



MONROE CITY COUNCIL

Agenda Bill No. 20-123

SUBJECT:	Utility Fee Grant
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/11/2020	Executive	Rich Huebner	Rich Huebner	New Business #6

- Discussion:** 08/11/2020
- Attachments:**
1. Delinquent Utility Accounts as of 08/05/2020
 2. Coronavirus Relief Funds Budget as of July 28, 2020
 3. Proposed Coronavirus Relief Funds Budget Revision

REQUESTED ACTION: Move to approve the revised Coronavirus Relief Funds Budget and the implementation of the Utility Fee Grant program.

POLICY CONSIDERATIONS

Should the City reallocate \$138,617.41 from the Facilities line item in the Coronavirus Relief Funds budget to a new line item, "Utility Fee Grant", and implement this program?

DESCRIPTION/BACKGROUND

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which included an allocation of \$212,038.63 to a Facilities line item. As stated on the record in that meeting, the bulk of this amount (\$200,000) was earmarked for the possible purchase and placement of a modular building for the Municipal Court. It has since been determined by city staff that this project is not feasible for that amount, which allows this amount to be reallocated for other CARES Act eligible expenses.

At its July 28, 2020 Regular Business Meeting, the City Council authorized a reallocation of \$30,000 from the Facilities line item to the Grants line item; the amount allocated to the Facilities line item as of the above listed "Date" is \$182,038.63.

As of August 5, 2020, there are currently 637 utility accounts in delinquent status. These accounts are a combined \$158,881.18 in arrears.

Per the terms of the City's contract with the Department of Revenue, Coronavirus Relief Funds may be used may be used for (emphasis added):

1. **Necessary** expenditures incurred due to the COVID-19 public health emergency.
2. Expenses that **are not** accounted for in the budget most recently approved as of March 27, 2020.

The contract further stipulates that funds are restricted for use in addressing "Costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of **March 1, 2020** thru October 31, 2020" (emphasis added).

City Staff committed the July utility billing on August 5, 2020, and July utility bills reflect June usage. Based on this data, City Staff is recommending the issuance of grants to all delinquent accounts 120 days or less. This would cover utility usage in the months of March, April, May and June 2020, and is equal to the \$138,617.41 amount listed above in "Policy Considerations".

Within the contract document, the Department of Commerce provides examples of expenses deemed **necessary**. This list includes:

6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Providing further context, a "[Coronavirus Relief Funds – Frequently Asked Questions](#)" document, dated July 8, 2020 and posted on the Department of Commerce's [Coronavirus Relief Funds website](#), states:

"For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services."

In consideration of the hardships experienced by Monroe residents due to the COVID-19 outbreak, City Staff have determined that providing grants to individuals to allow them to pay their utility fees is a necessary expenditure to ensure their continued receipt of essential services. To meet this community need, staff is requesting Council reallocate \$138,617.41 within the Coronavirus Relief Funds budget and authorize the implementation of the Utility Fee Grant program.

FISCAL IMPACT:

Approval would authorize the mayor to reallocate \$138,617.41 in the Coronavirus Relief Fund budget from the Facilities line item to a new Utility Fee Grant line item. Approval does not represent an increase to the overall Coronavirus Relief Funds budget of \$607,116 approved by Council on June 9, 2020.

TIME CONSTRAINTS:

1. Approval of the Utility Fee Grant program and corresponding budget reallocation is requested as soon as possible.
2. Per the Coronavirus Relief Funds contract, the City must expend all funds it plans to seek reimbursement for by October 31, 2020.
3. Approval of the Utility Fee Grant program will enable the City to issue the appropriate grants in a timely manner, to ensure funds are expended by the October 31 deadline.

ALTERNATIVES:

1. Decline to approve the budget reallocation and implementation of the Utility Fee Grant program.
2. Approve the Utility Fee Grant program budget in an alternate amount.

Customer No	Reference No	Fee Code	Balance Fwd	Past Due	Under 30 days	30 - 60 days	60 - 90 days	90 - 120 days	Over 120 Days
		Report Totals	<u>265,935.25</u>	<u>158,881.18</u>	<u>106,880.07</u>	<u>95,893.64</u>	<u>27,647.31</u>	<u>15,250.46</u>	<u>20,263.77</u>

New Business #6
AB20-123



Agenda Bill No. 20-123

Attachment No. 2

SUBJECT:	Coronavirus Relief Funds (CRF) Budget as of July 28, 2020
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DESCRIPTION/BACKGROUND

In preparation of submitting Agenda Bill 20-079 for Council review and action on June 9, 2020, Mayor Geoffrey Thomas requested staff prepare a proposed budget, detailing Coronavirus Relief Funds (CRF) eligible expenses previously incurred and anticipated.

