



CITY COUNCIL MEMO

TOPIC: CORONAVIRUS RELIEF FUNDS (CRF FUNDS)

ACTION: FOR APPROVAL

DATE: 10-07-2020

BACKGROUND

CARES Act funding to the State of Oregon is approximately \$1.6 Billion. Oregon has allocated funds per-capita to each city/county. **St. Helens was allocated \$394,198.43** through the formula. The money is requested to reimburse specific expenses related to COVID-19. The CARES Act requires all payments be used to cover expenses that:

1. Are necessary due to the public health emergency with respect to the current COVID-19 pandemic.
2. Were not accounted for in the budget most recently approved.
3. Were incurred during the period between 3/1/2020 ending on December 30, 2020, and that
4. Maintain maximum flexibility under Treasury guidance on expenditures.

- CRF Funds cannot be used to replace revenue.

- Whatever is not used, must be returned to Department of Administrative Services (DAS).

CURRENT CITY APPROACH

The City has submitted 3 reimbursement requests so far, with another one planned in mid-October. Currently the City has requested responses in the following categories:

- Public Health Expenses	\$42,209.94
- Payroll Expenses	\$21,311.52
- Expenses to Facilitate Compliance	\$130,573.26
- Economic Supports	<u>\$30,000.00</u>

TOTAL SPENT SO FAR = \$224,094.72

These include COVID related community support and operations costs approved by Council on August 5, 2020. The memo outlining the requested authorization is attached for convenience.

REMAINING FUNDS = 170,103.28

It is critical that we spend our entire allocation by December 30, 2020 to contribute to COVID response in our community.

RECOMMENDATION

- Additional city needs have been identified related to the health and safety of our staff, volunteers, and community in city-owned properties to comply with executive orders. At this time there are unbudgeted, COVID-related telework, cleaning and personnel expenses.
- Staff is in close contact with St. Helens School District and Northwest Regional Education Service District (NWR ESD) Childcare Resource and Referral division to identify distance learning and family support needs. District and childcare needs have been changing throughout the summer. Now that the school year

is underway, staff and partners have a better understanding of concrete distance learning needs. Partnership conversations and needs assessments inform the following recommendation.

Internal and city-owned property expenses:

- Police Hazard Pay (Through December 2020)	\$15,000 (estimate)
- IT infrastructure and SANS backup system	\$65,000 (estimate)
- COVID Administrative Leave Time	\$9,000 (estimate)
- ADA Doors for City Hall/UB/Council Chambers	\$15,000 (estimate)
- Additional HALO air filter devices Currently on backorder (Library and Recreation Center).	\$10,000 (estimate)
- Alano Club Assistance- compliance costs	\$5,000 (estimate)
- Tourism- compliance costs	\$26,104 (estimate)
The amount requested would increase/decrease depending on available funds in December during the last reimbursement request	

Distance Learning community supports

- Purchase of additional hotspots and subscriptions These will be dedicated/available to SHSD students	\$10,000 (estimate)
- Recreation Program staffing and equipment for support program Childcare programs/staffing through December 2020	\$15,000 (estimate)

REQUEST FOR EXPENDITURE AUTHORITY \$170,104

Thank you.