



Agenda Briefing

Date of Meeting: August 18, 2020

Responsible Department: City Manager's Office

Presenter: Gayle Cook, City Manager

Briefing Prepared By: Gayle Cook, City Manager

Strategic Focus Area: City Services

General Information / Subject:

Item:

Consider and take all appropriate action on an Interlocal Agreement between the City of Seabrook and Harris County for necessary eligible expenditures incurred due to the public health emergency with respect to COVID-19 for a not to exceed amount of \$786,005.00

The attached Interlocal Agreement includes terms and conditions for reimbursement of funds through the COVID-19 Small Cities Assistance Program. The County has established this program to provide appropriate reimbursement of Coronavirus Relief Funds (CRF) to the respective small cities within the county. The COVID-19 Small City Assistance Program's purpose is to provide financial assistance for cities with a population less than 500,000. Harris County has prepared a program that will allow cities to take advantage of funding of up to \$55 per capita provided the city meets county requirements.

By approval of the agreement, the city will be acknowledging a public purpose will be served by using the funds to eligible expenses in accordance with all applicable federal and state guidelines and not withstanding all program requirements.

Executive Summary / Background:

On July 7, 2020, Seabrook City Council took approval action on Appendix - Cares Act Coronavirus Relief Fund Eligibility Certification by allowing the City Manager to a certify and sign.

As part of the requirements, FEMA submission on project expenses to try to acquire 75% funding through the Public Assistance Program is acknowledged by staff and will be submitted as applicable.

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number: 900-????

Amount Budgeted: Disaster Special Fund Project

Amount Requested / Required: \$786,005.00 (Not to Exceed by Reimbursement)

Funding Source (if not budgeted):

All applicable expenditures related to COVID-19 are accounted separately in General and Enterprise Funds in a special disaster related project and do not appear within departmental monthly financial report.

Supporting Materials Attached:



Prior Action / Review by Council, Boards, Commissions:

On July 7, 2020, Seabrook City Council took approval action on Appendix - Cares Act Coronavirus Relief Fund Eligibility Certification by allowing the City Manager to a certify and sign.

Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Gayle Cook

8/13/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Michael Gibbs

8/17/2020

Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

City Manager

Date

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