At its July 28, 2020 Regular Business Meeting, the City Council approved reallocation of \$30,000 from the “Facilities” line item to the “Grants” line item. The Coronavirus Relief Funds budget as of July 28, 2020 is:

Coronavirus Relief Funds (CRF) Budget Summary	Spent (Through April 30, 2020)	Future	Total
Consultant Services	\$925.00	\$40,000.00	\$40,925.00
Facilities	\$2,307.86	\$179,730.77	\$182,038.63
Grants	\$0.00	\$140,000.00	\$140,000.00
IT	\$19,201.08	\$181,493.98	\$200,695.06
Salary & Benefits	\$13,046.41	\$15,000.00	\$28,046.41
Supplies & Equipment	\$8,284.14	\$7,126.78	\$15,410.92
Total	\$43,764.49	\$563,351.53	\$607,116.02

Examples of expenses previously remitted or anticipated for each of the above budget units include:

1. **Consultant Services:** Contracts with service providers to provide economic development assistance, human service programs, outreach communication, etc.
2. **Facilities:** Facility improvements and purchases to ensure customer and employee health and safety.
3. **Grants:** Proposed city grant program to provide relief to local small businesses which have experienced losses related to COVID-19, and to non-profit agencies which provide human service programs to residents impacted by COVID-19.
4. **IT:** Purchase of technology and equipment to implement and improve teleworking capabilities for city employees.
5. **Salary & Benefits:** Payroll expenses for public safety employees engaged in activities directly related to COVID-19 response, and paid sick and family leave for employees impacted by COVID-19.
6. **Supplies & Equipment:** Purchase of sanitizing supplies and Personal Protective Equipment (PPE) to ensure proper disinfection of public facilities and the health and safety of customers and public employees.



Agenda Bill No. 20-123

Attachment No. 3

SUBJECT:	<i>Proposed Coronavirus Relief Funds Budget Revision</i>
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DESCRIPTION/BACKGROUND

In preparation of submitting Agenda Bill 20-079 for Council review and action on June 9, 2020, Mayor Geoffrey Thomas requested staff prepare a proposed budget, detailing Coronavirus Relief Funds (CRF) eligible expenses previously incurred and anticipated.

At its July 28, 2020 Regular Business Meeting, the City Council approved reallocation of \$30,000 from the “Facilities” line item to the “Grants” line item with the Coronavirus Relief Funds budget. Approval of Agenda Bill 20-XXX will revise the Coronavirus Relief Funds budget as follows:

Coronavirus Relief Funds (CRF) Budget Summary	Spent (Through April 30, 2020)	Future	Total
Consultant Services	\$925.00	\$40,000.00	\$40,925.00
Facilities	\$2,307.86	\$41,113.36	\$43,421.22
Grants	\$0.00	\$140,000.00	\$140,000.00
IT	\$19,201.08	\$181,493.98	\$200,695.06
Salary & Benefits	\$13,046.41	\$15,000.00	\$28,046.41
Supplies & Equipment	\$8,284.14	\$7,126.78	\$15,410.92
Utility Fee Grant		\$138,617.41	\$138,617.41
Total	\$43,764.49	\$563,351.53	\$607,116.02

Examples of expenses previously remitted or anticipated for each of the above budget units include:

1. **Consultant Services:** Contracts with service providers to provide economic development assistance, human service programs, outreach communication, etc.
2. **Facilities:** Facility improvements and purchases to ensure customer and employee health and safety.
3. **Grants:** Proposed city grant program to provide relief to local small businesses which have experienced losses related to COVID-19, and to non-profit agencies which provide human service programs to residents impacted by COVID-19.
4. **IT:** Purchase of technology and equipment to implement and improve teleworking capabilities for city employees.
5. **Salary & Benefits:** Payroll expenses for public safety employees engaged in activities directly related to COVID-19 response, and paid sick and family leave for employees impacted by COVID-19.
6. **Supplies & Equipment:** Purchase of sanitizing supplies and Personal Protective Equipment (PPE) to ensure proper disinfection of public facilities and the health and safety of customers and public employees.