus Relief Fund (CRF), of which the State of Minnesota received \$1.86 billion; and

WHEREAS, the State of Minnesota allocated and disbursed \$482,931 of its CRF dollars to the City of Spring Lake Park to help cover costs associated with the City’s response to the COVID-19 pandemic; and

WHEREAS, the CARES Act stated that payments from the CRF may only be used to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) were not accounted for in the budget most recently approved as of March 27, 2020 for the City; and 3) were incurred during a period that begins on March 1, 2020 and ends on November 15, 2020; and

WHEREAS, the US Department of Treasury provided guidance to local governments on eligible uses of the CRF; and

WHEREAS, eligible uses of CRF funds include the provision of emergency financial assistance to businesses impacted by the disruption caused by the COVID-19 pandemic, the improvement of telework capabilities for public employees to enhance compliance with COVID-19 public health precautions, the reimbursement of payroll expenses for administrative personnel and public safety personnel for those positions that were substantially dedicated to mitigating or responding to the COVID-19 pandemic; the acquisition of protective supplies, sanitizing products, personal protective equipment, and the disinfection of public facilities to combat the COVID-19 pandemic; and any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the CRF’s eligibility criteria; and

WHEREAS, the City has utilized its CRF allocation in the following ways:

Administrative Expenses – Attorney Fees	\$ 2,280.06
Budgeted Personnel and Services Diverted to a Substantially Different Use	\$ 57,454.23
COVID-19 Testing and Contact Tracing	\$ 873.08
Improve Telework Capabilities of Public Employees	\$ 37,799.77
Payroll for Public Health and Safety Employees (law enforcement)	\$245,714.69
Personal Protective Equipment	\$ 11,731.39
Small Business Assistance	\$100,000.00
Unemployment Benefits	\$ 4,035.20
Items Not Listed Above (sanitizing products and PPE for Administration; grant to government agency (NMTV); P&R signage, message boards, sanitizing products and PPE; staff cultural assessment	\$ 23,042.58
TOTAL	\$482,931.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Anoka and Ramsey Counties, Minnesota, that the City Council does hereby approve the above Coronavirus Relief Fund expenditures, finding that the expenditures meet the tests required under the CARES Act.

BE IT FURTHER RESOLVED that the City Council does hereby accept the final CRF report as submitted to the Minnesota Department of Revenue.

The foregoing Resolution was moved for adoption by .

Upon Vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereon the Mayor declared said Resolution duly passed and adopted the 7th day of December, 2020.

APPROVED BY:

Robert Nelson, Acting Mayor

ATTEST:

Daniel R. Buchholtz, City Administrator



Please save your report based on the following example:
 RochesterCity_August2020
 Submit in Excel format to CRAOffice.mmb@state.mn.us seven
 business days after the end of each reporting period.

Local Government Expenditure Report		
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)
SPRING LAKE PARK CITY	0000197719	11/6/2020
Name and Title of Person Filling Out Form	DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)
Melissa Barker, Accountant	050387117	7637846491
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
mbarker@slpmn.org	\$ 482,931	\$ 482,931.00
Use the drop down in cell D14 to select "Interim" if your agency has any unspent funds and "Final" in the box if all available CRF funds have been spent and this will be your final report.	Final	
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.	Amount of CRF Remaining (this amount will autofill)	
	\$ (0.00)	

The covered period for these expenses is March 1, 2020 through November 15 (cities and towns) /December 1, 2020 (counties).

DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses (links to expenditure category examples are in the green category boxes to the left)		Treasury Guidance	FAQs					
Administrative Expenses	Attorney fees	2280.06	0.00	475.02	1045.03	760.01	0.00	0.00

Small Business Assistance		100000.00	0.00	0.00	0.00	70000.00	30000.00	0.00
Unemployment Benefits	2020 2nd quarter unemployment benefits payment	4035.20	0.00	4035.20	0.00	0.00	0.00	0.00
Workers' Compensation		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories	Aug: Sanitizing products and personal protective equipment for city hall, administration office, parks and recreation office, public works and elections. Sept: Grant to govt agency Oct: Park & recreation signs for parks; sanitizing products & PPE. Nov: Park & recreation message boards & city staff cultural assessment.	23042.58	0.00	2524.53	3830.40	2206.56	14481.09	0.00
Total Spent		482931.00	0.00	9137.69	10513.28	343668.59	119611.44	0.00

Cities and Towns	
Enter the Amount of unspent funds distributed to home county	0.00
Enter the name of the home county	Anoka
Enter the date funds were returned	

Cities and Towns in Hennepin and Ramsey Counties	
Enter the amount of unspent funds granted to hospitals	0.00
Enter the name(s) of hospitals receiving grants of unspent funds	

Counties	
Enter the amount of unspent funds received from cities and towns	0.00
Enter the amount of unspent funds returned to the State of Minnesota	0.00
Enter the date unspent funds were returned to the State of Minnesota	

	Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Enter the amount distributed to cities and towns with a population under 200	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CRF Fund Spending Confirmations

X

Use the dropdown menu to place an "X" in the cell B78 to confirm that your CRF funding request meets federal guidance:

- (1) as a necessary expenditure to respond to the COVID-19 public health emergency,
- (2) is not accounted for in the current budget,
- (3) expenses were incurred during the covered period. See box C18 for explanation, and
- (4) does not include any ineligible expenses as defined in federal guidance.